



United States Department of State
U.S. Embassy, Bridgetown

The U.S. Embassy, INL Section, Bridgetown, Barbados is inviting quotes for the procurement of
**a “Turn-Key” Inmate Management System for the Prison Service Grenada
INL CBSI Corrections Program**

Embassy Bridgetown plans to award a Purchase Order. The United States Government reserves the right to cancel this solicitation in part or in full, as necessary. The Request for Quote does not commit the United States Government to make any award.

All quotes and questions shall be sent by email to: albalakr2@state.gov

Deadline for quotations is: May 20, 2016. No offer will be accepted after this date.

Requirements:

Procurement, installation, testing and delivery of a fully functional inmate management system must be completed not later than one year from date of award.

Payment terms: 30 days working days, upon satisfactory receipt of goods or provision of services and receipt of an accurate invoice.

Vendor is required to be registered with the System for Award Management (SAM) and have a DUNS number and a CAGE code.

You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.

- Go to <http://fedgov.dnb.com/webform>

NATO Commercial and Government Entity (NCAGE) Code

- Go to <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Then register with SAM

- Go to www.sam.gov
- You will receive an email from D&B with your DUNS number, you can use this number to register in SAM

A few tips in SAM

- On the business information page, you will create a Marketing Partner Identification Number (MPIR). Write your MPIN down. It is used as a password in other government systems.

- If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
- Only use the NCAGE coder you go for your DUNS number. Remember, the name and address information must match on the DUNS and NCAGE records.
- Make sure to select "Foreign Owned and Located" on the General Information page.
- As a foreign entity, you do not need to provide EFT banking information on the Financial Information page. The remittance name and address are the only mandatory information for you on this page.
- In the point of Contact" section, list the names of people in your organization who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.

**Statement of Objectives
For
Procurement of a "Turn-Key" Inmate Management System for the Prison Service Grenada
INL CBSI Corrections Program**

Project Scope and Objectives

This Statement of Work (SOW) addresses the acquisition of hardware, software and related supplies and equipment as well as IT services to provide a fully functional, "turn-key" inmate management system for the prison service of Grenada. The inmate management system will require a client server local area network with access from five locations. There will be two work stations in the administration building; one work station in the correctional shift offices; one work station in the medical unit and one work station in the R&D unit. The R&D unit will also require stations to capture digital photographs and AFIS compatible finger prints.

The objective of this acquisition is to provide the prison service of Grenada with an automated inmate management system that will:

- reduce paper-based documentation and tracking
- improve efficiency by providing ready access to near real time data
- reduce the time and effort required to process inmates at intake and release
- provide accurate statistical data and reports
- provide reporting on inmate activities
- assist in positive identification of inmates through the use of photographic and biometric data
- provide a technologically sound platform to support expansion of management information services in the future to include data sharing with other agencies

Background

The Grenada prison service operates one facility, Her Majesty's Prison, Richmond Hill in St. Georges, Grenada. Inmate management information is currently maintained in hard copy files and digital files on stand-alone computers. The facility has network of CCTV cameras that transmit digital video to the shift office, but other than that, none of the computers or peripherals are networked. **The following computers and peripherals for the work stations are already in place:**

HP Z230 Tower Workstation

- Operating System: Windows 7 Professional 64
- Graphics: Intel HD Graphics 4600
- Memory: 4 GB DDR3-1600 non-ECC unbuffered SDRAM (1 x 4 GB)
- Memory Slots: 4 DIMM
- Hard Drive: 1 TB 7200 rpm SATA
- Optical Drive: Slim SATA Super Multi LightScribe DVD writer
- Ports: 2 USB 3.0; 1 USB 2.0; 1 USB 2.0 (charging); 1 headphone; 1 microphone
Front/Back
Internal
2 USB 3.0; 4 USB 2.0; 1 serial (optional); 1 parallel (optional); 2 PS/2; 1 RJ-45; 1 audio line in; 1 audio line out; 2 DisplayPort 1.2 (select models); 2 IEEE 1394b (optional)
3 USB 2.0
- Expansion Slots: 1 PCIe Gen3 x16; 1 PCIe Gen2 x4 (x16 connector); 1 PCIe Gen2 x1 (x4 connector); 1 PCIe Gen2 x1; 1 PCI

HP Pro-Display P17A 17-inch 5:4 LED Backlit Monitor.

- Native Resolution: 1280 x 1024
- Contrast Ratio: 1000:1 static
- Brightness: 250 cd/m²
- Pixel Pitch: 0.264 mm
- Response Time: 5 ms on/off
- Display Tilt and Swivel Range: Tilt: -5 to +25°

HP LaserJet Pro 400 color Printer M476 nw multi-function or Equivalent

- Print Technology: Laser
- Output Type: Color
- Printer Connectivity: USB, wireless network ready; High speed USB 2.0; fast Ethernet 10/100 base-TX; wireless 802.11b/g/n
- Printer Processor: 800 Mhz
- Printer Memory: 256 Mb
- Networking: Standard built-in Fast Ethernet, WiFi 802.11
- Copy Reduction/Enlargement: 25% to 400%
- Scan Resolution: Up to 300 x 300 dpi

- Print Speed: 35 ppm
- Fax Speed: 3 seconds per page

The vendor will supply:

- cabling, and networking hardware
- networking software
- installation and testing of all equipment and software
- photograph and fingerprint stations and related equipment.
- software for the fingerprint and photograph equipment
- inmate management software
- on-site training on the inmate management program and the photographic and fingerprinting equipment for Grenada prison service staff
- User licenses for five work stations
- Technical support for one year

All equipment should come with warranties for factory defects, valid for not less than one year.

Variations to Specifications

In the event the vendor(s) cannot exactly match the specifications in this SOW, all variations must be equivalent in performance, durability and usability as those listed herein.

REQUIREMENTS

ITEM #1 - Inmate Management Software and Installation:

General System Requirements:

- The system must provide audit tracking of activity by users for all records and documents
- The system must track inmate housing unit and cell assignments electronically
- The system must provide the ability to index documents and records for easy retrieval based on user selected search criteria
- The system must provide the ability to establish various levels of access based on roles and responsibilities for a particular user and allow for a system administrator to grant accesses and permissions
- The system must allow authorized users to correct file information, based on access levels and permissions assigned by the system administrator
- The system must be able to be securely backed up with full restore capability. Data security protections must comply with industry best practice
- The system should provide user configurable business processes and work flow
- The system should provide for user configurable screen design
- The system must allow system administrators to correct data anomalies and ensure overall data integrity

- The system must provide flexible reporting capabilities to include “user ready” reports and the ability for users to create custom reports
- The system must provide fully searchable data on any field or combination of fields
- To the greatest extent possible, the system must provide drop down lists throughout the system to ensure data integrity
- The system should provide calendar controls for date fields
- The system should provide the ability to create and retrieve notes on individual screens

Intake and Booking:

- The system must assign a booking number for each booking transaction.
- If it is determined that the inmate has never been in custody before, the system must generate a unique inmate identification number. In cases where an inmate has been in custody before, the system should import the existing inmate identification number
- The system should support the use of a biometric fingerprint reader to identify the inmate at intake and release. Once identification is made, the system should display back the name and photo of the inmate, if a match is found, to assist the booking officer in identifying the inmate
- The system must provide the ability to retrieve prior inmate record information.
- The system must retain full biographical, arrest and supplemental information.
- The system must provide the ability to search by name, other known aliases, fingerprint recognition and other key identifying criteria
- The system must provide the ability for an administrator to create their own search criteria for inmates, and contain an advanced search capability
- The system must have the ability to capture and store digital images related to the inmate including facial photographs and photographs of tattoos, scars and distinguishing marks
- The system must have the ability to generate an inmate identification card or wrist band containing, at a minimum, the inmate’s name, inmate identification number, date of birth, date of admission and photograph
- The system must accept and retain next of kin information for inmates
- The system must accept and retain outstanding holds, warrants and detainers transactions for each inmate, including: party initiating; contact name, and type of hold; date entered into system; and date of hold document
- The system must accept and retain physical descriptions, including tattoos and other distinguishing marks and a digital image of each inmate.
- The system must allow creation of physical description by pull down menus for common features, such as eye color, height and weight
- The system must accept and retain commitment type and date for each offence.
- The system should provide the ability to scan and index documents received or not available in electronic format
- The system should provide for user configurable intake and suicide questionnaire screens
- The system should provide the ability to record that an Inmate has received required health screening
- The system must support mental health, drug and alcohol screening
- The system must provide for alerts for things such as suicide risk, gang membership,

serious physical/mental health issues, separation orders etc.

Inmate Classification:

- The system should provide a user configurable classification screens
- The system should generate a classification transaction noting classification scores, approval of classification, and effective date.
- The system should provide for user override of any recommended custody level and/or housing assignment, and require user to document reasons for any such override.
- The system must track all changes in an inmate's custody rating.
- The system must automatically schedule inmate classification assessment/reviews.
- The system should provide the ability to reclassify the inmate and automatically update inmate records based upon predefined criteria
- The system should generate alerts and reports identifying inmate for whom initial classification or re-classification is overdue
- The system should also provide capability to print classification forms
- The system must allow the user to record court dispositions, bail amounts and conditions
- The system must have the functionality to collect and display all arrest information criminal indictments, charges, hearings, sentence information etc. Charge information must include the statutory code, the code description, grade, degree and date of the offense
- The system must commit all edits made to the offense record to a history file upon saving the record
- The system must provide the ability to track the results of hearing(s) associated with the indictment or case
- The system must allow the user to record continuances and rescheduled hearings
- The system must accept and track multiple sentences.
- The system must allow staff to assign sequence of sentences, and account for concurrent and consecutive sentences and any combination thereof, from all indictments or cases.
- The system must assign and have a user maintainable sequence number to track multiple cases for an individual inmate.
- The system must provide the ability to calculate credit for time served for multiple sentences for an individual inmate.
- The system must provide the ability to calculate stop-time or inoperative time when a violation is recorded or an inmate absconds.
- The system must provide the ability to record unassigned credit time, both positive and negative, to a record whereby approved staff can review and apply to an appropriate sentence.
- The system must retain history of credits received and forfeited and any adjustments for each inmate, and display history online and in hard copy.
- The system must provide for tracking release date and release cause.
- The system must document and track any special conditions imposed as part of a sentencing order.
- The system must create/maintain/drop holds, warrants and detainers.

Case Management:

- The system must accept and retain information about each inmate's social history to include citizenship, family information, employment history, education, address history, religious preference, affiliations, emergency contacts etc.
- The system must accept and retain housing status transactions for each inmate, including housing unit and bed number, dates of assignment and reassignment, and identity of staff entering and approving transactions.
- The system should provide the ability to manage inmate work assignments and have the ability to query eligibility based on predefined criteria for each job type.
- The system must accept and retain work assignment transactions for each inmate, including the effective date of each
- The system must provide the ability to enter and search chronological notes by keyword and/or standard user defined categories
- The system should provide the ability to manage and process incoming data from external systems
- The system must provide the ability to generate an alert of pending/scheduled release to appropriate staff
- The system must allow the user to obtain a daily list of inmates scheduled for court hearings
- The system must have the ability to display all inmate information, including a digital photograph of the inmate, in a consolidated view for any user querying a particular inmate
- The system must provide the ability to establish a master inmate daily schedule. Daily inmate schedule includes assignments, classes, appointments, court appearances, etc.
- The system must provide for the ability to allow for prioritization of different types of inmate appointments
- The system must provide the ability to generate an individual inmate's daily schedule for use in managing an inmate's scheduled and unscheduled movement
- The system must provide the ability to add unscheduled movements
- The system must provide the ability to query and display inmate movement history.
- The system must provide the ability to record, maintain and track sentencing information for each charge to include sentence conditions, whether sentence is consecutive or concurrent, sentence expiration and projected release dates
- The system must provide the ability to record and track any special conditions such as court ordered programs, restitution and fines
- The system must provide the ability to maintain a history of any inmate status changes within an institution e.g., general population, segregation, observation, etc.
- The system must track detail and provide history of all institution admissions, transfers, absences, escapes, returns, and releases for the inmate including date and time, and type of admission, transfer, absence, escape, return, and release
- The system must provide the ability to maintain a history of the inmate's living unit and bed assignment

Inmate Counts:

- The system must support the business practice of taking physical inmate counts and comparing the physical count to the current count within the system at the level of units and/or wings, noting the person who conducts/reports the physical count and the scheduled start time of the count
- The system should compare counts reported for each location to system counts, and issue an alert if a discrepancy exists between physical count and system count
- The system must maintain a roster of inmates by housing unit assignment and listing those that are temporarily out of the facility during a count
- The system should generate and retain count reports for each physical count online and generate hard copy count reports for each count of the day
- The system should list the identity and count of inmates temporarily not in their assigned units or not at their job assignment on all count reports for each unit

Inmate Visiting:

- The system must provide the ability to track all visits made to an inmate, including visitor(s) name, date/time, visit limitations and any incidents and resulting actions from the visit (e.g., visitor placed on disapproved list based on behavior).
- The system must provide the ability to make available all information for visitation by querying the system for certain criteria.
- The system must provide the ability to automatically approve or disapprove a visit and allow for manual override of the decision.
- The system must accept and retain visit history transactions, noting date, time, visitor identification, inmate identification, location, and departure time

Inmate Programs:

- The system should have the capability to track treatment programs including specific requirements for eligibility. The system should have the ability to generate a list of eligible inmates or determine the eligibility of a single inmate based on the specific program eligibility requirements
- The system should provide the ability to maintain a roster of instructors or volunteers for each program. Roster must include basic demographic information, credentials, identification information, and certification(s)
- The system should provide the ability to define a program including whether the program enrollment is either open or structured as well as the capacity of the program
- The system should not allow the enrollment of a program to exceed the capacity of the program
- The system should provide the ability to track program attendance. The facility must have the ability to record any absence of attendance as either 'excused or unexcused'. Attendance should be viewable at the program level as well as from the individual participant's record
- The system should provide a waiting list of eligible inmate participants for programs
- The system should provide a way of documenting how the request for enrollment was made (inmate, facility, court) and provide a method of assigning importance or priority to

the requests

- The system should provide the ability to maintain program schedules, inmates scheduled to participate, program locations and generate daily program rosters
- The system should provide the ability to record information regarding an inmate's attendance in specific programs, including start and end dates and why discharged if the program was not successfully completed
- The system should provide a function for entering and displaying if student educational requirements are met
- The system should provide the ability to support management and monitoring of inmate employment and work release programs in the community
- The system should provide the ability to track and maintain a historical record of inmate employment (pre and post incarceration)
- The system should provide the ability to track an inmate's institutional work status (active, inactive, segregation) and suspend pay as appropriate
- The system should provide the ability to maintain a schedule of religious programs
- The system should provide the ability to track court ordered service hours based on court case numbers, hours owed, hours completed and date hours were assigned
- The system should provide the ability to support the management and monitoring of an inmate home monitoring program
- The system should provide the ability to document start date, potential release date, actual release date, connection fee, daily fee, projected total dollar amount and case officer for home monitoring programs.
- The system should provide the ability to record the details of the electronic home monitoring equipment issued including monitor type, company name brand, model, serial number, transmitter number, etc.

Inmate Discipline:

- The system must generate an incident number through an incident entry screen allowing initial entry and coded identification of an incident involving an inmate resulting in any type of injury, violation of facility rules or risk to the health and safety of inmates and/or staff. Initial entry procedure will include capture of date, time, inmates/staff involved, staff entering incident into system, names of staff reporting the incident, and a notes field for descriptions
- The system must a unique number for each incident, and then number sequentially
- The system should provide the capability to electronically notify selected staff when an incident is entered in the system
- The system must accept and retain several related dates and times, including: incident date and time; entry date and time, approval date(s), date assigned to investigator, due date for investigation, hearing date, and date of closure.
- The system must accept and retain identity of involved parties, including: assigned investigator(s); initial reported inmate, staff or other victim(s); initial recorded inmate suspect(s); involved staff; witnesses, both staff and inmate; shift supervisor on duty at time of incident; person who reported incident to shift supervisor; medical staff involved in treatment of injuries to any participant in the incident

- The system must allow single screen access linking incident entry, summary report, notice of charges, hearing summary, and disciplinary summary, including date and location of incident, incident numbers, and date of last entry to each screen/report.
- The system must include approval of incident summary reports at the institutional level, and must retain all subsequent updates and modifications of the incident and related approvals to show a complete history of activity on a specific incident.
- The system must provide for the entry, tracking , printing and authorization of incident reports.
- The system must accept and retain incident summary reports, keyed to the incident number, that include all staff providing written statements on the incident, all information captured at the initial incident entry, all updates to the initial information.
- The system must accept and retain disciplinary transactions that incorporate a notice of charges, a hearing on the charges, and details of disciplinary hearings, linked to an incident.
- The system must be able to track rule violations, due process events and case dispositions
- The system should provide the ability to support scheduling of disciplinary hearings
- The system must provide the ability to provide a notice to the inmate that a conduct or violation has occurred and generate a hardcopy of rights for the inmate
- The system should provide the ability to provide a notice to the inmate of a scheduled disciplinary hearing
- The system should provide the ability to show that the inmate has waived his or her rights, due process, or disciplinary hearings
- The system should provide the ability to reflect names of advocates, witnesses and other interested parties as required. The system should provide the ability to document the results and conclusions from a disciplinary hearing
- The system should provide the ability to edit sanctions
- The system should provide the ability to modify dispositions based on the outcome of an appeal

Inmate Release:

- The system must provide for a pre-release audit of all modules prior to the permanent release of an inmate. This audit module must provide the ability for the user to create and apply their own defined release check(s). The pre-release audit check process must allow the user to determine if the failure of the check triggers a system override or a system warning
- The pre-release audit check process should provide user-defined coding for successful checks as well as checks that have failed
- The audit checklist should include verification of outstanding holds, warrants and detainers, using the information previously input into the System
- The system should allow the user to identify the inmate being released through an interface with a biometric fingerprint identification system
- The system should allow the user to record the return of facility issued uniforms and other government property from each inmate being released
- The system must allow the user to record the return of personal property to each inmate

- being released (from information previously input into the System).
- The system must be capable of generating reports of all inmates released from the custody of the facility.
- The system should allow the user to record all inmate transports, including the name of the transporting officer and agency, the date and time of the transport, the reason(s) for the transport, whether or not the inmate is to be returned to the Jail, and, if so, the date and time the inmate is to be returned. The system must provide for the standardized description of reason(s) for transport and other law enforcement agencies conducting the transport.
- **Inmate Grievances:**
- The system should support a grievance logging system, tracking multiple levels of grievance processing. The system should automatically generate a unique grievance number for each grievance logged
- The system should provide functions to enter and review inmate grievances and track the progress of grievances until final disposition
- The system should generate receipts to the inmate when grievances are filed submissions and reports of all recommendations and decisions.
- The system should provide the ability to track the investigation and decision regarding all grievances received from inmates.
- The system should provide the ability to categorize grievances by type.
- The system should provide the ability to track inmate appeal of grievance decisions and support the corresponding investigation and review process. This includes tracking the number of complaints against individual staff.
- The system should provide the ability to determine whether grievances and appeals are processed within the acceptable time frame.
- The system should provide reports including number of complaints filed, active complaints at various levels, complaints filed by location and by category, final dispositions, etc.
- The system should be capable of generating user defined grievance reports, accessible by date range, , grievance type, final disposition, grievances filed by specific inmates, grievances filed against a specific staff member, etc.

Inmate Clothing and Property:

- The system must provide the ability to keep a history of property received during or after intake and whether each item was accepted or rejected and placed in storage or returned to the sender
- The system must provide the ability to maintain a current list of property held at the facility for each inmate
- The system must provide the ability to generate a printed property inventory sheet for the

inmate to sign

- The system must provide the ability to record damage to property
- The system must provide the ability to keep a record of the final disposition of inmate property
- The system must provide the ability to record and track confiscated property
- The system must be capable of continuous, real-time tracking of storage locations of inmate property stored at the facility
- The system should provide the ability to record release of items of inmate property to family members or other authorized persons and to generate receipts for signature the inmate and the person receiving the property
- The system must provide the ability to track the issuance and return of clothing and other government owned property to an inmate. The system should also track issuance of expendable items such as soap and toothpaste which will not be returned
- The system must have a property screen that allows for easy entry of property items upon booking

Inmate Medical:

- The system must allow the user to input the results of each medical/mental health examination, treatment orders, prognoses, referrals, diagnoses, etc.
- The system must provide System Administrator-customizable medical screening questions and default Yes/No/Refused answer fields for each question, to facilitate quick and routine medical screening
- The system must provide the ability to generate user defined queries and reports on medical information
- The system must allow the user to record any and all medication each inmate is currently taking
- The system should provide standard lists for medications, illegal substances, and illnesses
- The system should provide standard lists for special dietary restrictions/requirements.
- The system must include past incarceration medical history with current incarceration medical history in all inmate medical record keeping

ITEM #2 - Local Area Network Supplies, Equipment, Hardware and Software and Installation

Requirements:

- The vendor will supply all necessary and appropriate equipment, materials, software, installation and related services, to provide a fully functional Local Area Network at Her Majesty's Prison, Richmond Hill, Grenada.
- The Local Area Network will support five work stations located in two separate buildings.
- The Administration building will require two work stations in two separate offices.

- The upper floor of the reception building will require one work station in the chief's office and one work station in the medical office.
- The ground floor of the reception building will require one work station in the inmate receiving and discharge (R&D) area. There will also be digital fingerprint and photograph stations in R&D.
- The distance from the reception building to the administration building is approximately 800'
- Approximately 400' of cable will be required to complete connections within the reception building
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- The LAN should be designed to accommodate expansion to up to ten additional work stations

ITEM #3 – Digital Fingerprint Capture Station

Specifications: Futronic FS60 EBTS/F Live Optical Finger Scanner or equivalent

- Operating System: Microsoft Windows XP, Vista, Win7, Win8 and Linux
- Connection: USB 2.0
- Resolution: 500 DPI
- Fingerprint Capture Method: Four Finger Touch
- Image Capture Area: 3.2" X 3.0"
- Fingerprint Image Size: 300 X 440 Pixels
- Sensor Type: Optical CMOS
- Illumination: Infrared LEDs
- Size: Width: 4.86"; Length: 6.00"; Height: 3.35"; Weight: 4.4lbs
- Electrical: 4.4-5.5V via USB port. No external power supply required

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-20)**

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	SEPT 2007
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate 1 (FEB 2007) of 52.212-4 applies if the order is time-and-materials or labor-hour)	FEB 2007
52.227-19	Commercial Computer Software – Restricted Rights (if order is for software)	JUN 1987
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	APR 1984
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (SEPT 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-3. Protest after Award (AUG 1996) (31 U.S.C. 3553);
- (2) 52.233-4. Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate]

	Clause Number and Title
	(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEPT 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402). <i>[Check if order exceeds \$100,000]</i>
	(2) – (16) [Reserved].
✓	(17) 52.222-19, Child Labor – Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126). <i>[Check if order is for supplies and exceeds the micro-purchase threshold]</i>
	(18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if the following apply: for supplies, the order exceeds \$100,000 and is awarded to a U.S. firm. For services, the order exceeds \$100,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793). <i>[Check if the following apply: for supplies, the order exceeds \$10,000 and is awarded to a U.S. firm. For services, the order exceeds \$10,000 and is awarded to a U.S. firm whose employees who will be performing the work were recruited within the U.S.]</i>
	(22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212). <i>[Check if you have included the clause 52.222-35]</i>
	(23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201) <i>[Check if the order is for services and the amount exceeds \$100,000]</i>
✓	(24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) <i>[Check for all orders]</i>
	(24)(i) Alternate I of 52.222-50 <i>[Check if the contracting officer has been notified of specific U.S. directives or notices regarding combating trafficking in persons that apply to contractor employees]</i>
	(25) – (27) [Reserved].
	(28) 52.225-5, Trade Agreements (AUG 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note). <i>[Check if the order is for supplies or services that involve the</i>

	<i>acquisition of supplies and the amount exceeds \$193,000]</i>
	(29) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury). <i>[Check if the order is for either supplies or services and the amount exceeds the micro-purchase threshold, unless authorized by OFAC]</i>
	(30) – (33) [Reserved].
	(34) 52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003) (31 U.S.C. 3332). <i>[Check if payment will be made by EFT and the contractor has registered in the CCR]</i>
	(35) 52.232-34, Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be made by either EFT or other means, e.g., check, and the contractor has not registered in the CCR]</i>
	(36) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332). <i>[Check if payment will be made by a third party, e.g., purchase card]</i>
	(37) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a). <i>[Check if the order is for information technology which requires security of information technology, and/or is for the design, development, or operation of a system of records using commercial information technology services or support services]</i>
	(38)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). <i>[Check if the order is for supplies that may involve ocean transportation: at least 50% of the gross tonnage must be transported on privately owned U.S.-flag commercial vessels to the extent that such vessels are available at rates that are fair and reasonable for U.S.-flag commercial vessels]</i>
	(ii) Alternate I (APR 2003) of 52.247-64. <i>[Check if 100% of the supplies will be transported on privately owned U.S.-flag commercial vessels]</i>

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial items, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting officer check as appropriate.]

	Clause Number and Title
	(1) – (4) [Reserved].
	(5) 52.237-11, Accepting and Dispensing of \$1 Coin (AUG 2007) (31 U.S.C. 5112(p)(1)). <i>[Check if order is for services that involve business operations conducted in U.S. coin and currency, including vending machines]</i>

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in

excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records -- Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) [This paragraph applies only if award is made to a U.S. firm, *except* for item (vii) which applies to all orders.] Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) [Reserved].

(vii) Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(End of clause)

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6)
CLAUSES**

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979. As Amended (if order exceeds \$100,000)	AUG 1999
652.228-71	Workers Compensation Insurance (Defense Base Act) – Services (for services to be performed overseas when the contract includes covered contractor employees as defined in paragraph (a) of the clause) Fill-in for paragraph (c): “(c) The current rate under the Department of State contract is [contracting officer insert rate] of compensation for services.”	JUNE 2006
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.242-70	Contracting Officer’s Representative (if a COR will be named for the order) Fill-in for paragraph b: “The COR is ..”	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

Department of State Personal Identification Card Issuance Procedures

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor’s employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov.m/ds/rls/rpt/c21664.htm>.

(End of clause)