Business Proposal Region 4 NN/LM Outreach Evaluation Resource Center

#### \*FINAL PROPOSAL REVISION\*

OMB NO. 0990-0115

University of Utah 1471 E Federal Way Salt Lake City, UT 84102-1870

Wayne J Peay Director, Spencer S Eccles Health Sciences Library (801) 581-8771

Brent Brown, Esq. Director, Sponsored Projects University of Utah RAB 210 75 S 2000 E, Second Floor Salt Lake City, UT 84112 (801) 581-3003

Barbara Bennett
Office of Audit Services
Office of Inspector General
Region 7
601 E 12<sup>th</sup> Street
Box 15687
Kansas City, MO 64106-0687
(816) 426-3591

Proposed Cost: \$1,354,369 (5 years)

By Submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.

Date of Submission

Brent Brown, Esq.

**Director, Sponsored Projects** 

#### NN/LM Outreach Evaluation Resource Center

NLM RFP 05-103/VMW OMB NO. 0990-0115

University of Utah
Spencer S. Eccles Health Sciences Library
10 North 1900 East, Bldg. 589
Salt Lake City, UT 84112

### Business Proposal Outline of Final Proposal Revisions

Revisions to the final proposal were made in the following manner:

- Eliminated text is denoted using a strikethrough. Strikethrough
- New text is bolded. Bold
   See sample paragraph below:

Electronic document delivery in the region will be coordinated by the Network Member Liaison. To assist libraries as they migrate to electronic document delivery, the Network Member Liaison will develop promotional and instructional materials on how to use current and emerging methods of electronic delivery. These materials will be available from the web and will form the basis of articles to be published in the MCR newsletter. Information on electronic document delivery will be included on the MCR web site. Articles will be written for the Plains to Peaks Post newsletter, as well as short reminders or notices will be included in the weekly RML News. Articles will also be written for state and local health science library newsletters, where possible. State liaisons will be responsible for including information on electronic document delivery in communications and visits with member librarians. They will also present information on electronic document delivery at local health science library meetings and when teaching classes to health science librarians. The MCR will pull statistics on an annual basis to determine whether we are meeting the indicators for the number of libraries offering electronic document delivery service.

The table of contents has been updated to reflect the current document.

Offeror's Name:

University of Utah

Region Number Proposed:
Type of Proposal:
Statement of Work Area:

4

Business

Outreach Evaluation Resource Center

#### **TABLE OF CONTENTS**

Section	Page Number
Cover Sheet	1
Table of Contents	2
Proposal Summary and Data Record	3
Disclosure of Lobbying Activities	4
Contact Points	6
Summary of Proposed Estimated Cost and Labor Hours	7
Budget Justification	8
Budgets	12
Qualifications of Offeror	16
Washington University Memorandum of Agreement	23
Representations and Certifications	26
Appendix 1 –Fringe Benefits Rate Justification	46
Appendix 2 – Staff and Other Travel Forms	49
Appendix 3 – Washington University Network Technology Services	53
Appendix 4 – Facilities and Administration Cost Rate Agreement	58

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DEPARTMENT OF HEALTH AND HUMAN SERVICES RFP/CONTRACT NUMBER PUBLIC HEALTH SERVICE NLM RFP 05-103/VMW NATIONAL INSTITUTES OF HEALTH PROPOSAL SUMMARY AND DATA RECORD PROJECT TITLE (Title or RFP or Contract Proposal) National Network of Libraries of Medicine (NN/LM) LEGAL NAME AND ADDRESS OF OFFEROR University of Utah PLACE OF PERFORMANCE (Full address including ZIP) University of Utah 1471 E Federal Way 10 N 1900 E Salt Lake City, UT 84102-1870 Salt Lake City, UT 84112-5890 TYPE OF CONTRACT PROPOSED **₽**COST-REIMBURSEMENT ☐ FIXED PRICE □ COST-PLUS-FIXED-FEE OTHER ESTIMATED TIME REQUIRED TO COMPLETE PROJECT 5 years ESTIMATED DIRECT COSTS IN PROPOSED YEAR (From PROPOSED STARTING DATE Budget \$233,967 May 1, 2006 DOES THIS PROPOSAL INCLUDE A SUBCONTRACT 🙎 YES 🗆 NO (If yes, please furnish name and location of organization, description of services, basis for selection, responsible person employed by subcontractor and cost information.) NAME AND TITLE OF PRINCIPAL INVESTIGATOR SOCIAL EST. AREA SECURITY **HOURS** CODE/ NO. WEEKL TEL.NO Wayne J Peay (801)581 - 877NAME AND TITLE OF CO-INVESTIGATOR (Use attachment if necessary.) NAME AND TITLE OF INDIVIDUAL(S) AUTHORIZED TO NEGOTIATE AREA CODE/TELEPHONE NUMBER CONTRACTS Brent Brown, Esq, Director OSP (801) 581-3003 NAME AND TITLE OF INDIVIDUAL(S) AUTHORIZED TO EXECUTE AREA CODE/TELEPHONE NUMBER CONTRACTS Brent Brown, Esq, Director OSP (801) 581-3003 DOES THIS PROPOSAL INVOLVE EXPERIMENTS WITH HUMAN SUBJECTS TYES KNO Institution's General Assurance re: Human Subjects DATE APPROVEL \* □ PENDING Institution's Review Board's Approval of this Proposal DATE APPROVED\_ □ PENDING An example of the informed consent for this study is enclosed ☐ YES ☐ NO A Clinical Protocol is enclosed ☐ YES ☐ NO OFFEROR'S ACKNOWLEDGMENT OF AMENDMENTS TO THE RFP (Use attachment if necessary) **ERRATA NUMBER** DATE ERRATA NUMBER DATE NAME, ADDRESS, AND PHONE NUMBER OF COGNIZANT NUMBER OF EMPLOYEES CURRENTLY EMPLOYED GOVERNMENT AUDIT AGENCY Barbara Bennett DOLLAR VOLUME OF BUSINESS PER ANNUM Office of Audit Services, Office of Inspector General, Region 7 601 E 12th Street \$300,000,000 Box 15687 THIS OFFER EXPIRES DAYS FROM THE Kansas City, MO 64106-2687 Ph. (816)426-3591 DATE OF THIS OFFER (120 days if not specified) FOR THE INSTITUTION OF PRINCIPAL INVESTIGATOR SIGNATURE BUSINESS REPRESENTATIVE TYPED NAME AND TITLE TYPED NAME AND TITLE Wayne J Peay, Director Brent Brown, Director OSP **EMPLOYER IDENTIFICATION NUMBER** DATE OF OFFER 87-6000525 10106

#### DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal A	ction:	3. Report Type:	
a a. CONTRACT b. GRANT c. COOPERATIVE AGREEMENT d. LOAN e. LOAN GUARANTEE f. LOAN INSURANCE	a a. BID / OF b. INITIAL c. POST-A		a a. INITIAL FILING b. MATERIAL CHANGE  FOR MATERIAL CHANGE ONLY: YEAR QUARTER  DATE OF LAST REPORT	
4. Name and Address of Reporting Entity:		5. If Reporting Entity	In No. 4 in Subawardee, Enter Name and	
		Address of Prime Fede	eral Recipient:	
RIME SUBAWARDEE				
TIER IF KNOWN:				
Congressional District, if known:		Congressional District		
6. Federal Department/Agency		7. Federal Program N		
National Library of Medicine		NLM-05-103-1	VMW	
		CFDA Number, if appli	OA Number, if applicable:	
8. Federal Action Number if known:	<del> </del>	9. Award Amount if k	Tourist .	
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10a. Name and Address of Lobbying Entity		b. Individual Perform	ing Services (including address if different	
(if individual, last name, first name, MI)	!	from No. 10a) (last nam	ne, first name, MI)	
none				
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11. Amount of Payment (check all that apply):		13. Type of Payment		
		a. RETAINER		
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12. Form of Payment (check all that apply):	·····	c. COMMISSION	١	
a. cash		d. CONTINGEN	T FEE	
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b. in-kind; specify: nature			TIEV.	
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14. Brief Description of Services performed or	14. Brief Description of Services performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s)			
contacted, for Payment indicated in Item 11:				
none				
	attach Continuation Shee	t(s) SF LLL-A, if necessar	au) .	
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15. Continuation Sheet(s) SF LLL-A attached:	Yes No			
16. Information requested through this form is aut	horized by Title 21	Signature:	Comonly.	
U.S.C. section 1352. This disclosure of lobbying a	ctivities is a material	Signature.	Jana -	
representation of fact upon which reliance was place	ced by the tier above	Printed Name: <u>E1</u>	Liott C. Kulakowski, PhD	
when this transaction was made or entered into. The pursuant to 31 U.S.C. 1352. This information will		Title: Director	. Sponsored Projects	
inspection. Any person who fails to file the require	ed disclosure shall be		, <del>-</del>	
subject to a civil penalty of not less than \$10,000 a	nd not more that	Telephone No 801-5	581-6903 Date: 7-1-05	
\$100,000 for each such failure.				
Federal Use Only			ORIZED FOR LOCAL REPRODUCTION	

## DISCLOSURE OF LOBBYING ACTIVITIES CONTINUATION SHEET

Approved by OMB 0348-0046

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#### **CONTACT POINTS**

Complete the following and return with the BUSINESS PROPOSAL.

Name, Title and Address* of Business Repre	sentative with whom daily con	tact is required.
Brent Brown, Esq		(801) 581-3003
Name		Telephone Number
Director, Sponsored Projects		
Institutional Title		(801) 585-5749 FAX Number
Office of Sponsored Projects		
Institutional Office	ospa	wards@osp_urah_edi E-Mail Address
		L Mail Address
University of Utah Institution Name		-
RAB 210, 75 S 2000 E, Second Floo	or	_
**Street Address		
Salt Lake City, UT	84112	
City, State	Zip Code	-
Name, Institutional Title and Address of Proposition	osed Principal Investigator	
Wayne J Peay		(801) 581-8771
Name		Telephone Number
Director		(801) 581-3632
Institutional Title		FAX Number
Spencer S Eccles Health Sciences	Library wayne	e@lib.med.utah.edu
Institutional Division, etc.		E - Mail
		Address
10 N 1900 E, Bldg 589	·	
Street Address		<del>-</del>
Salt Lake City, UT	_84112	
City, State	Zip Code	<u>-</u>

These exact addresses are necessary to ensure that contact can be made with the proper individual(s) in the most expeditious manner.

<sup>\*</sup> May not necessarily be same as legal address of offeror. \*\*Please use actual street address, not P.O. Box.

# \*FINAL PROPOSAL REVISION\*

Oirode Land		Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct Labor nouis Title	Name						
OERC Director	Betsy Kelly	1,040		1,040	1,040	1,040	5,200
<b>OERC Coordinator</b>	TBN	2,080			2,080		•
<b>OERC Coordinator</b>	TBN	1,040	1,040	1,040			
Programmer	Russ Monika	312	312	312	312	312	1,560
Total Hours		4,472	4,472	4,472	4,472	4,472	22,360
Direct Labor Cost		118,582	123,324	128,257	133,387	138,723	642,273
Fringe Benefits		27,440	29,431	31,491	33,696	36,054	158,112
<b>Material Cost</b> Computer Equipment		2,000	0		3,000	0	5,000
Travel Cost							
Staff Other		15,914	15,721 2,184	16,098	16,485 2,236	16,880	81,098 4,420
Other Cost							
Supplies		3,000	3,250	3,328	3,408	3,490	16,476
Reproduction		1,000	6,500	6,656	6,816		27,951
Communications		6,500	6,500	6,656	6,816	6,979	33,451
har	ndbook revision		27,000	20,800			47,800
Other		6,000	5,450		4,981	5,100	26,395
TOTAL DIRECT COST	TS	180,436	219,360	218,150	210,824	214,206	1,042,976
MODIFIED TOTAL D	MODIFIED TOTAL DIRECT COST (MTDC)	178,436	219,360	218,150	207,824	214,206	1,037,976
OVERHEAD/IDC (30%)	(%)	53,531	65,808		62,347	64,262	311,393
GRAND TOTAL OF ESTIMATED COST	ESTIMATED COST	233,967	285,168	283,596	273,171	278,468	1,354,369

# NATIONAL NETWORK OF LIBRARIES OF MEDICINE MIDCONTINENTAL REGION OUTREACH EVALUATION RESOURCE CENTER BUDGET JUSTIFICATION

#### PERSONNEL:

#### **Professional Personnel**

#### Director

Elizabeth Kelly. This will be a half time position (1040 hrs.). She is currently the Assessment and Evaluation Liaison of the MidContinental Region. She will *relinquish that position and* become director, responsible for overall implementation of the contract and will be the key contact for technical aspects of the contract. She is responsible for developing annual program objectives, budgets and for submitting reports on the progress of the contract to the NLM. \$41,384 (year 1), \$43,039 (year 2)

#### **OERC Coordinator**

To Be Named. This will be a full-time position (2080 hrs.) responsible for providing evaluation consultation and training for Regional assessment coordinators, RML staff and Network members. This person will work with the OERC Director in developing the annual planning model for OERC activities and will be the Coordinator primarily responsible for the OERC web site and revision of the Handbook. \$50,000 \$47,500(year 1), \$52,000 \$49,400(year 2)

#### **OERC Coordinator**

To Be Named. This will be a half time position (1040 hrs.) responsible for providing consultation and training for Network members. This person will work with the OERC Director in developing the annual planning model for OERC activities. This position will be responsible for the OERC Outreach\_Eval listserv, for developing templates and models for use by RML staff and Network members in developing and carrying evaluation programs. \$21,000 \$23,750 (year 1), \$21,840 \$24,700 (year 2)

Total Professional Staff \$229.263

Year 1 Budget for Professional Staff: \$112,634 Year 2 Budget for Professional Staff: \$117,139

#### **Support Staff**

#### **Programmer**

Russ Monika, Programmer, is responsible for programming and support to implement and maintain the Activities Reporting System that will be used to record OERC activity, track and report accomplishments of outcomes and that will be offered for use by all RMLs. \$5,948 (year 1), \$6,185 (year 2)

Year 1 Budget for Support Staff: \$5,948 Year 2 Budget for Support Staff: \$6,185

#### **Fringe Benefits:**

Health care/other benefits for full time Washington University employees are charged at \$535/mo in fy2007 and \$591/mo in fy2008 plus a percentage of salary contribution to the retirement program.

Total Fringe Benefits (two years) \$65,631
Year 1 Budget for Fringe Benefits: \$27,440
Year 2 Budget for Fringe Benefits: \$29,431

#### **NON-EXPENDABLE PROPERTY:**

One tablet PC with wireless capability for one OERC Coordinator. \$2,000

Year 1 Budget for Property: \$2,000

#### TRAVEL:

#### **Staff Travel**

Year 1:

The OERC staff will attend the RML Directors meeting at and MLA in Phoenix, AZ. The Director will attend the mid-year RML Directors meeting in Seattle, WA. The Director will visit RMLs in Seattle (PNR) while at the TriChapter MLA meeting, Houston (SCR) and Baltimore (SAR). One OERC Coordinator will visit the RML in Shrewsbury, MA (NER). The Director and one coordinator will apply to teach one workshop in Seattle at the Pacific Northwest Tri-chapter MLA meeting and all OERC staff will attend the MidContinental Chapter MLA meeting in St. Louis, MO. Two members of the OERC staff will offer one training opportunity each in the South Central and Southeast RMLs. OERC Coordinators who are new to the RML will attend NN/LM orientation in Bethesda, MD. The Director will attend the NN/LM-orientation in Bethesda MD if request to be included on the agenda is approved. \$13,849 \$15,914

#### Year 2:

The OERC staff will attend the RML Directors meeting at MLA in Philadelphia, PA. The Director will attend the *mid-year* RML Directors meeting and will visit the Pacific Southwest RML in Los Angeles, CA. The OERC staff will attend the MidContinental/Midwest Chapter MLA meeting in Omaha, NE. The Director will attend the joint MidAtlantic Chapter and Southern Chapter MLA meeting and will teach one workshop in Atlanta, GA. One coordinator will visit the Greater Midwest RML in Chicago and the Director will visit the Mid Atlantic RML in New York City. *Two members of the OERC staff will offer one training opportunity each in theGreater Midwest and the Middle Atlantic RMLs.* The Director or a Coordinator will attend the NN/LM orientation in Bethesda MD if request to be included on the agenda is approved. \$13,285 \$15,721

#### **Other Travel**

In Year 2, the OERC Advisory Group will be invited to St. Louis for a one day, in depth meeting to review OERC plans, activities and accomplishments and assist the OERC staff in *planning and* beginning to prepare for the Center site visit, anticipated in Year 3 or 4 of the contract. \$2,184

Year 1 Budget for Travel: \$15,914 Year 2 Budget for Travel: \$17,905

#### **CONSULTANTS:**

The OERC will contract with Washington University for GIS support in developing presentation quality maps and if necessary additional programming to add new data sets to the Outreach Activities Reporting System housed at Web-STOC \$8,654 (year 1), \$10,800 (year 2)

The OERC will use a consultant to assist in the revision of the handbook, Measuring the Difference: Guide to Planning and Evaluating Health Information Outreach. It is anticipated that the consultant will work 450 hours @ \$60/hour during year 2. **\$27,000** 

Year 2 Budget for Consultants \$47,187 \$27,000

#### **SUPPLIES:**

Office supplies and materials for classes will be purchased and used for OERC activities. \$3,000 (year 1) \$3,250 (year 2)

Year 1 Budget for Supplies: \$3,000 Year 2 Budget for Supplies: \$3,250

#### **COMMUNICATION:**

Phone charges in the budget will cover local service, long distance, and bimonthly evaluation consultants teleconference charges as well as any costs associated with distance education offerings. \$6,500 (year 1) \$6.500 (year 2)

Year 1 Budget for Communications: \$6,500 Year 2 Budget for Communications: \$6,500

#### REPRODUCTION:

Workshop handouts printing are covered by reproduction. \$1,000. 1000 copies of the handbook Measuring the Difference: Guide to Planning and Evaluating Health Information Outreach will be printed at the end of Year 2 at a cost of \$5.30 per copy. Workshop handouts printing is also included. \$6,500 (Year 2)

Year 1 Budget for Reproduction: \$1,000 Year 2 Budget for Reproduction: \$6,500

#### **OTHER COSTS:**

Professional development monies will underwrite the registration for professional meetings, workshops, manuals and other materials to improve the skills and increase the education of OERC staff. \$1200 (year 1), \$750 (year 2)

OERC will obtain the assistance of the GIS expert in the Washington University Network and Library Technology office to obtain needed expertise to produce maps based on OARF data downloaded but not mappable in the current NOMC interface or not available from WebSTOC programming staff. These kinds of collaborations are customary practice at Washington University and any payment for time will be an internal transfer of funds. \$4,800 (year 1), \$4,700 (year 2)

<u>Total Other Costs \$1,950</u> <u>Year 1 Budget for Other Costs: \$6,000</u> <u>Year 2 Budget for Other Costs: \$5,450</u>

	<u>Year</u>	<u>1</u>	<u>Year 2</u>	
Total Direct Costs Modified Total Direct Costs (MTCD) Overhead/IDC (30%)	\$187,431 \$187,431 \$56,229	\$180,436 \$178,436 \$53,531		\$219,360 \$219,360 \$65,808
Total	<del>\$243,660</del>	\$233,967	<del>\$294,842</del>	\$285,168

# NN/LM Outreach Evaluation Resource Center \*FINAL PROPOSAL REVISION\*

Contractor: Washington University
Period Covered: 2006-2007

Date Submitted: 15-Jul-05

Expenditure Category	Amount
Professional Personnel	112,634
Support Personnel	5,948
Fringe Benefits	27,440
Nonexpendable Property	2,000
Supplies	3,000
Travel	15,914
Consultant Fee	
Communications	6,500
Reproduction	1,000
Subcontracts	
Other Costs	6,000
Total Direct Costs	180,436
[Modified Total Dir. Costs]	178,436
IDC Rate	30%
Overhead/IDC ( %)	53,531
Total	233,967

# 01-06Bud

# NN/LM PERSONNEL ALLOCATION \*FINAL PROPOSAL REVISION\*

Contractor:		Period Co	Period Covered: 2006-2007		Date Submitted: 7/15/2005	5/2005
			Base	Annual	Contract	Contract
Name Name	Job Title	Ė	Annual Salary	Fringe Benefite	Salary	Fringe Renefits
Elizabeth Kelly	Director	0.5	82,768	15,938	41,384	7,969
tbn	Evaluation Resource Coordinator	_	47,500	11,883	47,500	11,883
tbn	Evaluation Resource Coordinator	0.5	47,500	11,883	23,750	5,941
					1	1
					•	1
					-	1
					ı	1
					•	1
					1	1
Subtotal (Professional Personnel)	Personnel)	^	XXXXXXXXX	XXXXXXXXXX	112,634	25,793
(Support Personnel)						
Russ Monika	Library Associate	0.15	39,650	10,980	5,948	1,647
					1	
					0 7 0	4 647
Subtotal (Support Personnel)	Sonnel)		XXXXXXXX	XXXXXXXX	0,340	1,047
TOTAL (ALL Personnel)			XXXXXXXXXXX	XXXXXXXXXX	118,582	118,582 NN/LM4 (2000)
					Attachi	Attachinent 24 to RFP

### Year 2 - form3 \*FINAL PROPOSAL REVISION\*

Contractor: Washington University

Period Covered: 2007-2008

Date Submitted: 15-Jul-05

Expenditure Category	Amount
Professional Personnel	117,139
Support Personnel	6,185
Fringe Benefits	29,431
Nonexpendable Property	
Supplies	3,250
Travel	17,905
Consultant Fee	27,000
Communications	6,500
Reproduction	6,500
Subcontracts	
Other Costs	5,450
Total Direct Costs	219,360
[Modified Total Dir. Costs]	219,360
IDC Rate	30%
Overhead/IDC( %)	65,808
Total	285,168

Year 2 - form4 \*FINAL PROPOSAL REVISION\*

Contractor:		Period C	Period Covered: 2007-2008		Date Submitted: 7/15/2005	1,2005
Name	Job Title	Ė	Base Annual Salary	Annual Fringe	Contract Salary	Contract Fringe
(Professional Personnel) Elizabeth Kellv	Outreach Evaluation Resource Center	0.5	(Gross) 86 079	Benefits 16 991	Amount 43 039	Benefits 8 496
tbn	Outreach Evaluation Resource Center		49,400	12,773	49,400	12,773
tbn	Outreach Evaluation Resource Center	0.5	49,400	12,773	24,700	6,387
					1	1
Subtotal (Professional Personnel)	Personnel)		XXXXXXXXXX	XXXXXXXXXXX	117,139	27,656
(Support Personnel)	O constant	0 15	11 036	11 821	707	1 775
Nuss Mollina	riogrammer	5	7,1	t 00, -	, ,	077,1
Subtotal (Support Personnel	sonnel)		XXXXXXXXXX	XXXXXXXXX	6,185	1,775
TOTAL (ALL Personnel)			CONTRACTOR	XXXXXXXX	123,324	29,431

#### **Qualifications of the Offeror**

#### **General Experience**

"The mission of the Spencer S. Eccles Health Sciences Library is to advance education, research, and health care through information access, service and innovation. The library serves the University of Utah community, the citizens of

the State of Utah and of the Internet."

The Spencer S. Eccles Health Sciences Library was dedicated in 1971. The facility has approximately 35,000 net assignable square feet and seats 250 patrons. The collection consists of 215,000 volumes, which includes 60,000 monographs, 115,000 journals and 40,000 government



documents. Currently, the library provides access to 19,000 serials. The library records 252,000 personal visits each year and 10,540,000 website visits (unique user sessions). The library staff consists of 15 librarians, 25 staff and numerous student assistants. The library's expenditures for FY 2003/2004 totaled \$4,737,352.

While the library's collection is not exceptional, it has a long-standing commitment to service, both to its primary clientele at the University of Utah, to students and health professionals throughout the region. The library's outreach programs have been recognized nationally. During the last year, the library filled nearly 26,000 interlibrary loan requests. The library has also developed service agreements with international partners in Cyprus, Macedonia, Bulgaria, Belarus, Nepal, and Greece.

The library's commitment to outreach services extends back to the late 1960's when the Intermountain Regional Medical Program funded a librarian as part of their outreach program. During the 1970's, the library received several grants for outreach and hospital library development. With grant support, the library founded the Utah Health Sciences Library Consortium which continues to be an effective venue for cooperation. The award of the MidContinental Audiovisual Resource Sharing project in 1978 provided the library with the opportunity enhance audiovisual services to the Midcontinental Region. In 1985, the library received funding from the Midcontinental Regional Medical Library to implement a mini-computer based, interlibrary loan and email reference service for members of the Utah Health Sciences Library Consortium. In 1993, the library was able to fund a full-time Outreach Librarian with ongoing funding. The Outreach Librarian developed very effective relationships with the Utah State Public Health Department and with the Utah Area Health Education Center. For her outreach efforts, she received the Michael E. DeBakey Library Services Outreach Award in 1999.

Recent outreach efforts have expanded services to include public libraries and consumers. The development of the Utah Consumer Health Information Network

(UCHIN) <a href="http://uchin.med.utah.edu/">http://uchin.med.utah.edu/</a>, has been led by the library's Clinical Librarian. This site is used by the Utah State Library Division as their gateway to health information. The State Library's website is used by many rural public libraries as their homepage. In addition, the library's Clinical Librarian received a grant to develop digital audio files of health information brochures in 24 languages developed by the Utah State Department of Health - <a href="http://medstat.med.utah.edu/24languages/">http://medstat.med.utah.edu/24languages/</a>.

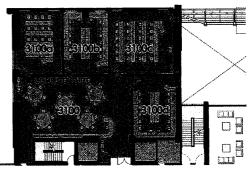
In 2003, the library recruited a public librarian, who had been the Assistant Director of the Salt Lake City Public Library, to lead a public library outreach project funded by a LSTA grant. This project was recognized by The National Commission on Libraries and Information Science (NCLIS) the 2004 NCLIS Blue Ribbon Consumer Health Information Recognition Award for the Utah Consumer Health Information Initiative. This grant also provided a very useful needs assessment that led to a successful NLM proposal – Utah Consumer Health Infrastructure – which was funded January 2005.

The Spencer S. Eccles is nationally recognized for it leadership in the application of advanced information and communications technologies. Beginning with the publication of an index to U. S Government Documents in the health sciences in 1973 using punch cards, with subsequent migrations to a minicomputer and then to a desktop microcomputer. The index was published for over 20 years. In the 1980s, the library established the first instructional microcomputer facility at the health sciences center n 1983. In collaboration with the Department of Family and Community Medicine, the library explored the use of the first generation of portable microcomputers with the department's preceptorship program. In 1989, the library designed the first listserv for health sciences libraries for the Association of Academic Health Sciences Library Directors and moderated the listserv for seven years.

Data networking has been a major focus of development for the library beginning in 1986, when the library was one of the first destinations on the University's first broadband network. The library was instrumental in securing funding for and the coordinating the deployment of the first high-speed network connecting all of the colleges and university in the Utah System of Higher Education. The efforts led to the formation of the Utah Education Network which now serves all of higher education, public education and the public libraries in the State of Utah.

During the last five years, the library has been exploring the use of digital video technologies. The library now regularly provides Internet broadcasts of major lectures and monthly seminars. In addition, the library broadcasts the weekly seminars of the Medical Informatics Department. Videoconferencing technologies have also been an area of investigation. The applications that have been examined include NetMeeting, Polycom hardware/software, VRVS, the Access Grid and most recently Macromedia Breeze. Videoconferencing is regularly employed by the MidContinental Regional Medical Library in operation meetings and special presentations. Complementing the videoconferencing technologies has been the effective utilization of voice over IP, specifically Skype, as an alternative to analog telephone services.

On September 1, 2005, the Spencer F. & Cleone P. Eccles Health Sciences Education Building was dedicated. The goal of this extraordinary new facility is to provide world-class, state-of-the-art, interdisciplinary education programs in the health sciences. This new building is connected to the library by a bridge and is managed by the library. This five story, 155,000 sq.ft. facility, includes 40 classrooms ranging from 150 person



lecture halls to 15 person seminar rooms. The building includes a computer suite that consists of three 15 person classrooms and one 24 person computer classroom. Each classroom is configured with a projector, VCR, DVD player and room control system. These classrooms are available for use by the RML for NLM training programs.

#### Organizational Experience Related to the RFP

The library has long recognized collaboration as a highly successful strategy. Examples of successful collaborative efforts are listed below:

MidContinental Regional Medical Library Program The library is one of the original members of the MCRMLP. During 30 years of participation in the MCRMLP, the library has participated in numerous studies and projects. Among the most noteworthy was the development of Octanet, the first online interlibrary loan program which led to the development of DOCLINE. The MCRMLP supported the development of InfoNet at the University of Utah in 1985. This project developed a local area network to support online library systems for hospital libraries in the Utah Health Sciences Library Consortium. During the last year, the library received funding for two projects - "Using State and National Public Health Information Resources: A Web-Based Training Module" and "Access to Electronic Spanish-Language Patient Education Materials: A Utah Community Project." Representatives from the library have served on numerous committees including the Regional Advisory Committee, the Resource Library Directors Committee and the Interlibrary Loan Committee.

#### **Utah Academic Library Consortium**

The library is a founding member of the Consortium, which was formed in 1972. The Consortium includes representatives from each of the college and university libraries in the State of Utah. Among the accomplishments of the Consortium are: Statewide library construction projects that resulted in major renovations or new facilities on each campus; reciprocal borrowing agreements; first high-speed data network connecting the colleges and universities; installation of one of the first statewide Ariel fax networks; installation of two generations of integrated library systems; cooperative purchase of electronic resources.

Pioneer: Utah's Online Library - http://pioneer-library.org/
Begun in 1996 by the library, Pioneer is a collaboration of libraries in the nine institutions of higher education, 800 public schools and 113 public libraries. Pioneer has been successful in negotiating the purchase of electronic resources that are accessible by this large and diverse constituency. This last year Pioneer was successful in negotiating a three year contract with Ebsco to provide statewide access to seven of its databases. Pioneer was recognized with a special award from Governor Leavitt in 1997.

#### Slice of Life

Begun as a student project in 1985 and led by Dr. Suzanne Stennsaas, Slice of Life has developed into one of the most influential efforts to enhance the quality of medical education through the use of information technologies. Slice of Life developed one of the first analog videodiscs in medical education. The videodisc was produced in annual editions for seven years and was used in hundreds of medical institutions around the world. For over fifteen years, Slice of Life has sponsored an annual meeting focusing on technology in medical education. This year the Slice of Life meeting is at Oregon Health and Sciences University and the meeting website can be viewed at: <a href="http://slice.utah.edu/2005/index.htm">http://slice.utah.edu/2005/index.htm</a>.

#### Utah Health Sciences Library Consortium

As part of an outreach grant in 1975, the library formed the Utah Health Sciences Library Consortium. The Consortium has assisted hospital libraries and special libraries to develop and coordinate their resources and services. The membership of the consortium currently includes 15 libraries, located throughout the state. The consortium has had a number of successful projects including a union list, and coordinated DOCLINE updates. Eleven of the libraries use the Horizon integrated library system at the Spencer S. Eccles Health Sciences Library to manage and provide access to their collections. The consortium's website can be viewed at: http://medlib.med.utah.edu/uhslc/.

Utah Library Association – Health Round Table (HeaRT) Members of the library faculty were instrumental in founding the Health Round Table in the Utah Library Association in 1992. The goal of HeaRT is to introduce the larger library community and particularly public libraries to health information and resources. HeaRT sponsors sessions at the annual meetings of the Utah Library Association. At this year's meeting in May, HeaRT sponsored three sessions - "Activate Yourself! Fighting the forces of Sedentary Living", "Atkins, Augmentation, and the FDA: How to Find Factual Information About Today's Top Health Trends" and "Extreme Librarians."

#### Tribal Connections - Four Corners

Following the model developed by the Pacific Northwest Regional Medical Library, the library led the development of a partnership of the University of Utah, University of Arizona, University of New Mexico and University of Colorado that has the objective of the enhancing access to

the health information by the Native American communities in the four corners area.

Symposium on Community-Based Outreach
Collaborating with the New York Academy of Medicine, a symposium was developed and presented with the goal to explore new models of health information outreach that are emerging as technology dramatically changes the abilities of medical and health services libraries to provide resources and services beyond their traditional institutional boundaries. Particular emphasis was given to consumer health information outreach through community-based organizations. The National Library of Medicine's Strategic Plan to Reduce Health Disparities was reviewed with special emphasis on NLM's programs targeting Native Americans. The knowledge and insights gained in the Symposium inform the programming of this RFP for the National Network of Libraries of Medicine (NN/LM) contract.

#### **Performance History**

Over the last twenty-five years, the library has either been involved in or led over 20 federal or state funded projects. Each of the projects was completed on schedule and within budget. Selected examples follow:

Midcontinental Audiovisual Resources Sharing Project. The objective of the project was to establish a regional collection of audiovisual materials for use by health professionals. Approved and funded for \$184,030 by the National Library of Medicine, 1979 - 1981.

Redesign and Standardization of the MEDOC Index. The objective of the project was to redesign the computer programs and the acquisition of the hardware for the local production of the MEDOC Index. Approved and funded for \$68,000 by the National Library of Medicine, 1982.

Integrated Academic Information Management System (IAIMS) Strategic Planning - Phase I. The objective of the contract was the preparation of a long range, strategic plan for the coordinated development and management of information resources in the health sciences at the University of Utah. Approved and funded for \$92,020 by the National Library of Medicine, 1983 - 1984.

Integrated Academic Information Management System (IAIMS) Strategic Planning - Phase I - Pilot Project. The objective of the project was the continuation of the IAIMS planning and the development a pilot project that demonstrated the application of IAIMS concepts. Contract extension awarded for \$69,015 by the National Library of Medicine, 1984 - 1985.

Utah Preceptorship Network. The objective of the project was to provide portable microcomputers to medical students during their preceptorships. The microcomputers were used for records management, communications, library service and the preparation of a research project.

Approved and funded for \$69,665 by the National Library of Medicine, 1985 - 1986.

Utah IAIMS Development Project. The objective of the project was to test the concept of the Integrated Academic Information Management for the Health Sciences Center at the University of Utah. Approved and funded for \$600,000 by the National Library of Medicine, 1985 - 1988.

InfoNet Project. This project was designed to develop an automated interlibrary loan and reference system based on the OCTANET system. The InfoNet system was suitable for use by end-users. Contract awarded by the Midcontinental Regional Medical Library Program for \$70,000, 1985.

Utilization of New Computerized Information Network by Family Training Programs. Response to Request for Proposals from the Health Services Research Administration. Approved and funded for \$89,904, 1987 - 1988.

Higher Education Telefacsimile Network. This project funded the selection and installation of plain-paper telefacsimile machines in the libraries of each college and university in the State of Utah. Funded by the State Legislature for \$122,000, 1990.

Utah College Library Council CD-ROM Union Catalog. This project was for the selection of hardware and software, the coordination of the preparation of the database of 3,000,000 records and the installation of the system. Funded by the State Legislature for \$125,000, 1990 - 1991.

Utah Library Network. The objective of this project was the installation of a high-speed data communications network the linked the colleges and universities in the State of Utah. Funded by the State Legislature for \$639,750, 1990 - 1991.

Ariel Network. The objective of this project was to install a digital telefax network to enhance interlibrary loan services for the college and university libraries in the State of Utah. Funded by the State Legislature for \$69,000, 1992.

Connections to the NSFNET. The project installed high-speed data communications links between the University of Utah, Veterans Administration Medical Center and the LDS Hospital. Funded by the National Science Foundation for \$50,000, 1993.

Internet Navigator. Networked-based, on demand Internet skills course for credit. Funded by the Utah System for Higher Education for \$50,716. 1995-1996.

A Model Multimedia Support Center. This project involved a collaboration by the University of Utah, University of Oklahoma and the University of California, Los Angeles to develop a web-based system for providing access to digital assets in health sciences education. The system includes search, submission and peer review components. Funded by the National Library of Medicine 09/01/95 – 08/31/98 and renewed for 09/01/98 – 08/31/01.

Neuro-Ophthalmology Virtual Education Library. The objective of this project is to develop a web accessible collection of images, videos, lectures and other digital media for use by neuro-ophthalmology professionals, educators, students and patients. Funded by the National Library of Medicine 08/01/03 – 07/31/06.

Utah Consumer Health Information Infrastructure: Utahealthnet. Partnering with the Utah Telehealth Network, the goal of this project is foster collaboration between the state's health information providers, employing the advanced networking resources of the Utah Telehealth Network. The project will develop educational resources and services that will enhance access to quality health information. Funded by the National Library of Medicine 01/01/05 – 1/31/07.

#### **Pertinent Contracts**

Contract number: NO1-LM-1-3514 Agency: National Library of Medicine Contract Dollar Value: \$6,229,955.00

Dates: 05/01/01 - 04/30/06

Description of Work: National Network of Libraries of Medicine (NN/LM)

MidContinental Region

Relevance to RFP: This contract that implements the NN/LM program for

the MidContinental Region

Actual versus Proposed: Not available

Contract number: 59900144-N01LM13514

Agency: National Network of Libraries of Medicine

Contract Dollar Value: \$25,000.00 Dates: 30 April 2005 - 30 April 2006

Description of Work: Utah Go Local Project

Relevance to RFP: This project contributes to the consumer health

information outreach program of the RFP Actual versus Proposed: Not available

Contract number: N01-LM-1-3514

Agency: National Network of Libraries of Medicine (NNLM)

Contract Dollar Value: \$10,000.00 Dates: March 2003 - March 2004

Description of Work: Online Sound Recordings of Health Information in

Many Languages

Relevance to RFP: This project contributed to the consumer health information outreach to minority populations section of the RFP Actual versus Proposed: The contract was completed on schedule and

within budget.

#### Washington University

Memorandum of Understanding For Outreach Evaluation Resource Center

#### NATIONAL NETWORK OF LIBRARIES OF MEDICINE MIDCONTINENTAL REGION RFP NLM 05-103/VMW

#### Memorandum of Understanding

The National Library of Medicine (NLM) recognizes the importance of planning and evaluation as integral components of NLM-sponsored outreach efforts. Good planning and evaluation can help assure that outreach activities are designed and implemented in an effective and efficient manner, achieve stated goals, and contribute to the growing knowledge base about outreach related to health information. The NN/LM Outreach Evaluation Resource Center helps meet the outreach evaluation needs of the entire NN/LM, and in so doing works with all RMLs, various Network members and other organizations as appropriate.

Washington University, Becker Medical Library agrees to serve as Outreach Evaluation Resource Center (OERC) in the MidContinental Region of the National Network of Libraries of Medicine through the term of the University of Utah NN/LM contract with the National Library of Medicine. The current contract period is May 1, 2006 – April 30, 2011. As the OERC Becker Library agrees to:

- 1. Provide or arrange for training and continuing education opportunities for NLM, RML and network staff with regard to planning and evaluation of outreach and basic network services;
- 2. Promote and continue to develop a web site for information dissemination on this topic. The OERC web site will provide documentation of best practices, lessons learned and other evaluation findings;
- 3. Consult with Network members on specific outreach evaluation projects;
- 4. Assist on a selective basis in the analysis, synthesis, and reporting of evaluation results, including those of cross-regional efforts;
- 5. Encourage collegiality and sharing among Network members and other RML staff who have related responsibilities. OERC will facilitate communication among the RML staff identified as regional evaluation consultants. This communication will include, but not be limited to, an e-mail discussion list;
- 6. Assist with implementation of concepts drawn from the handbook on outreach planning and evaluation;
- 7. Revise the handbook on outreach planning and evaluation to include concepts related to collaboration with community-based organizations, participatory evaluation and program logic models;
- 8. Assist and coordinate the evaluation-related activities of RML staff identified as regional evaluation consultants;
- 9. Assist as needed with the evaluation efforts undertaken by other NN/LM centers;
- 10. Participate in a review of the center, to be conducted at least once during the contract, by selected representatives from NLM and the RMLs; and
- 11. Obtain services for the development of presentation-quality maps of NLM's outreach projects and NN/LM's outreach activities with data retrieved from existing web-based applications.

This agreement may be amended by written mutual consent, or terminated anytime by Becker Library or the National Network of Libraries of Medicine, MidContinental Region by giving 60 days written notice.

FOR	
University of Utah Spencer S. Eccles Health Sciences Library	Office of Sponsored Projects
Signature	(Signature)
Wayne J. Peay Director	Elliott Kulakowski Director
Washington University Becker Medical Library  Aul John (Signature)	Office of Sponsored Projects  Adams (Signature)
(Name and Title of Signer)	Kaaren J. Downey

Assistant Director, Research Office

#### PART IV - SECTION K

#### Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

#### I. REPRESENTATIONS AND CERTIFICATIONS

1.	FAR 52.203-2	Certification of Independent Price Determination
2.	FAR 52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (DEVIATION)
3.	FAR 52.204-3	Taxpayer Identification
4.	FAR 52.204-5	Women-Owned Business (Other Than Small Business)
5.	FAR 52.204-6	Data Universal Numbering System (DUNS) Number
6.	FAR 52.209-5	Certification Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters
7.	FAR 52.215-6	Place of Performance
8.	FAR 52.219-1	Small Business Program Representations
9.	FAR 52.219-19	Small Business Concern Representation for the Small Business Competitiveness Demonstration Program
10.	FAR 52.219-21	Small Business Size Representation for Targeted Industry Categories Under the Small Business
		Competitiveness Demonstration Program
11.	FAR 52.219-22	Small Disadvantaged Business Status
12.	FAR 52.222-18	Certification Regarding Knowledge of Child Labor for Listed End Products
13.	FAR 52.222-21	Certification of Nonsegregated Facilities
14.	FAR 52.222-22	Previous Contracts and Compliance Reports
15.	FAR 52.222-25	Affirmative Action Compliance
16.	FAR 52.222-48	Exemption From Application of Service Contract Act Provisions
17.	FAR 52.223-4	Recovered Material Certification
18.	FAR 52.223-13	Certification of Toxic Chemical Release Reporting
19.	FAR 52.225-2	Buy American ActBalance of Payments Program Certificate
20.	FAR 52.225-4	Buy American ActNorth American Free Trade AgreementIsraeli Trade ActBalance of Payments
		Program Certificate
21.	FAR 52.225-6	Trade Agreements Certificate
22.	FAR 52.226-2	Historically Black College or University and Minority Institution Representation
23.	FAR 52.227-6	Royalty Information
24.	FAR 52.230-1	Cost Accounting Standards Notices and Certification
25.		Certification Regarding Environmental Tobacco Smoke
26.		Certification of Institutional Policy on Conflict of Financial Interest
27.	FAR 15.406-2	Certificate of Current Cost or Pricing Data

To Be Completed by the Offeror: (The Representations and Certifications must be executed by an individual authorized to bind the offeror.) The offeror makes the following Representations and Certifications as part of its proposal (check/complete all appropriate boxes or blanks on the following pages).

University of Utah	NLM-05-103	
(Name of Offeror)	(RFP No.)	
White Zulal		
(Signature of Authorized Individual)	(Date)	

Elliott C. Kulakowski, PhD (Typed Name of Authorized Individual)

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C 1001.

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#### 1. 52.203-2 <u>CERTIFICATE OF INDEPENDENT PRICE DETERMINATION</u> (APRIL 1985)

[NOTE: This provision is applicable when a firm-fixed price or fixed-price with economic price adjustment contract is contemplated.]

- (a) The offeror certifies that -
  - The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
  - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
  - (3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory-
  - (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
  - (2) (i) Has been authorized in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

----Wayne Peay

[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above;
- (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

## 2. 52.203-11 <u>CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (DEVIATION)</u>

- (a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitations on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.
- (b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989 -
  - (1) No Federal appropriated funds have been paid or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation.

- (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit with its offer, OMB Standard Form-LLL, "Disclosure of Lobbying Activities", to the Contracting Officer, and
- (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, Title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

#### 3. 52.204-3 TAXPAYER IDENTIFICATION (OCTOBER 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

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

- (b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.
- (c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d)	Taxp [X]	payer Identification Number (TIN). TIN: 87-6000525
	[ ]	TIN has been applied for.
	[ ]	TIN is not required because:
		<ul> <li>Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;</li> <li>Offeror is an agency or instrumentality of a foreign government;</li> <li>Offeror is an agency or instrumentality of the Federal Government.</li> </ul>
(e)	Туре	of organization.
	[ ]	Sole proprietorship;
	[ ]	Partnership;
	[]	Corporate entity (not tax-exempt);
٠.	[ ]	Corporate entity (tax-exempt);
	[ ]	Government entity (Federal, State, or local);
	[ ]	Foreign government;
	[ ]	International organization per 26 CFR 1.6049-4;
	[X ]	Other Educational Institution

(-)	Common paroni		
	[x]	Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision. Name and TIN of common parent:	
		Name	
		TIN	

#### 4. 52.204-5 WOMEN-OWNED BUSINESS (Other Than Small Business) (MAY 1999)

- (a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.
- (b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.]

The offeror represents that it [ ] is a women-owned business concern.

#### 5. 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUNE 1999)

- (a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, if located within the United States, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:
  - (1) Company name.

Common parent

- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.
- (c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet home page at http://www.customerservice@dnb.com. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@mail.dnb.com.
- 6. 52.209-5 <u>CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS</u> (APRIL 2001)

(NOTE: Applies to contracts expected to exceed \$100,000.)

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that -
  - (i) The Offeror and/or any of its Principals --
    - (A) Are [], are not [X] presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

- (B) Have [], have not [X], within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;
- (C) Are [], are not  $\dot{\mathbf{x}}$ ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision; and
- (D) Have [ ] have not K ], within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (E) Are [ ] are not [X ] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (9a)(1)(i)(B) of this provision.
- (ii) (A) The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has [] has not [X] within the past three years, rélative to tax, labor and employment, environmental, antitrust, or consumer protections laws--
  - (1) Been convicted of a Federal or state felony (or has any Federal or state felony indictments currently pending against them); or
  - (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or
  - (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.
  - (B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and
- (iii) The Offeror has [], has not x], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "Principals" for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

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

#### 7. 52.215-6 PLACE OF PERFORMANCE (OCTOBER 1997)

- (a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [] intends, [] does not intend (check applicable block) to use one or more plants or facilities located at a different address of the offeror or respondent as indicated in this proposal or response to request for information.
- (b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance (S	treet Address	Name and Address of Owner and	Operator of the Plan	
(City, State, County, Zip Code)		or Facility if Other than Offeror or Respondent		
- 660 S Euclid Ave		Becker Medical Library	•	
-St. Louis, MO 63110		Washington University		
Ot. IAdula, 1110 do 1110		School of Médicine		

#### 8. 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2001)

(Note: This provision applies to solicitations exceeding the micro-purchase threshold when the contract is to be performed in the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia.)

- (a) (1) The North American Industry Classification System (NAICS) code for this acquisition is <u>IINSERT NAICS</u> <u>CODE</u>].
  - (2) The small business size standard is [INSERT SIZE STANDARD].
  - (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

#### (b) Representations.

- (1) The offeror represents as part of its offer that it [] is, K] is not a small business concern.
- (2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.
- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business concern.

- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it [] is, [] is not a service-disabled veteran-owned small business concern.
- (c) Definitions. As used in this provision--

#### Service-disabled veteran-owned small business concern--

- (1) Means a small business concern--
  - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock or which is owned by one or more service-disabled veterans; and
  - (ii) The Management and daily business operation of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Women-owned small business concern, means a small business concern-

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

Veteran-owned small business concern means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S. C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

#### (d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--
  - (i) Be punished by imposition of fine, imprisonment, or both:
  - (ii) Be subject to administrative remedies, including suspension and debarment; and
  - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

ALTERNATE I (OCTOBER 2000). As prescribed in 19.307(a)(2), add the following paragraph (b)(6) to the basic provision:

- (6) [Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--
  - (i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and
  - (ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(4)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.
- 9. 52.219-19 <u>SMALL BUSINESS CONCERN REPRESENTATION FOR THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM</u> (OCTOBER 2000)

(This representation must be completed if the acquisition is for one of the four designated industry groups of the Small Business Competitiveness Demonstration Program specified in FAR 19.1005(a)[includes Construction Contracts under NAICS codes that comprise Industry Subsectors 233, 234 and 235].)

(a) Definition

"Emerging small business" as used in this solicitation, means a small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity.

(b) (Complete only if offeror has represented itself under the provision at FAR 52.219-1 as a small business concern under the size standards of this solicitation.)

The Offeror [] is, [] is not an emerging small business.

(c) (Complete only if the Offeror is a small business or an emerging small business, indicating its size range.)

Offeror's number of employees for the past twelve months (check this column if size standard stated in solicitation is expressed in terms of number of employees) or Offeror's average annual gross revenue for the last 3 fiscal years (Check this column if size standard stated in solicitation is expressed in terms of annual receipts). (Check one of the following.)

Number of Employees	Average Annual Gross Revenues
[] 50 or fewer	[] \$1 million or less
[] 51 - 100	[] \$1,000,001 - \$2 million
[] 101 - 250	[ ] \$2,000,001 - \$3.5 million
[] 251 - 500	[] \$3,500,001 - \$5 million
[] 501 - 750	[] \$5,000,001 - \$10 million
[] 751 - 1,000	[] \$10,000,001 - \$17 million
[] Over 1,000	[] Over \$17 million

10. 52.219-21 <u>SMALL BUSINESS SIZE REPRESENTATION FOR TARGETED INDUSTRY CATEGORIES UNDER</u>
THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (MAY 1999)

(Complete only if the Offeror has represented itself under the provision 52.219-1 as a small business concern under the size standards of this solicitation.)

(NOTE: This representation must be completed if this solicitation covers one of the ten targeted industry categories under the Small Business Competitiveness Demonstration Program and if the offeror has certified itself under the clause at FAR 52.219-1 to be a small business concern under the size standards of this solicitation).

Offeror's number of employees for the past twelve months (check this column if size standard stated in solicitation is expressed in terms of number of employees) or Offeror's average annual gross revenue for the last three fiscal years (check this column if size standard stated in solicitation is expressed in terms of annual receipts). (Check one of the following.)

No. of Employees	Average Annual Gross Revenues
[ ] 50 or fewer	[] \$1 million or less
[] 51 - 100	[] \$1,000,001 - \$2 million
[] 101 -250	[] \$2,000,001 - \$3.5 million
[] 251 - 500	[ ] \$3,500,001 - \$5 million
[] 501 - 750	[] \$5,000,001 - \$10 million
[]751 - 1,000	[] \$10,000,001 - \$17 million
[] Over 1,000	[] Over \$17 million

The ten targeted industries are as follows:

Product Service Code	SIC Code	Description
G004	8742	Counseling/Training/Social Rehabilitation Services
1099	7699	Maintenance, Repair and Rebuilding of Equipment (Office Machines, Text Processing Systems & Visible Record
		Equipment)
K099	7699	Modification of Equipment (misc.)
Q210	8099, 8742	General Health Care Services
R406	8742	Policy Review/Development Services
R497	7299	Personal Services
6505	2833, 2834	Drugs and Biologics
	2835, 2836	
7045	3572, 3695	ADP Supplies
•	5065	
7110	5021	Office Furniture
7510	5112	Office Supplies

#### 11. 52.219-22 SMALL DISADVANTAGED BUSINESS STATUS (OCTOBER 1999)

(Note: This applies to competitive solicitations over \$100,000 under the SIC Major Groups for which a price evaluation adjustment is applicable.)

(a) General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

#### (b) Representations.

- (1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--
  - 1 (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and
    - (A) No material change in disadvantaged ownership and control has occurred since its certification;
    - (B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each

- individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or
- [] (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.
- (2) [ ] For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_\_.]
- (c) Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:
  - (1) Be punished by imposition of a fine, imprisonment, or both;
  - (2) Be subject to administrative remedies, including suspension and debarment; and
  - (3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

#### Alternate I (OCTOBER 1998)

(Note: Applies when price evaluation adjustment for small disadvantaged business concerns is authorized on a regional basis. Designated regions by Major SIC Category can be found at <a href="http://www.arnet.gov/References/sdbadjustments.htm">http://www.arnet.gov/References/sdbadjustments.htm</a>. Currently, this includes SIC Major Industry Groups 15, 16, 17 which are all construction related groups.)

As prescribed in 19.306(b), add the following paragraph (b)(3) to the basic provision:

- disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <a href="http://www.arnet.gov/References/sdbadjustments.htm">http://www.arnet.gov/References/sdbadjustments.htm</a> The offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in accordance with 13 CFR part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.
- 12. 52.222-18 <u>CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS</u> (MAY 2001)

(Applies to all contracts for supplies over \$2,500. See FAR 22.1503 for more information)

a. Definition.

Forced or indentured child labor means all work or service--

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.
- b. Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed end products from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product	
Listed Countries of Origin	
	·

- c. Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.
  - [X] (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.
  - [ ] (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

#### 13. 52.222-21 <u>CERTIFICATION OF NONSEGREGATED FACILITIES</u> (FEBRUARY 1999)

- (a) Segregated facilities, as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.
- (b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.
- (c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

#### 14. 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEBRUARY 1999)

The offeror represents that --

- (a) It [x] has, [] has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation:
- (b) It [x] has, [] has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

## 15. 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APRIL 1984)

The offeror represents that (a) it [x] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

- 16. 52.222-48 EXEMPTION FROM APPLICATION OF SERVICE CONTRACT ACT PROVISIONS FOR CONTRACTS FOR MAINTENANCE, CALIBRATION, AND/OR REPAIR OF CERTAIN INFORMATION TECHNOLOGY, SCIENTIFIC AND MEDICAL AND/OR OFFICE AND BUSINESS EQUIPMENT--CONTRACTOR CERTIFICATION (AUGUST 1996)
  - (NOTE: This clause is applicable to all solicitations and resultant contracts calling for maintenance, calibration, and/or repair of information technology, scientific and medical, and office and business equipment if the contracting officer determines that the resultant contract may be exempt from Service Contract Act coverage).
  - (a) The following certification shall be checked:

#### CERTIFICATION

The offeror certifies [], does not certify [] that: (1) The items of equipment to be serviced under this contract are commercial items which are used regularly for other than Government purposes, and are sold or traded by the Contractor in substantial quantities to the general public in the course of normal business operations; (2) The contract services are furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, and/or repair of certain information technology, scientific and medical, and/or office and business equipment. An "established catalog price" is a price (including discount price) recorded in a catalog, price list schedule, or other verifiable and established record that is regularly maintained by the manufacturer or the Contractor and is either published or otherwise available for inspection by customers. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated by data from sources independent of the manufacturer or Contractor; and (3) The Contractor utilizes the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the Contractor uses for equivalent employees servicing the same equipment of commercial customers.

- (b) If a negative certification is made and a Service Contract Act wage determination is not attached to the solicitation, the Contractor shall notify the Contracting Officer as soon as possible.
- (c) Failure to execute the certification in paragraph (a) of this clause or to contact the Contracting Officer as required in paragraph (b) of this clause may render the bid or offer nonresponsive.

## 17. 52.223-4 RECOVERED MATERIAL CERTIFICATION (OCTOBER 1997)

(This certification is applicable in solicitations that are for, or specify the use, of recovered materials.)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

# 18. 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCTOBER 2000)

NOTE: This certification is applicable for all solicitations for competitive contracts expected to exceed \$100,000 (including all options) and competitive 8(a) contracts. It is not applicable to acquisitions of commercial items, or to contracts where the contractor's facilities are located outside the United States (the "United States" includes any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, and any other territory or possession over which the United States has jurisdiction)

- (a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.
- (b) By signing this offer, the offeror certifies that-
  - (1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or
  - (2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)
    - [X] (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);
    - [] (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
    - [ ] (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);
    - [ ] (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or
    - [ ] (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.
- 19. 52.225-2 <u>BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM CERTIFICATE</u> (FEBRUARY 2000)

[Note: This provision is applicable for all requirements EXCEPT for 1) foreign contracts or 2) when one of the following two provisions (52.225-4, Buy American Act--North American Free Trade Agreement--Israeli Trade Act-Balance of Payments Program Certificate, or 52.225-6, Trade Agreements Certificate) apply.

- (a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--Balance of Payments Program--Supplies" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products.
- (b) Foreign End Products:

  Line Item No.:

  Country of Origin:

(List as necessary)

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

# 20. 52.225-4 <u>BUY AMERICAN ACT NORTH AMERICAN FREE TRADE AGREEMENT--ISRAELI TRADE ACT-BALANCE OF PAYMENTS PROGRAM CERTIFICATE</u> (FEBRUARY 2000)

[Note: This provision is applicable for requirements with a value exceeding \$25,000 but less than \$186,000 EXCEPT for 1) foreign acquisitions or 2) acquisitions that are exempt from NAFTA and the Israeli Trade Act. (See FAR 25.401).]

(a) The offeror certifies that each end product, except those listed in paragraph (b) or (c) of this provision, is a domestic end product (as defined in the clause of this solicitation entitled, "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program") and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

	unknown origin to have been mined, produced, or manufactured outside the United States.
(b)	The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled, "Buy American ActNorth American Free Trade AgreementIsraeli Trade ActBalance of Payments Program":
	NAFTA Country or Israeli End Products: Line Item No.:
	Country of Origin:
	(List as necessary)
(c)	The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (b) of this provision) as defined in the clause of this solicitation entitled, "Buy American ActNorth American Free Trade AgreementIsraeli Trade ActBalance of Payments Program." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.
	Other Foreign End Products Line Item No.:
	Country of Origin:
	(List as necessary)
(d)	The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.
	ERNATE I (FEBRUARY 2000) As prescribed in 25.1101(b)(2)(ii), substitute the following paragraph (b) for graph (b) of the basic provision:
[Not	e: Applies when the acquisition value exceeds \$25,000 but is less than \$50,000.]
(b)	The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American ActNorth American Free Trade AgreementIsraeli Trade ActBalance of Payments Program":
	Canadian End Products:
	Line Item No.:
	(List as necessary)
ALT	ERNATE II (FEBRUARY 2000) As prescribed in 25.1101(b)(2)(iii), substitute the following paragraph (b) for

ALTERNATE II (FEBRUARY 2000) As prescribed in 25.1101(b)(2)(iii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

[Note: Applies when the acquisition value is \$50,000 or more, but is less than \$53,150.]

(b) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program":

	Canadian or Israeli End Products
	Line Item No.:
	Country of Origin:(List as necessary)
52.22	5-6 TRADE AGREEMENTS CERTIFICATE - (FEBRUARY 2000)
	: This provision is applicable for acquisitions valued at \$186,000 or more, if the Trade Agreement Act applies. FAR 25.401 and 25.403).]
(a)	The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.Smade, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."
(b)	The offeror shall list as other end products those supplies that are not U.Smade, designated country, Caribbean Basin country, or NAFTA country end products.
	Other End Products
	Line Item No.:
	Country of Origin:(List as necessary)
	(List as necessary)
(c)	The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.Smade, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act or the Balance of Payments Program. The Government will consider for award only offers of U.Smade, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of this solicitation.
52.22	6-2 <u>HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION</u> - (MAY 2001)
(a)	Definitions. As used in this provision
	Historically Black College or University means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.
	Minority Institution means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a.)).
(b)	Representation. The offeror represents that it
	[] is X ] is not a Historically Black College or University;
	[] is X ] is not a Minority Institution.
52.22	7-6 ROYALTY INFORMATION - (APRIL 1984)
(a)	Cost or charges for royalties. When the response to this solicitation contains costs or charges for royalties totaling more than \$250, the following information shall be included in the response relating to each separate item of royalty

or license fee:

21.

22.

23.

- (1) Name and address of licensor.
- (2) Date of license agreement.
- (3) Patent numbers, patent application serial numbers or other basis on which the royalty is payable.
- (4) Brief description, including any part or model numbers of each contract item or component on which the royalty is payable.
- (5) Percentage or dollar rate of royalty per unit.
- (6) Unit price of contract item.
- (7) Number of units.
- (8) Total dollar amount of royalties.
- (b) Copies of current licenses. In addition, if specifically requested by the Contracting Officer before execution of the contract, the offeror shall furnish a copy of the current license agreement and an identification of applicable claims of specific patents.

(NOTE: Alternate I, below, is applicable for communication services and facilities by a common carrier.)

## ALTERNATE I (APRIL 1984), 52.227-6 ROYALTY INFORMATION (APRIL 1984)

Substitute the following for the introductory portion of paragraph (a) of the basic clause:

When the response to this solicitation covers charges for special construction or special assembly that contain costs or charges for royalties totaling more than \$250, the following information shall be included in the response relating to each separate item of royalty or license fee:

## 24. 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUNE 2000)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS-coverage pursuant to 48 CFR 9903.201-2(C)(5) or 9903.201-2(c)(6), respectively.

#### I. <u>Disclosure Statement -- Cost Accounting Practices and Certification</u>

- (a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 9903.201-1.
- (b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

	(c)	Check th	e appropriate box below:
		[](1)	Certificate of Concurrent Submission of Disclosure Statement.
			The offeror hereby certifies that, as part of the offer, copies of the Disclosure Statement have been submitted as follows:
			(i) original and one copy to the cognizant Administrative Contracting Officer (ACO), o cognizant Federal agency official authorized to act in that capacity (Federal official), a applicable, and;
		r	(ii) one copy to the cognizant Federal auditor.
			(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable Forms may be obtained from the cognizant ACO or Federal official and/or from the looseleaf version of the Federal Acquisition Regulation).
			Date of Disclosure Statement:
			Name and Address of Cognizant ACO or Federal Official Where Filed:
<del> </del>			The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.
		[](2)	Certificate of Previously Submitted Disclosure Statement.
		·	The offeror hereby certifies that the required Disclosure Statement was filed as follows:
			Date of Disclosure Statement: 12-31-97
		. 0661	Name and Address of Cognizant ACO or Federal Official Where Filed: Barbara Bennett
		601	ce of Audit Services, Office of Inspector General, Region 7, East 12th St., Box 15687, Kansas City, MO 64106-0687 The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.
		[](3)	Certificate of Monetary Exemption.
			The offeror hereby certifies that the offeror together with all divisions, subsidiaries, and affiliate under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if sucl status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

[](4) Certificate of Interim Exemption.

The offeror hereby certifies that:

(i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted, and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

[](5)	Certificate of Disclosure Statement Due Date by Educational Institution. (ALTERNATE I - APRIL 1996)
	If the offeror is an educational institution that, under the transition provisions of 48 CFR 9903-202-1(f), is or will be required to submit a Disclosure Statement after receipt of this award, the offerometeby certifies that (check one and complete):
	[] (i) A Disclosure Statement filing Due Date of has been established with the cognizant Federal agency.
	[](ii) The Disclosure Statement will be submitted within the 6-month period ending months after receipt of this award.
	Name and Address of Cognizant ACO or Federal Official Where Disclosure Statement is to be Filed:

#### II. Cost Accounting Standards -- Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

[] The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

## III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards Clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

[]YES

ON K

#### 25. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE (DECEMBER 1994)

(Note: This certification applies only to those contract which contain provisions for children's services. The offeror's signature on the face page of these Representations and Certifications constitutes certification by the submitting organization of its compliance with the Act.)

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

# 26. <u>CERTIFICATION OF INSTITUTIONAL POLICY ON CONFLICT OF FINANCIAL INTEREST</u> (OCTOBER 1995)

(Note: This certification is applicable to Research and Development (R&D) Contracts. However, this certification does not apply to SBIR-Phase I contractors.)

By submission of its offer, the offeror certifies that:

- (1) A written and enforced administrative process to identify and manage, reduce or eliminate conflicting financial interest with respect to all research projects for which funding is sought from the NIH is [], is not [] currently in effect.
- (2) Should a process not be in effect at the time of the submission of its offer, the offeror certifies that it will, no later than 30 days subsequent to submission of its offer or prior to award, whichever is earlier, notify the Contracting Officer of the establishment of a written and enforced financial conflict of interest policy.

## 26. 15.406-2 CERTIFICATE OF CURRENT COST OR PRICING DATA

(When cost or pricing data are required in accordance with FAR 15.406-2, the Contracting Officer will request that the offeror complete, execute, and submit to the Contracting Officer a certification in the format shown in the following Certificate of Current Cost or Pricing Data. The certification shall be submitted only at the time negotiations are concluded. Offerors should complete the certificate and return it when requested by the Contracting Officer.)

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 15.401 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the
Contracting Officer's representative in support of RFP 05-103/VMW * are accurate, complete and current as of 4/10/06 **.
This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.
Firm University of Utah
Signature
Name Brent K. Brown
Title Director, Office of Sponsored Projects
Date of execution***

- \* Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.)
- \*\* Insert the day, month, and year when price negotiations were concluded and price agreement was reached, or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.
- \*\*\* Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

(End of Certificate)

# Appendix 1

Fringe Benefits Rate Justification

# Washington University in St. Louis

#### **Accounting Services**

May 20, 2005

To:

School of Medicine Business Managers

Hilltop Business Managers

CC:

George Andersson Mary Corcoran Apryle Cotton Mike Dunlap Barbara Feiner Joe Gindhart Tina Jannings Kathy Landmann
Tom Lauman
Denise McCartney
Joe McGarry
Chuck Otec
Ann Prenatt
Ken Robin

Lisa Schmidt Linda Specker Jill Totten Tim Thornton Cindy White Linda Hilderbrand

Mary Stull

From:

Cathy Freesmeier Accounting Services

Subject:

FY06 Health/Other Fringe Rate - FINAL

Below are the final FY06 departmental health and other fringe rates. These rates are consistent with the preliminary budgeted rates given in December 2004. (FY05 is shown for comparative purposes). These rates will be charged in BUOB code 2902.

	FY05 Final Rates	FY06 Final Rates
FULL TIME EMPLOYEE Health Other Fringe	\$414/month \$56/month	\$424/month \$79/month
Total Health/Other	\$470/month	\$503/month
PART TIME EMPLOYEE Health Other Fringe	\$207/month \$25/month	\$212/month \$40/month
Total Health/Other	\$232/month	\$252/month
POST DOC - EMPLOYEE Health Other Fringe	\$414/month \$48/month	\$424/month \$42/month
Total Health/Other	\$462/month	\$466/month
POST DOC - NON EMPLOYEE Other Fringe (Employee Tuition only)	\$25/month	\$10/month

Also, please note that the FY06 dependent tuition fringe rate (\$119/month for full-time employees and \$47/month for part-time employees —post-doc's are not eligible) will continue to be charged separately to departments using BUOB 2903.

# Washington University in St. Louis

The University's contribution for health and disability for post-doc <u>non</u> employees is added as a stipend (to be coded to BU27) and then the total costs are deducted from their stipend check. The net of these items will be equal to the contribution made by the Post-Doc Employees. The health rates are based on the health plan and actual coverage selected by the post-doc non-employee. The net rates charged to the departments for FY06 are as follows (FY05 have been provided for comparison purposes):

Health						
	· ·	FY05 Rat	es		FY06 Rates	
UHC Choice (HMO) UHC Choice Plus (PPO)	<u>Single</u> \$248 \$269	<u>+1</u> \$463 \$494	<u>+2 or More</u> \$644 \$668	<u>Single</u> \$268 \$290	<u>+1</u> \$502 \$502	<u>+2 or More</u> \$691 \$691
BC Choice Excel (PPO) BC Choice Basic (PPO)	\$314 \$193	\$531 \$391	\$766 \$569	\$357 \$218	\$525 \$439	\$720 \$639
Disability	\$4			\$4		

## Health/Other Fringe Average Allocated Charge:

The Health/Other Fringe charges are applied to all eligible employees regardless of whether they participate in a Washington University Sponsored Health Plan. Eligible full-time employees are defined as – staff members regularly working 37.5 hours per week and faculty members working 100% of the full-time workload. Eligible part-time employees are defined as – staff members regularly working 20 hours or more per week and faculty members working 50% or more of the full-time workload. Any affiliated employee who receives the University Health Allowance will also be included in the definition of eligible employees.

Currently, the biweekly paid employees are charged these average rates on a per pay period basis (amounts above multiplied by 12 months divided 26 pay periods). These charges will continue to be distributed this way in Fiscal '06. Monthly paid employees will continue to have the charges distributed once a month.

#### **Grants Budgeting Users:**

The grants budgeting system populates the budget fields using a single health/other fringe rate for each year. Below is a schedule reflecting the rates for FY06 and beyond. These rates will be implemented in early May 2005.

Grants Budgeting Rates:	<u>Full-Time</u>	Part-Time	Post-Doc-E	Post-Doc - NE
FY06	\$503	\$252	\$466	\$10
FY07	\$535	\$280	\$499	\$10 \$10
FY08	<b>\$</b> 591	\$310	\$552	\$10
FY09	\$662	\$348	\$618	\$10
FY10	\$735	\$387	\$687	\$10
FY11	\$818	\$431	\$755	\$10

If you have any questions regarding the rates in Grants Budgeting, please contact Sponsored Projects Accounting or the Research Office.

Washington University in St. Louis, Campus Box 1147, 7425 Forsyth Boulevard, St. Louis, Missouri 63105-2161 (314) 935-5700, Fax: (314) 935-4811, www.wustl.edu

# Appendix 2 Staff and Other Travel Forms

TRAVEL FORM -Staff Travel \*FINAL PROPOSAL REVISION\*

Contra	Contract No.:	Period Covered: 2006-2007					Date Su	bmitted:	Date Submitted: July 15, 2005	2005	
Contractor:	ctor:										
a. Staf	Staff Travel										
Pro-						Hotel Per Person		Meals			
_	Name of Traveler	Departure/Destination	Purpose	Mod	Fare		# of	on Day	# of Days	Other	TOTAL
		St. Louis MO/Bethesda MD -				7					
	TBN	September 12/13, 2006	NNLM orientation	Air	539	150	2	51	က	75	827
	TBN	St. Louis MO/Bethesda MD - September 12/13, 2006	NNLM orientation	Air	299	150	2	51	ო	75	827
	Betsy Kelly	St.Louis MO/Phoenix AZ	RML Director's Mtg	Ąį	285	150	9	47	7	450	1,964
	TBN	St.Louis MO/Phoenix AZ	RML Director's Mtg	Ąį	285	150	9	47	7	450	1,964
•	TBN	St.Louis MO/Phoenix AZ	RML Director's Mtg	Ąį	285	150	9	47	7	450	1,964
	Betsy Kelly	St. Louis MO/Seattle WA	Mid-Year RML Directors' Mtg	Air	496	150	7	51	က	75	1,024
	Betsy Kelly	St. Louis MO/Seattle WA	TriChapter MLA/RML Visit	Air	496	150	က	51	4	200	1,350
	TBN	St. Louis MO/Seattle WA	TriChapter MLA	Air	496	150	က	51	4	200	1,350
	TBN	St. Louis MO/Shrewsbury MA	RML Visit	Air	385	150	-	39	2	75	688
	Betsy Kelly	St. Louis MO/Houston TX	RML Visit	Air	218	150	-	47	2	75	537
	Betsy Kelly	St. Louis MO/Baltimore MD	RML Visit	Air	225	150	-	47	2	20	519
	TBN	St. Louis MO/Houston TX	OERC Training: Measuring Your Impact	Ąi	218	150	7	47	3	75	734
	TBN	St. Louis MO/Houston TX	OERC Training: Measuring Your Impact	ξ	218	150	7	47	က	75	734
-	TBN	St. Louis MO/Baltimore MD	OERC Training: Planning and Evaluating Health Information Outreach Projects	Ą	225	150	7	47	ო	20	716
	IR.	St Louis MO/Beltimore MD	OERC Training: Planning and Evaluating Health Information Outcook Projects	, i d	225	7	c		c	Ç	746
			20061	₹	227	3	7	ř	9	3	2 .
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				,	TOTAL S	TOTAL Staff Travel	16				15,914
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					2		<u>.</u>				† 5 5

Travel Form
Staff Travel
\*FINAL PROPOSAL REVISION\*

Date Submitted: July 15, 2005

Period Covered: 2007-2008 Contract No.:

Washington University

Contractor:

a. Staff Travel

a.	a. Stall Havei										
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Pro-					<u>α</u>	Person		Per			
gram	***************************************			Mod			<u></u>		#of		
Area		Departure/Destination	Purpose	Ð			ghts		Days	Other	TOTAL
	Betsy Kelly	St. Louis MO/Philadelphia	RML Director's Mtg	Air	300	150	9	51	7	450	2,007
	TBN	St. Louis MO/Philadelphia	RML Director's Mtg	Air	300	150	9	51	7	450	2,007
	TBN	St. Louis MO/Philadelphia	RML Director's Mtg	Air	300	150	9	51	7	450	2,007
			Mid-Year RML Directors'								
	Betsy Kelly	St. Louis MO/Los Angeles CA	Mtg/RML V	Air	496	150	3	51	4	75	1,225
	Betsy Kelly	St. Louis MO/Atlanta GA	Southern Chapter MLA	Air	496	150	3	43	4	175	1,293
	Betsy Kelly		MCMLA	Air	200	150	3	43	4	175	266
	TBN		MCMLA	Air	200	150	3	43	4	175	266
	TBN	:	MCMLA	Air	200	150	က	43	4	175	266
	TBN	St. Louis MO/Chicago IL	RML Visit	Air	150	150	_	51	2	2/	477
	Betsy Kelly	St. Louis/New York City NY	RML Visit	Air	325	150	_	51	2	22	652
			OERC Training:Planning								
			and Evaluating Health								
			Information Outreach								
	TBN	St. Louis MO/Chicago IL	Projects	Air	150	150	2	51	3	75	678
			OERC Training:Planning								
			and Evaluating Health					<u>.</u>		·	
			Information Outreach								
	TBN	St. Louis MO/Chicago IL	Projects	Air	150	150	2	51	3	75	678
			OERC Training:Measuring								
	Betsy Kelly	St. Louis/New York City NY	Your Impact	Air	325	150	2	51	3	75	853
			OERC Training:Measuring								
	Betsy Kelly	St. Louis/New York City NY	Your Impact	Air	325	150	2	51	3	75	853
		THE PERSON OF TH	是四年第二日 网络特别美国安全								
			1000年代の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の		TOTAL Staff Trave	aff Travel					15,721

TRAVEL FORM Other Travel
\*FINAL PROPOSAL REVISION\*

Contract No.:	Period Covered: 2007-2008				Date Submitted: July 15, 2005	nitted: Ju	ıly 15, 2	3005	
Contractor:									
b. Other Travel									
				Hotel Per Person Per		Meals Per Person # of			
Area Traveler	Departure/Destination	Mode	Fare h	Night Nights		Per Day Days	Days	Other	TOTAL
TBN	/St. Louis MO	Air	250	109	7	51	7	35	496
TBN		Air	250	109	1	51	7	35	496
TBN		Air	320	109	-	51	7	35	596
TBN	/St. Louis MO	Air	350	109	1	51	2	35	596
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									1
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								-	1
									1
									1
	TOTAL Other Travel								2,184.

# Appendix 3

Washington University Network Technology Services Letter



July 7, 2005

Wayne J. Peay
National Network of Libraries of Medicine/MidContinental Region
Spencer S. Eccles Health Sciences Library
University of Utah
10 North 1900 East, Bldg. 589
Salt Lake City, UT 84112-5890

Dear Mr. Peay:

I write in support of Washington University in St. Louis Becker Medical Library's response to the National Library of Medicine RFP. Specifically, I want to address the RFP requirement for "... the development of presentation-quality maps..."

Washington University has an energetic, interested and active GIS community that spans all schools (Arts & Sciences, Medicine, Law, Social Work, Business, Art and Architecture) and utilizes geospatial and mapping technologies. The University, in recognition of the growing importance of GIS, is funding a GIS Coordinator along with the services required to support various faculty/research/library needs. We are on an accelerated recruitment/hiring schedule and fully expect the Coordinator position to be filled within the next 4 months. Consulting in map development will be one of several offered services.

I look forward to the opportunity of supporting OERC GIS programming, consulting and mapping needs to produce maps based on data collected and stored in the Outreach Activity Reporting System housed on the NN/LM web servers.

Sincerely,

Jan Weller

Assistant Vice Chancellor and Director

7.), ee

Network Technology Services

# Document added to Final Proposal: CV for Washington University GIS Coordinator

#### CONTACT INFORMATION

Aaron Addison 3 Sheffield Court 314 369 6562 St. Charles, MO 63304 addison@caveresource.com

#### **CAREER OBJECTIVE**

To utilize my education and professional experience in the exciting and challenging field of GIS. I would also like to assist others in the discovery and application of GIS towards their specific tasks and goals.

#### **QUALIFICATIONS**

My experience includes involvement at all levels of GIS operations. I believe that my past accomplishments in project management, spatial systems design, and innovative GIS implementations are a good fit for the GIS Coordinator position. As outlined below, I have extensive experience teaching in various settings and have worked with several projects where collaboration between many departments or organizations was critical to success. I have been an invited speaker at over twelve conferences and have given over forty public presentations on GIS and CAD. I am currently completing my master's thesis on the development of a ArcGIS geodatabase data model for cave science. I am hopeful that by leading this cooperative effort involving researchers from around the world that a usable data model can be implemented to represent the complex nature of caves and karst. These experiences have provided invaluable understanding of the research community and how to achieve success within that community.

#### PROFESSIONAL EXPERIENCE

#### 2005 – 2001 Hanson Professional Services Inc.

Metropolitan Sewer District, St. Louis, Missouri Project manager for \$1.2 million Blackcreek Watershed Field Verification GIS project. Responsibilities include oversight of project budget, supervision and coordination of project team member (12) s and sub contractors.

St. Charles County, St. Charles, Missouri. Provided GIS database design and GIS technical support for county wide traffic counts and transportation study. Project was completed utilizing ESRI ArcGIS software.

City of St. Charles, St. Charles, Missouri. Provided technical project management, database design and GIS technical support for city wide traffic counts and transportation study. Of particular interest, was the use of GIS in the calculation and identification of High Accident Locations (HAL). Project was completed utilizing ESRI software.

Lambert International Airport, St. Louis, Missouri Provided project management and technical services for GIS attribute information for all as-built utilities on new W1W runway expansion. Responsible for coordination and supervision of field crews collecting attribute data.

Metropolitan Sewer District, St. Louis, Missouri Provided GIS consulting and programming services in support of MSD Environmental Compliance Division. Services included data model design, design and programming of mobile forms, and implementation of MS Access desktop database for field data activities.

City of Bridgeton, Bridgeton, Mo. Provided consulting and programming services for custom applications. Project included the use of ArcObjects and VBA to streamline address locations and custom dialog boxes for attribute presentation. Responsible for all project management and coordination.

## **2001 – 2000 Bentley Systems Inc.**

Indiana Department of Transportation, Indianapolis, Ind. Provided on-site consulting and technical support services. Project included transition of statewide CAD software from legacy system to new technology. Responsible for project planning, consensus building with various internal and external organizations, implementation and project evaluation. Worked on steering committed to create INDOT CAD/GIS user group.

#### 2000 – 1998 Self Employed as a GIS / CAD Consultant

City of Austin Public Works, Austin, Texas. Provided project management and coordination of sub consultant. Also provided custom training and programming services for a system to integrate wastewater overflows in to ArcView GIS and scoring for wastewater work-order prioritization schedules.

Koch Petroleum Group, Corpus Christi, Texas. Designed a spatial data management system for integrating monitoring well readings into an ArcView GIS system. The system allowed reading to be entered into a Palm Pilot and automatically downloaded to the main in-house database.

Kansas Department of Transportation, Topeka, Kan., Missouri Department of Transportation, Jefferson City, Mo., Minnesota Department of Transportation, St. Paul, Minn., Nebraska Department of Transportation, Lincoln, Neb. Custom designed courseware and provided instruction on MicroStation Descartes software. Lab exercises and student manuals were developed utilizing agency data.

Texas Department of Transportation, Austin, Texas. Conducted introductory CAD user training for MicroStation.

Indiana Department of Transportation, Indianapolis, In. Developed and delivered customized training courses under contract for the Department. Also provided consulting services for support staff.

**Des Moines Water Works, Des Moines, Iowa**. Provided consulting services for full-scale GIS/facilities management system. Project included scope development, database transfer, training and implementation services. Coordinated and moderated multi-day organizational sessions.

**Oklahoma Gas and Electric, Oklahoma City, Okla.** Provided integration and training for CAD/GIS administrators. Provided assistance for utilizing raster data into daily workflow. Also provided consulting services to integrate CAD / raster documents into a Projectwise document management system.

#### 1998 – 1994 Magnum Technologies Inc.

City of Jacksonville, Jacksonville, Illinois Provided training and consulting in the use of a GIS system for a "ground up" GIS in a municipal environment. Project included four separate data sources including MicroStation, AutoCAD, ArcView GIS, and existing tabular data.

City of Bridgeton, Bridgeton, Mo. Provided training and consulting in the use of a GIS system and Microsoft Access database for a "ground up" GIS in a municipal environment. Project included six different data sources.

Missouri Department of Transportation, Jefferson City, Mo. Provided custom training and consulting for more than 350 users that were part of a statewide implementation team assigned to switching production CAD systems.

Monsanto, St. Louis, Mo. Provided on-site training and database customization for facilities management personnel at Monsanto's world headquarters campus.

# 1994 – 1998 Civil Engineering Firms (J.T. Blankinship & Associates / Kenneth Balk & Associates.)

Participated as a team member on various survey, mapping, and civil engineering projects.

#### ADDITIONAL EXPERIENCE

Cave Research Foundation, Mammoth Cave National Park. Current GIS Director for CRF and the assembly and management of GIS information with regard to the cave systems in the Park. This position requires extensive leadership and coordination between NPS personnel, the research community and CRF personnel. As a part of this position, I have also completed successful grant applications.

The Nature Conservancy, Peoria, Illinois. Provided GIS consulting services for technical needs assessment associated with the upcoming Illinois Natural Areas Inventory project. Also provided research on available datasets relevant to the project. This project has an estimated cost of \$8 million.

Belleville Area College (1997), Belleville, Illinois. Instructor for Advanced CAD Design class.

The Karst Conservancy of Illinois, Inc. Past President and current Director

The Lechuguilla Exploration and Research Network. Current Board member.

#### **EDUCATION**

B.S 1992	Forestry - Natural Resource Management	Southern Illinois University at Carbondale
M.S Spring	2006 Geographic Information Science (Cand	idate)
	Northwest Missouri State University	,

WPTC	ArcView GIS	1998
ESRI	ArcSDE Database Management	2001
ESRI	Customizing ArcIMS with AXL	2003
ESRI	Customizing ArcIMS using HTML and JavaScript	2003

# Appendix 4

Facilities and Administration Cost Rate Agreement

## Washington University School of Medicine

Facilities & Administration/Indirect Cost RATE (%)

Other Instruction and Research (I&R) Activities	RATE (%)
Other instruction and Research (1&R) Activities	) (on revenue)
Clinical Practice Revenue	11.5 (on revenue)
Off-Campus	6 (on revenue)
Clinical Trials (Sponsors with WUSM Master Agreements) (Sponsors without WUSM Master Agreements)	20 T (recovered at 16.66% of revenue) 22.5 T (recovered at 18.37% of revenue) (effective 4/1/99)

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Research		Research Training		Other Sponsored	
Research	Career	Institutional	Individual	Activities	
53 M	8 TA	8 TA	0	30	
26 M	8 TA	8 TA	0	26	
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53 M	8 TA	8 TA	0	30	
26 M	8 TA	8 TA	0	26	
*50 T	*50 T	8 T	8 T	*30 T	
*50 T	*50 T	8 T	8 T	*30 T	
*50 T	*50 T	8 T			
	26 M 53 M 26 M *50 T *50 T	53 M 8 TA 26 M 8 TA 53 M 8 TA 26 M 8 TA *50 T *50 T	Research         Career         Institutional           53 M         8 TA         8 TA           26 M         8 TA         8 TA           53 M         8 TA         8 TA           26 M         8 TA         8 TA           *50 T         *50 T         8 T	Research         Career         Institutional         Individual           53 M         8 TA         8 TA         0           26 M         8 TA         8 TA         0           53 M         8 TA         8 TA         0           26 M         8 TA         8 TA         0           *50 T         *50 T         8 T         8 T           *50 T         *50 T         8 T         8 T	Research         Career         Institutional         Individual         Activities           53 M         8 TA         8 TA         0         30           26 M         8 TA         8 TA         0         26           53 M         8 TA         8 TA         0         30           26 M         8 TA         8 TA         0         26           *50 T         *50 T         8 T         8 T         *30 T           *50 T         *50 T         8 T         8 T         *30 T

Gifts and Endowments		
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		(student aid accounts = no IDC)

Notes: 1) Exceptions to the 50% rate must be approved by the Department Chair and the Dean. There are no exceptions

to established agency rates.

2) If Washington University is the third party recipient (i.e. subcontractee), the rate applicable to the prime agency funding source is used.

\*\*DHHS Federally negotiated rate agreement dated 12/4/01 provisional as of 7/1/04

Base on which indirect costs are calculated (direct base X indirect rate = indirect dollars):
T (TDC) = total direct costs

M (MTDC) = modified total direct costs (excludes equipment, the portion of subcontracts over \$25,000, rent of off-site activities, stipends, alteration/renovation, tuition, staff tuition and patient care from services obtained from an owned, related or third party hospital or medical facility as stipulated in WU DHHS Rate Agreement)

TA (TADC) = total allowable direct costs (excludes tuition/fees and equipment)

Recovery of indirect costs on sponsored grants/contracts, gifts and endowments: As expenditures are made, the applicable indirect costs are recovered in the General Fund of the School. For all non-government accounts that pay the full indirect rate of 50%TDC, half of the amount is directly reallocated to the department to off-set department-related costs.

G&C 10/99 (G:gifts/Training Manuals and Packets Documents/Research Administration Manual/Section 02/Indirect Cost Rate Listing)