



*Embassy of the United States of America*

San Salvador, El Salvador, C.A.  
January 4, 2016

Dear Prospective Offeror/Quoter:

The American Embassy San Salvador, has a requirement for a **Writer Editor to assist RIG/San Salvador staff**. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information and specifications.

The Embassy plans to award a purchase order. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Return the completed SF-18 to the address shown in Block 5a of the SF-18 by Tuesday, January 19, 2016, at 11:00 a.m. Oral or late quotations will not be accepted.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott McDow", with a long horizontal flourish extending to the right.

Scott McDow  
Contracting Officer

Enclosure:  
As Stated.

**Solicitation Number S-ES60016Q0039**

The American Embassy in San Salvador invites you to submit a quotation to provide **Writer Editor to assist RIG/San Salvador staff**, as per described in Attachment A.

Submit your proposal via e-mail to Janina de Rengifo, [RengifoJM@state.gov](mailto:RengifoJM@state.gov) on or before Tuesday January 19, 2016, at 11:00 a.m. No proposal will be accepted after this time.

In order for a proposal to be considered, you must complete and submit the attached SF-18.

Please address any questions to:  
Janina M de Rengifo  
Email: [RengifoJM@state.gov](mailto:RengifoJM@state.gov)

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)		PAGE <b>1</b>	OF 1	PAGES <b>15</b>
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1. REQUEST NO. <b>S-ES60016Q0039</b>	2. DATE ISSUED <b>01/04/2016</b>	3. REQUISITION/PURCHASE REQUEST NO. <b>PR4973327</b>	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
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5A. ISSUED BY <b>General Services Office, American Embassy, Blvd. y Urb. Santa Elena, Antiguo Cuscatlán, El Salvador</b>	6. DELIVER BY (Date)
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY	
NAME <b>Janina de Rengifo</b>	TELEPHONE NUMBER	FOB DESTINATION	<input checked="" type="checkbox"/> OTHER (See Schedule)
	AREA CODE	NUMBER <b>2501-2462</b>	

8. TO:	9. DESTINATION
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE <b>USAID, North Gate, final Calle Conchagua,</b>
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c. STREET ADDRESS	b. STREET ADDRESS <b>Blvd. y Urb. Santa Elena, Antiguo Cuscatlan,</b>
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d. CITY	e. STATE	f. ZIP CODE	c. CITY <b>El Salvador</b>
			d. STATE
			e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>Tuesday, January 19, 2016, at 11:00 a.m.</b>	<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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**II. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>1</b>	<b>WRITER EDITOR PROFESSIONAL SERVICES</b>  <b>** PER ATTACHED STATEMENT OF WORK IN ATTACHMENT A **</b>	<b>1</b>	<b>EA</b>		

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations  are  are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION
a. NAME OF QUOTER					
b. STREET ADDRESS			16 SIGNER		
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE
					NUMBER

## ATTACHMENT A

### **Statement of Work for Purchase Order WRITER/EDITOR SUPPORT TO RIG/SAN SALVADOR**

#### I. BACKGROUND

RIG/San Salvador is responsible for conducting audit activities relating to the foreign assistance programs and agency operations of USAID and other international development agencies. Audit activities include performance audits/reviews of programs and management systems, financial statement audits required under the Chief Financial Officers Act, and financial related audits of grantees and contractors.

#### II. PURPOSE

The purpose of the services provided by the prospective firm or individual is to assist RIG/San Salvador staff in preparing draft and final reports that meet all OIG standards for quality and readability.

#### III. DELIVERABLES

The following are some illustrative tasks the consultant may employ to achieve the purpose of this Purchase Order:

- Providing writing and editing services in support of the design, development, and production of RIG/San Salvador, audit reports; annual audit plans; correspondence; and other written products.
- Maintaining a full understanding of OIG policies, procedures, and guidelines, and advises the RIG, Audit Manager and staff on designing and drafting reports and other written products; developing and providing training for managers and staff on effective writing techniques and the effective use of graphics in reports and other written products.
- Serving as an advisor/coach/mentor to RIG managers and staff on the design, format, and content of reports and other products, with the goal of (1) ensuring that products clearly and concisely convey the appropriate information to their

intended audiences and (2) auditors improve their writing and report review skills over time.

- Editing or rewriting text for clarity and accuracy; applying Gregg Reference Manual style requirements; and completing reviews of proposed publications for style, design, layout, and editorial aspects.
- Performing other related duties as assigned.

#### IV. TECHNICAL DIRECTION AND ACCEPTANCE

Technical direction for performance of this Statement of Work will be issued by the Regional Inspector General, San Salvador or his designee, based on full compliance with the Statement of Work.

#### V. LOGISTIC SUPPORT

The Contractor is an external consultant and s/he will work independently outside the compound of the U.S. Embassy in San Salvador and will receive and deliver most products by email; however, s/he will have periodic meetings and consultations at USAID either in person or by phone. The Contractor will be responsible to arrange and pay for all logistic support required under the resulting award, therefore, Offerors must budget all costs necessary for the execution of the activities required in this scope of work.

#### VI. PROGRESS PAYMENT

Payments will be made on an hourly basis, billed weekly, based on an approved work plan for each week. Payment will be made in accordance with the Fast Payment Procedure, FAR Clause 52.213-1. Payment will be processed after receipt by the Controller's Office of invoice in original and three copies, Voucher Standard Form 1034.

#### VII. ESTIMATED LEVEL OF EFFORT AND TIMEFRAME

The level of effort will be periodic projects paid at an hourly rate. For each project, the contractor will submit an hourly estimate for approval by the Regional Inspector General/San Salvador. The expected period of performance will start o/a January 1, 2016 and will end o/a August 31, 2016.

#### VIII. QUALIFICATIONS

Interested Offerors must have, as minimum, the following qualifications:

Equivalent to a Bachelor's degree in Journalism, Communications, English or a related field and 5 years of professional experience related to writing and/or editing complex work products.

Knowledge of (or ability to quickly learn) GAO and CIGIE audit and inspection standards in order to evaluate reports for adequacy and appropriateness of criteria, evidence, findings, conclusions, recommendations, and handling of OIG comments.

Knowledge of (or ability to quickly learn) USAID and OIG's communications policies, concepts, practices, standards, goals, objectives, work processes, and administrative operations.

Analytical skills needed to review written products for logic, coherence, and persuasiveness and recommend ways of addressing identified weaknesses.

Knowledge of grammar, style, usage, and effective presentation techniques needed to perform thorough substantive and copy edits of reports, studies, or other long documents of a technical nature; the ability to shape rough drafts into coherent presentations capable of persuading decision makers to take recommended actions; and the ability to revise technical language to make it readily understandable to a variety of audiences.

Strong oral communications ability in order to interact constructively with report authors to either convince them of the need to make suggested revisions or arrive at a workable compromise solution, and to work productively with staff at all levels of an organization to complete important projects.

Skill in operating commonly used word processing software.

#### EVALUATION CRITERIA

All proposals will be evaluated pursuant to the standards below, in ranking order.

Education (40 points)

Prior related work experience and past performance (40 points)

Writing sample (20 points)

Information to be included in proposals

Proposals shall not exceed 10 pages (any proposals over 10 pages will not be evaluated), single-spaced, using Times Roman 12-point font, must be organized as indicated below. Any charts and tables must be numbered as part of the page limit:

Detailed listing of relevant education (recommended 1 page)

Detailed description of prior related work experience and past performance  
(recommended 2 pages)  
Writing sample (recommended 5-7 pages).

#### IX. QUALITY ASSURANCE PLAN (QAP)

For the deliverables, RIG/San Salvador will review provided documents to ensure that they adhere to the stated quality standards.

#### ESTIMATED BUDGET:

1200 hours @ Estimated Cost = \$25,000.00 - \$50,000.00

**\*\* IMPORTANT NOTE: In order to be eligible for award, vendors must be registered in the US Government System for Award Management (SAM).**

**Please visit this for our QUICK GUIDE FOR CONTRACTOR REGISTRATION:**

[http://photos.state.gov/libraries/elsavador/892757/MICLASON/Quick\\_Guide\\_for\\_Contract\\_Registrations.pdf](http://photos.state.gov/libraries/elsavador/892757/MICLASON/Quick_Guide_for_Contract_Registrations.pdf)

## 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: <https://www.acquisition.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)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (OCT 2008) of 52.212-4 applies if the order is time-and-materials or labor-hour)	SEPT 2013
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.225-25	Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran – Representation and Certification (applies to acquisitions above the micropurchase threshold)	DEC 2012
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
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 2013)

(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) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 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]**

\_\_\_ (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).

\_\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

\_\_\_ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

\_\_\_ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

\_\_\_ (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).

\_\_\_ (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

\_\_\_ (8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (May 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

\_\_\_ (9) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

\_\_\_ (10) 52.219-4, *Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011)* (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (11) [Reserved]

\_\_\_ (12)(i) 52.219-6, *Notice of Total Small Business Set-Aside (Nov 2011)* (15 U.S.C. 644).

\_\_\_ (ii) *Alternate I (Nov 2011)*.

\_\_\_ (iii) *Alternate II (Nov 2011)*.

\_\_\_ (13)(i) 52.219-7, *Notice of Partial Small Business Set-Aside (June 2003)* (15 U.S.C. 644).

\_\_\_ (ii) *Alternate I (Oct 1995) of 52.219-7*.

\_\_\_ (iii) *Alternate II (Mar 2004) of 52.219-7*.

\_\_\_ (14) 52.219-8, *Utilization of Small Business Concerns (Jul 2013)* (15 U.S.C. 637(d)(2) and (3)).

\_\_\_ (15)(i) 52.219-9, *Small Business Subcontracting Plan (Jul 2013)* (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) *Alternate I (Oct 2001) of 52.219-9*.

\_\_\_ (iii) *Alternate II (Oct 2001) of 52.219-9*.

\_\_\_ (iv) *Alternate III (Jul 2010) of 52.219-9*.

\_\_\_ (16) 52.219-13, *Notice of Set-Aside of Orders (Nov 2011)*(15 U.S.C. 644(r)).

\_\_\_ (17) 52.219-14, *Limitations on Subcontracting (Nov 2011)* (15 U.S.C. 637(a)(14)).

\_\_\_ (18) 52.219-16, *Liquidated Damages—Subcontracting Plan (Jan 1999)* (15 U.S.C. 637(d)(4)(F)(i)).

\_\_\_ (19)(i) 52.219-23, *Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008)* (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) *Alternate I (June 2003) of 52.219-23*.

\_\_\_ (20) 52.219-25, *Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Jul 2013)* (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (21) 52.219-26, *Small Disadvantaged Business Participation Program—Incentive Subcontracting (Oct 2000)* (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (22) 52.219-27, *Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011)* (15 U.S.C. 657 f).

\_\_\_ (23) 52.219-28, *Post Award Small Business Program Rerepresentation (Jul 2013)* (15 U.S.C. 632(a)(2)).

\_\_\_ (24) 52.219-29, *Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013)* (15 U.S.C. 637(m)).

\_\_\_ (25) 52.219-30, *Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013)* (15 U.S.C. 637(m)).

\_\_\_ (26) 52.222-3, *Convict Labor (June 2003)* (E.O. 11755).

X (27) 52.222-19, *Child Labor—Cooperation with Authorities and Remedies (Mar 2012)* (E.O. 13126).

\_\_\_ (28) 52.222-21, *Prohibition of Segregated Facilities (Feb 1999)*.

\_\_\_ (29) 52.222-26, *Equal Opportunity (Mar 2007)* (E.O. 11246).

\_\_\_ (30) 52.222-35, *Equal Opportunity for Veterans (Sep 2010)* (38 U.S.C. 4212).

\_\_\_ (31) 52.222-36, *Affirmative Action for Workers with Disabilities (Oct 2010)* (29 U.S.C. 793).

\_\_\_ (32) 52.222-37, *Employment Reports on Veterans (SEP 2010)* (38 U.S.C. 4212).

\_\_\_ (33) 52.222-40, *Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)* (E.O. 13496).

\_\_\_ (34) 52.222-54, *Employment Eligibility Verification (JUL 2012)*. (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

\_\_\_ (35)(i) 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008)* (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (36) 52.223-15, *Energy Efficiency in Energy-Consuming Products (DEC 2007)* (42 U.S.C. 8259b).

\_\_\_ (37)(i) 52.223-16, *IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007)* (E.O. 13423).

\_\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.

\_\_\_ (38) 52.223-18, *Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)* (E.O. 13513).

\_\_\_ (39) 52.225-1, *Buy American Act—Supplies (Feb 2009)* (41 U.S.C. 10a-10d).

\_\_\_ (40)(i) 52.225-3, *Buy American Act—Free Trade Agreements—Israeli Trade Act (Nov 2012)* (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

\_\_\_ (ii) Alternate I (Mar 2012) of 52.225-3.

\_\_\_ (iii) Alternate II (Mar 2012) of 52.225-3.

- \_\_\_ (iv) Alternate III (Nov 2012) of 52.225-3.
- \_\_\_ (41) 52.225-5, Trade Agreements (SEPT 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
- \_\_\_ (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- \_\_\_ (43) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- \_\_\_ (44) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- \_\_\_ (45) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- \_\_\_ (46) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- \_\_\_ (47) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- X** (48) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).
- \_\_\_ (49) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).
- \_\_\_ (50) 52.232-36, Payment by Third Party (Jul 2013) (31 U.S.C. 3332).
- \_\_\_ (51) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).
- \_\_\_ (52)(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).
- \_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, 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.]**

- \_\_\_ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).
- \_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).
- \_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 351, *et seq.*).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

\_\_\_ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O.13495).

\_\_\_ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

\_\_\_ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(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) 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 this paragraph (e)(1) in a subcontract for commercial items. Unless

otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Jul 2013) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

X (ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (Feb 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JUL 2012).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 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.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

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

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
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
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
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:

**652.204-70 Department of State Personal Identification Card Issuance  
Procedures  
(MAY 2011)**

(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)



# Requisition Number: PR4973327

Requisition Title: USAID- RIG Writer Editor- Funding RIG

Purchase Request: PR4973327

Request Type: Requisition

Requesting Office: AMERICAN EMBASSY SAN SALVADOR

Issued on Thu, 24 Dec, 2015

Created on Thu, 24 Dec, 2015 by Isabella Parker

**Vendor:**

NOVENDOR

UNITED STATES

**Ship To:**

Department of State  
 URBANIZACION Y BLVD SANTA ELENA  
 ATTN: USAID OE  
 C.A. SAN SALVADOR  
 EL SALVADOR

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Writer Editor to assist RIG/San Salvador ...		each	1	Thu, 07 Jan, 2016	\$0.00 USD	\$0.00 USD
Writer Editor to assist RIG/San Salvador staff in preparing draft and final reports that meet all OIG standards for quality and readability.							

**Bill To:**

Department of State  
 URBANIZACION Y BLVD SANTA ELENA  
 ATTN: USAID OE  
 C.A. SAN SALVADOR  
 EL SALVADOR

**Funding:**

Type	Percentage	Amount(Local Currency)	Amount(USD)	Details
Commodity Accounting Line	100%	\$0.00 USD	\$0.00 USD	-----

**Total** \$0.00 USD

**Status: Submitted**

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Not Required	Ready	Approver 6: Watcher - Optional Approver	San Salvador Watchers		
Required	Approved	Approver 1: Organizational Approver 1	San Salvador USAID Approvers	Celina Martinez	Thu, 24 Dec, 2015
Not Required	Ready	Approver 2: Organizational Approver 2	San Salvador USAID Watchers		
Required	Approved	Approver 3: Procurement Team	San Salvador Contracting	Scott	Mon, 28 Dec,

			Officers	McDow	2015
Required	Ready	Approver 4: B&F	San Salvador GSO Procurement		
Required	Pending	Approver 5: FMO	San Salvador USAID B&F		
Required	Pending	Approver 7: Final Approver	San Salvador Contracting Officers		

**Requisition Comments**

- Isabella Parker, 12/24/2015:  
 In addition to advertising it in Fedbizops please announce it in the Embassy web site and the volcano views .  
 POC: Jon Chasson, Office Director of the Regional Inspector General or designee  
 EOCC- 2520900  
 Funding- 7210 RIG (Isabella Parker, Thu, 24 Dec, 2015)

**Requisition Attachments**

- ATTACHMENT by **Isabella Parker** on *Thursday, December 24, 2015 at 10:24 AM*  
 Statement of Work Writer Editor.docx (35858 bytes)