



## **Request for Proposal (RFP) – Contract Services for**

This RFP is published in support of ongoing programs, directed by the First Responder Center for Excellence for Reducing Occupational Illness, Injuries and Deaths, Inc. (FRCE). All potential respondents to this RFP are urged to read the entire document for clarity and understanding of the request. All submissions received by the FRCE in reference to this request will be considered to have been tendered with full knowledge and understanding of the specifics of the RFP.

**RFP#:**           **FRCE-2020-08**

**Requirement:**       **Meeting/Event Planner**

**Date Issued:**       **April 1, 2021**

**Submissions Due:**   **April 22, 2021**

**Anticipated Term:**   **April 30, 2021 – December 31, 2022**

**All submissions will be received at either [ljacobs@frcmail.org](mailto:ljacobs@frcmail.org) (electronic submission) or First Responder Center, 2130 Priest Bridge Drive., Suite 11, Crofton, MD 21114 Attn: L. Jacobs. Any submissions received after April 22, 2021 will not be evaluated.**

This solicitation adheres to all federal procurement procedures and protocols, as detailed in applicable funding instruments, including, but not necessarily limited to the OMB Circulars A-110, A-122 & A-133, and/or OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"), issued on December 26, 2013, and subsequently issued agency regulations implementing the Uniform Guidance. Accordingly, it is the FRCE intent to conduct this procurement under these federally mandated guidelines and requirements.

## Scope of Services Sought and Evaluation Criteria

1. Project Narrative:

### **ABOUT THE FIRST RESPONDER CENTER FOR EXCELLENCE (FRCE)**

An affiliate of the National Fallen Firefighters Foundation, the FRCE is a leading resource for first responders and their family members to promote quality educational awareness and research to reduce physical, emotional, and psychological health and wellness issues for first responders.

### **DESCRIPTION OF MEETING/EVENT PLANNER**

The First Responder Center for Excellence is seeking an individual/organization to assist in coordinating meetings, conferences and symposiums as well as provide appropriate follow-up documentation and reports at the completion of each event. The FRCE schedules and manages a variety of events including but not limited to symposiums, conferences and meetings. These events are held in a variety of locations across the country for a specific audience and/or a specific topic.

### **GENERAL REQUIREMENTS and SCOPE OF WORK**

The selected contractor will work with the FRCE's Program Manager and Program Specialist to ensure meetings, symposia, and conferences meet all the logistical needs of the FRCE including but not limited to:

- coordinating efforts related to organizing and hosting multiple events
- assist with the development of agendas
- ensure invited guests and speakers receive appropriate information regarding the event
- assist with the preparation handouts and materials prior to the event
- prepare or assist with the preparation of reports related to meeting outcomes

The selected contractor will work with the FRCE's travel contractor and other FRCE personnel to ensure meetings, symposia, and conferences meet all the logistical needs of the FRCE. Furthermore, the contractor will be required to work with the software used by the FRCE to track registrations and logistics for meetings and conferences.

2. Project Term: The term of the contract will be for one-year and/or the length of the Period of Performance as indicated in the grant(s) funded position. The award will have a five-year option included for potential contracts with similar requirements.

3. Contract Type. All proposed pricing will include equipment and labor costs, personnel expenses, transportation of all materials and personnel and profit.
4. Project Reporting Parameters: Reporting will be determined as outlined in a finalized Scope of Work. However, reporting is customarily completed on a monthly basis and/or as deemed necessary by the grant award.
5. Evaluation Criteria: The contract will be awarded to the responsible offeror that proposes the most advantageous proposal to the FRCE taking into account all offerors' technical capabilities, experience and past performance, and overall pricing, which shall be determined by the FRCE in its sole discretion. Evaluative criteria to be utilized for examination of submissions will include:
  - demonstrate a proven track record of events management
  - experience with fire service events

Technical Capabilities: Contractors will submit a resume or cV possessing the technical capabilities required for the scope of the individual contract. Additionally, contractor will submit a list of all equipment (owned by the firm) that will facilitate the technical aspects of this contract.

Experience/Past Performance: Potential contractors should provide a narrative, no more than 2 pages in length, with references and contact information, which details your experience in providing the desired services and examples of successful past performance with projects of similar size and scope.

Price Proposal: Given the contract type (see Section 3 above), please provide sufficient detail to permit the FRCE to assess your proposed price as fair and reasonable. The proposal should include all expenses, travel and lodging.

Appendix A & C: As a recipient of federal grants, the FRCE retains records on all solicitations that may be reimbursed with these funds. All potential respondents are therefore required to fill out and submit Appendix A & C, together with your proposal or to certify that your firm has registered with the federal government at: [www.SAM.gov](http://www.SAM.gov).

W-9: Should this RFP lead to the selection of an awarded firm, the firm will be required to submit an IRS W-9 form.

Additionally, unless otherwise disclosed in the proposal, by and through the submission of a proposal in response to this RFP, the offeror certifies that there exists no actual or potential organizational or consultant conflict of interest ("OCI") as described in Federal Acquisition Regulation Subpart 9.5.

The FRCE reserves the right to request additional information from all or a select number of offerors as necessary in determining the most advantageous proposal for the FRCE. Further, if the offeror discloses an actual or potential OCI, the FRCE may request more information from the offeror, including, but not limited to, a plan detailing how the actual or potential OCI will be mitigated and/or avoided.

6. Contract Terms: Please see the attached template (at Appendix B) of the contract under which the FRCE would intend to engage for the preceding highlighted services. Through the submission of an offer, the offeror warrants and certifies that it can comply with such terms and conditions.
7. Questions. All questions regarding this RFP should be submitted (in writing) to Lori Jacobs at [ljacobs@frcmail.org](mailto:ljacobs@frcmail.org), no later than April 13, 2021. The FRCE shall provide all offerors the questions and answers to any such questions by April 16, 2021.

## APPENDIX A

### REPRESENTATIONS AND CERTIFICATIONS

Certain representations and certifications must be made by the Offeror and must be submitted as appropriate. The Offeror can provide a copy of its current Representations and Certifications from SAM.gov in lieu of filling out this Appendix.

#### **52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS Complete all lines**

- (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  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) Have  have not , 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, violating Federal criminal tax laws, or receiving stolen property (if offeror checks “have”, the offeror shall also see 52.209-7, if included in this solicitation);
- (C) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
- (D) Have , have not , within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
- (1) Federal taxes are considered delinquent if both of the following criteria apply:
- (i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
- (ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- (2) *Examples.*
- (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
- (ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to

further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has  has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a 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 non-responsible.

(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 award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government and Strategic Technology Partners, Strategic Technology Partners may terminate the contract resulting from this solicitation for default.

#### **52.215-6 PLACE OF PERFORMANCE**

A. The Offeror, during the performance of any subcontract resulting from this solicitation,  intends,  does not intend, to use one or more plants or facilities located at a different address from the address of the Offeror as indicated in this proposal or quotation.

B. If the Offeror checked "intends" in paragraph (A) above, it shall complete the following information:

<b>Place of Performance</b>	<b>Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror</b>
<b>Street Address, City, County, State, Zip</b>	<b>Solicitation/Purchase Order Number (if applicable)</b>

**52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS**

(a) Representations.

- **If a Large Business, only answer items (a)(1) through (a)(3)**
- **ALL OTHERS complete items (a)(1) through (a)(10)**

	Category	Is	Is Not
1	Small Business		
2a	Alaskan Native Corp or federally recognized Native American Tribe		
2b	Owned by an Alaskan Native Corp or a federally recognized North American Tribe		
3	Ability One organization		
4	Small Disadvantaged Business		
5	Veteran Owned Small Business		
6	Service Disable Veteran Owned Small Business		
7	Woman Owned Small Business		

**Complete only if the offeror represented itself as a women-owned small business concern in item (a)(7) above**

(8) Women-owned small business (WOSB) concern eligible under the WOSB Program.

The offeror represents as part of its offer that—

- (i) It  is,  is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and
- (ii) It  is,  not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(7)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture.

**The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture:**

\_\_\_\_\_.

Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(9) Economically disadvantaged women-owned small business (EDWOSB) concern.

**Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (a)(8) above**

The offeror represents as part of its offer that—

- (i) It  is,  is not an EDWOSB concern eligible under the WOSB Program, has provided

all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

- (ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (b)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture.

**The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.**

Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(10) 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 in accordance with 13 CFR Part 126; and
- (ii) It  is,  is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(10)(i) of this provision is accurate for each HUBZone small business concern or concerns participating in the HUBZone joint venture.

**The Offeror shall enter the names of each HUBZone small business participating in the HUBZone joint venture: \_\_\_\_\_.**

Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(11) **Complete if Offeror represented itself as disadvantaged in paragraph (b)(4) above**

The Offeror shall check the category in which its ownership falls:

	Black American
	Hispanic American
	Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
	Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
	Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
	Individual/concern, other than one of the preceding

(c) *Definitions.* As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

“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 of which is owned by one or more service-disabled veterans; and

- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled 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.

"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.

"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.

"Women-owned small business (WOSB) concern eligible under the WOSB Program" (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(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 business concern that is small, HUBZone small, small disadvantaged, serviced disabled veteran-owned small, economically disadvantaged women-owned small or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, or 15, 31 and 36 of the Small Business Act or any other provision of Federal law that specifically references section 10(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.

**52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN**

**This is to certify that the Offeror is a Small Business Concern and is therefore exempt from Part B below. Large business, complete para B. below**

- A. For subcontracts with large business concerns **over** \$650,000 (\$1,500,000 for construction of any public facility) in value, the Offeror shall submit and negotiate a Subcontracting Plan which addresses separately, subcontracting with small business concerns (including ANCs and Indian tribes that are not

small businesses), veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns (including ANCs and Indian tribes that have not been certified by the Small Business Administration as small disadvantaged businesses), women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions and which shall be included and made a material part of any resulting subcontract. As a minimum, the Subcontracting Plan shall include all of the elements specified in FAR 52.219-9.

- B. This is to certify that the Offeror  has,  has not established a Small/Small Business/HUBZone Small Business Concern Subcontracting Plan for any resultant subcontract **over** \$650,000 in value in compliance with the requirements of PL 95-507, and will adhere to that plan. Compliance to the plan can be monitored by resident government agencies at the Offeror's facility. If the Offeror is now a small business and its status changes prior to any subcontract award, it agrees to submit a plan to Strategic Technology Partners Procurement Point of Contact.

**52.222-21 PROHIBITION OF SEGREGATED FACILITIES**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-21.

**52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US, otherwise Complete (a) and (b)***

The Offeror represents that

- (a) It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It  has,  has not filed all required compliance reports; and **N/A**
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards and will be forwarded to the Strategic Technology Partners Procurement Point of Contact.

**52.222-25 AFFIRMATIVE ACTION COMPLIANCE**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US, otherwise Complete (a) or (b) – NOT BOTH***

The Offeror represents that

- (a) it  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/subcontracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**52.222-35 EQUAL OPPORTUNITY FOR VETERANS**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-35.

**52.222-36 AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES**

***Exempt if work is to be performed outside U.S. by employees who were not recruited within the US.***

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-36.

**52.222-37 EMPLOYMENT REPORTS ON VETERANS**

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.222-37.

**Vietnam Era Veterans' Readjustment Assistance Act**

The Subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by subcontractor to employ and advance in employment qualified protected veterans.

**Equal Opportunity for Workers with Disabilities**

The Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action subcontractor to employ and advance in employment qualified individuals with disabilities

**52.223-6 CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

By execution of this document the Offeror certifies that it is in full compliance with the provisions set forth in FAR 52.223-6.

**52.225-2 BUY AMERICAN ACT CERTIFICATE**

- (a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that for other than COTS items, 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, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." The terms "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act—Supplies."

- (b) Foreign End Products:

LINE ITEM NR	COUNTRY OF ORIGIN
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(c) Strategic Technology Partners will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

**52.225-4 BUY AMERICAN ACT-FREE TRADE AGREEMENTS-Israeli Trade Act Certificate**

(a) The offeror certifies that each end product, except those listed in paragraph (b) or (c) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American Act–Free Trade Agreements–Israeli Trade Act.”

(b) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, or Peruvian End Products) or Israeli End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN

(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 Act—Free Trade Agreements—Israeli Trade Act.” 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, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

**OTHER FOREIGN END PRODUCTS:**

LINE ITEM NO.	COUNTRY OF ORIGIN

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

**Alternate I** As prescribed in 25.1101(b)(2)(ii), substitute the following paragraph (b) for paragraph (b) of the basic provision:

(b) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American Act—Free Trade Agreements—Israeli Trade Act—Balance of Payments Program”:

**CANADIAN END PRODUCTS:**

LINE ITEM No.	COUNTRY OF ORIGIN

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

(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—Free Trade Agreements—Israeli Trade Act—Balance of Payments Program”:

**CANADIAN OR ISRAELI END PRODUCTS:**

LINE ITEM No.	COUNTRY OF ORIGIN

52.225-6 TRADE AGREEMENTS CERTIFICATE

- (a) The Offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a U.S.-made or designated 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.S.-made or designated country end products.

**OTHER END PRODUCTS:**

LINE ITEM NR	COUNTRY OF ORIGIN

(c) Strategic Technology Partners will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation. For line items covered by the WTO GPA, Strategic Technology Partners will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. Strategic Technology Partners will consider for award only offers of U.S.-made or designated country end products unless Strategic Technology Partners determines that there are no offers for such products or that the offers for those products are insufficient to fulfill the requirements of this solicitation.

**252.225-7020 Trade Agreements Certificate**

- (a) Definitions. “Designated country end product,” “non-designated country end product,” “qualifying country end product,” and “U.S.-made end product” have the meanings given in the Trade Agreements clause of this solicitation.
- (b) Evaluation. The Government—
  - (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
  - (2) Will consider only offers of end products that are U.S.-made, qualifying country, or designated country end products unless—
    - (i) There are no offers of such end products;
    - (ii) The offers of such end products are insufficient to fulfill the Government’s requirements; or
    - (iii) A national interest waiver has been granted.
- (c) Certification and identification of country of origin.

- (1) For all line items subject to the Trade Agreements clause of this solicitation, the offeror certifies that each end product to be delivered under this contract, except those listed in paragraph (c)(2) of this provision, is a U.S.-made, qualifying country, or designated country end product.
- (2) The following supplies are other non-designated country end products:

LINE ITEM NR	COUNTRY OF ORIGIN

**252.225-7000\_ Buy American Statute--Balance of Payments Program Certificate**

- (a) *Definitions.* “Commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “foreign end product,” “qualifying country,” “qualifying country end product,” and “United States” have the meanings given in the Buy American Act and Balance of Payments Program clause of this solicitation.
- (b) *Evaluation.* The Government—
  - (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
  - (2) Will evaluate offers of qualifying country end products without regard to the restrictions of the Buy American statute or the Balance of Payments Program.
- (c) *Certifications and identification of country of origin.*

- (1) For all line items subject to the Buy American and Balance of Payments Program clause of this solicitation, the offeror certifies that—
  - (i) Each end product, except those listed in paragraphs (c)(2) or (3) of this provision, is a domestic end product; and
  - (ii) For end products other than COTS items, components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.
- (2) The offeror certifies that the following end products are qualifying country end products:

LINE ITEM NUMBER	COUNTRY OF ORIGIN

- (3) The following end products are other foreign end products, including end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (ii) of the definition of “domestic end product”:

LINE ITEM NUMBER	COUNTRY OF ORIGIN (IF KNOWN)

**252.225-7022 Trade Agreements Certificate – Inclusion of Iraqi End Products**

- (a) *Definitions.* “Designated country end product,” “Iraqi end product,” “non-designated country end product,” “qualifying country end product,” and “U.S.-made end product” have the meanings given in the Trade Agreements clause of this solicitation.
- (b) *Evaluation.* The Government—
  - (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and

- (2) Will consider only offers of end products that are U.S.-made, qualifying country, Iraqi, or designated country end products unless—
  - (i) There are no offers of such end products;
  - (ii) The offers of such end products are insufficient to fulfill the Government’s requirements; or
  - (iii) A national interest waiver has been granted.

(c) *Certification and identification of country of origin.*

- (1) For all line items subject to the Trade Agreements clause of this solicitation, the offeror certifies that each end product to be delivered under a contract resulting from this solicitation, except those listed in paragraph (c)(2) of this provision, is a U.S.-made, qualifying country, Iraqi, or designated country end product.
- (2) The following supplies are other non-designated country end products:

LINE ITEM NR	COUNTRY OF ORIGIN

**252.225-7035 Buy American--Free Trade Agreements--Balance of Payments**

(a) *Definitions.* “Bahrainian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “foreign end product,” “Moroccan end product,” “Panamanian end product,” “Peruvian end product,” “qualifying country end product,” and “United States,” as used in this provision, have the meanings given in the Buy American—Free Trade Agreements—Balance of Payments Program clause of this solicitation.

(b) *Evaluation.* The Government—

- (1) Will evaluate offers in accordance with the policies and procedures of Part 225 of the Defense Federal Acquisition Regulation Supplement; and
- (2) For line items subject to Free Trade Agreements, will evaluate offers of qualifying country end products or Free Trade Agreement country end products other than Bahrainian end products, Moroccan end products, Panamanian end products, or Peruvian end products without regard to the restrictions of the Buy American or the Balance of Payments Program.

(c) *Certifications and identification of country of origin.*

- (1) For all line items subject to the Buy American—Free Trade Agreements—Balance of Payments Program clause of this solicitation, the offeror certifies that—
  - (i) Each end product, except the end products listed in paragraph (c)(2) of this provision, is a domestic end product; and
  - (ii) Components of unknown origin are considered to have been mined, produced, or manufactured outside the United States or a qualifying country.
- (2) The offeror shall identify all end products that are not domestic end products.
  - (i) The offeror certifies that the following supplies are qualifying country (except Australian or Canadian) end products:

LINE ITEM NR	COUNTRY OF ORIGIN



- (ii) The offeror certifies that the following supplies are Free Trade Agreement country end products other than Bahrainian end products, Moroccan end products, Panamanian end products, or Peruvian end products:

LINE ITEM NR	COUNTRY OF ORIGIN

- (iii) The following supplies are other foreign end products, including end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (ii) of the definition of “domestic end product”:

LINE ITEM NR	COUNTRY OF ORIGIN

**52.226-2 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION**

- (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 365(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 502(a) of the Act (20 U.S.C. 1101a).

- (b) *Representation.* The Offeror represents that it-

is  is not a historically black college or university;

is  is not a minority institution.

**3.104 PROCUREMENT INTEGRITY**

According to FAR 3.104-3(d), a former official acting on behalf of a federal agency may not accept compensation from a contractor as a consultant, employee, officer, or director for a period of one year after:

- Serving as the procuring contracting officer, source selection authority, a member of a source selection evaluation board, or the chief of a financial or technical evaluation team in a procurement in which that contractor was awarded a contract in excess of \$10 million
- Serving as the program manager, deputy program manager, or administrative contracting officer for a contract in excess of \$10 million awarded to that contractor
- Making a decision to award a contract, subcontract, modification of a contract or subcontract, or a task order or delivery order in excess of \$10 million to that contractor
- Making a decision to establish overhead or other rates applicable to a contract or contracts for that contractor that are valued in excess of \$10 million
- Making a decision to approve a contract payment/payments in excess of \$10 million to that contractor
- Making a decision to pay or settle a claim in excess of \$10 million with that contractor.

As defined by FAR 3.104-1, participating “personally and substantially” in a federal agency procurement means active and significant involvement in any of the following activities directly related to that procurement:

- Drafting, reviewing, or approving the specification or statement of work for the procurement
- Preparing or developing the solicitation



- Evaluating bids or proposals, or selecting a source
- Negotiating price or terms and conditions of the contract
- Reviewing and approving the award of the contract.

**52.203-13 CONTRACTOR CODE OF ETHICS AND CONDUCT**

**NO SUBCONTRACT OR PURCHASE ORDER WILL BE ISSUED FOR SUBCONTRACTS GREATER THAN \$5,000,000 FOR NON-COMMERCIAL ITEMS IF OFFEROR DOES NOT MAINTAIN A CODE OF BUSINESS ETHICS AND CONDUCT.**

Pursuant to FAR 52.203-13:

- (a) The Offeror has a written code of business ethics and conduct and has made a copy of the code available to each applicable employee.

Yes

No Planned Implementation Date: \_\_\_\_\_

- (b) The Offeror has established ongoing business ethics awareness and compliance program and an internal control system.

**Not Applicable to Small Business or for the acquisition of a commercial item as defined in FAR 2.101**

Yes

No Planned Implementation Date: \_\_\_\_\_

**52.203-14 DISPLAY OF HOTLINE POSTER(S)**

**NO SUBCONTRACT OR PURCHASE ORDER WILL BE ISSUED FOR SUBCONTRACTS GREATER THAN \$5,000,000 FOR NON-COMMERCIAL ITEMS IF OFFEROR DOES NOT DISPLAY A GOVERNMENT ISSUED HOTLINE POSTER**

**Not Applicable for subcontracts:**

- **the acquisition of a commercial item and/or**
- **performed entirely outside the United States**

Is the Subcontract for the acquisition of a Commercial Item?  Yes  No

Is the Subcontract being performed entirely outside the U.S.?  Yes  No

Pursuant to FAR 52.203-14, the Offeror displays a Government-Issued Hotline Poster from any Agency or any appropriate Department of Homeland Security Fraud Hotline Poster.

Yes

No Planned Implementation Date: \_\_\_\_\_ **N/A**

**APPENDIX B**

**SAMPLE AGREEMENT**

**CONSULTING AGREEMENT**

This Consulting Agreement (“Agreement”) is made this **xst** day of **xxx**, 2021 (“Effective Date”), by and between the First Responder Center for Excellence for Reducing Occupational Illness, Injuries and Deaths, a non-profit corporation organized and existing under the laws of the State of Maryland (“Client”), and **xxxxxxXXXxx** (“Consultant”), and sets forth the terms of the Consultant’s consulting relationship with Client as follows:

1. **Consulting Services.** Effective **xxxx**, 2021, Client shall retain Consultant and Consultant shall provide Client with certain consulting services (hereinafter described as the “Consulting Services”), such services which shall include, without limitation, services described in the attached Scope of Work (Attachment #1). The nature of the Consulting Services may be modified by Client in writing at any time, with the written agreement of Consultant.
2. **Term.** This Agreement shall remain in effect from the Effective Date until **xxxxxx**, (the “Term”), unless terminated earlier by one or both of the parties as set forth herein.
3. **Fees and Payment.** In consideration of the performance of the Consulting Services, Client shall pay Consultant a fee **xxxxxx**, in monthly installments as billed to the Managing Director, unless previously agreed upon and reflected in a modification to this agreement. Final payment will be made when the scope of work is deemed completed by the Managing Director or his designee. Payment will include an additional amount for all travel costs related to trips as described below. The per diem rate allowable under Federal travel regulations for meals and incidentals will apply for all travel days. To request payments and/or reimbursements, the consultant shall submit an electronic invoice once per month to **eklima@FRCEmail.org**. The invoice shall show the agreement number, costs including per diem rates. In order to obtain reimbursement, the consultant must provide all receipts for out-of-pocket expenses.
4. **Lodging and Airfare.** Whenever possible, hotel accommodations for consultants will be made by the FRCE at hotels where rates do not exceed amounts stated in the Federal travel regulations for the area. Consultants will be advised of the lodging arrangements at least one week in advance of the travel. If a consultant decides to change his/her reservation for lodging that exceeds this amount, they will be responsible for paying the difference between the actual amount paid for the lodging and the allowable Federal amount. Consultants are also required to advise FRCE staff of the change in advance so that reservations made by FRCE staff can be cancelled without penalty. The consultant may choose to make their own travel arrangements at their personal expense. In order for the client to cover the costs of travel the consultant will make Airline reservation by utilizing the FRCE managed travel service.

5. Termination. Client may terminate this Agreement with or without cause upon ten (10) days' written notice to Consultant. Consultant may terminate this Agreement for Client's material breach of this Agreement that remains uncured thirty (30) days following Client's receipt of written notice of such breach. Upon termination of the Agreement, Client's obligation to pay the fees described in Paragraph 3 herein and to reimburse Consultant for the expenses described in Paragraph 6 herein shall cease, effective as of the date of termination; provided, however, that Client shall remain obligated to pay such fees and/or reimburse such expenses as have already been properly incurred prior to the date of termination.
6. Subcontractors. Consultant shall not use any subcontractors without the prior written consent of Client. This Agreement shall apply in its entirety to any and all authorized subcontractors of Consultant, and Consultant shall remain responsible for its subcontractors' actions and omissions, including without limitation its subcontractors' failure to comply with this Agreement, as if such actions and omissions were those of Consultant.
7. Equipment and Materials, Expenses and Insurance. Consultant shall furnish all equipment, materials and labor used to perform the Consulting Services. Consultant shall pay all ordinary and necessary expenses arising from its performance of the Consulting Services. Client shall, however, upon the submission by Consultant of appropriate written substantiation as set forth below and pursuant to the following terms and conditions, reimburse Consultant for ordinary and necessary business expenses, including travel and communication costs (e.g., telephone, fax, computer, printer) and other materials and equipment costs, reasonably incurred by Consultant in connection with the provision of Consulting Services, as reasonably allocable to the provision of Consulting Services. As a precondition to reimbursement of any such expenses, Consultant shall provide Client with detailed documentation regarding such expenses, including receipts, itineraries, reasons for the expenses, and such other documentation as Client may require. Client shall not provide insurance coverage of any kind for Consultant or name Consultant as an additional insured on any of its insurance policies. Additionally, Consultant agrees to furnish Client with a Certificate of Insurance, for all issues of Workman's Compensation and Professional Liability in proportion to MD state minimum coverage.
8. Independent Contractor Status. The Parties agree and acknowledge that Consultant is an independent contractor. Nothing herein shall be construed to create any partnership, joint venture or agency relationship of any kind between the parties. Client shall not be responsible to Consultant or to any governmental authority, for the payment or withholding of any federal, state or local income, unemployment or other employment-related taxes in connection with the performance of the Consulting Services. It is understood that Client shall not withhold from Consultant's compensation any amount that would normally be withheld from an employee's pay and Consultant warrants and agrees to pay all federal, state and local taxes incurred and chargeable to it in connection with the performance of the Consulting Services. Consultant further

warrants and agrees to file all required forms and make all federal, state or local tax payments appropriate and necessary to the status of Consultant as an independent contractor and shall not claim any other status. Consultant further warrants and agrees to file all other required forms, registrations, reports, and other filings, and to pay all corresponding fees or other charges, as may be required of Consultant, at the federal, state and/or local levels, as a consequence of activities being conducted by Consultant for or on behalf of Client.

9. Indemnification. Consultant agrees to indemnify, save and hold harmless Client from and against any and all losses, expenses (including, but not limited to, payroll and income taxes and attorneys' fees), damages, claims, suits, demands, judgments, and causes of action of any nature arising from or as a result of (i) the performance of Consultant's obligations under this Agreement, (ii) the failure of Consultant to comply with any term or condition of this Agreement, (iii) the breach of any representation or warranty given or made by Consultant, and/or (iv) the reclassification of Consultant as an employee of Client.

10. Property of Client. During the course of performing the Consulting Services, Consultant may, independently or in conjunction with Client, develop information, produce work product, or achieve other results for Client in connection with the Consulting Services it performs for Client. Consultant agrees that such information, work product, and other results, systems and information developed by Consultant and/or Client in connection with such Consulting Services (hereinafter referred to collectively as the "Work Product") shall, to the extent permitted by law, be a "work made for hire" within the definition of Section 101 of the Copyright Act (17 U.S.C. § 101), and shall remain the sole and exclusive property of Client. To the extent any Work Product is not deemed to be a work made for hire within the definition of the Copyright Act, Consultant with effect from creation of any and all Work Product, hereby assigns, and agrees to assign, to Client all right, title and interest in and to such Work Product, including but not limited to copyright, all rights subsumed there under, and all other intellectual property rights, including all extensions and renewals thereof. Consultant further agrees to provide all assistance reasonably requested by Client, both during and subsequent to the Term of this Agreement, in the establishment, preservation and enforcement of Client's rights in the Work Product. Upon the termination of this Agreement, Consultant agrees to deliver promptly to Client all printed, electronic, audio-visual, and other tangible manifestations of the Work Product, including all originals and copies thereof. Consultant also agrees to waive any and all moral rights relating to the Work Product, including but not limited to, any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use, and subsequent modifications.

11. Limited License. The name First Responder Center for Excellence and all other trademarks, service marks, copyrights, and other intellectual property of Client (collectively, the "Intellectual Property") are the property of Client, but may be used by Consultant in strict accordance with the terms and conditions set forth below:

a. The Intellectual Property is the sole and exclusive property of Client. The Intellectual Property may be used by Consultant if and only if such use is made strictly pursuant to the terms and conditions of this limited and revocable license. Any failure by Consultant to comply with the terms and conditions contained herein may result in the immediate revocation of this license. The interpretation and enforcement (or lack thereof) of these terms and conditions, and compliance therewith, shall be made by Client in its sole discretion.

b. The Intellectual Property may be used by Consultant solely in furtherance of the obligations of Consultant hereunder; provided, however, that the Intellectual Property may not be used in any manner that, in the sole discretion of Client: discredits Client or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between Client and Consultant, including but not limited to any use of the Intellectual Property that might be reasonably construed as an endorsement, approval, sponsorship, or certification by Client of Consultant or Consultant's services, or that might be reasonably construed as support or encouragement by Client to purchase or utilize Consultant's services.

c. Use of the Intellectual Property shall create no rights for Consultant in or to the Intellectual Property beyond the terms and conditions of this limited and revocable license. Client shall have the right, from time to time, to request samples of use of the Intellectual Property by Consultant from which it may determine compliance with these terms and conditions. Without further notice, Client reserves the right to prohibit use of the Intellectual Property if it determines, in its sole discretion, that Consultant's usage thereof, whether willful or negligent, is not in strict accordance with the terms and conditions of this license or otherwise could discredit Client or tarnish its reputation and goodwill. Upon the termination or expiration of this Agreement, all rights of Consultant to use the Intellectual Property shall immediately terminate.

12. Reporting and Inspection. During the Term of this Agreement, Consultant shall report in writing to Client with whatever frequency and regarding whatever subject matter Client shall hereinafter require of Consultant in order for Client to stay apprised of Consultant's activities under this Agreement. Furthermore, during the Term of this Agreement, upon reasonable notice and during regular business hours, Client shall have the right to inspect all books and records of Consultant relating to the subject matter of this Agreement.

13. Conflict of Interest. Consultant represents and warrants that it has no business, professional, personal, or other interest, including but not limited to the representation of other clients that would conflict in any manner or degree with the performance of its obligations under this Agreement. If any such actual or potential conflict of interest arises during the Term of this Agreement, Consultant shall immediately inform Client in writing of such conflict. If, in the reasonable judgment of Client, such conflict poses a material conflict to and with the performance of Consultant's obligations under this Agreement, then Client may terminate the Agreement immediately upon written notice

to Consultant; such termination of the Agreement shall be effective upon the receipt of such notice by Consultant. Nothing herein shall preclude Consultant from engaging in other business activities, so long as such other activities do not violate or are not inconsistent with the terms and conditions of this Agreement, or do not otherwise pose a conflict of interest with Consultant's obligations under this Agreement.

#### 14. Nondisclosure of Confidential and Proprietary Information.

a. Through its performance of the Consulting Services, Consultant may have access to certain confidential and proprietary information concerning Client's organization, employees, members, and otherwise, including but not limited to, information concerning Client's organization and structure, business and marketing plans, financial data, the identity of present and prospective members of Client, Client's current and prospective contracts, and policies, standards, procedures, and practices of Client (hereinafter referred to collectively as "Confidential Information"). Confidential Information shall not include information that is or becomes public through no breach of any obligation of confidentiality. The use of Confidential Information for the benefit of any person or entity other than Client and the disclosure of such information to any person outside of Client would cause severe competitive and financial damage to Client.

b. Unless expressly authorized by Client, both during and after the Term of this Agreement, Consultant shall not use Confidential Information for its own benefit or for the benefit of anyone other than Client, or disclose such information to anyone outside of Client, except in the proper course of Client's business. Consultant shall use all reasonable efforts to keep this information confidential. This provision shall survive termination of this Agreement.

c. Upon the termination of this Agreement, or at any time upon the request of Client, Consultant shall return to Client all printed, audio-visual and electronic documents, data and other materials, including all originals, copies and extracts thereof, containing or referencing any Confidential Information or otherwise relating to Client's organization or operations, and all other property of Client then in its possession.

#### 15. Miscellaneous.

a. This Agreement contains the entire understanding between the parties and supersedes any prior written or oral agreements between them. This Agreement shall not be modified or waived except by written instrument signed by both parties.

b. In the event that any part of this Agreement shall be declared unenforceable or invalid, the remaining parts shall continue to be valid and enforceable.

c. This Agreement shall inure to the benefit of and be binding upon the parties and their respective executors, administrators, personal representatives, heirs, assigns, and successors in interest.



d. This Agreement may not be assigned by Consultant or the rights granted to or obligations imposed upon Consultant transferred or sublicensed by Consultant, without the express prior written consent of Client.

e. Either party's waiver of, or failure to exercise, any right provided for herein shall not be deemed a waiver of any further or future right under this Agreement.

f. This Agreement may be executed in one (1) or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one (1) and the same instrument.

g. Consultant covenants, warrants and represents that it shall comply with all laws and regulations applicable to this Agreement, and that it shall exercise due care and act in good faith at all times in performance of its obligations under this Agreement.

h. Consultant shall comply with any applicable federal and state laws governing solicitations and individual privacy information, including but not limited to, the federal Controlling the Assault of Non-Solicited Pornography and Marketing Act, the federal Telephone Consumer Protection Act, and the California Online Privacy Protection Act, and all rules and regulations there under, in promoting Consultant's products and services and in otherwise carrying out Consultant's obligations under this Agreement. Consultant shall indemnify and hold harmless Client, its officers, directors, affiliates, agents, and employees from and against any third-party claims arising out of any alleged or actual violations of such laws, rules and regulations, including but not limited to damages, liabilities, losses, judgments, settlements, costs, and attorneys' fees and expenses.

i. All notices and demands of any kind or nature which either party may be required or desire to serve upon the other in connection with this Agreement shall be in writing and may be served personally, by telecopier, by certified mail, or by commercial overnight delivery (e.g., Federal Express), with constructive receipt deemed to have occurred one (1) calendar day after the mailing, sending or transmitting of such notice, to the following addresses or telecopier numbers:

If to Client: First Responder Center for Excellence  
2130 Priest Bridge Dr., Ste. 11  
Crofton, MD 21114-2457  
Attn.: Ed Klima

If to Consultant: XXXXXXXXXXXXXXXXXXXXXX

j. Consultant acknowledges that this Agreement shall be governed and enforced in accordance with the laws of the State of Maryland without effect to its conflict of law's provisions. Consultant acknowledges that the state and federal

courts located in the State of Maryland shall be the exclusive forums for the resolution of any disputes concerning this Agreement or Consultant's provision of Consulting Services to Client, and Consultant agrees to submit to the jurisdiction of such courts.

k. Consultant acknowledges that, if it breaches any provision of this Agreement, Client would be irreparably harmed, that monetary damages alone may not be sufficient to adequately protect Client from or compensate Client for such breach, and that, in addition to any other remedy, Client shall be entitled to recover all expenses incurred in enforcing these provisions, including but not limited to attorneys' fees and expenses, court costs, and to a preliminary and permanent injunction enjoining such breach.

l. The individual executing this Agreement on behalf of Consultant hereby represents and warrants to Client that he or she is duly authorized to bind Consultant to the terms and conditions of this Agreement.

m. Both parties have read the foregoing Agreement in its entirety and voluntarily agree to each of its terms with full knowledge thereof.

\* \* \* \* \*



## APPENDIX C

### ADDITIONAL TERMS AND CONDITIONS

The below marked regulations apply to this Agreement and the associated Section in hereby incorporated into this Agreement:

- OMB Circular A-110 (see Section I below)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency) (see Section II below)
- Federal Acquisition Regulation (FAR) Flowdown Provisions (see Section III below)

#### I. **OMB Circular A-110**

If this Agreement is subject to OMB Circular A-110, the following additional terms and conditions apply.

1. **Equal Employment Opportunity**. Consultant shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**. If this Agreement exceeds \$2,000 and is for construction or repair, Consultant shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Consultant shall report all suspected or reported violations to the FRCE.
3. **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)**. If this Agreement exceeds \$2,000 and is for construction, Consultant shall comply with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The FRCE's award of this Agreement to Consultant is conditioned upon Consultant's acceptance of the current prevailing wage determination provided by the FRCE in the solicitation pursuant to which this Agreement was awarded. Consultant shall report all suspected or reported violations to the FRCE.
4. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**. If this Agreement (a) exceeds \$2,000 and is for construction, or (b) exceeds \$2,500 and involves the employment of mechanics or laborers, Consultant shall comply with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to

compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. **Rights to Inventions Made Under a Contract or Agreement.** If this Agreement is for the performance of experimental, developmental, or research work, the Federal Government and the FRCE shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
6. **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.** If this Agreement exceeds \$100,000, Consultant shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Consultant shall report all violations to the FRCE.
7. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** If this Agreement is equal to or exceeds \$100,000, Consultant certifies that he/she/it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Consultant shall disclose to the FRCE any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Consultant shall require its subcontractors under this Agreement to comply with this provision.

## **II. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency)**

If this Agreement is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200, as adopted by the granting agency), the following additional terms and conditions apply.

1. **Equal Employment Opportunity.** If this Agreement meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, Consultant shall comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
2. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** If this Agreement exceeds \$2,000 and is a prime construction contract, Consultant shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part

5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The FRCE's award of this Agreement to Consultant is conditioned upon Consultant's acceptance of the current prevailing wage determination provided by the FRCE in the solicitation pursuant to which this Agreement was awarded. Consultant shall report all suspected or reported violations to the FRCE. Additionally, Consultant shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Consultant shall report all suspected or reported violations to the FRCE.

3. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. If this Agreement exceeds \$100,000 and involves the employment of mechanics or laborers, Consultant shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
4. **Rights to Inventions Made Under a Contract or Agreement**. If the Federal award that funds this Agreement meets the definition of "funding agreement" under 37 CFR § 401.2(a) and this Agreement is with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the parties shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
5. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended**. If this Agreement exceeds \$150,000, Consultant shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Consultant shall report all violations to the FRCE.
6. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**. If this Agreement exceeds \$100,000, Consultant certifies that he/she/it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award

covered by 31 U.S.C. 1352. Consultant shall disclose to the FRCE any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Consultant shall require its subcontractors under this Agreement to comply with this provision.

### **III. Federal Acquisition Regulation (FAR) Flowdown Provisions**

If this Agreement is subject to Federal Acquisition Regulation (FAR) Flowdown Provisions, the following clauses are incorporated by reference, with the same force and effect as if they were given in full text. The clauses may be accessed electronically at <http://acquisition.gov/far/> or <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>. Unless the intent of the clause is directed at the FRCE only, as used in the following clauses, "Contractor" shall mean Consultant, "Contract" shall mean this Agreement, and "Government" and "Contracting Officer" shall mean the FRCE and the FRCE's representative set forth in the notices provision of this Agreement.