

SOLICITATION, OFFER, AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF PAGES
2. CONTRACT NUMBER DTFAAC-15-D-00010	3. SOLICITATION NUMBER DTFAAC-14-R-06175	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 05 SEP 2014	6. REQUISITION/PURCHASE NO. AC-14-06175
7. ISSUED BY FEDERAL AVIATION ADMINISTRATION MMAC, OFFICE OF ACQUISITION SERVICES (AAQ-731) 6500 S. MACARTHUR BLVD. MPB BLDG #24, ROOM 377 OKLAHOMA CITY, OK 73169		8. ADDRESS OFFER TO (If other than Item 7) FEDERAL AVIATION ADMINISTRATION MMAC, CUSTOMER SERVICE DESK (AAQ-700) 6500 S. MACARTHUR BLVD. MPB BLDG #24, ROOM 313 OKLAHOMA CITY, OK 73169			

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

**SOLICITATION: SCREENING INFORMATION REQUEST(SIR) - REQUEST FOR OFFER(RFO) - FULL AND OPEN COMPETITION
AERONAUTICAL CHART PRINTING, FINISHING, AND DISTRIBUTION SERVICES**

9. Sealed offers in original and [SEE SECTION L] 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 **Room 313, Multi-Purpose Building** until **3:00pm CST** local time **03 October 2014**

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 3.2.2.3-14. All offers are subject to all terms and conditions

10. FOR INFORMATION CALL:	A. NAME MONICA PRICE Contract Specialist	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS monica.price@faa.gov
		AREA CODE 405	NUMBER 954-4137	EXT.

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OFFER (Must be fully completed by offeror)

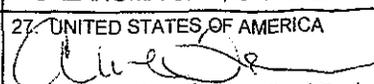
NOTE: Item 12 does not apply if the solicitation includes the provisions at 3.2.2.3-2, Minimum Offer Acceptance Period.

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 price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT <small>(See Section I, Clause No. 3.3.1-6)</small>	10 CALENDAR DAYS (%) 1%	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGMENT OF AMENDMENTS <small>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):</small>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR Williams & Heintz Map Corp. 8119 Central Ave. Capitol Heights, MD 20743	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Mark G. Budd, Secretary/Treasurer
15B. TELEPHONE NUMBER AREA CODE: 800 NUMBER: 338-6228 EXT.	17. SIGNATURE 
<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	18. OFFER DATE 09/30/14

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED 0001 TO 0056	20. AMOUNT Estimated \$19,821,752.90	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) (1) <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
FAA, CONTRACT MANAGEMENT TEAM (AAQ-732) 6500 SOUTH MACARTHUR BOULEVARD, MPB, RM 369 OKLAHOMA CITY, OK 73125		FAA, FINANCIAL OPERATIONS DIVISION (AMK-100) P.O. BOX 25082 OKLAHOMA CITY, OK 73125	
26. NAME OF CONTRACTING OFFICER (Type or print) ANGEL D. TAYLOR		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE 12/19/2014

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST

<u>BASE YEAR</u>						
		PHASE IN PERIOD FULL CYCLE PRODUCTION	DATE OF AWARD - 31 DEC 2014 31 DEC 2014 - 20 OCT 2015			
ITEM	DESCRIPTION	ANNUAL ESTIMATED QTY	UNIT	FIXED UNIT PRICE	ESTIMATED TOTAL PRICE	
0001	BASE YEAR - PHASE IN PERIOD / IMPLEMENTATION PLAN As required by Statement of Work Paragraph 7.0. Phase-In Period of Performance: Date of Award to December 31, 2014 This is a one-time charge to the government to ramp up production before steady-state production	As Req'd				
0002	ADDITIONAL COLOR PROOF Delivery: IAW Statement of Work	2	EA			
0003	ENROUTE CHARTS 56-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	287	LOT			
0004	ENROUTE CHARTS 56-DAY CYCLE PRINTING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3563	LOT			
0005	VFR CHARTS 28-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	182	LOT			
0006	VFR CHARTS 28-DAY CYCLE PRINTING Each Add'l Lot of 1,000 per chart Delivery: IAW Statement of Work	936	LOT			
0007	FINISHING, TRIMMING, AND FOLDING First Lot of 1,000 Delivery: IAW Statement of Work	469	LOT			
0008	FINISHING, TRIMMING, AND FOLDING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	4499	LOT			
0009	COLLATING, PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION (ENROUTE) Delivery: IAW Statement of Work	3850	LOT			
0010	PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION FOR NON-COLLATED PRODUCTS (VFR) Delivery: IAW Statement of Work	1118	LOT			
0011	STAND-ALONE CHART(s) PRINT ORDER FULFILLMENT REQUESTS - ORDERED "AS NEEDED" Delivery: IAW Statement of Work	225,000	EA			
0012	QUALITY ASSURANCE AND REPORTING REQUIREMENTS Delivery: IAW Statement of Work			NSP		
BASE YEAR ESTIMATED TOTAL						



**PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST**

<u>OPTION YEAR I</u>					
ITEM	DESCRIPTION	ANNUAL ESTIMATED QTY	UNIT	FIXED UNIT PRICE	ESTIMATED TOTAL PRICE
0013	ADDITIONAL COLOR PROOF Delivery: IAW Statement of Work	2	EA		
0014	ENROUTE CHARTS 56-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	246	LOT	(1 Lot = 1,000 copies)	
0015	ENROUTE CHARTS 56-DAY CYCLE PRINTING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3054	LOT	(1 Lot = 1,000 copies)	
0016	VFR CHARTS 28-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	182	LOT	(1 Lot = 1,000 copies)	
0017	VFR CHARTS 28-DAY CYCLE PRINTING Each Add'l Lot of 1,000 per chart Delivery: IAW Statement of Work	836	LOT	(1 Lot = 1,000 copies)	
0018	FINISHING, TRIMMING, AND FOLDING First Lot of 1,000 Delivery: IAW Statement of Work	428	LOT	Per Lot (1 Lot = 1,000 copies)	
0019	FINISHING, TRIMMING, AND FOLDING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3990	LOT	Per Lot (1 Lot = 1,000 copies)	
0020	COLLATING, PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION (ENROUTE) Delivery: IAW Statement of Work	3300	LOT	Per Lot (1 Lot = 1,000 copies)	
0021	PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION FOR NON-COLLATED PRODUCTS (VFR) Delivery: IAW Statement of Work	1118	LOT	Per Lot (1 Lot = 1,000 copies)	
0022	STAND-ALONE CHART(S) PRINT ORDER FULFILLMENT REQUESTS ORDERED "AS NEEDED" Delivery: IAW Statement of Work	225,000	EA	Per Each Copy	
0023	QUALITY ASSURANCE AND REPORTING REQUIREMENTS Delivery: IAW Statement of Work			NSP	
OPTION YEAR I ESTIMATED TOTAL					

PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST

OPTION YEAR II						
ITEM	DESCRIPTION	ANNUAL ESTIMATED QTY	UNIT	FIXED UNIT PRICE	ESTIMATED TOTAL PRICE	
0024	ADDITIONAL COLOR PROOF Delivery: IAW Statement of Work	2	EA			
0025	ENROUTE CHARTS 56-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	287	LOT	Per Lot (1 Lot = 1,000 copies)		
0026	ENROUTE CHARTS 56-DAY CYCLE PRINTING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3563	LOT	Per Lot (1 Lot = 1,000 copies)		
0027	VFR CHARTS 28-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	182	LOT	Per Lot (1 Lot = 1,000 copies)		
0028	VFR CHARTS 28-DAY CYCLE PRINTING Each Add'l Lot of 1,000 per chart Delivery: IAW Statement of Work	936	LOT	Per Lot (1 Lot = 1,000 copies)		
0029	FINISHING, TRIMMING, AND FOLDING First Lot of 1,000 Delivery: IAW Statement of Work	469	LOT	Per Lot (1 Lot = 1,000 copies)		
0030	FINISHING, TRIMMING, AND FOLDING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	4499	LOT	Per Lot (1 Lot = 1,000 copies)		
0031	COLLATING, PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION (ENROUTE) Delivery: IAW Statement of Work	3850	LOT	Per Lot (1 Lot = 1,000 copies)		
0032	PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION FOR NON-COLLATED PRODUCTS (VFR) Delivery: IAW Statement of Work	1118	LOT	Per Lot (1 Lot = 1,000 copies)		
0033	STAND-ALONE CHART(s) PRINT ORDER FULFILLMENT REQUESTS ORDERED "AS NEEDED" Delivery: IAW Statement of Work	225,000	EA	Per Each Copy		
0034	QUALITY ASSURANCE AND REPORTING REQUIREMENTS Delivery: IAW Statement of Work			NSP		
OPTION YEAR II ESTIMATED TOTAL						

INITIAL *[Signature]*

PART 1 - SECTION B
SUPPLIES/SERVICES & PRICE/COST

<u>OPTION YEAR III</u>					
ITEM	DESCRIPTION	ANNUAL ESTIMATED QTY	UNIT	FIXED UNIT PRICE	ESTIMATED TOTAL PRICE
0035	ADDITIONAL COLOR PROOF Delivery: IAW Statement of Work	2	EA		
0036	ENROUTE CHARTS 56-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	246	LOT	Per Lot (1 Lot = 1,000 copies)	
0037	ENROUTE CHARTS 56-DAY CYCLE PRINTING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3054	LOT	Per Lot (1 Lot = 1,000 copies)	
0038	VFR CHARTS;28-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	182	LOT	Per Lot (1 Lot = 1,000 copies)	
0039	VFR CHARTS;28-DAY CYCLE PRINTING Each Add'l Lot of 1,000 per chart Delivery: IAW Statement of Work	936	LOT	Per Lot (1 Lot = 1,000 copies)	
0040	FINISHING, TRIMMING, AND FOLDING First Lot of 1,000 Delivery: IAW Statement of Work	428	LOT	Per Lot (1 Lot = 1,000 copies)	
0041	FINISHING, TRIMMING, AND FOLDING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3990	LOT	Per Lot (1 Lot = 1,000 copies)	
0042	COLLATING, PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION (ENROUTE) Delivery: IAW Statement of Work	3300	LOT	Per Lot (1 Lot = 1,000 copies)	
0043	PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION FOR NON-COLLATED PRODUCTS (VFR) Delivery: IAW Statement of Work	1118	LOT	Per Lot (1 Lot = 1,000 copies)	
0044	STAND-ALONE CHART(S) PRINT ORDER FULFILLMENT REQUESTS ORDERED "AS NEEDED" Delivery: IAW Statement of Work	225,000	EA	Per Each Copy	
0045	QUALITY ASSURANCE AND REPORTING REQUIREMENTS Delivery: IAW Statement of Work			NSP	
OPTION YEAR III ESTIMATED TOTAL					

INITIAL 

**PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST**

OPTION YEAR IV						
ITEM	DESCRIPTION	ANNUAL ESTIMATED QTY	UNIT	FIXED UNIT PRICE	ESTIMATED TOTAL PRICE	
0046	ADDITIONAL COLOR PROOF Delivery: IAW Statement of Work	2	EA			
0047	ENROUTE CHARTS 56-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	287	LOT	Per Lot (1 Lot = 1,000 copies)		
0048	ENROUTE CHARTS 56-DAY CYCLE PRINTING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	3563	LOT	Per Lot (1 Lot = 1,000 copies)		
0049	VFR CHARTS 28-DAY CYCLE PRINTING Initial Lot of 1,000 per chart Delivery: IAW Statement of Work	182	LOT	Per Lot (1 Lot = 1,000 copies)		
0050	VFR CHARTS 28-DAY CYCLE PRINTING Each Add'l Lot of 1,000 per chart Delivery: IAW Statement of Work	936	LOT	Per Lot (1 Lot = 1,000 copies)		
0051	FINISHING, TRIMMING, AND FOLDING First Lot of 1,000 Delivery: IAW Statement of Work	469	LOT	Per Lot (1 Lot = 1,000 copies)		
0052	FINISHING, TRIMMING, AND FOLDING Each Add'l Lot of 1,000 Delivery: IAW Statement of Work	4499	LOT	Per Lot (1 Lot = 1,000 copies)		
0053	COLLATING, PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION (ENROUTE) Delivery: IAW Statement of Work	3850	LOT	Per Lot (1 Lot = 1,000 copies)		
0054	PACKAGING, PACKING, MARKING, LABELING AND DISTRIBUTION FOR NON-COLLATED PRODUCTS (VFR) Delivery: IAW Statement of Work	1118	LOT	Per Lot (1 Lot = 1,000 copies)		
0055	STAND-ALONE CHART(S) PRINT ORDER FULFILLMENT REQUESTS - ORDERED "AS NEEDED" Delivery: IAW Statement of Work	225,000	EA	Per Each Copy		
0056	QUALITY ASSURANCE AND REPORTING REQUIREMENTS Delivery: IAW Statement of Work				NSP	
OPTION YEAR IV ESTIMATED TOTAL						
ESTIMATED TOTAL CONTRACT VALUE (BASE YEAR PLUS OPTION YEARS I, II, III, and IV)				\$	19,821,752.90	

INITIAL *[Signature]*

**PART I - SECTION B
SUPPLIES/SERVICES & PRICE/COST**

SECTION B - SUMMARY	
CONTRACT PERIOD	ESTIMATED TOTAL PRICE
Base Year	
Option Year I	
Option Year II	
Option Year III	
Option Year IV	
TOTAL ESTIMATED CONTRACT VALUE Base Year plus each Option Year I, II, III, and IV	

SECTION B ESCALATION RATES SUMMARY	
CONTRACT PERIOD	ESCALATION PERCENTAGE <u>X.XX%</u> INDICATE IF 0.00%
Option Year I	2.50%
Option Year II	2.50%
Option Year III	2.50%
Option Year IV	2.50%

INITIAL 

PART I - SECTION C - DESCRIPTION/SPECIFICATIONS

**C.1 STATEMENT OF WORK - AERONAV PRODUCTS AERONAUTICAL CHART
PRINTING, FINISHING, AND DISTRIBUTION SERVICES**

The contractor shall perform the requirements under this contract in accordance with the Statement of Work incorporated as Attachment 1 to the contract.

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**PART I - SECTION D
PACKAGING AND MARKING**

**D.1 PRESERVATION, PACKAGING, PACKING, LABELING, MARKING, AND COLLATING
INSTRUCTIONS FOR AERONAUTICAL CHART PRODUCTS**

All data delivered under this contract shall adhere to the preservation, packaging and packing, marking, labeling and collating instructions in accordance with the Statement of Work incorporated as Attachment 1 to the contract.

The remainder of this page is intentionally left blank

PART I - SECTION E
INSPECTION AND ACCEPTANCE

3.10.4-13 Higher-Level Contract Quality Requirement (April 2009)

- (a) The Contractor shall comply with the standard titled ISO 9001:2008 which is hereby incorporated into this contract.
- (b) The Contractor shall establish and maintain a Quality System in accordance with the above referenced standard(s) and the contractor's Quality System Plan (QSP). This QSP is hereby incorporated into this contract when approved by the Contracting Officer. If the QSP is submitted as part of a response to a Screening Information Request (SIR) submission and approved before award, then the QSP is hereby incorporated into this contract at time of award. The QSP shall describe the Contractor's provisions for quality assurance, inspection and test of all supplies to be provided under this contract, in accordance with the terms of this contract, including but not limited to the contract specifications and the above referenced standard. (Note; Formal third-party ISO9001 registration is not required. Formal third-party ISO9001 registration does not relieve the contractor from the requirements of submitting a QSP.)
- (c) In the event of conflict between the Quality System Plan (QSP) and the above referenced standard(s), the applicable standards shall control.
- (d) Calibration systems and measuring and test equipment shall be controlled in accordance with a nationally recognized standard, such as ISO 10012.
- (e) Government Furnished Property shall be controlled to assure acceptability upon receipt, preclude degradation, damage or misuse during storage, use or test, and assure proper final disposition in accordance with the contract.
- (f) Site installation activities, maintenance, and support services shall be controlled in accordance with contract requirements.

3.1-1 Clauses and Provisions Incorporated by reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

- 3.10.4-2 Inspection of Supplies - Fixed Price (November 1997)**
3.10.4-4 Inspection of Services - Both Fixed-Price & Cost Reimbursement (April 1996)
3.10.4-14 Assignment of a Quality Reliability Officer (QRO) (April 1996)
3.10.4-16 Responsibility for Supplies (April 1996)

**PART I - SECTION F
DELIVERIES OR PERFORMANCE**

F.1 AUTHORIZED PERFORMANCE (January 1997) CLA.0168

The execution of a contract shall not constitute authority for the contractor to commence performance. Performance shall be ordered by the issuance of a formal delivery order by an authorized Contracting Officer of the Federal Aviation Administration. Orders issued orally or by written telecommunications shall reference a formal delivery order number and shall be confirmed by issuance of the formal delivery order.

F.2 CHANGE TO INDIVIDUAL DELIVERY ORDER SCHEDULE (January 1997) CLA.1137

(a) The delivery schedule(s) of all delivery orders issued hereunder shall be established in accordance with the terms of the contract.

(b) In the event that the Contractor fails to deliver in accordance with the established delivery schedule(s) and if such failure is not due to an excusable delay as defined in the Default clause of this contract, the Government and the Contractor may at the Government's option, negotiate a revised delivery schedule(s) in exchange for adequate consideration to the Government. A contract modification will not be required, but the delivery order(s) shall be amended in writing accordingly.

(c) A delivery order change or amendment made pursuant to this clause shall not affect the delivery schedule(s) of any other delivery order(s) issued under this contract.

(d) This clause shall not limit the Government's rights under the Default clause.

F.3 CONTRACT PERIOD (January 1997) CLA.1604

The effective period of this contract is for one base year. Four (4) separate one-year option periods may be exercised at the discretion of the government.

**Dates will be subject to contract award*

Base Year	21 October 2014 to 20 October 2015
Option Year 1	21 October 2015 to 20 October 2016
Option Year 2	21 October 2016 to 20 October 2017
Option Year 3	21 October 2017 to 20 October 2018
Option Year 4	21 October 2018 to 20 October 2019

F.4 F.O.B. POINT (January 1997) CLA.2015

The contractor shall deliver each item F.O.B. Destination.

3.1-1 Clauses and Provisions Incorporated by reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

3.10.1-9	Stop-Work Order (October 1996)
3.10.1-24	Notice of Delay (March 2009)
3.11-34	F.O.B. Destination (April 1999)

PART I - SECTION G
CONTRACT ADMINISTRATION DATA

G.1 IDENTIFICATION/DELIVERY OF GOVERNMENT PROPERTY

The Government will provide 1,500,000 sheets of Paper Tyger, Super White (95 Brightness), smooth finish, basis weight 27 lb. in three separate shipments of approximately 500,000 sheets each directly to the contractor per year.

<u>Identification Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Estimated Acquisition Cost</u>
00001	Paper Tyger 27 lb.	1,500,000 sheets	\$2,110,500.00

G.2 OPTION TO EXTEND SERVICES (January 1997)

CLA.0116

The Government may unilaterally exercise its option to extend the term of the contract for performance of specified services pursuant to Section I, AMS Clause 3.2.4-34, Option to Extend Services, by written notice to the contractor not later than the expiration date of the current contract period.

G.3 INVOICING PROCEDURES - GENERAL (January 2002)

CLA.0135

(a) In addition to the requirements set forth at AMS Clause 3.3.1-17, Prompt Payment, for the submission of a proper invoice, the contractor shall submit a separate invoice for (1) each month or cycle of performance of services, or (2) those items of supplies furnished, as follows:

- | | | |
|---|--|--|
| (1) Original Invoice To Accounting: | FAA, Mike Monroney Aeronautical Center
Financial Operations Division, AMK-100
Attn: Adriana Santo Accounting Team Lead
P.O. Box 25710
Oklahoma City, OK 73125-4913 | adriana.santo@faa.gov |
| (2) Copy of each invoice to Program Office: | FAA, Mike Monroney Aeronautical Center
AeroNav Products Group, AJV-3
Attn: Michelle Shaw, Contracting Officer's Rep
P.O. Box 25082
Oklahoma City, OK 73125 | michelle.shaw@faa.gov |
| (3) Copy of each invoice to Contracting Office: | FAA, Mike Monroney Aeronautical Center
Contract Management Team, AAQ-732
Attn: Diana Pickel, Administrative Contracting Officer
P.O. Box 25082
Oklahoma City, OK 73125 | diana.pickel@faa.gov |

(b) Each invoice shall highlight the following information:

- (1) Contract number and applicable Delivery/Task Order number.
- (2) Noun description of services and/or supplies, including applicable line item number(s) and quantity(s) that were provided.
- (3) Extended totals for invoiced quantities.

G.4 INCREMENTAL FUNDING (January 1997)**CLA.2604**

(a) The Government reserves the right to incrementally fund this contract on a periodic basis to promote efficiency in the utilization of fiscal allotments through the routine budget process or the use of interim funding measures such as under congressional "continuing resolution" procedures.

(b) Delivery orders may be periodically issued to provide a not-to-exceed amount of funds. Such amount will be sufficient to cover contract performance for the period specified in the order, plus an estimated cost for terminating the contract should additional funds not be available to continue performance under the contract.

(c) This clause becomes inoperative when the contract period is fully funded.

G.5 GOVERNMENT PROPERTY REPORTS (January 1997)**CLA.4528**

(a) The Contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

(b) The report shall be submitted to the Contracting Officer not later than September 15 of each calendar year on Form DOT F 4220.43, Contractor Report of Government Property.

**G.6 WARRANTY - COMMERCIAL PRODUCTS AND SERVICES
(June 2006)****CLA.4529**

The contractor's standard commercial warranty shall be deemed to be a part of this contract unless otherwise specified. If the contractor does not have a standard warranty, the warranty provisions of UCC Article 2 shall apply.

3.1-1 Clauses and Provisions Incorporated by reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

3.10.1-22 Contracting Officer's Representative (April 2012)

**PART I - SECTION H
SPECIAL CONTRACT REQUIREMENTS**

**H.1 AGREEMENT TO PARTICIPATE IN ALTERNATIVE CLA.4540
DISPUTE RESOLUTION (April 1998)**

(a) The Federal Aviation Administration encourages direct communications and negotiations between the contractor and the contracting officer in an attempt to resolve contract disputes. In those situations where the parties are not able to achieve resolution at the contracting officer level, the agency favors the use of alternative dispute resolution (ADR) techniques to resolve disputes.

(b) The parties hereby agree that, prior to referring a contract dispute to the Office of Disputes Resolution as described in contract clause 3.9.1-1 "Contract Disputes", the parties will discuss whether they are willing to utilize ADR techniques such as mediation or nonbinding evaluation of the dispute by a neutral party. Upon receipt of a contract dispute from the contractor, the contracting officer will explore with the contractor whether the use of ADR techniques would be appropriate to resolve the dispute. Both parties must agree that the use of such techniques is appropriate, and agree to fairly share the associated expenses. If the parties do not mutually agree to utilize ADR to resolve the dispute, the dispute will be processed in accordance with the procedures set forth in clause 3.9.1-1.

H.2 NOTICE OF CONTRACTOR TESTIMONY (September 2006) CLA.4555

(a) The contractor shall notify the Contracting Officer promptly in writing of its intention, or the intention of its employees, subcontractors of any tier, or subcontractor employees, either voluntarily or under compulsion of competent authority, to provide sworn testimony on any matter related to or arising under the work required by and/or performed under, this contract. Such written notification at a minimum shall consist of the date and time of the testimony, identification of the court, board, or other body before which the testimony is made, the nature of the testimony to be given to the extent it is known at the time of this report, the nature of the contractor's involvement in the proceeding and any other circumstances related to the work performed under or related to the contract and the proceeding in which the testimony will be taken.

(b) The contractor shall include the substance of this clause, including this paragraph (b), in all subcontracts executed under this contract and shall require all subcontractors to provide the required report to the contractor.

**H.3 STRIKES OR PICKETING AFFECTING TIMELY COMPLETION CLA.4557
OF THE CONTRACT WORK (September 2006)**

Notwithstanding any other provision hereof, the Contractor is responsible for delays arising out of labor disputes, including but not limited to strikes, if such strikes are reasonably avoidable. A delay caused by a strike or by picketing which constitutes an unfair labor practice is not excusable unless the Contractor takes all reasonable and appropriate action to end such a strike or picketing, such as the filing of a charge with the National Labor Relations Board, the use of other available Government procedures, and the use of private boards or organizations for the settlement of disputes.

3.1.9-1 ELECTRONIC COMMERCE AND SIGNATURE (July 2013)

(a) The Electronic Signatures in Global and National Commerce Act (E-SIGN) establishes a legal equivalence between:

- (1) Contracts written on paper and contracts in electronic form;
- (2) Pen-and-ink signatures and electronic signatures; and
- (3) Other legally-required written records and the same information in electronic form.

(b) With the submission of an offer, the offeror acknowledges and accepts the utilization of electronic commerce as part of the requirements of this solicitation and the resultant contract.

(c) Certain documents may need to be provided or maintained in original form, such as large scale drawings impractical to convert to electronic format or a document with a raised seal signifying authenticity. This clause does not change or affect any other requirements that a document must be in paper format to satisfy legal requirements such as for certain real estate transactions.

(d) The use of electronic signature technology is authorized under this solicitation and the resulting contract. Contractors may use the following means of electronic signature technology: digital signatures.

3.8.2-17 KEY PERSONNEL AND FACILITIES (May 1997)

(a) The personnel and/or facilities as specified below are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract.

(b) Prior to removing, replacing, or diverting any of the specified personnel and/or facilities, the Contractor shall notify in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(c) No diversion shall be made by the Contractor without the written consent of the Contracting Officer.

(d) The key personnel and/or facilities under this contract are:

_____	_____
_____	_____
_____	_____
_____	_____

[List key personnel and/or facilities]

3.13-15 CONFIDENTIALITY OF DATA AND INFORMATION (October 2011)

(a) The contractor and any of its subcontractors, in performance of this contract, may need access to and use of various types of data and information in the possession of the Government, which the Government obtained under conditions which restrict its right to use and disclose data and information or which may be of a nature that its dissemination or use, other than in the performance of this contract, would be adverse to the interests of the Government or other parties. Therefore, the contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to: (1) knowingly disclose such data and information to others without written authorization from the Contracting Officer, unless the Government has made data and information available to the public; and (2) use for any purpose other than the performance of this contract any data which bears a restrictive marking or legend. For the sole purpose of this clause, "information" means any communication or representation of knowledge such as facts, data, or opinions in any medium or form, including textual, numerical, graphic, cartographic, narrative or visual form. Data processed in such a way that it can increase the knowledge of the person who receives it. Information is the output, or finished goods, of information systems.

(b) In the event the work required to be performed under this contract requires access to proprietary data and information of other companies, the contractor must obtain agreement from such other companies for such use unless such data are provided or made available to the contractor by the Government. Two copies of such company-to-company agreements must be furnished promptly to the Contracting Officer for information only. These agreements must prescribe the scope of authorized use of disclosure and other terms and conditions to be agreed upon between the parties thereto. It is agreed by the contractor that any such data, whether obtained by the contractor pursuant to the aforesaid agreement or from the Government, must be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.

(c) The contractor agrees to conduct formal training to make employees aware of the requirement to maintain confidentiality of data and information, as required above, to the end that they will be disciplined if the necessity to refrain from divulging either the proprietary data of other companies or data that are obtained from the Government to anyone except as authorized. The contractor must obtain from each employee engaged in any effort connected with this contract an agreement, in writing, which must in substance provide that such employee will not, during his/her employment by the contractor or anytime thereafter, disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Official Use Only") received in connection with the work under this contract.

(d) The contractor agrees to hold the Government harmless and indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of third party data or software by the contractor, its employees, subcontractors, or agents.

(e) The contractor agrees to include the substance of this clause in all subcontracts awarded under this contract. The Contracting Officer will consider case-by-case exceptions to this requirement for individual subcontracts in the event that: (1) the contractor considers the application of the prohibition of this clause to be inappropriate and unnecessary in the case of a particular subcontract; (2) the contractor provides a written statement affirming absolute unwillingness of a subcontractor to perform, absent some relief from the substance of this prohibition; (3) use of an alternate subcontract source would unreasonably detract from the quality of effort; and (4) the contractor provides the Contracting Officer timely written advance notice of these and any other extenuating circumstances.

(f) Except as the Contracting Officer specifically authorizes in writing, upon completion of all work under this contract, the contractor must return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the Contracting Officer. Data obtained from another company must be disposed of in accordance with the contractor's agreement with that company, or if the agreement makes no provision for disposition, must be returned to that company. The contractor must further certify in writing to the CO that all copies, modifications, adaptations, or combinations of such data or information which cannot reasonably be returned to the Contracting Officer (or to the appropriate company), have been deleted from the contractor's (and any subcontractor's) records and destroyed.

(g) These restrictions do not limit the contractor's (or subcontractor's) right to use and disclose any data and information obtained from another source without restriction.

3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

PART II - SECTION I
CONTRACT CLAUSES

3.2.1.5-4 CONTINUITY OF SERVICES - MISSION CRITICAL CONTRACTS (January 2008)

(a) The contractor recognizes that the supplies and/or services under this contract are critical to FAA and must be continued without interruption during times of National Emergency or Incidents of National Significance. Supplies and/or services to be continued without interruption include AeroNav Products Enroute and VFR aeronautical chart printing, finishing, and distribution services.

(b) National Emergencies or Incidents of National Significance include:

- (1) Outbreak of pandemic influenza or infectious disease;
- (2) Terrorist attack; and
- (3) Natural disaster.

(c) Because the supplies and/or services under this SIR or contract are deemed critical by FAA, the contractor must make every reasonable effort to deliver these supplies and/or services per the contract requirements during times of National Emergency or Incidents of National Significance; however, the presence of this clause does not affect or diminish the Contractor's rights under Default or Termination clauses incorporated into this SIR or contract.

(d) Within **30 days after award**, the contractor must submit a **Continuity of Contract Performance Plan** to the Contracting Officer (CO) for review and acceptance. This plan describes the processes and tools that the contractor will commit to ensure supplies and/or services are delivered as required during times of National Emergency or Incidents of National Significance. This plan must include the following sections:

(1) **Plans and Procedures:** Detail the plans and procedures in place that will provide for continued contract performance for supplies and/or services during times of National Emergencies or Incidents of National Significance;

(2) **Essential Functions:** Record functions that are essential to the continuation of mission critical contract performance;

(3) **Delegations of Authority, Planned Order of Succession, and Cross-Training:** Procedures in place to ensure personnel are available to make key decisions and perform critical services when primary personnel are unavailable;

(4) **Alternate Operating Facilities:** When the primary facility is unavailable, detail plans to make available other facilities unaffected by the National Emergency or Incident of National Significance. If contract performance allows, this may include alternatives such as telecommute;

(5) **Interoperable and Effective Communications:** Identify alternate communication systems if primary systems are unavailable;

(6) **Critical Records or Data:** Identify plans in place to ensure critical records and data are still available to ensure the integrity of contract performance;

(7) **Protection of Human Capital:** Identify comprehensive plans to protect the overall health and welfare of the workforce in times of National Emergency or Incidents of National Significance;

(8) **Testing and Training of the Plan:** Detail comprehensive testing and training of the plan to improve the execution of contract performance in times of National Emergency or Incidents of National Significance;

(9) Devolution of Control and Direction: Identify plans and the ability to transfer authority and responsibility of essential functions from the primary location to other sites and employees; and

(10) Reconstitution and Resuming Normal Operations: Identify procedures and processes to expedite the return of contract performance and operations to their normal state.

(e) The Continuity of Contract Performance Plan must be made available by the contractor to all authorized contractor personnel with a "need-to-know" for review and use during the term of the contract.

(f) The Continuity of Contract Performance Plan must be updated as needed.

3.2.4-16 ORDERING (October 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract. Such orders may be issued from the date of contract award through the end date of the base period, exercised option period, or extension period.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders issued by facsimile, email or other electronic commerce methods are considered "issued" when the Government sends the order. Orders may be issued orally only if authorized in the contract.

3.2.4-17 ORDER LIMITATIONS (October 1996)

(a) Maximum order. The Contractor is not obligated to honor-

- (1) Any order for a single item in excess of \$1M;
- (2) Any order for a combination of items in excess of \$5M; or

(3) A series of orders from the same ordering office within 2 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(b) This is a requirements contract. The Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (a) above.

(d) Notwithstanding paragraphs (a) and (b) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (a), unless that order (or orders) is returned to the ordering office within 1 day(s) after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3.2.4-19 REQUIREMENTS (October 1996)

(a) This is a requirements contract for the supplies or services specified and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the "Schedule" are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the "Schedule" and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the "Schedule" that are required to be purchased by the Government activity or activities specified in the "Schedule."

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided that the Contractor shall not be required to make any deliveries under this contract after the delivery date required by order that are placed within the ordering period.

3.2.4-35 OPTION TO EXTEND THE TERM OF THE CONTRACT (April 1996)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days prior to the expiration of the contract. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months or 5 years plus any extensions not to exceed six (6) months.

3.3.1-11 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (April 1996)

Funds are not presently available for performance under this contract beyond the government's current fiscal year. The FAA's obligation for performance of this contract beyond that date 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 FAA for any payment may arise for performance under this contract beyond the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

3.3.1-33 SYSTEM FOR AWARD MANAGEMENT (August 2012)

(a) Definitions. As used in this clause

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional SAM records for identifying alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

"Registered in the SAM database" means that the Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database.

"System for Award Management (SAM) Database" means the primary Government repository for Contractor information required for the conduct of business with the Government.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in Representations, Certifications and Other Statements of Offerors Section of the solicitation, the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://fedgov.dnb.com/webform>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if different from physical street address).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer may proceed to award to the next otherwise successful registered offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the SAM database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the SAM database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the SAM database to ensure it is current, accurate and complete. Updating information in the SAM does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in AMS Procurement Guidance, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to:

(A) change the name in the SAM database;

(B) Comply with the requirements of AMS regarding novation and change-of-name agreements; and

(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide the Contracting Officer with the notification, sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the SAM information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the SAM record to reflect an assignee for the purpose of assignment of claims. Assignees shall be separately registered in the SAM database. Information provided to the Contractor's SAM record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.sam.gov>.

3.3.1-36 AVAILABILITY OF FUNDS - OPTION PERIODS UNDER A CONTINUING RESOLUTION (April 2008)

Due to the possibility of the enactment of a continuing resolution in lieu of an annual appropriation, full fiscal year funding may not be available for an entire contract option period. In the event of a continuing resolution, FAA will only be liable for an amount based on the time period specified by the continuing resolution. The amount of funds made available by the continuing resolution will be specified by subsequent modification. If the contractor provides services in excess of the funded amount or beyond the covered period, the contractor does so at its own risk.

3.3.1-37 Limitation on Government's Obligation (October 2011)

(a) Of the total price of contract line item number(s) 0000 – 0056 (CLINs), \$ 0.00 is presently available for payment and allocated to these CLINs.

(b) The Contractor agrees to perform on these CLINs up to the point at which, in the event of termination of this contract pursuant to the applicable "Termination for Convenience of the Government" clause, the total amount payable by the Government (including amounts payable in respect of subcontracts and settlement costs,) pursuant to paragraph (c) below, would in the exercise of reasonable judgment by the Contractor approximate the total amount currently allotted to the contract. The Contractor is not authorized to continue work on these CLINs beyond this point. The Government is not obligated to reimburse the Contractor in excess of the amount from time to time allotted to the contract, regardless of anything to the contrary in "Termination for Convenience of the Government."

(c) Funds presently allotted to this contract are estimated to cover the work to be performed until not presently available [CO to insert data]. If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until this date, or an agreed substitute date, the Contractor must notify the Contracting Office in writing when within the next 30 days the work will reach a point at which, in the event of termination of this contract pursuant to "Termination for Convenience of the Government," the total amount payable by the Government pursuant to paragraph (e) below, will approximate 85 percent of the total amount then allotted to the contract. The notice must state the estimated date when this point will be reached and the estimated amount of additional funds required to continue performance to the above or an agreed substitute date. The Contractor must, 30 days prior to the date above written or agreed substitute date, advise the Contracting Officer in writing as to the estimated amount of additional funds which will be required for the timely performance of the CLINs for a further period as may be specified in this clause or otherwise agreed to by the parties. If after this notification,

additional funds are not allotted by the date above written or by an agreed substitute date, the Contracting Officer will, upon written request of the Contractor, terminate this contract on such date or the date set forth in the request, whichever is later, pursuant to "Termination for Convenience of the Government."

- (d) When additional funds are allotted for continued performance of the CLINs, the parties will agree on the applicable period of contract performance that shall be covered by such funds. Paragraphs (b) and (c) above apply to the additional allotted funds and agreed substituted date and the contract will be modified accordingly.
- (e) If the Contractor incurs additional costs, or is delayed in the performance of the work under this contract, solely by the reason of the failure of the Government to allot additional funds in amounts sufficient for the timely performance of this contract, and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the CLINs, in the time of delivery, or in both. Failure to agree to any such equitable adjustment hereunder shall be a dispute concerning a question of fact within the meaning of the "Contract Disputes" Clause.
- (f) The Government may at any time prior to termination, and with the consent of the Contractor, after notice of termination, allot additional funds for this contract.
- (g) The provisions of this clause with respect to termination shall in no way be deemed to limit the rights of the Government under the applicable AMS "Default" clause. The provisions of this clause are limited to the work on and allotment of funds for the CLIN(s) in paragraph (a) above. This clause no longer applies upon the allotment of funds for the total price of the CLINs except for rights and obligations existing under this clause.
- (h) Nothing in this clause shall affect the right of the Government to terminate this contract pursuant to "Termination for Convenience of the Government." In the event of a conflict between this clause and any other term or condition of this contract, this clause will take precedence.

(End of clause)

3.6.2-14 EMPLOYMENT REPORTS ON VETERANS (January 2011)

(a) Unless the contractor is a State or local government agency, the contractor must report at least annually, as required by the Secretary of Labor, on:

- (1) The total number of employees in the contractor's workforce, by job category and hiring location, who are disabled veterans, other protected veterans, Armed Forces service medal veterans, and recently separated veterans,
- (2) The total number of new employees hired during the period covered by the report, and of the total, the number of disabled veterans, other protected veterans, Armed Forces service medal veterans, and recently separated veterans; and
- (3) The maximum number and minimum number of employees of the Contractor or subcontractor at each hiring location during the period covered by the report.

(b) The above items must be reported by completing the form titled 'Federal Contractor Veterans' Employment Report VETS-100A.'

(c) Reports shall be submitted no later than September 30 of each year.

(d) The employment activity report required by paragraph (a)(2) of this clause must reflect total hires during the most recent 12-month period as of the ending date selected for the employment profile report required by

paragraph (a)(1) of this clause. Contractors may select an ending date: (1) As of the end of any pay period during the period January through March 1st of the year the report is due, or (2) as of December 31, if the contractor has previous written approval from the Equal Employment Opportunity Commission to do so for purposes of submitting the Employer Information Report EEO-1 (Standard Form 100).

(e) The count of veterans reported according to paragraph (a) of this clause must be based on data known to the contractor when completing the VETS-100A. The Contractor's knowledge of veterans status may be obtained in a variety of ways, including an invitation to applicants to self-identify (in accordance with 41 CFR 60-300.42), voluntary self-disclosure by employees, or actual knowledge of veteran status by the contractor. This paragraph does not relieve the employer of liability for a determination under 38 U.S.C. 4212.

(f) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order of \$100,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor.

3.6.2-34 Service Contract Act - Place of Performance Unknown (April 1996)

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the Screening Information Request (SIR) was issued. In addition to places or areas identified in wage determinations, if any, attached to the SIR, wage determinations have also been requested for the following:

_____ to be determined – limited to United States _____ (insert places or areas). The Contracting Officer will request wage determinations for additional places or areas of performance if asked to do so in writing by September 19th, 2014.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit offers. However, a wage determination shall be requested and incorporated in the resultant contract retroactive to the date of contract award, and there shall be no adjustment in the contract price.

(End of clause)

3.6.2-29 Statement of Equivalent Rates for Federal Hires (April 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. This Statement is for Information Only: It Is Not a Wage Determination

Employee class	Monetary Wage-Fringe Benefits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(End of clause)

3.6.2-41 EMPLOYMENT ELIGIBILITY VERIFICATION (September 2009)

(a) Definitions:

"Employee assigned to the contract" means an employee who was hired after November 6, 1986, who is directly performing work, in the United States, under a contract that is required to include the Employment Eligibility

Verification clause. An employee is not considered to be directly performing work under a contract if the employee--

- (1) Normally performs support work, such as indirect or overhead functions; and
- (2) Does not perform any substantial duties applicable to the contract.

"Subcontract" means any contract entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

"Subcontractor" means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.

"United States", as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

(b) Enrollment and verification requirements.

(1) If the Contractor is not enrolled as a Federal Contractor in Department of Homeland Security's Employment Eligibility Verification system ("E-Verify") at time of contract award, the Contractor shall--

(i) Enroll. Enroll as a Federal Contractor in the E-Verify program within 30 calendar days of contract award;

(ii) Verify all new employees. Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); and

(iii) Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within 90 calendar days after date of enrollment or within 30 calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of--

(i) All new employees.

(A) Enrolled 90 calendar days or more. Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(B) Enrolled less than 90 calendar days. Within 90 calendar days after enrollment as a Federal Contractor in -verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(ii) Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within 90 calendar days after date of contract award or within 30 calendar days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe; or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements at (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.

(4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986, rather than just those employees assigned to the contract. The Contractor

shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986, within 180 calendar days of--

- (i) Enrollment in the E-Verify program; or
- (ii) Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contact information provided in the E-Verify program Memorandum of Understanding (MOU).

(5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

(i) The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor will be referred to a suspension or debarment official by the terminating agency.

(ii) During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (b) of this clause. If the Contractor is suspended or debarred as a result of the MOU termination, the contractor is not eligible to participate in E-Verify during the period of its suspension or debarment. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

(c) Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

(d) Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee--

- (1) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (2) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (3) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors.

(e) Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that is for Noncommercial services or construction with a value greater than \$3,000 and includes work that is performed inside of the United States.

3.10.1-18 NOTIFICATION OF CHANGES (April 1996)

(a) Definitions.

"Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer. Specifically Authorized Representative (SAR), as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Contracting Officer in writing promptly, within -- (to be negotiated) calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state--

- (1) The date, nature, and circumstances of the conduct regarded as a change;
- (2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(3) The identification of any documents and the substance of any oral communication involved in such conduct;

(4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

(5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including-

(i) What contract line items have been or may be affected by the alleged change;

(ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;

(iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;

(iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated;

(6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing promptly and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall promptly countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within --- (to be negotiated) calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;

(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) Equitable adjustments.

(1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

Note: The phrases contract price and cost wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

3.10.2-2 SUBCONTRACTS (COST-REIMBURSEMENT AND CEILING PRICED CONTRACTS)
(October 1996)

(a) Subcontract, as used in this clause, includes but is not limited to purchase orders, and changes and modifications to purchase orders. The Contractor shall notify the Contracting Officer reasonably in advance of entering into any subcontract if:

(1) The proposed subcontract is of the cost-reimbursement, time-and-materials, or labor-hour type;

(2) The proposed subcontract is fixed-price and exceeds either \$100,000 or 5 percent of the total estimated cost of this contract;

(3) The proposed subcontract has experimental, developmental, or research work as one of its purposes;
or

(4) This contract is not a facilities contract and the proposed subcontract provides for the fabrication, purchase, rental, installation, or other acquisition of special test equipment valued in excess of \$25,000 or of any items of facilities.

(b)

(1) In the case of a proposed subcontract that

(i) is of the cost-reimbursement, time-and-materials, or labor-hour type and is estimated to exceed \$25,000, including any fee,

(ii) is proposed to exceed \$100,000, or (iii) is one of a number of subcontracts with a single subcontractor, under this contract, for the same or related supplies or services that, in the aggregate, are expected to exceed \$100,000, the advance notification required by paragraph (a) above shall include the information specified in subparagraph (2) below.

(2)

(i) A description of the supplies or services to be subcontracted.

(ii) Identification of the type of subcontract to be used.

(iii) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the competition obtained.

(iv) The proposed subcontract price and the Contractor's cost or price analysis.

(v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.

(vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

(vii) A negotiation memorandum reflecting-

(A) The principal elements of the subcontract price negotiations;

(B) The most significant considerations controlling establishment of initial or revised prices;

(C) The reason cost or pricing data were or were not required;

(D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;

(E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;

(F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and

(G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(c) The Contractor shall obtain the Contracting Officer's written consent before placing any subcontract for which advance notification is required under paragraph (a) above. However, the Contracting Officer may ratify in writing any such subcontract. Ratification shall constitute the consent of the Contracting Officer.

(d) If the Contractor has an approved purchasing system and the subcontract is within the scope of such approval, the Contractor may enter into the subcontracts described in subparagraphs (a)(1) and (a)(2) of this clause without the consent of the Contracting Officer.

(e) Even if the Contractor's purchasing system has been approved, the Contractor shall obtain the Contracting Officer's written consent before placing subcontracts identified below:

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination:

(1) of the acceptability of any subcontract terms or conditions,

(2) of the allowability of any cost under this contract, or

(3) to relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis.

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the

Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i)

(1)Reserved.

(2) Additionally, the Contractor shall include in each cost- reimbursement subcontract under this contract a requirement that the subcontractor insert the substance of the appropriate modified subparagraph referred to in subparagraph (1) above in each lower tier price redetermination or incentive price revision subcontract under that subcontract.

(j) To facilitate small business participation in subcontracting, the Contractor agrees to provide payments on subcontracts under this contract that are fixed-price subcontracts with small business concerns in conformity with the standards for customary payments, as in effect on the date of this contract. The Contractor further agrees that the need for such financing payments will not be considered a handicap or adverse factor in the award of subcontracts.

(k) The Government reserves the right to review the Contractor's purchasing system.

3.13-1 APPROVAL OF CONTRACT (October 2001)

This contract is subject to the written approval of the FAA Contracting Officer and shall not be binding until so approved.

3.1-1 Clauses and Provisions Incorporated by reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

(End of clause)

- 3.1.7-1 Exclusion from Future Agency Contracts (August 1997)**
- 3.1.7-2 Organizational Conflicts of Interest (August 1997)**
- 3.1.7-4 Organizational Conflict of Interest - Mitigation Plan Required (April 2012)**
- 3.1.7-5 Disclosure of Conflicts of Interest (March 2009)**
- 3.1.8-1 Cancellation, Rescission and Recovery of Funds for Illegal or Improper Activity (October 2009)**
- 3.1.8-2 Price or Fee Adjustment for Illegal or Improper Activity (April 2010)**
- 3.2.2.3-29 Integrity of Unit Prices (July 2004)**
- 3.2.2.3-33 Order of Precedence (March 2009)**
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 2011)**
- 3.2.2.7-8 Disclosure of Team Arrangements (April 2008)**
- 3.2.4-34 Option to Extend Services (April 1996)**
- 3.2.5-1 Officials Not to Benefit (April 1996)**
- 3.2.5-3 Gratuities or Gifts (January 1999)**
- 3.2.5-4 Contingent Fees (October 1996)**
- 3.2.5-5 Anti-Kickback Procedures (October 2010)**
- 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996)**
- 3.2.5-13 Contractor Code of Business Ethics and Conduct (April 2010)**
- 3.2.5-14 Display of Hotline Poster(s) (April 2008)**

- 3.3.1-1 **Payments (April 1996)**
- 3.3.1-6 **Discounts for Prompt Payment (May 1997)**
- 3.3.1-7 **Limitation on Withholding of Payments (May 1997)**
- 3.3.1-8 **Extras (May 1997)**
- 3.3.1-10 **Availability of Funds (May 1997)**
- 3.3.1-15 **Assignment of Claims (April 1996)**
- 3.3.1-17 **Prompt Payment (April 2012)**
- 3.3.1-20 **Providing Accelerated Payment to Small Business Subcontractors (October 2012)**
- 3.3.1-34 **Payment by Electronic Funds Transfer- System for Award Management (August 2012)**
- 3.3.2-1 **FAA Cost Principles (October 1996)**
- 3.4.2-6 **Taxes - Contracts Performed in U.S. Possessions or Puerto Rico (October 1996)**
- 3.4.2-8 **Federal, State, and Local Taxes - Fixed Price Contract (April 2013)**
- 3.5-1 **Authorization and Consent (January 2009)**
- 3.5-2 **Notice and Assistance Regarding Patent and Copyright Infringement (January 2009)**
- 3.5-3 **Patent Indemnity (January 2009)**
- 3.5-13 **Rights in Data - General (January 2009)**
- 3.6.1-3 **Utilization of Small, Small Disadvantaged and Women-Owned, and Service-Disabled Veteran Owned Small Business Concerns (March 2009)**
- 3.6.1-4 **Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran Owned Small Business Subcontracting Plan (August 2012)**
- 3.6.1-6 **Liquidated Damages - Subcontracting Plan (January 2010)**
- 3.6.1-15 **Post-Award Small Business Program Re-representation (April 2011)**
- 3.6.2-1 **Contract Work Hours and Safety Standards Act-Overtime Compensation (January 2012)**
- 3.6.2-2 **Convict Labor (April 1996)**
- 3.6.2-9 **Equal Opportunity (August 1998)**
- 3.6.2-12 **Equal Opportunity for Veterans (January 2011)**
- 3.6.2-13 **Affirmative Action for Workers with Disabilities (October 2010)**
- 3.6.2-16 **Notice to the Government of Labor Disputes (April 1996)**
- 3.6.2-28 **Service Contract Act of 1965, as Amended (October 2010)**
- 3.6.2-30 **Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts) (April 1996)**
- 3.6.2-35 **Prevention of Sexual Harassment (August 1998)**
- 3.6.2-39 **Trafficking in Persons (January 2008)**
- 3.6.2-44 **Notification of Employee Rights Under the National Labor Relations Act (January 2012)**
- 3.6.3-13 **Recycle Content and Environmentally Preferable Products (April 2009)**
- 3.6.3-14 **Use Of Environmentally Preferable Products (July 2013)**
- 3.6.3-16 **Drug Free Workplace (March 2009)**
- 3.6.4-10 **Restrictions on Certain Foreign Purchases (January 2010)**
- 3.8.2-11 **Continuity of Services (October 2008)**
- 3.9.1-1 **Contract Disputes (October 2011)**
- 3.9.1-2 **Protest After Award (August 1997)**
- 3.10.1-7 **Bankruptcy (April 1996)**
- 3.10.1-12 **Changes - Fixed-Price (April 1996)**
- 3.10.1-12 **Alternate II Changes - Fixed-Price (April 1996)**
- 3.10.1-25 **Novation and Change-Of-Name Agreements (October 2007)**
- 3.10.1-26 **Contractor Performance Assessment Reporting System (April 2013)**
- 3.10.2-1 **Subcontracts (Fixed-Price Contracts) (April 1996)**
- 3.10.3-1 **Definitions (April 2012)**
- 3.10.3-2 **Government Property - Basic Clause (April 2012)**
- 3.10.3-2 **Alternate I Government Property - Basic Clause (April 2004)**
- 3.10.4-19 **Government Industry Data Exchange Program (GIDEP) (January 2002)**
- 3.10.5-1 **Product Improvement/ Technology Enhancement (April 1996)**
- 3.10.6-1 **Termination for Convenience of the Government (Fixed Price) (October 1996)**
- 3.10.6-4 **Default (Fixed-Price Supply and Service) (October 1996)**
- 3.10.6-7 **Excusable Delays (October 1996)**

- 3.11-22 Contractor Liability for Loss of and/or Damage to Freight Other Than Household Goods (April 1999)**
- 3.13-3 Printing or Copying Double-Sided on Postconsumer Fiber Content Paper (January 2012)**
- 3.13-5 Seat Belt Use by Contractor Employees (October 2001)**
- 3.13-11 Plain Language (July 2006)**
- 3.13-13 Contractor Policy to Ban Text Messaging While Driving (January 2011)**
- 3.13-14 Reporting Executive Compensation and First-Tier Subcontract Awards (October 2012)**
- 3.14-3 Foreign Nationals as Contractor Employees (April 2008)**

**PART III - SECTION J
LIST OF ATTACHMENTS**

ATTACHMENT	TITLE	DATE	NO. OF PAGES
1	STATEMENT OF WORK (SOW)	09/05/2014	36
2	SERVICE CONTRACT ACT WAGE DETERMINATIONS Wage Determination No. 2005-2104 Note: Specific wage determination are to be determined based upon contract awardee's performance locations	06/19/2013	10

STATEMENT OF WORK

AeroNav Products

Printing, Finishing and Distribution Services of Aeronautical Charts

September 5, 2014

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Appendix A: Paper Specifications

Appendix B: Chart Trimming/Folding Diagrams

Appendix C: Shipping Label Samples

Appendix D: Table of Chart Trim Sizes and Paper Medium

Appendix E: Scheduled Press Dates for Aeronautical Charts

1. BACKGROUND

The mission of the Federal Aviation Administration (FAA), Mission Support Services (AJV), National Aeronautical Navigational Products (AeroNav Products) is to provide Aeronautical charting support to the FAA's National Airspace System (NAS). AeroNav Products' charting products support civilian and military aeronautical navigation in the conterminous United States, Alaska, Hawaii, the Pacific Ocean and the Caribbean Gulf of Mexico areas. The Aeronautical Chart Team (ACT) produces both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) charting products, all of which are critical to the safety of air navigation. Through a strategic partnership FAA partners with the National Geospatial Intelligence Agency (NGA) in the submissions of Aeronautical Chart products for NGA.

2. SCOPE

This contract encompasses the printing, finishing, and distribution of the AeroNav Products suites of aeronautical charting products including Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) air navigation including training, planning, and departures, Enroute (for low and high altitudes), approaches, and taxiing charts. The contractor must provide the necessary personnel, materials, tooling, equipment and facilities necessary to successfully complete the requirements of the contract. The contractor must provide quality raw materials (paper and ink) that conform to all specified requirements of the contract and distribute to the correct recipient in exact quantities by the date specified by the Government.

3. SPECIFIC CONTRACT TASKS

- Task 1: Digital Files Control
- Task 2: Proofing
- Task 3: Platemaking
- Task 4: Printing
- Task 5: Finishing
- Task 6: Distribution
- Task 7: Phase-In/Phase-out
- Task 8: Business Continuity
- Task 9: Post Award Orientation Conference
- Task 10: Reporting
- Task 11: Deliverables

4. REQUIREMENTS

4.1 Task 1: Digital Files Control: The contractor must download digital files for each print cycle over a 4-5 day period including revised/re-sent files. The Government will make data files available to the Contractor via File Transfer Protocol (ftp) site not later than noon Eastern Time (ET) Thursday, 21 calendar days prior to the effective date. The designated government representative will notify the contractor when the files are available for the contractor to retrieve from this site. If the FTP site is not accessible, the Government will place the data files on a CD-ROM and deliver them to the contractor via overnight delivery service. These data files contain all information necessary to fulfill civilian and military customer orders including a Customer Information File and a Product Information File. From this data, the contractor must format and print packing slips, shipping labels, and mail manifests.

The Contractor may request early download, however the Government is not obligated to have digital files ready. Federal Holidays may cause the schedule to be accelerated 1-2 business days.

As the digital files are posted, they must be tracked by the contractor and the designated government representative to ensure all files are received and accepted by the contractor. Any discrepancies must immediately be brought to the attention of the designated government representative. Discrepancies include: missing digital data files, digital files and/or customer and product data files, etc., not ready on the date specified in the schedule, digital file quality is not suitable for reproduction.

The Visual Charting Digital Files are 2400 DPI, CCITT T.6 compressed, prescreened, 1bit TIFF with file dimensions of 59.786 (width) x 45.000 (height) or 59.780 (width) x 45.506 (height) inches. One Tiff file will be provided for each color per chart except for Sectional (SEC) and World Aeronautical (WAC) charts, which require a non-step-up and step-up TIFF file for each color per chart.

4.2 Task 2: Proofing:

Raster Image Processing (RIP) – The contractor must provide a post-RIP color proof or color plot that is like color of finished product with true screen at 100% size, to the AeroNav Products Group daily by 12:00 noon ET until all digital files have been put through the RIP process for Enroute aeronautical charts only. These may be delivered by courier or by overnight delivery. Each delivery of color proofs must be tracked by the contractor and the designated government representative. All color proofs must be received and accepted by the designated government representative, including those as a result of revisions to digital files, and resent to the Contractor within 2 business days of file transmission. No proof is required for VFR charts.

4.3 Task 3: Platemaking (For Lithographic printing): The Contractor must produce functionally satisfactory printing plates for use in the printing process. Each file must have trim and registration marks. Image placement on the sheet of paper must be in accordance with the trim marks. Each file must have color bars for color matching.

For the Visual Charting Platemaking Requirements, the plate size should be a minimum of 60 (width) x 47 (height) inches to accommodate digital file size. SEC and WAC charts will require the merging of the non-step-up and step-up digital files on each plate and the shifting of the step-up digital file ½ inch on the Y axis of the plate. All digital files may also need to be inverted or mirrored on the X or Y axis depending on the chart.

4.4 Task 4: Printing: The Contractor must use the lithographic offset printing process or an approved digital equivalent in the reproduction of the AeroNav Charts listed in **Appendix D**, Table of Chart Sizes and Paper Medium. These charts must be printed on the paper with the ink specified in this SOW Section 5, Materials. The Contractor must perform all printing operations in the production of and maintain product quality of all charts in accordance with the technical requirements and specifications found in this SOW. The designated government representative will provide print orders at the start of each print cycle to identify quantities and charts to be printed for that cycle.

- Charts must be printed face and back, head to head except the Visual Flight Rules and Enroute High US (EHUS) 3/4, 5/6, 9/10, and 11/12, Enroute Low US (ELUS) 19/20, 21/22, 25/26, 27/28, 29/30, 35/36 charts which prints head to foot or as indicated by supplied sample.
- Visual Charting Printing: SEC/WAC charts will print as a “Work-and-Tumble” process. Terminal Area/Flyway charts will print as a “Work-and-Turn” process, with a few charts printing “Face and Back”. Helicopter charts will print as “Face and Back” or a “Face” only process. All charts should print as indicated or by supplied sample.
- VFR products print on TYGER paper.

- Registration of color plates will be to the Black Plate (or any colors as determined by the Government) neatline by chart. These marks are to be left on during the entire reproduction cycle and must be used as basis for printing registration.
- Color bars for each color must be printed on each chart outside the chart's trim (1/4 inch). Color Bars must be printed as squares, rectangles, or circles. Color bars must be printed in solid inks or as various screen percentage images. Color bars must be evenly spaced across each sheet of paper. Colors must be alternated across the sheet. Colors must be repeated at least as frequently as every 7.62 cm (3 inches). For charts printed face and back, the color bars must be printed on the face side at the trailing edge of the sheet of paper and on the back side at the trailing edge of the sheet of paper.
- Each file must have color bars to assure consistent ink density across the entire sheet. Test should be conducted to determine optimum density range for each ink color to assure the highest quality possible from the contractor's presses. Test results must be submitted with samples.
- Back up image placement must be parallel to opposing side and accomplished when the marks match one another.
- No Contractor credit note will appear anywhere on the finished products

Priority advance verification press sheets - The press sheets submitted for Government review must be good quality press sheets, untrimmed, and unfolded with the color bar or ball intact. Receipt and acceptance of these press sheets must be tracked by the designated government representative and the contractor to ensure complete delivery and acceptance of all press sheets for the cycle.

- 20 press sheets First Run (face only) for VFR charts
- 13 finished press sheets (second pass, backed up) for VFR charts
- 6 press sheets (face only) for Enroute charts

Color proofs and press sheets must be delivered to the AeroNav Products Group, 1305 East West Highway, Silver Spring, MD 20910-3281 or as specified by the designated government representative.

Priority advance verification press sheets must be cut to individual charts (not necessary for fine trimming) and delivered to the Government daily, as they come off of the press, until all charts are printed. All charts printed prior to 2:00 p.m. ET must be delivered by the next business day.

NOTE: No charts are to be mailed until all priority advance verification press sheets have been reviewed by the designated government representative, and the representative has given verbal authorization to mail. However, under no circumstances will the charts be held beyond the mailing deadline which is 8 days prior to the airspace effective date.

4.5 Task 5: Finishing:

Trimming The Contractor must trim each chart to the finished size listed in Appendix D, Table of Chart Sizes and Paper Medium, without cutting off any printed image except the color bar and where the image is supposed to bleed off the chart. VFR products, (Sectional and World Aeronautical Charts) have two bleed-off sides, requiring minor adjustments when trimming to avoid data. These minor trim adjustments will not impede on folding requirement.

Folding The Contractor must uniformly fold all charts, except those designated on the print order as flat, using accordion type folds of 5 inches each, and then one or two right angle folds, with the title panel (odd numbered side for Enroute charts) on the outside, to form the finished folded chart size of 5 inches x 10 inches. Unless as indicated by supplied sample, folding machine calibrations should be set as loose as possible while maintaining the flatness necessary for mailing.

4.6 Task 6: Distribution:

The contractor must perform all stages of packing, packaging, and shipment of printed charts. This includes initial bulk shipments and all subsequent one-time orders. The Contractor must ensure that shipments are in the hands of the customers no later than 3 business days prior to the effective date for orders supplied on the NGA customers list and 7 calendar days prior to the effective date for FAA customers. Distribution is considered as complete when all shipments have been delivered to the destination specified on the order.

The Contractor must provide, install, and maintain a USPS approved package mailing system capable of producing uniform periodic reports of orders and all packages that have been tendered to a carrier. Reports must include carrier name, order number, date of shipments, package weights, package tracking numbers, and shipping costs for each package. A separate report must be required for each carrier; reports must be sorted in ascending order by order number.

If a carrier requires a Contractor to use a vendor-supplied system, the Contractor must be responsible for acquiring and installing the appropriate hardware/software required, for example, the Power Ship System, in the case of packages tendered to FedEx

Collating The Contractor must collate the charts according to the instructions provided on each shipping label. The Contractor must collate all categories of Chart sets and/or any combination of other charts, so that the final fold of each chart is at the same end and all charts are facing in numerical or alphabetical order with the index tabs face up. To ensure that each set arrives at the address of the consignee intact, the Contractor must band each set by the use of rubber bands or plastic bands or plastic wrap of sufficient strength. The Contractor has the option of banding or not banding any of the other collations. The Contractor must collate the EHUS, Enroute Low Altitude Alaska (ELAK), ELUS, and Enroute Low Caribbean (ELCB) into sets in accordance with the instructions on each shipping label. There are six (6) categories of these major collations for Enroute charts:

- Full set – EHUS 1/2 through 11/12 (6 charts)
- Full set – ELAK 1/2 through 3/4 (2 charts)
- Full set - Area and ELUS 1/2 through ELUS 35/36 (19 charts)
- East set - Area, ELUS 15/16, ELUS 17/18, and L21/22 through ELUS 35/36 (11 charts)
- West set - Area and ELUS 1/2 through ELUS 19/20 (11 charts)
- Full set – Area and ELCB 1/2 through 5/6 (4 charts)

NOTE: No collating required for VFR charts

Labeling and Marking: The Contractor must neatly label and mark packages and shipments and provide, prepare, and affix labels, stickers, or forms, for all packages and shipments. Pressure sensitive, self-adhering labels must be utilized where available.

Order Packing Slips The Government will specify the format for the order packing slips. The Contractor must format and print order packing slips to Government specifications. The Contractor must insert an order packing slip in the first package of each order.

Shipping Labels The Contractor must format and print shipping labels for all customer orders. The format for the shipping labels must be recommended by the Contractor and approved by the Government. All items printed by the Contractor must be produced from laser or equivalent quality printers. The Government will specify print formats for all Contractor-printed materials other than shipping labels. Per Automated Distribution System (ADS) requirements; address lines cannot exceed 40 characters in length must be formatted as follows:

NAME
 ATTN line
 Address line 1
 Address line 2
 Address line 3
 City State Zip
 Country

Shipping labels must be firmly affixed to the widest surface of all packages. No part of the shipping label must be placed over a seam or on top of sealing tape and no part may obstruct or be obstructed by other labels, stickers, markings, or banding.

United States Postal Service (USPS) stickers (i.e., Priority Mail, Par Avion, etc.) must be applied to all USPS shipments. Stickers must be placed directly above and to the center of the shipping label to designate USPS delivery service and to ensure proper handling by the USPS. In lieu of the stickers, priority packages must be identified by incorporating the word "Priority" on the label or on the package.

All shipping envelopes, bags, and cartons must be preprinted or labeled with the message:

U.S. GOVERNMENT
 CHARTS/PUBLICATIONS
 CRITICAL TO NAVIGATION SAFETY
 DO NOT DELAY

This message must be 15 point Bold Caps, surrounded with a 1/16 inch solid border, and printed in black ink. Placement must be in the upper left portion of the address side of shipping envelopes and bags, and in the upper top and sides of rectangular cartons.

Bar Code Labels The Contractor must apply or print a shippers bar code label with a tracking number (which must be traceable to the order number) on each package. The Contractor must fill orders so as to minimize the number of packages shipped to a customer and not exceed the maximum package weights established by the carrier, as well as being consistent with other packaging specifications. The Contractor is responsible for obtaining carrier approval for the use of shipping labels and bar codes.

Special Labeling/Marking. The contractor must use yellow tape with the message "Critical to Flying Safety" preprinted in red ink (3" x 450' RED/PMS803U with YELLOW FLOOD) on all packages that are large enough that the address label is not obscured. For packages that are too

small to use the yellow preprinted tape, the contractor must use Government Form 4501-1. The label must be gummed or pressure sensitive. The label/markings must also include the message which states "Critical to Flying Safety." The label must be placed on all four sides of each addressed package/box/container. On flat envelopes and shrink-wrapped packages, the label must be put in the lower left corner and the address side. The contractor may elect to provide its own labels or obtain pre-printed boxes/envelopes/containers with the Government Form 4501-1 information.

Carriers and Delivery Modes: Carriers and delivery modes by which orders are to be shipped are identified by codes contained in the data transmitted to the Contractor. These codes will be provided to the Contractor following contract award. The following are shippers currently used by the Government, but this list is subject to change at the discretion of the Government:

- USPS - First Class, Priority Mail, Air Printed Matter, Air Parcel Post.
- United Parcel Service (UPS) - Ground Service
- Federal Express (FedEx) - Ground, Overnight Priority, Int'l Overnight Priority, Int'l Mail Service
- Advance Post Company - International Priority Air Mail, Canada
- Commercial Carriers - Domestic ground and International air freight shipments made by Commercial Bill of Lading (CBL), or by commercial invoice

NGA Shipping Modes The contractor must determine the most effective, cost efficient shipping mode to meet the deadlines for orders from the NGA customer list.

Packaging: The Contractor must package all individual charts or sets of charts or bulk shipment of charts exactly as instructed by the type and quantity printed on each packing slip or print order. The Contractor must use packaging and filler of sufficient strength so as to ensure that the consignee's chart order arrives intact and undamaged. In addition, plastic strapping must be used on all boxes, where appropriate.

No later than four weeks after contract award, the Contractor must submit to the Government the following information for each package: length, width, height, and weight (empty), and maximum number of items to be packed in each. Upon Government approval, this will become the standard for packaging. NO CHANGES from this standard will be permitted without prior approval of the designated government representative.

Mailing Rules and Regulations: The Contractor must meet the following mailing rules and regulations:

- For USPS mailings: USPS regulations as specified in the Domestic Mail Manual and the International Mail Manual, and any USPS Postal Bulletins;
- For all UPS mailings: pamphlet titled "How to Use UPS"; and

Shipments must be limited to one package per address label. Each carton must be marked (1 of ____), (2 of ____), etc., to indicate the total number of packages/cartons in the shipment. The government packing slip must be placed in carton No. 1.

Manifests: The Contractor must generate shipping and package tracking manifests for packages shipped by any carrier that provides shipping services for the Government. The mail manifest will be calculated from Government supplied data files, weight of packages determined by the Contractor, and Government tendered rate information maintained by the Contractor. The Contractor must provide a digital copy of each manifest to the Government.

USPS Manifests The Contractor must use a USPS approved scaled mail manifest system. The Contractor must complete, sign, and return to the USPS a “Mail Manifest System Application”. Upon receipt of the “Mail Manifest System Agreement”, the Contractor must complete, sign, and return it to the USPS.

The Contractor must deliver the USPS manifest with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. In the rare event that the Contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and the summary at the end of the manifest.

The Contractor must deliver separate USPS manifests, one for FAA/AeroNav Products packages and one for NGA packages, with the final USPS delivery to the USPS representative in accordance with USPS rules and regulations. USPS regulations require the Contractor to perform quality control sample checks for different categories of mail. The Contractor must perform the necessary sampling checks, must note those weights and postage amounts that differ from the manifest, and identify the reason for the discrepancy. The Contractor must correct the discrepancy if it is determined to be Contractor error. The contractor must forward a copy of the USPS quality control forms for the Government shipments to the FAA/AeroNav Products, Distribution and Customer Service Team, 1305 East-West Highway, Silver Spring, MD 20910.

United Parcel Service (UPS) Manifests The Contractor must deliver the UPS manifest with the final UPS delivery to the UPS representative in accordance with UPS rules and regulations. In the rare event that the Contractor needs to create a new label, the unique package identification number, weight, and postage must be added to the manifest proper and to the summary at the end of the manifest. At the end of each printing/delivery cycle, the Contractor must forward a copy of the UPS signed delivery form to the address below.

**FAA/AeroNav Products Logistics Group,
Attn: Traffic Manager, AJV-372
1305 East-West Hwy.
Silver Spring MD 20910**

Federal Express (FedEx) shipments The contractor must use the FedEx Power Ship System. The contractor must deliver the FedEx Power Ship System manifest with the final FedEx delivery to the FedEx representative, in accordance with FedEx rules and regulations. In the rare event that the contractor needs to create a new Airbill, a unique package identification number, weight, and postage must be added to the manifest proper and to the summary at the end of the manifest. The contractor must forward a copy of the FedEx Power Ship System manifest to the FAA/AeroNav Products, Distribution and Customer Service Team, 1305 East-West Highway, Silver Spring, MD 20910 at the end of each printing/delivery cycle.

Order Confirmation: The Contractor must confirm receipt of the customer, order, and product information files via e-mail. This confirmation must include the file name, total number of customers, the total product line item count and total product quantity and the total number of orders by each shipping mode. The Contractor must transmit a data file (in a format specified by the Government) to the Government no later than Thursday, 7 (seven) days prior to the effective date. The Contractor must immediately e-mail the Distribution and Customer Service Team that the confirmation files are available. This data must confirm that each order has been fulfilled and that shipping has been completed. For each order reported as shipped, the Contractor must transmit the customer number, order number, carrier, package weight, postage, package shipping date, and the package tracking number, if applicable. There must be one record for each package sent. The Contractor must transmit the order number, GBL number, and date of shipment for all GBL shipments; and provide the order number and date of pick-up or delivery for all other shipments picked up at their loading dock, or that were delivered by the Contractor.

Other Invoice/Shipping requirements: The Contractor may be required to prepare documentation for international or other shipments including but not limited to:

- Commercial invoices
- North American Free Trade Agreement
- Air-bills
- Certificates of Origin
- Shippers Security Endorsement

Shipping and Postage Charges: The Government will prepare and provide the Contractor with CBL's or other shipping documents authorizing commercial carrier ground or air freight shipments. Completed CBL's or other shipping documents will be forwarded to the Contractor who must then arrange to have the shipment picked up by the designated carrier. Memorandum Copy - of the CBL or a copy of the other shipping document(s) must be returned to the FAA/AeroNav Products' Distribution and Customer Service Team within two (2) days after the Distribution Date. Postage must be appropriately charged to the designated Government established postage/carrier accounts

One Time Orders Handling and Fulfillment: The contractor must be able to receive and process one time orders for printed charts. NGA orders may come direct from NGA personnel designated by FAA letter as well as designated FAA personnel. One time orders must be processed from either contractor over runs or reprinted from digital files. Regular one time orders must be processed and shipped within a two (2) business days. Expedited orders are to be released and shipped by FEDEX within the same day if received before 2:30 p.m. ET with delivery time next business day.

Shortages: When the Contractor discovers a quantity shortage, the Contractor must notify the COR with the type and quantity of chart in short supply and the name and addresses of consignee(s) whose orders are not being filled. For instance, at the time of distribution, the shipping quantities called for on the packing slip exceed the print order quantities. If the shortage is due to Contractor error, the Contractor must reship the replacement order to the customer and bear the cost of replacement charts, packing, and shipping to correct the errors.

Late Distribution: The Contractor must immediately notify the designated government representative when the Contractor has knowledge of any situation (either actual or potential) that may impact the delivery schedule. The Contractor must also notify the CO and the designated government representative in writing stating what products and quantities will be/are late, the number and location of the consignees involved, and when the material will be ready for shipment. Nothing contained herein must be construed as a waiver by the Government of any delivery schedule or date.

Return Shipments and Correspondence: The Contractor's name must appear on the return address of the labels. Therefore, the Contractor must accept undelivered, returned packages. The Contractor must handle returned shipments and correspondence or other material intended for the Government as follows:

FAA/AeroNav Products returned shipments: All returned packages must be reported to FAA/AeroNav Products, Distribution and Customer Service Team, (301) 427-4949 within 1 business day. The Contractor must provide FAA/AeroNav Products with the customer account number and the reason for the return from the return shipment labels. FAA/AeroNav Products will attempt to contact the customer to verify the address and see if the package can be re-shipped.

- Re-ships. FAA/AeroNav Products will fax or email a re-shipment request to the Contractor by 3:30 PM for shipments due out that day. All re-shipments must be sent out via overnight carrier (FedEx).
- Re-ship responsibility. Procedures for determining which party is responsible for the cost of the re-ship are as follows:

The order has been mispacked, contains the wrong product, or has an incomplete order; the Contractor is responsible and the Contractor must use its overnight delivery account to re-ship the package.

- The address provided by FAA/AeroNav Products is incorrect or incomplete The government is responsible. The Contractor must remove the packing slip, if any, the shipping label, and the carrier's explanation for return and fax them to the FAA/AeroNav Products Logistics Group Traffic Manager's Office, fax phone number (301) 552-7408. Contents of the returned shipments must normally be destroyed by the Contractor. From time to time, the Contractor may be required to deliver returned shipments to the Logistics Group Traffic Manager's Office intact.
- The package was shipped by the distribution date, but was not received by the effective date; FAA/AeroNav Products is responsible.

NGA customer list undeliverable/returned shipments: All returned packages must be reported to the NGA point of contact designated by letter from the FAA within one business day of receipt. The Contractor must provide NGA with the customer account number and reason for the return. NGA will attempt to contact the customer to see if the package can be re-shipped. The contractor does not automatically reship products to a customer on the NGA customer list solely based on receipt of a returned package(s).

NGA customer list re-ships: Re-shipments are made to customers that have not received their order 3 days prior to the effective date. NGA will fax or e-mail a re-shipment request to the Contractor by 3:30 pm for shipments due out that day. All re-shipments must be sent out via overnight carrier (FedEx).

NGA customer list re-ship responsibility: Determining which party is responsible for the cost of the re-ship is handled as follows:

- If the order was mis-packed, contains the wrong product, has an incomplete order, or the shipping address was generated incomplete or wrong by the Contractor; the Contractor is responsible, use the Contractor's overnight delivery account.
- The shipping address provided by the government is incorrect or incomplete; The government is responsible, use the appropriate government overnight delivery account.
- The package was shipped by the distribution date, but has not been received at the customer's military installation 3 days prior to the effective date; the government is responsible and will request a replacement order via overnight delivery account.

5. MATERIALS

The materials used in performance of this SOW require certain contractor testing and acceptance prior to being used in performance. The contractor must perform the following tests and ensure the materials conform and submit these testing and acceptance results.

5.1 Ink: Printing Inks as defined in the following specifications must be used in the printing of these charts.

Color Match In order to obtain reliable reflection readings for the color correctness test, a high quality simulated color print must be made. Sample prints made of the same color within an optical density of .03 of each other meet this requirement. The print may be made on a regular press, a proof press, or on an IGT Printability Tester. As an alternative, the wet ink test sample must visually match the wet Government furnished ink sample or the dry ink test sample must visually match the dry Government furnished ink sample in hue or value. Note: Though the digital chart files are compiled in accordance with the specifications in this SOW, the final product may vary slightly in appearance due to differences in printing techniques or equipment types.

Light Fastness The light fastness test is made with an Atlas Fade-O-Meter, or equivalent, operated in accordance with the manufacturer's instructions and calibrating carbon arcs for color tolerance of the fade fastness to light. A simulated color print is prepared for exposure by masking part of the print with black or opaque tape. Exposure in the Fade-O-Meter for forty-eight (48) hours will yield a comparative evaluation of how well the color may stand up under actual sunlight. The ink must withstand 48 hours when the light fastness test is made with an Atlas Fade-O-Meter Model 18-FR. After exposure, the mask is removed and the color correctness test is made on both the exposed and unexposed area of the simulated color print. The numerical results are then compared with the PMS specification requirements. The color must be stated tolerance when comparing the faded and un-faded portions of the ink specimen print, rather than comparing the faded portions with the color standard. Test sheets will be made using a sample print made on our Paper Tyger paper from either a press pull or Quick Peak Test.

Ink Film Density

VFR Charts: Chart measurement is determined by a test procedure in which a TOBIAS SDT Scanning Densitometer, X-RITE hand held densitometer (508 or 518) to check the densities readings of all color bars across the printed sheet. Tolerance must be Standard reading Plus (+) or Minus (-) 0.05.

Aero (Sectional, World and Terminal) Charts' Standard Color Densities

Ink	Standard
PR-430 Aero Magenta (90022618*)	0.85
PR-502 Non-Skid Brown (90022617*)	0.60
PR-100 Non-Skid Yellow (90924304*)	0.55
PR-350 Blue (90022621*)	0.95
Triumph LT Black (90986926*)	1.00

Instrument Flight Rules/Visual Flight Rules Planning Charts' Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	1.10
498U FR Brown (91048733*)	0.90
C-221 Reflex Blue Uncoated (90027934*)	1.00
185U FR Red (90029442*)	1.05
PR-225 Green (PMS 354)	0.85

North Atlantic Route Chart/Pacific Ocean Route Chart Planning Charts' Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	1.00
PR-100 Non-Skid Yellow (90924304*)	0.50-.055
PR-350 Blue (90022621*)	0.95
PR-430 Aero Magenta (90022618*)	0.93
PR-502 Non-Skid Brown (90022617*)	0.60

Helicopter Charts' Standard Color Densities

Ink	Standard
Triumph LT Black (90986926*)	0.90
C-221 Reflex Blue Uncoated (90027934*)	0.90
498U FR Brown (91048733*)	0.90

*Sun Chemicals Ink Part Numbers

Enroute Charts ink density measurement is determined by a test procedure in which a GAM Reflection Densitometer, or equivalent, is used on a dry ink sample. Dark/light readings must be the standard reading Plus (+) or Minus (-) 0.05.

Ink	Filter	Dark	Standard	Light
NOS Blue Ink No. 310 (PMS Reflex Blue**)	Red	1.00	.95	.90
NOS Brown Ink No. 510 (PMS 498**)	Blue	1.00	.95	.90
NOS Black Ink No. 001 (PMS Black**)	White	1.00	.95	.90
NOS Green Ink No. 225 (PMS 354**)	Red	0.80	.75	.70

** PMS colors/color numbers furnished above are for purposes of color matching only. The Government believes that PMS inks do not satisfy the light fastness requirement specified above.

- 5.2 Paper:** Paper TYGER and E40 paper products are required for aeronautical charts as specified in **Appendix D** – Table of Chart Trim Sizes and Paper Medium. The E40 paper must meet standards in **Appendix A** – Paper Specifications which includes the Government Paper Specification Standards as published by the Joint Commission on Printing, Congress of the United States.

6. QUALITY CONTROL/QUALITY ASSURANCE

ATTENTION: CONTRACTOR IS CAUTIONED: THE ACCURACY OF THE INFORMATION ON THESE CHARTS IS OF PARAMOUNT IMPORTANCE. ERRORS INCORPORATED ONTO THE CHARTS COULD JEOPARDIZE THE SAFETY NOT ONLY OF AIRCRAFT, BUT COULD BE THE PRIMARY FACTOR IN LOSS OF LIFE OR PROPERTY, AND COULD ALSO JEOPARDIZE THE NATION'S MILITARY READINESS AND SAFETY. TO ACHIEVE MAXIMUM ACCURACY IN THE CHARTS, THE CONTRACTOR'S QUALITY MANAGEMENT SYSTEM MUST ASSURE ZERO DEFECTS IN EACH AND EVERY PRODUCT.

The contractor's Quality Management System processes, policies, and procedures used for Quality Assurance purposes must ensure that all safety-critical navigational charts are printed, finished, and orders are fulfilled with zero defects. The contractor's internal quality management system must comply with the ISO 9001 standard. The contractor must develop, document, and implement internal quality control processes for all work performed under this SOW. The contractor must perform in compliance with the specified quality standards. Compliance with contract quality standards may be periodically assessed by the designated government representative.

Quality standards are provided in this SOW, based on a system of "defects" for all work phases. The quality standards are provided to prevent defects from occurring by conducting in-process inspections, self-evaluation, and corrective action, when appropriate, before extensive correction or rework is required.

All deviations of the final deliverable products (specifications, standards, or process) whether classified herein or not, must be called to the attention of the designated government representative immediately upon discovery.

6.1 Defects: Any imperfection, deficiency, flaw, lack of completeness, or other undesirable condition is considered a variance from the specifications or standards. The Contractor is required to deliver products and services free from defect. Reasonable tolerance ranges have been established for all production phases and are provided herein. Products outside of these tolerances result in defects that are classified into three groups as follows:

Critical A critical defect (No. 6) is one that either:

- Judgment and experience indicate could result in hazardous or unsafe conditions for individuals using the products, or could prevent performance of a navigational function, **(or)**
- Is a serious departure from specifications, established standards, or average process capability

Major A major defect (No. 3) is a defect, other than critical, that either:

- Could materially reduce the usability of the unit of product for its intended purpose, **(or)**
- Is a significant deviation from specifications, established standards or average process capability, **(or)**
- Materially affects the appearance of the charts.

Minor A minor defect (No. 1) is one that either does not

- Materially reduce the usability of the product for its intended purpose, **(or)**
- Is a departure from established standards or specifications having no significant bearing on the intended use, **(or)**
- Affects the appearance only to a minor degree.

6.2 Contractor's Quality Control Plan:

The contractor must develop and submit a comprehensive Quality Control (QC) Plan no later than 30 calendar days after contract award. The designated government representative will provide comments on or approval of the QC Plan within 15 calendar days after submission. The contractor must develop, implement, and comply with the approved quality control plan that covers all requirements of the SOW. The quality control plan must describe the plan of action for the 100 percent inspection including the established system of inspection and testing at key points in the printing, finishing, and distribution processes. The plan must also describe the plan of action for items that require Random Sampling Inspections.

The Contractor must comply with the approved quality control plan during contract performance. The designated government representative may periodically verify the system to see if the Contractor is complying with the approved quality control plan.

6.3 Disposition of Defective Items: When a departure from specified contract requirements exceeds the tolerance limits in workmanship, the service is considered defective. As soon as the Contractor recognizes a defect in the final product, whether identified specifically in this SOW or not, the Contractor must immediately notify the designated government representative. Disposition, whether the defect is recognized by the Contractor, the Government, or customer complaints, must be as follows for each defect category:

- If a critical defect is discovered before the distribution deadline, the Contractor must immediately notify the designated government representative. Charts with known Category No. 6 defects **MUST NEVER** be distributed unless this action has been directed by the designated government representative. The Contractor, if at fault and if necessary to meet the effective date deadline, will bear the additional postage to ship the charts by a faster mode of transportation
- If a critical defect is discovered after the distribution deadline, the Contractor must immediately notify the designated government representative. The Contractor, if at fault, will bear the additional costs of curing each Category No. 6 defect, including the additional postage required to ship the charts by a faster mode of transportation to meet the effective date deadline and, if required, the cost of printing and distributing a Special Notice (which alerts chart users to the defect).
- If a major defect is discovered at any time, the Contractor must immediately notify the designated government representative, who will determine if the chart needs to be reprinted. If it does, and if the contractor is at fault, will bear the additional costs of curing the defect, including the additional postage required to ship the charts by a faster mode of transportation to meet the effective date deadline and, if required, the cost of printing and distributing a Special Notice (which alerts chart users to the defect).
- If a minor defect is discovered, the Contractor must notify the designated government representative on the next working day, but may proceed with the distribution, unless otherwise notified by the designated government representative.
- If a defect is discovered which has not been classified in this document, the Contractor must immediately notify the designated government representative who will assign a classification based on the severity of the defect. The designated government representative will then determine the proper disposition.

6.4 QUALITY STANDARDS

TASK 1: Digital Files Control			
	Contractor Requirement	Defect	Class
Count	A count must be made, before final print, to determine that all necessary digital files have been received	Over or under required number received	6
Identification	Digital files must be inspected to be sure all are properly identified before printing	Missing, incorrect, unreadable files are received	6
Condition	All digital files must be inspected to be sure that they are print ready	Defects are not usable	6
Register Marks	Inspection must be conducted to assure that all register marks required by specifications are included (at the contractor's site)	Register marks are not correct, missing, not usable	6

TASK 2: Proofing			
	Contractor Requirement	Defect	Class
Size	100%	Not 100%	6
Inks	Digital Proof must be inspected to insure all chart files are present	Missing, incorrect, unreadable files are received	6
Layout	Digital Proof must be inspected to assure proper image placement and alignment for registration	Missing registration marks and color bars. Files not registered to each other	6

TASK 3: Platemaking (Lithographic)			
	Contractor Requirement	Defect	Class
Completeness	All plates must be inspected to assure that all required digital files have been exposed and size is 100%	All required digital files have been exposed Size is not 100%	6
Resolution	All plates must be inspected to assure that specified dot size and line widths correspond with FAA/AeroNav Products-furnished digital files	Dot size greater than + .001 inch or Line or type greater than + .0014 inch	3
Cleanliness	All plates must be inspected to assure that they are free from all foreign matter	Minor dirt scratches which would not detract from the product	1
		Major dirt or scratches which would detract from the product or make information difficult to read	3
		Critical dirt or scratches which would make information impossible to read	6
Layout	All plates must be inspected to assure proper image placement and alignment for registration.	Incorrect image placement	6

TASK 4: Printing			
	Contractor Requirement	Defect	Class
Registration	All printed charts must be properly backed up for trimming and fold alignment.	Back up registration deviation more than + .020 inch	3
	All printed colors must be registered for chart clarity and correct color.	Color registration deviation fore than + .003 inch	3
Ink Film Density	All printed inks must be checked for correct color match and ink density.	Densitometer readings are not within the standards set for the GAM or equivalent equipment	3
Lithographic Quality	All printed charts must be checked for clarity defects to ensure printed charts are legible and that all information is provided and quality standards are met.	Clarity defects of a minor degree such as scratches, hickies, picking, pilling, weak print or minor voids	1
		Major clarity defects such as very weak but readable print or slightly plugged area, doubling, slurring, and wrinkling.	3
		Critical clarity defects such as print illegible or missing type, or plugged screens	6
Image Resolution	All printed charts resolution must be checked to ensure printed charts are legible and FAA and IACC standards are met.	Dot size greater than +.003 inch	6
		Line or type greater than +.003 inch	6
		Writing quality less than standard	3
Paper Stock	Product meets standards in the Government Paper Specification Standards for TYGER paper and E40 papers as published by the Joint Commission on Printing, Congress of the United States	Any deviation from specification basis weight	6
		Wet tensile strength less than specification standard	6
		Folding endurance less than specification standard	6
		Bursting strength less than specification standard	6
		Opacity less than specification standard	6
		Any deviation from thickness standard	6
		Water resistance less than standard	3
		Smoothness less than standard	3
		Writing quality less than standard	3
Erasing quality less than standard	3		
Color Match	In order to obtain reliable reflecting readings for the color correctness test, a high quality simulated color print needs to be made. Sample prints made of the same color within an optical density of .03 of each other meet this requirement. The print may be made on a regular press, a proof press, or on an IGT Printability Tester. As an alternative, the wet ink test sample must visually match the wet Government furnished ink sample or the dry ink test sample must visually match the dry Government furnished ink sample in hue or value.	Tested Sample does not match Government furnished ink sample in hue or value	6

<p>Light Fastness</p>	<p>The light fastness test is made with an Atlas Fade O Meter, or equivalent, operated in accordance with the manufacturer's instructions. A simulated color print is prepared for exposure by masking part of the print with black or opaque tape. Exposure of how well the color may stand up under actual sunlight. After exposure, the mask is removed and the color correctness test is made on both the exposed and unexposed area of the simulated color print. The numerical results are then compared with the PMS specification requirements</p>	<p>Tested sample does not match Government furnished ink sample in intensity after 48 hours in Fade-O-Meter</p>	<p>6</p>
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<p>TASK 5: FINISHING: Trimming, Folding, Collating</p>			
	<p>Contractor Requirement</p>	<p>Defect</p>	<p>Class</p>
<p>Trimming</p>	<p>All charts are trimmed correctly prior to the start of the next production operation</p>	<p>Oversize by 3/16 inch</p>	<p>1</p>
	<p>All charts must trim at 90 degrees based on trim guide marks</p>	<p>Chart trim not parallel and perpendicular to each other</p>	<p>3</p>
	<p>Bleed –off edge adjustments made for data (VFR)</p>	<p>Under specified size to edge of image detail legible</p>	<p>1</p>
	<p>Bleed –off edge adjustments made for data(VFR)</p>	<p>Under specified size image trimmed detail illegible</p>	<p>6</p>
<p>Folding</p>	<p>Folds (creases) must be as loose as possible without affecting the flatness of the folded chart Title panel centered on 5" fold</p>	<p>Panels are to be folded flush with each other and within the specified size with a tolerance is + 1/8 inch</p>	
<p>Finished Size</p>		<p>Oversize or undersize to + 1/8 inch Title panel not centered on 5" fold</p>	<p>3</p>
		<p>Oversize or undersize in excess of +1/8 inch</p>	<p>6</p>
<p>Type of fold</p>	<p>Chart folded correctly</p>	<p>Chart incorrectly folded</p>	<p>6</p>
<p>Uniformity</p>	<p>All charts folded the same</p>	<p>All charts not folded the same</p>	<p>3</p>
<p>Flush Edges</p>	<p>Folded edges are flush with one another</p>	<p>Folded edges are not flush with one another</p>	<p>3</p>
<p>Grouping of products</p>	<p>Products collated as stated on label</p>	<p>Products not collated as stated on label</p>	<p>6</p>
<p>Collating and Banding</p>	<p>All charts must be collated in accordance with consignee's requirement. The six major collations for the FAA/AeroNav Products customers must be banded correctly</p>	<p>ELUS full set not banded or incorrectly banded</p>	<p>1</p>
		<p>ELUS West set not banded or incorrectly banded</p>	<p>1</p>
		<p>ELUS East set not banded or incorrectly banded</p>	<p>1</p>
		<p>EHUS full set not banded or incorrectly banded</p>	<p>1</p>
		<p>ELAK full set not banded or incorrectly banded</p>	<p>1</p>
		<p>ELCB full set not banded or incorrectly banded</p>	<p>1</p>

TASK 6: DISTRIBUTION: Order fulfillment including Packaging, Packing, Marking, Labeling, Shipping, Manifest Mailing			
	Requirement	Defect	Class
Packaging/Packing: Count and Content	Number of packages and copies per individual package. Customer field reports, as noted in the Logistics Group Discrepancy Report, will be used to determine the error rate	Packing (proper Order Filling) error rate > .5% (greater than on half of one percent)	6
Method of Packing	Containers not overweight (per mailing mode regulations)	Improper sealing	6
Postal regulations	Postal regulations followed	Postal regulations not followed	6
Packaging Materials	Envelopes, bags, and boxes must adhere to Government specifications	Materials not conforming to specifications	6
		Use of unauthorized materials	6
		Filler inadequate to avoid damage	3
Method of Labeling	All required labels placed properly and legible	Label placed improperly	3
		Label missing, illegible or mislabeled	6
Method of Sealing	Reinforced tape, in addition, plastic strapping must be used where appropriate		
Distribution/Shipping	The primary objective of distribution control is to place the charts in the hands of the user, prior to the effective date of the product.	Shipped by wrong carrier	6
		Failure to make distribution	6
		Failure to release into carrier system by specified deadline with no action to ship by more rapid means	6
		Failure to follow UPS regulations	6
Manifest Mailing	All packages designated for manifest mailing must be filled in accordance with packing slip instructions and UPS, USPS, or other shipping regulations, as applicable.	Put into wrong mail system	6
		Wrong container (according to label instructions)	6
		Order filled with wrong product or incorrect number of right product	6
	UPS or USPS personnel may choose to select random samples from the packages identified in the UPS computer manifest. They will check for incorrect postage or weight.	Failure to follow UPS regulations	6
		Failure to follow USPS regulations	6

7. PHASE-IN PERIOD– The purpose of the phase-in period is to ensure uninterrupted print, finish, and distribution services for the aeronautical charts. It is imperative that ramping up from phase-in to steady state full production be accomplished in a well-planned, orderly and efficient manner. The contractor must have all materials, personnel, and resources in place to meet all requirements of the contract. The contractor must develop a sound phase-in/implementation approach and fully cooperate with the government during phase-in. The contractor must conform to the final phase-in/implementation plan approved by the government after contract award. Government staff may be available during the phase-in period to provide limited technical orientation to the contractor or other limited technical guidance and assistance if determined necessary by the government.

7.1 Phase-In Period – the phase-in period of tentatively scheduled to begin immediately after contract award and no later than 30 days prior to the start of the base year period.

7.2 Phase-out Period – The contractor shall assist in transition activities upon contract expiration. The phase-out period is tentatively scheduled to begin no later than 30 days prior to notification of contract expiration.

8. BUSINESS CONTINUITY APPROACH FOR SUSTAINING PRODUCTION AND CONTINUITY OF CONTRACT PERFORMANCE PLAN – The services required under this contract are directly related to the safety of the flying public and are mission critical. Therefore, it is imperative that these services continue to be performed during times of national or local emergency including adverse weather conditions. The print schedule is critical and must be met each cycle. The contractor must have in place a business continuity approach for sustaining production that ensures uninterrupted print, finish, and distribution services for the mission critical aeronautical charts requirements. Within 30 days after contract award, the contractor must submit a Continuity of Contract Performance Plan to be approved by the government.

9. POST AWARD ORIENTATION CONFERENCE – This meeting is anticipated to be held within 10 business days after contract award at the contractor's facility. No contractor travel expenses are authorized for the post award conference.

10. REPORTING includes but is not limited to the following

Report	SOW paragraph
Digital Files Transfer List	4.1
RIP color proof tracking/approval	4.2
Priority Advance Verification Proof/Print Clearance	4.2
Order Confirmation	4.6

The Government will provide examples of reports upon request during the Post Award Orientation Conference.

11. **DELIVERABLES** include but are not limited to the following:

Deliverable	SOW paragraph
Post-RIP color proof or color plot	4.2
Priority advance verification press sheet	4.2
Ink Test Results	4.4
Shipping and package tracking manifests (USPS, UPS, FedEx)	4.6
Packaging information	4.6
USPS report of shipments	4.6
FedEx report of shipments	4.6
CBL's or other shipping documents	4.6
Confirmation Files	4.6
Formatted shipping label	4.6
Quality Control Plan	6.2

Statement of Work
Appendix A: Paper Specification

FSC 9310
Map Paper

CHEMICAL WOOD MAP, LITHOGRAPHIC-FINISH

JCP E40
February 1, 1999

Use information: This paragraph is informational only and is not exclusively definitive of the end use.

For high quality multicolor offset printing of maps, folded inserts, etc., requiring good folding endurance. Printed matter may include text, line illustrations, and halftones up to 150-line screen.

Stock: 100 pct bleached chemical woodpulp. The use of melamine-formaldehyde or any material that releases formaldehyde into the atmosphere at concentration of 0.1 ppm or greater shall not be permitted in the manufacture of this paper.

*Note:*¹ Not less than 20 pct postconsumer fiber. Any percent over 20 percentage points, is encouraged, provided that the requirements of this Standard are met.

Acidity: pH value by cold extraction shall be not less than 4.8.

Grammage (g/m²) 75 83
Basis weight: 17 by 22 inches, 500 sheets (pounds) 20 22
A tolerance of ±5 pct shall be allowed.

Wet tensile strength: Average not less than—
Machine direction (kN/m) 0.5 0.7
Cross direction (kN/m) 0.25 0.35
Equivalent—
Machine direction (kg/in) 1.4 1.8
Cross direction (kg/in) 0.64 0.90

Folding endurance: Average, each direction, not less than—
M.I.T. (double folds) 150 175
Schopper (double folds) 200 230

Bursting strength: Average, not less than—
Dry (kPa) 200 230
Wet (kPa) 20 23
Equivalent—
Dry (lb/in²) 29 33
Wet (lb/in²) 3.0 3.3

Opacity: Average, not less than (percent) 90 91
No individual specimen shall average less than (percent) 88 89

Thickness: Average (mm) 0.090 0.095
Equivalent (inch) 0.0035 0.0037

A tolerance of ±0.013 mm (0.0005 inch) shall be allowed. Paper shall be uniform and shall not vary more than 0.011 mm (0.0004 inch) from one edge to the other.

Water resistance: Average, not less than (seconds) 25 30

Smoothness: Average, each side (units) 110 to 80 110 to 80

Writing quality: Characters written with ball point and felt tip pens shall be clear cut and free from excessive feathering.

Erasing quality: Paper shall retain good ruling, writing, and typing quality, texture, and surface appearance, without ink spreading after repeated erasures. After erasures and burnishing, texture shall permit redrawing of sharp lines in ink.

Blocking: Sheets shall not stick together after being wet with water and then allowed to dry in contact with other sheets of the same paper.

General appearance: Paper shall conform to the standard sample(s) adopted by the Government.

Color: The paper in the order (or publication) shall be uniform with a target brightness of 81 pct. The color variation shall not exceed DE(CIELAB)=1.0.

Formation: Shall be uniform.

Cleanliness: The dirt count for each side of the paper shall not exceed 100 specks per square meter. No sample sheet (600 to 650 cm² in size) shall contain more than one defect with an equivalent area of 0.25 mm² or greater.

Sampling and testing: Shall be conducted in accordance with standards in Part 2, *Government Paper Specification Standards*.

Unless otherwise specified, the following is automatically waived when printing or duplicating is to be accomplished on commercial contract

Equilibrium relative humidity: Shall be 45 pct ±5 pct at 23°C ±2°C.¹

Sizing: Paper shall be surface- and internal-sized suitable for satisfactory printing on both sides of the paper on high-speed offset presses equipped with continuous flow or brush dampening systems.

Color: Shall match the Government's standard sample for color. A deviation of DE(CIELAB)=3.0 from the color standard is allowed.

For information only, the CIELAB values (Ill D65, 10° observer) of the color standard are

$L^*=93.5$
 $a^*=-0.5$
 $b^*=1.5$

Curl: Paper shall lie flat with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.

Surface: Shall be free from lint, fuzz, or any particles which will pick, lift, fluff, or pile on the blanket under normal press conditions.

Size and trim: Sheets: Paper shall be furnished in the size(s) ordered and shall be flat, trimmed square on four sides with clean smooth edges, and evenly jogged. A tolerance of ±2 mm (1/16 inch) shall be allowed except for sheets 216 by 356 mm (8½ by 14 inches) or less; then a tolerance of ±1 mm (1/32 inch) shall be allowed. Successive sheets within any package shall not differ from each other by more than 0.5 mm (1/64 inch). Paper with the long dimension 813 mm (32 inches) or less shall be considered square if the variation does not exceed 1 mm (1/32 inch); over 813 mm (32 inches), 2 mm (1/16 inch).

Grain: Direction of the grain on flat paper shall be as ordered.

Mill inspection: Uniformity of color, thickness, and equilibrium relative humidity; freedom from foreign matter, either loose or attached to the paper; and absence of mechanical defects such as wrinkles, cuts, slime holes, partial sheets, and dogears; are all very important. Manufacturers are required to make such inspections and tests as will assure freedom from defects in these characteristics.

¹This requirement may be waived when so stated in the procurement document. If waived, the following is applicable:

Pressroom conditions: The bulk of this paper will be used in air-conditioned pressrooms maintained at 24°C ±2°C and 45 pct ±8 pct relative humidity.

CHART TRIMMING/FOLDING DIAGRAM

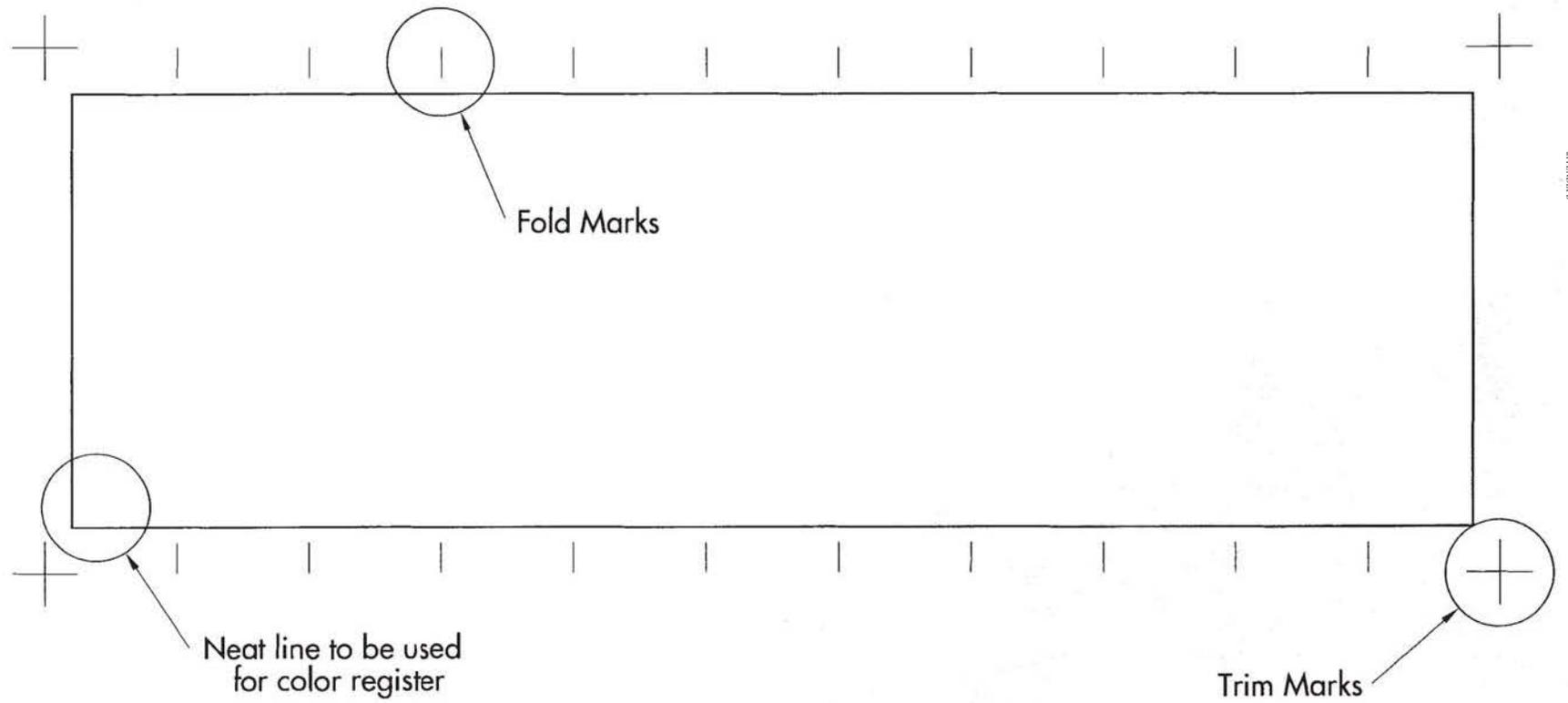
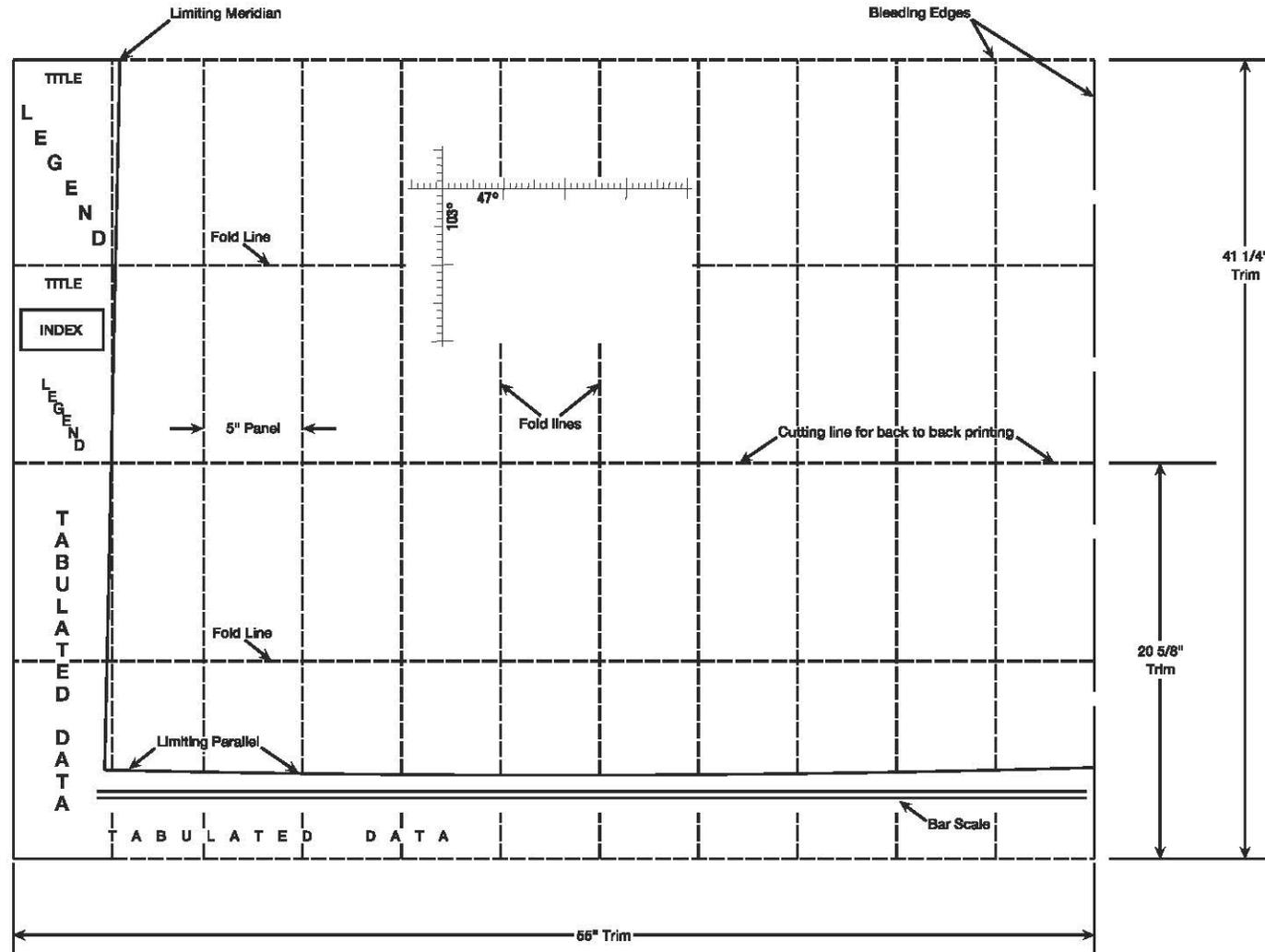
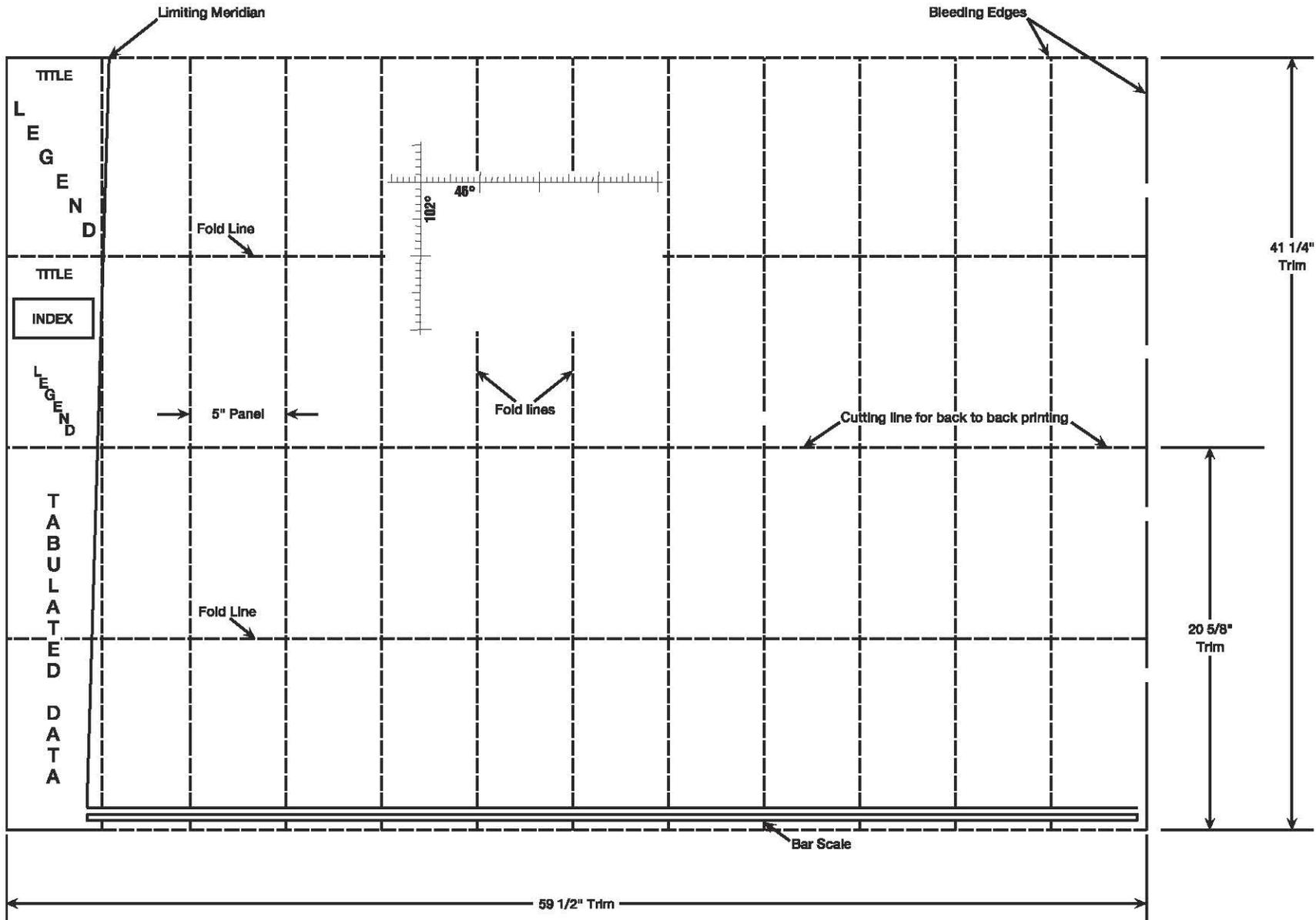


CHART LAYOUT NORMAL COVERAGE



APPENDIX B
STYLE SHEET - NORMAL COVERAGE

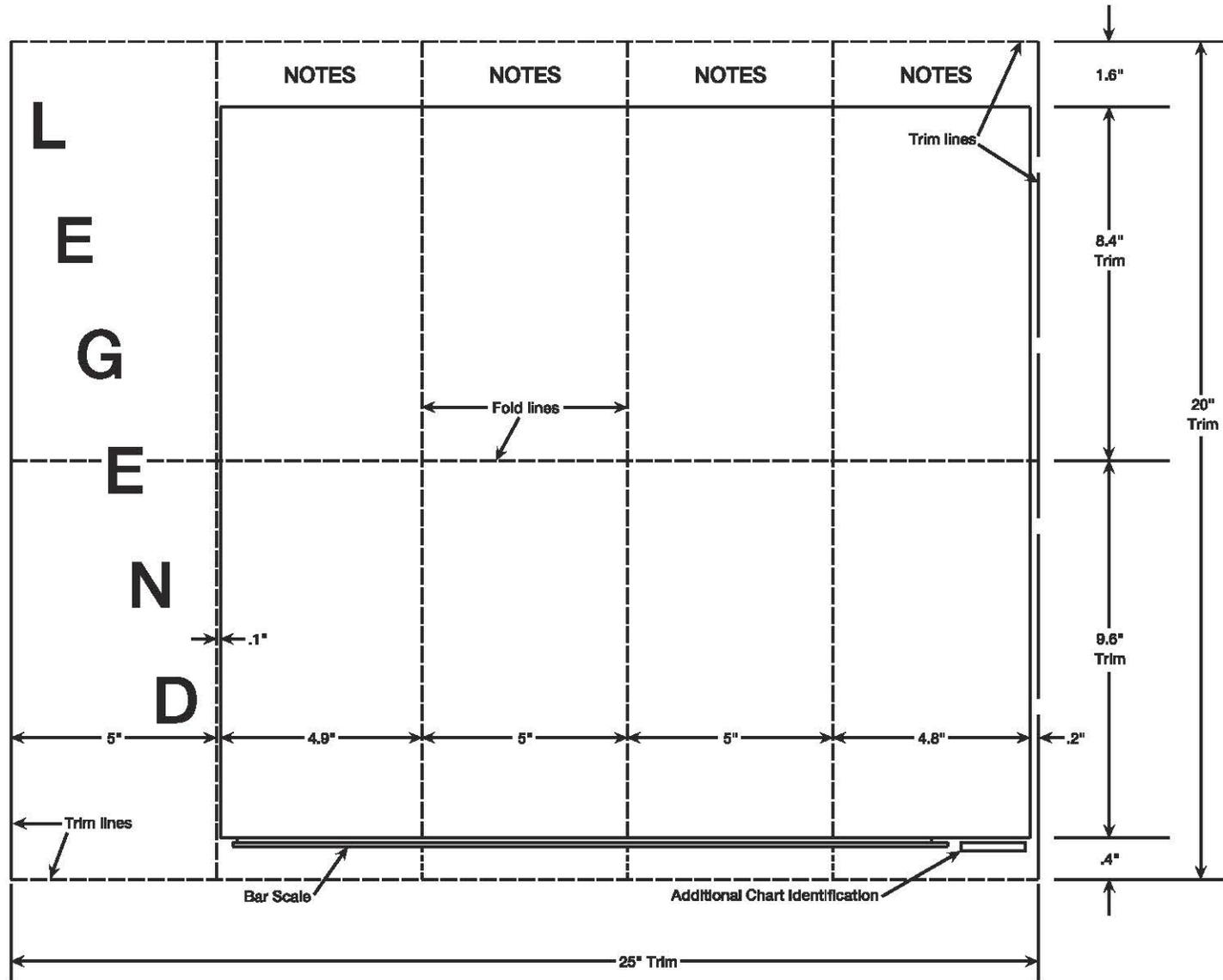
CHART LAYOUT EXTENDED COVERAGE



APPENDIX B
STYLE SHEET - EXTENDED COVERAGE

CHART LAYOUT VFR TERMINAL AREA CHART

APPENDIX B
STYLE SHEET - VFR TERMINAL AREA CHART



APPENDIX B STYLE SHEET - CIVIL FORMAT, NORMAL COVERAGE

CHART LAYOUT CIVIL FORMAT NORMAL COVERAGE

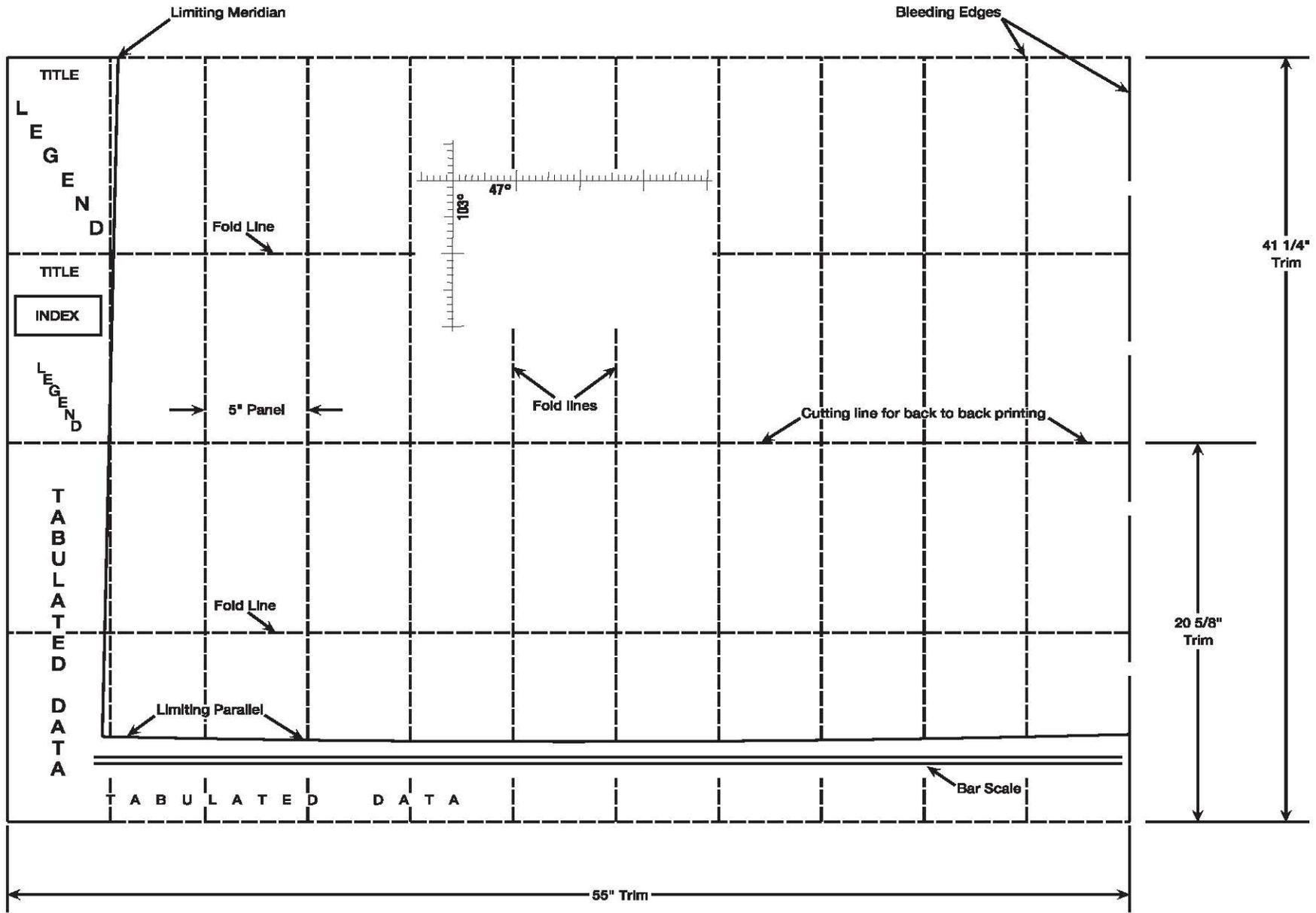
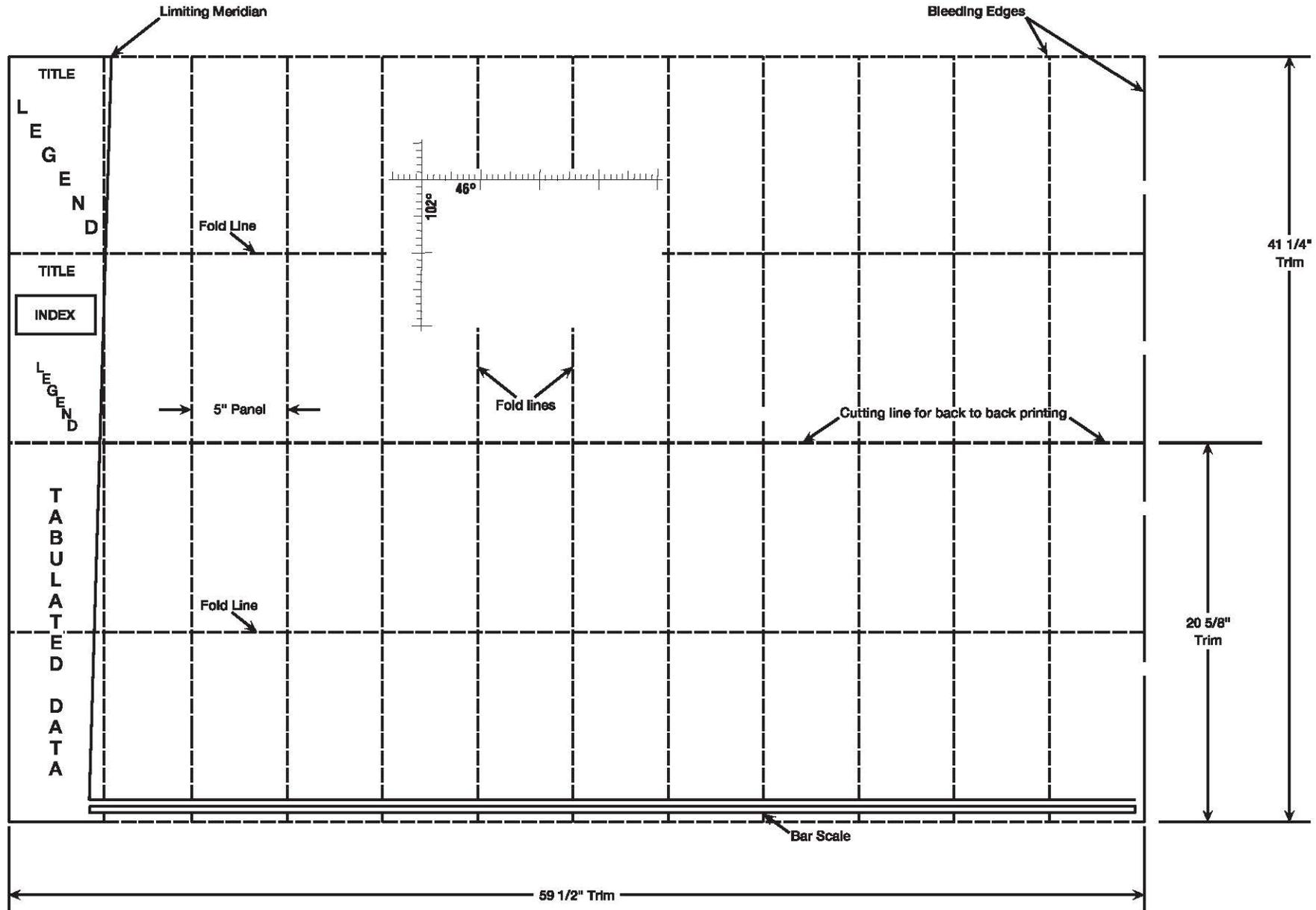


CHART LAYOUT CIVIL FORMAT EXTENDED COVERAGE



STYLE SHEET - CIVIL FORMAT, EXTENDED COVERAGE

APPENDIX B

Statement of Work
Appendix C: Shipping Label Sample

<p>QTY. MAP QTY. MAP</p> <p>ELUS9 ELUSE</p> <p>ELUS11 ELUSW</p> <p>ELUS13 ELUSSET</p> <p>ELUS16 ELUSSET</p> <p>ELUS17 ELUS17</p> <p>ELUS19 ELAK1</p> <p>ELUS21 ELAK1</p> <p>ELUS23 ELAK3</p> <p>ELUS25 ELAKSET</p> <p>ELUS27 ELUS1</p> <p>EHUS2 EHUS2</p> <p>EHUS5 EHUS5</p>		<p>AREA</p> <p>ELUS1 1</p> <p>ELUS3</p> <p>ELUS6</p> <p>ELUS7</p>	<p>Package Size:</p> <p>PF</p> <p>Cust #: N76099</p> <p>Invoice #: N76099</p>	<p>FROM:</p> <p>NIMA C/O CONTRACTOR 1234 MAIN STREET ANYWHERE USA 12345</p> <p>Official Business Penalty for Private Use \$300</p>	<p>FIRST-CLASS MAIL POSTAGE & FEES PAID NIMA PERMIT NO. G-2 ID# 227679</p>
<p>S/N 1</p>		<p>TO:</p> <p>HS LIGHT 43 DET 5 DMA PRODUCTS</p>	<p>UNIT 25212 FPO AP 96601-5514</p>		

<p>QTY. MAP QTY. MAP</p> <p>ELUS9 ELUSE</p> <p>ELUS11 ELUSW</p> <p>ELUS13 ELUSSET</p> <p>ELUS15 ELUSSET</p> <p>ELUS17 ELUS17</p> <p>ELUS19 ELAK1</p> <p>ELUS21 ELAK1</p> <p>ELUS23 ELAK3</p> <p>ELUS25 ELAKSET</p> <p>ELUS27 ELUS1</p> <p>EHUS2 EHUS2</p> <p>EHUS5 EHUS5</p>		<p>AREA</p> <p>ELUS1 2</p> <p>ELUS3 2</p> <p>ELUS6</p> <p>ELUS7</p>	<p>Package Size:</p> <p>PF</p> <p>Cust #: N76062</p> <p>Invoice #: N76062</p>	<p>FROM:</p> <p>NIMA C/O CONTRACTOR 1234 MAIN STREET ANYWHERE USA 12345</p> <p>Official Business Penalty for Private Use \$300</p>	<p>FIRST-CLASS MAIL POSTAGE & FEES PAID NIMA PERMIT NO. G-2 ID# 227664</p>
<p>S/N 1</p>		<p>TO:</p> <p>HELICOPTER ANTISUB SQDN</p>	<p>LIGHT 49 DET 8 PO BOX 357135 NAS NORTH ISLAND SAN DIEGO CA 92135-7135</p>		

Statement of Work
Appendix C: Shipping Label Sample

FAA Mission Support Services
AeroNav Products
Logistics Group
Distribution Team AJV-372
10201 Good Luck Road
Glenn Dale, MD 20769-9700

Date: 2004-01-28
Order No.: T5265318
Customer No.: 147655
P.O. No.:
Shipping Method:
T

Special Instructions/Remarks:

Shipment contains navigational maps, charts, publications, and related materials produced in the USA. Questions about this order? Call 1 (800) 638-8972

Product	Edition	Description	Qty
EHAK1	131	ENROUTE HIGH ALASKA H1/2	20
ELAK1	131	ENROUTE LOW ALASKA L1/2	1
ELAK3	131	ENROUTE LOW ALASKA L3/4	1
EHUS1	131	ENROUTE HIGH US H1/2	1
EHUS3	131	ENROUTE HIGH US H3/4	1
ELUS33	131	ENROUTE LOW US L33/34	1
ELUS35	131	ENROUTE LOW US L35/36	1

Total number of Packages: 1

FAA Mission Support Services
AeroNav Products
Logistics Group
Distribution Team AJV 372
10201 Good Luck Road
Glenn Dale, MD 20769-9700

Date: 2010-11-09
Order No.: S5268144
Customer No.: 700407
P.O. No.:
Shipping Method:
IFE

Special Instructions/Remarks:

Shipment contains navigational maps, charts, publications, and related materials produced in the USA. Questions about this order? Call 1 (800) 638-8972

Product	Edition	Description	Qty
EHUS1	131	ENROUTE HIGH US H1/2	20
EHUS3	131	ENROUTE HIGH US H3/4	20
EHUS5	131	ENROUTE HIGH US H5/6	20
EHUS7	131	ENROUTE HIGH US H7/8	20
EHUS9	131	ENROUTE HIGH US H 9/10	20

Total number of Packages: 2

Value of Shipment: \$2170.00

APPENDIX D

Chart	Trim Size	Medium	Fold	Flat	Collate
AERONAUTICAL VFR SECTIONAL CHART:					
Albuquerque	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Atlanta	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Billings	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Cheyenne	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Chicago	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Cincinnati	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Dallas-Ft Worth	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Detroit	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Great Falls	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Green Bay	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Klamath Falls	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Lake Huron	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Las Vegas	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Memphis	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Montreal	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
New York	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Omaha	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Phoenix	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Salt Lake City	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Seattle	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Seward	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
St Louis	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Twin Cities	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
Anchorage	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Bethel	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Brownsville	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Cape Lisburne	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Charlotte	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Cold Bay	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Dawson	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Denver	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Dutch Harbor	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
El Paso	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Fairbanks	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Halifax	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Hawaii	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Houston	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Jacksonville	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Juneau	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Kansas City	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Ketchikan	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Kodiak	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Los Angeles	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
McGrath	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Miami	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
New Orleans	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Nome	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Point Barrow	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
San Antonio	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
San Francisco	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Washington	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Western Aleutian Island	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Whitehorse	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
Wichita	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
AERONAUTICAL VFR TERMINAL AREA CHART					
Cleveland TAC	20 1/8 inches x 25 1/8 inches	Paper Tyger 27 II	Y		
Minneapolis/St Paul TAC	20 inches x 25 inches	Paper Tyger 27 II	Y		
Pittsburg TAC	20 inches x 25 inches	Paper Tyger 27 II	Y		
Philadelphia TAC	25 inches x 29 inches	Paper Tyger 27 II	Y		

APPENDIX D

Chart	Trim Size	Medium	Fold	Flat	Collate
Chicago TAC	20 1/4 inches x 30 inches	Paper Tyger 27 II	Y		
New Orleans TAC	20 1/4 inches x 30 inches	Paper Tyger 27 II	Y		
St Louis TAC	20 inches x 30 inches	Paper Tyger 27 II	Y		
Atlanta TAC	25 3/8 inches x 30 inches	Paper Tyger 27 II	Y		
Charlotte TAC	25 inches x 30 inches	Paper Tyger 27 II	Y		
Kansas City	25 inches x 30 inches	Paper Tyger 27 II	Y		
Detroit TAC, Memphis TAC	25 inches x 30 1/8 inches	Paper Tyger 27 II	Y		
Seattle TAC	25 1/2 inches x 30 inches	Paper Tyger 27 II	Y		
Houston TAC	27 inches x 30 1/4 inches	Paper Tyger 27 II	Y		
Cincinnati TAC	29 inches x 30 inches	Paper Tyger 27 II	Y		
Las Vegas TAC	20 1/2 inches x 35 inches	Paper Tyger 27 II	Y		
San Francisco TAC	24 inches x 35 inches	Paper Tyger 27 II	Y		
Phoenix TAC	25 inches x 35 inches	Paper Tyger 27 II	Y		
Salt Lake City TAC	25 1/4 inches x 35 inches	Paper Tyger 27 II	Y		
Boston TAC	29 1/2 inches x 35 inches	Paper Tyger 27 II	Y		
Miami TAC	30 inches x 35 inches	Paper Tyger 27 II	Y		
San Diego TAC	20 3/4 inches x 40 inches	Paper Tyger 27 II	Y		
New York TAC	20 1/2 inches x 40 inches	Paper Tyger 27 II	Y		
Baltimore/Washington TAC	29 inches x 40 inches	Paper Tyger 27 II	Y		
Dallas/Ft. Worth TAC	29 1/4 inches x 40 inches	Paper Tyger 27 II	Y		
Anchorage/Fairbanks TAC	20 1/4 inches x 45 inches	Paper Tyger 27 II	Y		
Los Angeles TAC	20 1/4 inches x 55 inches	Paper Tyger 27 II	Y		
Denver/Colorado Springs TAC	29 1/4 inches x 59 inches	Paper Tyger 27 lb	Y		
Tampa/Orlando TAC	25 3/4 inches x 59 1/2 inches	Paper Tyger 27 II	Y		
Puerto Rico-Virgin Is. TAC	20 3/4 inches x 59 1/2 inches	Paper Tyger 27 II	Y		
AERONAUTICAL VFR WORLD AREA (WAC)					
CC-9	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CD-10	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CE-12/13	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CE-15	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CG-19	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CG-20	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CG-21	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CH-22	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CH-23	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CH-24	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CH-25	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CJ-26	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CC-8	20 7/8 inches x 55 inches	Paper Tyger 27 II	Y		
CD-11	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CD-12	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CF-16	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CF-17	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CF-18	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CF-19	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CG-18	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
CJ-27	20 7/8 inches x 59 inches	Paper Tyger 27 II	Y		
AERONAUTICAL VFR HELICOPTER					
Boston	30 inches x 35 inches	Paper Tyger 27 II	Y		
Baltimore/Washington	20 inches x 45 inches	Paper Tyger 27 II	Y		
Dallas/Ft Worth	30 inches x 45 inches	Paper Tyger 27 II	Y		
Detroit	30 inches x 45 inches	Paper Tyger 27 II	Y		
Chicago	30 inches x 55 inches	Paper Tyger 27 II	Y		
Houston	30 inches x 55 inches	Paper Tyger 27 II	Y		
Los Angeles	30 inches x 45 inches	Paper Tyger 27 II	Y		
New York	30 inches x 45 inches	Paper Tyger 27 II	Y		

APPENDIX D

Chart	Trim Size	Medium	Fold	Flat	Collate
AERONAUTICAL VFR-US GULF COAST	30 1/2 inches x 55 inches	Paper Tyger 27 lb	Y		
AERONAUTICAL VFR-US VFR WALL PLANNING CHART	41 3/4 inches x 59 7/8 inches	Paper Tyger 27 lb		Y	
**GRAND CANYON VFR AERONAUTICAL CHART	20 3/4 inches x 45 inch (for reprint)	Paper Tyger 27 lb	Y		
**GRAND CANYON VFR AERONAUTICAL CHART	20 3/4 inches x 50 inch (for next ed.)	Paper Tyger 27 lb	Y		
IFR NORTH AMERICAN ROUTE (NARC) CHARTS & NORTH					
NARC (3):					
Half/WATRS	20 7/8 inches x 29 1/4 inches:	Paper Tyger 27 lb	Y		
NARC 1:8,250,00	28 inches x 39 1/8 inches	Paper Tyger 27 lb		Y	
NARC 1:11,000,00	20 7/8 inches x 29 1/4 inches:	Paper Tyger 27 lb	Y		
PRC (5):					
PRC NW	41 3/4 inches x 59 7/8 inches:	Paper Tyger 27 lb		Y	
PRC NE	41 3/4 inches x 59 7/8 inches:	Paper Tyger 27 lb		Y	
PRC SW	41 3/4 inches x 59 7/8 inches:	Paper Tyger 27 lb		Y	
PRC SE	41 3/4 inches x 59 7/8 inches:	Paper Tyger 27 lb		Y	
PRC COMPOSITE	41 3/4 inches x 59 7/8 inches:	Paper Tyger 27 lb		Y	
IVR/VFR PLANNING CHARTS					
IVR/VFR East/Wes	36 in x 40 in	Paper Tyger 27 lb	Y		
IFR GULF OF MEXICO (GOM) CHARTS					
GOM West	36 in x 45 in	Paper Tyger 27 lb	Y		
GOM Central	36 in x 45 in	Paper Tyger 27 lb	Y		
ENROUTE CHARTS					
ELUS 3/4	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 5/8	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 9/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 11/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 13/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 15/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 17/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 19/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 21/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 23/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 27/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 29/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 31/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 33/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 35/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 1/2	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 3/4	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 5/8	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 7/8	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 9/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHUS 11/16	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EHAK 1/2	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELAK 1/4	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELAK 3/4	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
Area 1/2	20 in x 60 in	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 1/2	20 in x 55 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 7/8	20 in x 55 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELUS 25/24	20 in x 55 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
EPHI P1/P2	20 in x 50 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELCB1	20 in x 45 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y

APPENDIX D

Chart	Trim Size	Medium	Fold	Flat	Collate
ELCB3	20 in x 45 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELCB5	20 in x 45 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y
ELCBA1	20 in x 45 inches	E-40 22 lb white chemical wood map lithographic paper	Y		Y

APPENDIX E

8.2 The required Schedule shown below: VISUAL CHART BRANCH PRODUCTION SCHEDULE

PRINT CYCLES		SCHEDULING TIMELINE						ESTIMATES FROM 13/14 PRINT ORDERS					CHARTS	
EDITION	28/56	PRINT ORDER	ELECTRONIC FILES	VERIFICATION	TARGET	PRODUCT	VFR	VFR	ENRTE	ENROUTE	TOTAL	1ST 1000		
DATE	DAY	RELEASE	TO CONTRACTOR	PRESS SHEETS	CHARTS	LEAVES	CHART	SHELF	TYGER	CHART	FINISHING	VFR	IFR	
			FROM VCB	FROM CONTRACTOR	TO DIST	DIST	COUNT	STOCK	COUNT	COUNT	COUNT	TYGER	CHEM	
YEAR ONE 2015														
8-Jan-15	56	12/11/14	12/2/14 – 12/16/14	12/11/14 – 12/23/14	12/26/14	12/30/14	86,360	19,950	1,000	550,000	637,360	11	41	
5-Feb-15	28	1/8/15	12/30/14 – 1/13/15	1/8/15 – 1/20/15	1/23/15	1/27/15	122,000	34,225			122,000	15		
5-Mar-15	56	2/5/15	1/27/15 – 2/10/15	2/5/15 – 2/17/15	2/20/15	2/24/15	144,850	33,550	1,000	550,000	695,850	16	41	
2-Apr-15	28	3/5/15	2/24/15 – 3/10/15	3/5/15 – 3/17/15	3/20/15	3/24/15	82,100	21,500			82,100	15		
30-Apr-15	56	4/2/15	3/24/15 – 4/7/15	4/2/15 – 4/14/15	4/17/15	4/21/15	113,300	23,600	4,200	550,000	667,500	13	41	
28-May-15	28	4/30/15	4/21/15 – 5/5/15	4/30/15 – 5/12/15	5/15/15	5/19/15	94,600	14,600			94,600	14		
25-Jun-15	56	5/28/15	5/19/15 – 6/2/15	5/28/15 – 6/9/15	6/12/15	6/16/15	104,450	26,200	1,000	550,000	655,450	14	41	
23-Jul-15	28	6/25/15	6/16/15 – 6/30/15	6/25/15 – 7/7/15	7/10/15	7/14/15	107,500	21,100			107,500	16		
20-Aug-15	56	7/23/15	7/14/15 – 7/28/15	7/23/15 – 8/4/15	8/7/15	8/11/15	144,800	37,500	3,300	550,000	698,100	18	41	
17-Sep-15	28	8/20/15	8/11/15 – 8/25/15	8/20/15 – 9/1/15	9/4/15	9/8/15	117,600	28,400			117,600	15		
15-Oct-15	56	9/17/15	9/8/15 – 9/22/15	9/17/15 – 9/29/15	10/2/15	10/6/15	83,100	16,300	1,000	550,000	634,100	12	41	
12-Nov-15	28	10/15/15	10/6/15 – 10/20/15	10/15/15 – 10/27/15	10/30/15	11/3/15	112,200	17,800			112,200	13		
10-Dec-15	56	11/12/15	11/3/15 – 11/17/15	11/12/15 – 11/24/15	11/27/15	12/1/15	102,450	23,750	1,000	550,000	653,450	11	41	
TOTALS							1,415,310	318,475	12,500	3,850,000	5,277,810	183	287	
YEAR TWO 2016														
7-Jan-16	28	12/10/15	12/3/15 – 12/15/15	12/10/15 – 12/23/15	12/26/15	12/29/15	86,360	19,950			86,360	12		
4-Feb-16	56	1/7/16	12/30/15 – 1/13/16	1/7/16 – 1/19/16	1/22/16	1/26/16	122,000	34,225	1,000	550,000	672,000	16	41	
3-Mar-16	28	2/4/16	1/28/16 – 2/9/16	2/4/16 – 2/16/16	2/19/16	2/23/16	144,850	33,550			144,850	16		
31-Mar-16	56	3/3/16	2/25/16 – 3/10/16	3/3/16 – 3/15/16	3/18/16	3/22/16	82,100	21,500	1,000	550,000	632,100	14	41	
28-Apr-16	28	3/31/16	3/24/16 – 4/7/16	3/31/16 – 4/12/16	4/15/16	4/19/16	113,300	23,600			113,300	13		
26-May-16	56	4/28/16	4/21/16 – 5/5/16	4/28/16 – 5/10/16	5/13/16	5/17/15	94,600	14,600	4,200	550,000	644,600	14	41	
23-Jun-16	28	5/26/16	5/18/16 – 6/2/16	5/26/16 – 6/7/16	6/10/16	6/14/16	104,450	26,200			104,450	14		
21-Jul-16	56	6/23/16	6/16/16 – 6/30/16	6/23/16 – 7/5/16	7/8/16	7/12/16	107,500	21,100	1,000	550,000	657,500	16	41	
18-Aug-16	28	7/21/16	7/14/16 – 7/28/16	7/21/16 – 8/2/16	8/5/16	8/9/16	144,800	37,500			144,800	17		
15-Sep-16	56	8/18/16	8/11/16 – 8/25/16	8/18/16 – 8/30/16	9/2/16	9/6/16	117,600	28,400	3,300	550,000	667,600	14	41	
13-Oct-16	28	9/15/16	9/8/16 – 9/22/16	9/15/16 – 9/27/16	9/30/16	10/4/16	83,100	16,300			83,100	12		
10-Nov-16	56	10/13/16	10/5/16 – 10/20/16	10/13/16 – 10/25/16	10/28/16	11/1/16	112,200	17,800	1,000	550,000	662,200	13	41	
8-Dec-16	28	11/10/16	11/2/16 – 11/17/16	11/10/16 – 11/22/16	11/25/16	11/29/16	102,450	23,750			102,450	11		
TOTALS							1,415,310	318,475	11,500	3,300,000	4,715,310	182	246	

WD 05-2104 (Rev.-15) was first posted on www.wdol.gov on 06/25/2013

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

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2104
Revision No.: 15
Date Of Revision: 06/19/2013

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
King George, Loudoun, Prince William, Stafford

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36

01533 - Travel Clerk III	15.49
01611 - Word Processor I	15.63
01612 - Word Processor II	17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
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	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41

12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60
12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
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		18.92
14160	- Personal Computer Support Technician		26.22
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		35.31
15070	- Flight Instructor (Pilot)		52.81
15080	- Graphic Artist		26.80
15090	- Technical Instructor		25.08
15095	- Technical Instructor/Course Developer		30.67
15110	- Test Proctor		20.20
15120	- Tutor		20.20
16000	- Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010	- Assembler		9.88
16030	- Counter Attendant		9.88
16040	- Dry Cleaner		12.94
16070	- Finisher, Flatwork, Machine		9.88
16090	- Presser, Hand		9.88
16110	- Presser, Machine, Drycleaning		9.88
16130	- Presser, Machine, Shirts		9.88
16160	- Presser, Machine, Wearing Apparel, Laundry		9.88
16190	- Sewing Machine Operator		13.78
16220	- Tailor		14.66
16250	- Washer, Machine		10.88
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		21.14
19040	- Tool And Die Maker		23.38
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		18.02
21030	- Material Coordinator		22.03
21040	- Material Expediter		22.03
21050	- Material Handling Laborer		13.83
21071	- Order Filler		15.09
21080	- Production Line Worker (Food Processing)		18.02
21110	- Shipping Packer		15.09
21130	- Shipping/Receiving Clerk		15.09
21140	- Store Worker I		11.72
21150	- Stock Clerk		16.86
21210	- Tools And Parts Attendant		18.02
21410	- Warehouse Specialist		18.02
23000	- Mechanics And Maintenance And Repair Occupations		
23010	- Aerospace Structural Welder		27.21
23021	- Aircraft Mechanic I		25.83
23022	- Aircraft Mechanic II		27.21
23023	- Aircraft Mechanic III		28.53
23040	- Aircraft Mechanic Helper		17.54
23050	- Aircraft, Painter		24.73
23060	- Aircraft Servicer		19.76
23080	- Aircraft Worker		21.01
23110	- Appliance Mechanic		21.75
23120	- Bicycle Repairer		14.43
23125	- Cable Splicer		26.02
23130	- Carpenter, Maintenance		21.40

23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
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	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94

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
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25.19
30621 - Weather Observer, Senior	(see 2) 27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90
31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans.

Minimum employer contributions costing an average of \$3.81 per hour computed on the basis of all hours worked by service employees employed on the contract.

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 4174)

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 regrading 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.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at

<http://wdol.gov/>.

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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} 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 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 Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 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 decision to the contractor.
- 6) The contractor informs the affected employees.

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" (the Directory) should be used to compare job definitions to insure 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.