

week × 52 weeks per year=2080 hours). The proposal must identify proposed work years and clearly identify how many hours in each work year are direct (i.e., productive working hours) and how many are indirect (i.e., paid absences). If the company policy includes a different base work week, the total available hours would be different. For example, if the company's policy calls for a 37.5 hour work week, offeror would deduct paid absences from 1950 hour (37.5 hours/week × 52 weeks/year=1950 hours). Offeror should clearly identify the paid absences as to how many hours are for holiday and how many hours are for vacation and sick leave. The amount of indirect time (paid absences) identified in the proposal must be consistent with company policy and must allow for the ten Federal government holidays.

Alternate II (AUG 1999). If the Government's requirement is a fully dedicated staff person for a twelve month period(s) for each specified position and performance is not on a Government facility; add the following paragraph (b)(2)(x) to the basic provision:

(x) The level of effort for each position is to be proposed in work years. A work year is considered to consist of 2080 hours inclusive of direct and indirect time (40 hours per week × 52 weeks per year=2080 hours). The proposal must identify proposed work years and clearly identify how many hours in each work year are direct (i.e., productive working hours) and how many are indirect (i.e., paid absences). If the company policy includes a different base work week, the total available hours would be different. For example, if the company's policy calls for a 37.5 hour work week, offeror would deduct paid absences from 1950 hour (37.5 hours/week × 52 weeks/year=1950 hours). Offeror should clearly identify the paid absences as to how many hours are for holiday and how many hours are for vacation and sick leave.

Alternate III (AUG 1999). If the requirement is for the acquisition of supplies or equipment, substitute the following paragraphs (a)(iv)–(viii) and add (a)(ix) and (b).

- (iv) Provide information as to how the proposed supplies or equipment meet the salient characteristics required by the contract line item;
- (v) Provide published brochures, catalogs, or other technical literature by contract line item;
- (vi) Meet any interface or compatibility requirements by contract line item;
- (vii) Describe warranty services and how delivered by contract line item;
- (viii) Assumptions, deviations and exceptions (as necessary); and

- (ix) Additional information.
- (b) Supplies—Provide unit pricing by contract line items for:
 - (i) each line item;
 - (ii) delivery;
 - (iii) installation;
 - (iv) sets of operating manuals;
 - (v) training;
 - (vi) warranty;
 - (vii) maintenance; and
 - (viii) volume discounts.

[64 FR 47415, Aug. 31, 1999]

1552.215-73 General financial and organizational information.

As prescribed in 1515.408(a)(2), insert the following provision:

GENERAL FINANCIAL AND ORGANIZATIONAL INFORMATION: (AUG 1999)

Offerors or quoters are requested to provide information regarding the following items in sufficient detail to allow a full and complete business evaluation. If the question indicated is not applicable or the answer is none, it should be annotated. If the offeror has previously submitted the information, it should certify the validity of that data currently on file at EPA and to whom and where it was submitted or update all outdated information on file.

- (a) Contractor's Name: _____
- (b) Address (If financial records are maintained at some other location, show the address of the place where the records are kept): _____

- (c) Telephone Number: _____
- (d) Individual(s) to contact re. this proposal: _____

- (e) Cognizant Government:
 Audit Agency: _____
 Address: _____
 Auditor: _____

(f)(1) Work Distribution for the Last Completed Fiscal Accounting Period:

Sales:

| | |
|---|----------|
| Government cost-reimbursement type prime contracts and subcontracts | \$ _____ |
| Government fixed-price prime contracts and subcontracts | \$ _____ |
| Commercial Sales | \$ _____ |
| Total Sales | \$ _____ |

(2) Total Sales for first and second fiscal years immediately preceding last completed fiscal year.

| | |
|---|----------|
| Total Sales for First Preceding Fiscal Year | \$ _____ |
|---|----------|

Environmental Protection Agency

1552.215-73

Total Sales for Second Preceding Fiscal Year \$ _____

(g) Is company a separate rate entity or division?
 Yes _____
 No _____

If a division or subsidiary corporation, name parent company: _____

(h) Date Company Organized: _____

(i) Manpower: _____

Total Employees: _____

Direct: _____

Indirect: _____

Standard Work Week (Hours): _____

(j) Commercial Products: _____

(k) Attach a current organizational chart of the company.

(l) Description of Contractor's system of estimating and accumulating costs under Government contracts. (Check appropriate blocks.)

| | Estimated/ actual cost | Standard cost |
|----------------------|---------------------------|------------------|
| Estimating System: | | |
| Job Order | _____ | _____ |
| Process | _____ | _____ |
| Accumulating System: | | |
| Job Order | _____ | _____ |
| Process | _____ | _____ |

Has your cost estimating system been approved by any Government agency?
 Yes _____ No _____

If yes, give name, date of approval, and location of agency: _____

Has your cost accumulation system been approved by any Government agency?
 Yes _____ No _____

If yes, give name, date of approval, and address of agency: _____

(m) What is your fiscal year period? (Give month-to-month dates): _____

What were the indirect cost rates for your last completed fiscal year?

| Fiscal year | Indirect cost rate | Basis of al- location |
|-----------------------|-----------------------|--------------------------|
| Fringe Benefits | _____ | _____ |
| Overhead | _____ | _____ |
| G&A Expense | _____ | _____ |
| Other | _____ | _____ |

(n) Have the proposed indirect cost rate(s) been evaluated and accepted by any Government agency?
 Yes _____ No _____

If yes, give name, date of approval, and location of the Government agency: _____

Date of last preaward audit review by a Government agency: _____

If the answer is no, data supporting the proposed rates must accompany the cost or price proposal. A breakdown of the items comprising overhead and G&A must be furnished.

(o) Cost estimating is performed by:
 Accounting Department _____
 Contracting Department _____
 Other (describe) _____

(p) Has system of control of Government property been approved by a Government agency?
 Yes _____ No _____

If yes, give name, date of approval, and location of the Government agency: _____

(q) Purchasing System: FAR 44.302 requires EPA, where it is the cognizant Government agency, to conduct a Contractor Purchasing System Review for each contractor whose sales to the Government, using other than sealed bid procedures, are expected to exceed \$25 million (annual billings) during the next twelve months. The \$25 million sales threshold is comprised of prime contracts, sub-contractors under Government prime contracts, and modifications (except when the negotiated price is based on established catalog or market prices or is set by law or regulation).

Has your purchasing system been approved by a Government agency?
 Yes _____ No _____

If yes, name and location of the Government agency: _____

Period of Approval: _____

If no, do you estimate that your negotiated sales to the Government during the next twelve months will meet the \$25 million threshold? Yes _____ No _____

If you responded yes to the \$25 million threshold question, is EPA the cognizant agency for your organization based on the preponderance of Government contract dollars?
 Yes _____ No _____

If EPA is not your cognizant Government agency, provide the name and location of the cognizant agency: _____

Are your purchasing policies and procedures written?
 Yes _____ No _____

1552.215-74

48 CFR Ch. 15 (10-1-03 Edition)

(r) Does your firm have an established written incentive compensation or bonus plan?

Yes _____ No _____

(s) Additionally, offerors shall submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(End of provision)

[64 FR 47417, Aug. 31, 1999]

1552.215-74 Advanced understanding—uncompensated time.

As prescribed in 1515.408(b), insert the following provision or one substantially the same as the following provision:

ADVANCED UNDERSTANDING—UNCOMPENSATED TIME (AUG 1999)

(a) The estimated cost of this contract is based upon the Contractor's proposal which specified that exempt personnel identified to work at the Contractor's facilities will provide uncompensated labor hours to the contract totaling _____ percent of compensated labor. (Note: the commitment for uncompensated time, and the formula elements in paragraph (b) below, apply only to exempt personnel working at the Contractor's facilities and does not include non-exempt personnel or exempt personnel working at other facilities.) Uncompensated labor hours are defined as hours of exempt personnel in excess of regular hours for a _____ pay period which are actually worked and recorded in accordance with the company policy, entitled, _____.

(b) Recognizing that the probable cost to the Government for the labor provided under this contract is calculated assuming a proposed level of uncompensated labor hours, it is hereby agreed that in the event the proposed level of uncompensated labor hours are not provided, an adjustment, calculated in accordance with the following formula will be made to the contract amount.

Formula:

Adjustment equals estimated value of uncompensated time hours not provided.

Target uncompensated time percent minus _____ percent.

Shortage of uncompensated time percent minus actual cost percent.

Estimated value of uncompensated time hours not provided equals shortage of uncompensated time percent times total ex-

empt applicable direct labor costs (including applicable indirect costs).

(c) Within three weeks after the end of the contract, the Contractor shall submit a statement concerning the amount of uncompensated time hours delivered during the contract. In the event there is a shortage of uncompensated time hours provided, a calculation, utilizing the above formula will be made and this calculation will be the basis for an adjustment in the contract amount.

(d) In the event adjustments are made to the contract, the adjusted amounts shall not be allowable as a direct or indirect cost to this or any other Government contract.

(End of clause)

[64 FR 47418, Aug. 31, 1999]

1552.215-75 Past performance information.

As prescribed in 1515.209(c), insert the following clause:

PAST PERFORMANCE INFORMATION (OCT 2000)

(a) Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors for subcontracts expected to exceed \$ * . The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period.

(b) Offerors shall submit a list of all or at least * contracts and subcontracts completed in the last * years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

(1) The contracts and subcontracts listed may include those entered into with Federal, State and local governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the RFP. Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
(b) Contract number.
(c) Contract title.
(d) Contract type.
(e) Brief description of contract or subcontract and relevance to this requirement.
(f) Total contract value.
(g) Period of performance.
(h) Contracting officer, telephone number, and E-mail address (if available).
(i) Program manager/project officer, telephone number, and E-mail address (if available).
(j) Administrative Contracting officer, if different from (h) above, telephone number, and E-mail address (if available).
(k) List of subcontractors (if applicable).