

## AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 005 of the SCAA issued on July 7, 2010

Amendment Issue Date: March 13, 2012

**ISSUED BY:**

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

**PLEASE NOTE:** This amendment is not applicable to existing programs that have already received a base period award under the amended solicitation. Applications for existing programs in fiscal year (FY) 2012, which will normally be an option under the previous award, should be submitted pursuant to instructions provided by the Grants Officer. Existing programs should not respond to this amendment. Additionally, applicants that responded to Amendment No. 004 do not need to reapply.

The Solicitation for Cooperative Agreement Applications (SCAA) issued July 7, 2010 is hereby amended to allow acceptance of applications for new programs in FY 2012. For FY 2012, new applications will only be considered from entities proposing to provide service to an area that will not be covered by an existing program. Existing programs are those entities that received a base period award under this solicitation in FY 2011. Applications proposing to duplicate any portion of the service area of an existing program will neither be accepted nor considered. Additionally, an application submitted in response to Amendment No. 004, which closed for receipt of applications on January 31, 2012, will be considered before an application submitted in response to this Amendment in the event that the applications propose to cover any portion of the same service area.

An entity contemplating submitting an application under this amendment must first submit an inquiry to [PTAP@DLA.MIL](mailto:PTAP@DLA.MIL), which shall identify the area proposed to be serviced and include documentation to verify that the entity is eligible to submit an application. The inquiry must include the documentation required by SCAA Section IV, paragraphs D.13. and D.19. The Government will respond to an inquiry meeting these requirements and advise if new applications are being considered for the proposed area. Potential applicants should not rely on any other information to ascertain if an area is covered.

As of the issue date of this amendment, significant areas not covered or expected to become uncovered in FY 2012 include, but are not limited to, the State of North Dakota and portions of California (Note: the following four counties in California are covered: Los Angeles, Riverside, San Bernardino, and San Diego). Not all uncovered areas have been listed. Any entity contemplating submitting an application under this amendment, including those that propose to service an area identified, must first submit the inquiry discussed above to ascertain if the proposed area is covered.

Funding of new programs for FY 2012 is contingent on the availability of funds. In addition, awards may not be made to all acceptable applicants. Award decisions will optimize the use of program funds while at the same time maximizing the availability of procurement technical assistance. DLA will make funding decisions on a case-by-case basis and in the best interest of the overall program. An award decision for any application submitted pursuant to this amendment will be made prior to October 1, 2012.

Applications must include all documents listed in SCAA Section IV, paragraph D, and signed copies of Amendment Nos. 001 - 005. The closing date and time for receipt of applications is:

**June 7, 2012 at 5 p.m. eastern time (EDT)**

For the application to be considered timely all application documents must be submitted timely. If any document required by SCAA Section IV(D), subparagraphs (1-24) is late, the entire application will be considered late. Notwithstanding any other provision in the SCAA or in previous Amendments, late applications will be neither accepted nor evaluated.

The Grants.gov Funding Opportunity Number for applications submitted pursuant to this amendment is: **DLA-AMD005-20120313**. Details on submitting an application are available in Section IV of the SCAA. The complete SCAA issued on July 7, 2010, as amended, is available at <http://www.dla.mil/SmallBusiness/Pages/SCAA.aspx>. The discussion provided in SCAA Section IV, paragraph C.1. regarding timely application for "New Programs" is applicable to all applications submitted pursuant to this amendment.

Except as provided herein, all other terms and conditions of the SCAA issued on July 7, 2010, as amended, remain unchanged and in full force and effect.

Applicants shall acknowledge receipt of this Amendment by signing in the space provided below and returning a copy along with their application.

Applicant Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Representative: \_\_\_\_\_

## AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 004 of the SCAA issued on July 7, 2010

Amendment Issue Date: December 1, 2011

**ISSUED BY:**

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

**PLEASE NOTE:** This amendment is not applicable to existing programs that have already received a base period award under the amended solicitation. Applications for existing programs in fiscal year (FY) 2012, which will be an option under the previous award, should be submitted pursuant to instructions provided by the Grants Officer. Existing programs should not respond to this amendment.

The Solicitation for Cooperative Agreement Applications (SCAA) issued July 7, 2010 is hereby amended to allow acceptance of applications for new programs in FY 2012. For FY 2012, new applications will only be considered from entities proposing to provide service to an area that will not be covered by an existing program. Existing programs are those entities that received a base period award under this solicitation in FY 2011. Applications proposing to duplicate any portion of the service area of an existing program will neither be accepted nor considered.

An entity contemplating submitting an application under this amendment must first submit an inquiry to [PTAP@DLA.MIL](mailto:PTAP@DLA.MIL), which shall identify the area proposed to be serviced and include documentation to verify that the entity is eligible to submit an application. The inquiry must include the documentation required by SCAA Section IV, paragraphs D.13. and D.19. The Government will respond to an inquiry meeting these requirements and advise if new applications are being considered for the proposed area. Potential applicants should not rely on any other information to ascertain if an area is covered.

As of the issue date of this amendment, significant areas not covered or expected to become uncovered in FY 2012 include, but may not be limited to, the States of Washington, North Dakota and Rhode Island, and Washington DC. There are also uncovered regional areas (i.e., counties), but those areas have not been listed. Any entity contemplating submitting an application under this amendment, including those that propose to service an area identified, must first submit the inquiry discussed above to ascertain if the proposed area is covered.

Funding of new programs for FY 2012 is contingent on the availability of funds. In addition, awards may not be made to all acceptable applicants. Award decisions will optimize the use of program funds while at the same time maximizing the availability of procurement technical assistance. DLA will make funding decisions on a case-by-case basis and in the best interest of the overall program. An award decision for any application submitted pursuant to this amendment will be made prior to October 1, 2012.

Applications must include all documents listed in SCAA Section IV, paragraph D, and signed copies of Amendment Nos. 001 - 004. The closing date and time for receipt of applications is:

**January 31, 2012 at 5 p.m. eastern time (EST)**

For the application to be considered timely all application documents must be submitted timely. If any document required by SCAA Section IV(D), subparagraphs (1-24) is late, the entire application will be considered late. Notwithstanding any other provision in the SCAA or in previous Amendments, late applications will be neither accepted nor evaluated.

The Grants.gov Funding Opportunity Number for applications submitted pursuant to this amendment is: **DLA-AMD004**. Details on submitting an application are available in Section IV of the SCAA. The complete SCAA issued on July 7, 2010, as amended, is available at <http://www.dla.mil/SmallBusiness/Pages/SCAA.aspx>. The discussion provided in SCAA Section IV, paragraph C.1. regarding timely application for “New Programs” is applicable to all applications submitted pursuant to this amendment.

Except as provided herein, all other terms and conditions of the SCAA issued on July 7, 2010, as amended, remain unchanged and in full force and effect.

Applicants shall acknowledge receipt of this Amendment by signing in the space provided below and returning a copy along with their application.

Applicant Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Representative: \_\_\_\_\_

# AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 003 of the SCAA issued on July 7, 2010

Amendment Issue Date: September 17, 2010

**ISSUED BY:**

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

The Solicitation for Cooperative Agreement Applications (SCAA) for the Procurement Technical Assistance Program (PTAP) issued on July 7, 2010 is amended as follows:

**1. SCAA Section IV, paragraph D.1.**

As specified in SCAA Section IV, paragraph D.1., the Grants.gov Funding Opportunity Number for base year applications is DLA-07072010.

The following is added to this paragraph:

The application must be made under Funding Opportunity DLA-07072010. A submission under any other number will not be considered.

**2. SCAA Section IX, paragraph P. is deleted in its entirety.**

**3. The following is added as SCAA Section IX, paragraph P. –**

P. Reporting Subawards and Executive Compensation.

Pursuant to 75 FR 55663 (i.e., Federal Register, Volume 75, page 55663) and 2 CFR Part 170, each entity that applies under this SCAA and does not have an exception under 2 CFR Section 170.110(b) shall ensure they have the necessary processes and systems in place to comply with the reporting requirements of the award term below should they receive an award under this SCAA.

The following award term is incorporated into any award made under this SCAA.

***Reporting Subawards and Executive Compensation***

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. Where and when to report.
  - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsr.gov>.

- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
  3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.
- b. Reporting Total Compensation of Recipient Executives.
  1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if--
    - i. the total Federal funding authorized to date under this award is \$25,000 or more;
    - ii. in the preceding fiscal year, you received--
      - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
    - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
  2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
    - i. As part of your registration profile at <http://www.ccr.gov>.
    - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
  1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--
    - i. in the subrecipient's preceding fiscal year, the subrecipient received--
      - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
    - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
  2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
    - i. To the recipient.
    - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of

a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**4. The following is added as SCAA Section IX, paragraph Q. –**

**Q. Central Contractor Registration and Universal Identifier Requirements.**

Pursuant to 75 FR 55671 and 2 CFR Part 25, each entity that applies under this SCAA and does not have an exception under 2 CFR Section 25.110 shall:

- (1) Be registered in the CCR prior to submitting an application;
- (2) Maintain an active CCR registration with current information at all times during which it has an active award under this SCAA or an application under consideration for award; and
- (3) Provide its DUNS number in the application submitted in response to this SCAA.

An applicant that does not comply with (1), (2), and (3) above may be determined not qualified to receive an award under this SCAA.

The following award term is incorporated into any award made under this SCAA.

***Central Contractor Registration and Universal Identifier Requirements***

- a. Requirement for Central Contractor Registration (CCR)
 

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.
- b. Requirement for Data Universal Numbering System (DUNS) Numbers
 

If you are authorized to make subawards under this award, you:

  1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
  2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.
- c. Definitions
 

For purposes of this award term:

  1. Central Contractor Registration (CCR) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
  2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
  3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
    - i. A Governmental organization, which is a State, local government, or Indian Tribe;
    - ii. A foreign public entity;
    - iii. A domestic or foreign nonprofit organization;
    - iv. A domestic or foreign for-profit organization; and

- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
    - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
    - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_\_\_210 of the attachment to OMB Circular A-133, ``Audits of States, Local Governments, and Non-Profit Organizations").
    - iii. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
  5. Subrecipient means an entity that:
    - i. Receives a subaward from you under this award; and
    - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
- 5. The closing date for submission of all application documents required to be submitted by 5 p.m. EDT on September 24, 2010 (previously August 24, 2010), for either NEW PROGRAMS or EXISTING PROGRAMS, is extended to 5 p.m. EDT on October 1, 2010.**

Additionally, any due date established for EXISTING PROGRAMS at <http://www.dla.mil/db/scaa.asp> that is prior to October 1, 2010, is now extended to October 1, 2010.

All other dates established for EXISTING PROGRAMS at <http://www.dla.mil/db/scaa.asp> remain unchanged.

Documents not submitted in the manner specified in the SCAA will not be considered. Documents received after the date and time specified are late and therefore make the entire application late.

6. Late applications, from either new applicants or existing programs, will not be considered in the current competition. However, late applications will be considered if funds are available for a subsequent competition in FY 2011.
7. It is the responsibility of an applicant to read the SCAA and ensure all documents are submitted in the manner specified in the SCAA and received by the published due date and time. Applicants are urged to submit an application well in advance of the deadline to ensure timely receipt. DLA is not responsible for any delays encountered when a package is not received by the date and time published or promised by the carrier, regardless of the reason. In the case of United States Postal Service (USPS) controlled mail (i.e., mail that requires a signature such as express mail), receipt is considered timely if it is received at the US Post Office at Fort Belvoir, Virginia prior to the established deadline.

8. Applicants that have already submitted an application for this SCAA need not submit another application. However, applicants may revise or supplement their previous application prior to the due date established in 5. above.

Any applicant that has requested to revise a previously submitted "Online DLA Submission" at <https://www.dla.mil/scaa2/login.asp> (i.e., the documents required by SCAA Section IV, paragraph D.2. through D.8.), must again submit those documents prior to the established date and time. If not, the submission will be deemed late. An Online DLA Submission is considered to be received by DLA only after the "submit" button is selected and the system indicates that the application has been submitted.

9. Except as provided herein, all other terms and conditions of the SCAA issued on July 7, 2010 remain unchanged and in full force and effect.
10. Applicants shall acknowledge receipt of this Amendment by signing in the space provided below and returning a copy along with their application.

The applicant's acknowledgment of this Amendment and Amendments 001 and 002 should be mailed or hand delivered to the address in SCAA Section IV.C.3. by 5 p.m. EDT on October 1, 2010.

Applicant Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Representative: \_\_\_\_\_

# AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 002 of the SCAA issued on July 7, 2010

Amendment Issue Date: September 9, 2010

**ISSUED BY:**

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

The Solicitation for Cooperative Agreement Applications (SCAA) for the Procurement Technical Assistance Program (PTAP) issued on July 7, 2010 is amended as follows:

A. SCAA Section III, paragraph D.4. -

SCAA Section III, paragraph D.4. is deleted and replaced with the following:

Any database used to track or maintain the information required by SCAA Section III must permit PTAC data to be segregated from the data of other programs, including other federally sponsored programs.

B. After reviewing the service areas of the applications received by the August 24, 2010 submission deadline, some geographic areas were identified as being without coverage. Therefore, DLA is extending the submission deadline to allow for receipt of additional applications to ensure the maximum program coverage. The closing date for submission of all application documents required to be submitted by 5 p.m. EDT on August 24, 2010, for either NEW PROGRAMS or EXISTING PROGRAMS, is extended to **5 p.m. EDT on September 24, 2010.**

Additionally, any due date established for EXISTING PROGRAMS at <http://www.dla.mil/db/scaa.asp> that is prior to September 24, 2010, is extended to September 24, 2010.

All other dates established for EXISTING PROGRAMS at <http://www.dla.mil/db/scaa.asp> remain unchanged.

Documents not submitted in the manner specified in the SCAA will not be considered. Documents received after the date and time specified are late and therefore make the entire application late.

C. Late applications, from either new applicants or existing programs, will not be considered in the current competition. However, late applications will be considered if funds are available for a subsequent competition in FY 2011.

- D. It is the responsibility of an applicant to read the SCAA and ensure all documents are submitted in the manner specified in the SCAA and received by the published due date and time. Applicants are urged to submit an application well in advance of the deadline to ensure timely receipt. DLA is not responsible for any delays encountered when a package is not received by the date and time published or promised by the carrier, regardless of the reason. In the case of United States Postal Service (USPS) controlled mail (i.e., mail that requires a signature such as express mail), receipt is considered timely if it is received at the US Post Office at Fort Belvoir, Virginia prior to the established deadline.
- E. Applicants that have already submitted an application for this SCAA need not submit another application. However, applicants may revise or supplement their previous application prior to the due date established in B. above.
- F. Except as provided herein, all other terms and conditions of the SCAA issued on July 7, 2010 remain unchanged and in full force and effect.
- G. Applicants shall acknowledge receipt of this Amendment by signing in the space provided below and returning a copy along with their application.

Applicant Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Representative: \_\_\_\_\_

# AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 001 of the SCAA issued on July 7, 2010

Amendment Issue Date: August 16, 2010

**ISSUED BY:**

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

The Solicitation for Cooperative Agreement Applications (SCAA) for the Procurement Technical Assistance Program (PTAP) issued on July 7, 2010 is amended as follows:

1. SCAA Section IV, paragraph D.9. –

The following is added:

If a state is providing part of the matching funds and state appropriation cycles prohibit total compliance with application submission requirements for a Third Party Letter of Commitment, an application may be considered if sufficient documentation is provided by the state and submitted with the application to substantiate the state's intention to commit funds to the program.

If there is any change to the state's commitment the applicant/recipient shall notify the Grants Officer within 2 business days. In any event, the Recipient shall verify that sufficient match is available from the state or other sources, prior to submitting a request for reimbursement under an award.

2. Except as provided herein, all other terms and conditions of the SCAA issued on July 7, 2010 remain unchanged and in full force and effect.
3. Applicants shall acknowledge receipt of this Amendment by signing in the space provided below and returning a copy along with their application.

Applicant Name: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title of Representative: \_\_\_\_\_

# **Solicitation for Cooperative Agreement Applications (SCAA)**

## **Procurement Technical Assistance Program**

Issue Date: July 7, 2010

Application Due Date: See Section IV, paragraph C.

Issued by  
Defense Logistics Agency  
Office of Small Business Programs (DB)  
Fort Belvoir, VA 22060-6221

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## SECTION I - PROGRAM INTRODUCTION

This section describes the overall Procurement Technical Assistance Program (PTAP), general eligibility to participate in the program, and how awards are planned to be made under this Solicitation for Cooperative Agreement Applications (SCAA). The SCAA shall not be considered to be an offer made by the Department of Defense (DOD), nor does it commit DOD or the Defense Logistics Agency (DLA) to make any awards under this program, and all awards are subject to the availability of funds.

### A. BACKGROUND

The DOD's efforts to increase competition in the private sector to satisfy its requirements for products and services have been supplemented by many state and local governments, and other entities which operate Procurement Technical Assistance (PTA) programs, known as Procurement Technical Assistance Centers (PTACs). The DOD PTAP provides DOD assistance to state and local governments and other nonprofit organizations (hereafter referred to as eligible entities) by sharing the cost of establishing new and/or maintaining existing PTACs. This assistance will be provided by DOD in the form of matching funds in accordance with Title 10, United States Code (U.S.C.), Chapter 142, as amended.

### B. AUTHORITY

Title 10, United States Code (U.S.C.), Chapter 142, as amended, authorizes the Secretary of Defense, acting through the Director, DLA, to enter into cost sharing cooperative agreements to support PTA programs established by eligible entities. This is a discretionary program; the recipients of and the amounts of assistance will be determined by DLA within the parameters established by the authorizing statute and this SCAA.

### C. ADMINISTRATIVE REQUIREMENTS

1. **CFDA Number:** 12.002
2. **Authority:** Title 10 U.S.C., Chapter 142
3. **Funding Instrument:** Cooperative Agreement
4. **Administrative Procedures:** All cooperative agreements resulting from this solicitation are governed by the DoD Grant and Agreement Regulations (DoDGARs)(DoD 3210.6-R (April 13, 1998)), which is Title 32, Code of Federal Regulations (CFR) parts 21-34. In the performance of an award made under this SCAA, the recipient shall comply with all pertinent DoDGARs provisions. DoDGARs are available at:  
<http://www.dtic.mil/whs/directives/corres/html/321006r.htm>
5. **Cost Principles:** The cost principles establish general standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or indirect costs, and set forth allowability principles for selected items of cost. The allowability of costs under any resultant cooperative

agreement is governed by the applicable cost principles which are set forth as follows:

- a. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
- b. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
- c. 2 CFR Part 230, Cost Principles for Non-profit Organizations (OMB Circular A-122).
- d. 48 CFR Parts 31 and 231 (FAR and DFARS, Cost Principles for For-profit Organizations)

The applicability of a particular set of cost principles depends on the type of organization making the expenditure. For example, a non-profit organization receiving a subaward from a State recipient would be subject to the cost principles for non-profit organizations, while the State would be subject to the cost principles for States, local governments, and Indian tribal governments.

6. **Audit Requirements:** OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, is applicable for entities that expend \$500,000 or more in a year in Federal awards. The GO may request additional audits as necessary.
7. **Executive Order 12372:** The PTA Cooperative Agreement Program is covered by Executive Order 12372 of July 14, 1982, "Intergovernmental review of Federal programs". This order provides for review of proposed federal assistance by state and local governments. Therefore, applications submitted for funds under this SCAA may be subject to the clearance procedures and requirements established by the state(s) in which their programs will be conducted. Consequently, applicants are reminded that they may have to initiate clearance action through appropriate state clearing houses prior to submitting their application to the DLA Office of Small Business Programs.
8. **Subawards and Subgrants:** The recipient of a cooperative agreement shall apply the terms and conditions of this SCAA and the provisions of all laws and regulations referenced herein to subawards or subgrants with eligible subrecipients or subgrantees. The same shall be applied to any awards to lower tier subrecipients or subgrantees.

Any previous SCAA issued for the PTA Cooperative Agreement Program does not apply to any award made as a result of submitting an application in response to this SCAA. Applicants should not rely on the information or guidance contained in any previous versions of the SCAA when applying under this SCAA.

#### **D. PROGRAM MANAGEMENT**

The Director, Office of Small Business Programs, Defense Logistics Agency, is responsible for the management of the PTA program including the issuance of this SCAA, evaluating applications received and the awarding of cooperative agreements.

## **E. PURPOSE AND OBJECTIVES**

The PTAP provides eligible entities with DOD assistance so that they in turn may provide specialized and professional technical assistance to individuals and businesses that are seeking to pursue and successfully perform under contracting and subcontracting opportunities with DOD, other federal agencies, and/or state and local governments. This specialized and professional assistance may consist of, but is not limited to outreach and counseling type services as described in Section III of this SCAA. Participants in this program are expected to make a concerted effort to seek out and assist Small Businesses, Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Underutilized Business Zone (HUBZone) Small Business Concerns, Service-disabled Veteran-owned Small Businesses, and Historically Black Colleges and Minority Institutions (HBCU/MIs).

Participants in the program are also expected to perform an analysis of the area they intend to service to include: (1) the category of business firms (i.e., those categories delineated on the DLA form 1806); (2) the types of business firms (e.g., machine shops, construction companies, accounting firms, etc.); (3) total estimated number of clients the recipient plans to service during the performance period, broken down by the business categories delineated on the DLA form 1806; (4) the total number of active clients included in the recipient's data base; and (5) any special efforts the PTAC will expend in generating employment within the service area.

## **F. ELIGIBILITY**

1. Applicants must qualify as an "eligible entity" as defined under Section II of this SCAA.
2. Entities listed in the General Services Administration's (GSA) "Excluded Parties List System (EPLS)" are not eligible for an award. An entity that employs any person listed in the GSA's EPLS is not eligible for an award.
3. Only entities proposing programs that do not exceed the following funding limitations are eligible:
  - a. For a program planning to provide services in a non-distressed area, the Federal share of cost shall not exceed 50 percent of Net Program Cost. In addition to the percentage requirement, the value of Federal assistance furnished by DOD cannot exceed \$300,000 in any fiscal year (FY) for a regional program or \$600,000 in any FY for a statewide program.
  - b. For a program planning to provide services in a distressed area, the Federal share of cost shall not exceed 75 percent of Net Program Cost. In addition to the percentage requirement, the value of Federal assistance furnished by DOD cannot exceed \$300,000 in any FY for a regional program or \$600,000 in any FY for a statewide program.
  - c. For a program that plans to service both non-distressed and distressed areas, the percentage requirements will be allocated in accordance with a. and b.

above. The value of Federal assistance furnished by DOD (total of both non-distressed and distressed area costs) cannot exceed \$300,000 in any FY for a regional program, or \$600,000 in any FY for a statewide program.

4. Match Requirement – Federal cost share limitations are specified above. The organization receiving the Cooperative Agreement is required to share the cost of the program and match Federal funding accordingly. Funds used to satisfy the match requirement may not be included as contributions for any other federally-assisted project or program and may not be paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
5. Applications will not be accepted from applicants that apply as equal partners or equal joint ventures. Only one organization can take the lead and have primary responsibility for the proposed program.
6. Only one application will be accepted from a single eligible entity. An entity that submits more than one application, or is listed as a sub-agreement applicant in another eligible entity's application will not be considered for an award.
7. All subrecipients and subgrantees must meet the definition of "eligible entity" at Section II of this SCAA.
8. The GO reserves the right to request any additional information determined necessary to establish eligibility under Title 10 U.S.C., Chapter 142.

## **G. APPLICATIONS**

1. All eligible entities meeting the definition listed in Section II of this SCAA are invited to submit applications for participation in the DOD PTAP in accordance with Section IV of this SCAA. **Applications received from entities not meeting these definitions will be neither accepted nor evaluated.**
2. A SCAA will be issued during the FY 2011 for both the continuation of existing and the establishment of new Native American PTA programs. Eligible entities meeting the definition listed in Section II, paragraph 19.d. (Economic Enterprise) or paragraph 19.e. (Tribal Organization) of this SCAA who are current recipients of cooperative agreements under the PTA Program or who wish to apply to establish a new program to provide PTA to Indian reservations should not apply under this SCAA. **If you have any questions regarding application submission, please consult the DLA Grants Officer.**
3. Applications submitted in response to this SCAA must propose an initial base period of performance of 12 months.

- a. **NEW PROGRAMS** - An application to establish a new program must propose a 12 month base period of performance with a start date between January 1, 2011 and July 1, 2011. After review of all applications submitted, the Grants Officer may direct adjustments to the proposed start date which may result in a later start date than proposed.
- b. **EXISTING PROGRAMS** – An existing program, as defined by SCAA Section II, should propose a 12 month base period of performance with a start date immediately following the expiration of the current cooperative agreement.

**If you have any questions regarding application submission, please consult the DLA Grants Officer.**

## **H. AWARDS**

1. Cooperative Agreement Awards will be made in accordance with Section V of this SCAA.
2. The award of a cooperative agreement under this program shall not, in any way, obligate DOD to enter into a contract or give preference for the award of a contract to an individual or business concern which is or becomes a client of a cooperative agreement award recipient.
3. All provisions and clauses of this SCAA shall apply and are incorporated into any resultant cooperative agreement.
4. If selected for an award, the applicant shall perform the services described in its application and amendments thereto that shall be incorporated into the cooperative agreement award document by the Grants Officer (GO).
5. The Government reserves the right to revise this solicitation before making any awards or cancel this solicitation without making any awards.

## **I. FUNDING**

Pursuant to Title 10 U.S.C., Chapter 142, Section 2413(d), funding priority will be given to applicants that are existing programs (see definition in Section II of this SCAA) and have a successful performance record. At the same time, Title 10 U.S.C., Chapter 142, Section 2412(2) also provides for DOD to assist in establishing and carrying out new programs.

An existing program, as defined by Section II, may not receive continued funding if, as determined by the Grants Officer (GO), there has been poor performance, activity adversely affecting the operation and integrity of the PTAC, or a failure to follow the

rules and procedures and meet the requirements set forth in statute, regulation, and/or this SCAA.

#### **J. AWARD PERIOD**

Applicants selected for award will be awarded a cooperative agreement for a base period of performance of 12 months. All award recipients will be eligible to have their award agreements extended for **two (2)** additional option periods (see Section VIII of this SCAA). The award of any option, however, shall be contingent upon the continuance of enabling legislation, availability of funds, program execution goals, and a demonstrated acceptable level of performance by the recipient.

With regard to award of options, a recipient may not receive continued funding if, as determined by the GO, there has been poor performance, activity adversely affecting the operation and integrity of the PTAC, or a failure to follow the rules and procedures and meet the requirements set forth in statute, regulation, and/or this SCAA.

#### **K. MODIFICATION OF AGREEMENT**

The only method by which agreements can be modified is by a formal written modification signed by the GO or the Administrative Grants Officer (AGO). No other communications, whether oral or in writing, are valid methods of modifying the agreement.

#### **L. DISPUTES AND CLAIMS**

Disagreements regarding matters of fact between the recipient and the GO/AGO which arise during the performance of the agreement shall be resolved by negotiation to the maximum extent practicable (see Section VII). Failure of the parties to agree will be resolved pursuant to the provisions of 32 CFR 22.815 "Claims, disputes, and appeals."

#### **M. APPEAL AUTHORITY**

The DLA General Counsel is the final administrative appeal authority for this program.

Any appeal of a GO's decision not to make an award under this SCAA must be received by the Appeal Authority no later than 10 calendar days after the applicant receives notice from the GO that an award will not be made. Unless the appellant is advised otherwise, a decision on an appeal will be made no later than 90 calendar days from the date of receipt of the appeal by the Appeal Authority.

Any appeal of a post-award decision of the GO/AGO will be handled in accordance with the DoDGARs. An appeal should be addressed as follows:

Defense Logistics Agency  
Attn: General Counsel  
8725 John J. Kingman Rd, Suite 1644  
Fort Belvoir, VA 22060

## SECTION II - DEFINITIONS

The following definitions, in addition to those contained in the DoDGARs and 2 CFR Part 220, 2 CFR Part 225 and 2 CFR Part 230 apply for the purpose of this SCAA:

1. **Active Client.** See SCAA Section III, E.
2. **Administrative Grants Officer.** A person with the authority to administer grants or cooperative agreements consistent with the authority delegated by the GO.
3. **Availability of funds.** For the purpose of this SCAA, the terms "availability of funds", "funds are available" and "available funds" all refer to the total amount of DOD funds available or to be made available for the PTAP for the base year awards. Subsequent to the base year, this term will apply to the amount of DOD funds available or to be made available for an option period.
4. **Bid Matching.** A type of procurement technical assistance provided by matching profiles such as words, stock numbers, federal supply classes, item names, NAICS codes, CAGE codes, either collectively or separately for the purpose of determining if a solicitation (bid) offered by the Government is of interest to a client or business.
5. **Cash Contributions.** The recipient's cash outlay, including the outlay of money contributed to the recipient by third parties. Cash contributions do not include in-kind contributions as defined in this section.
6. **Central Contractor Registration (CCR) database.** The primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. CCR can be accessed at <http://www.ccr.gov>
7. **Civil Jurisdiction.** All cities with a population of at least 25,000 and all counties. Townships of 25,000 or more population are also considered as civil jurisdictions in the states of Michigan, New Jersey, New York, and Pennsylvania. In Connecticut, Massachusetts, Puerto Rico, and Rhode Island, where counties have very little or no government functions, the classifications are done for individual towns.
8. **Client.** An individual or a business that is seeking or may potentially seek to market its products and/or services as a prime contractor or subcontractor to DOD, other federal agencies, and state or local governments that has received Procurement Technical Assistance from a PTAC.
9. **Commercial and Government Entity (CAGE) code.** The CAGE Code is a five position code that identifies contractors doing business with the Federal Government, NATO member nations, and other foreign governments. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a Facility Clearance, a Pre-award survey, automated Bidders Lists, identification of Debarred Bidders, etc. The Defense Logistics Information Service (DLIS) has sole responsibility for assigning and maintaining the CAGE Code Master File.
10. **Consultant Services.** Services obtained from a third party, who is a non eligible entity, to supplement PTAC personnel (except those being donated or otherwise provided to the PTAC at no costs). Consultant services are those services that are central to the purposes of the cooperative agreement and directly benefit PTAC

clients in the areas such as counseling and training. Consultant services are subject to the limit stated in SCAA Section III, Paragraph A.

11. **Contractor Services:** A distinction is made between “Consultant” and “Contractor” services for the purposes of the 10 percent limit stated in SCAA Section III. Unlike “Consultant Services”, “Contractor Services” do not supplement PTAC personnel. For example, Contractor Services may include information technology support contractors or facility maintenance services. When entering into contracts, all recipients shall follow procurement procedures as required by DoDGARs §32.44, §33.36, or §34.31, as applicable
12. **Cooperative Agreement Award Recipient.** An organization receiving financial assistance directly from DLA to carry out a PTA program. Awards will only be made to eligible entities as defined in this section.
13. **Counseling Session.** See SCAA Section III, E.
14. **County Equivalent.** The term “parish” for the state of Louisiana and “borough” for the state of Alaska and the City of New York. For those states where cities are independent of counties (e.g., Virginia), such cities meet this definition. In addition, a “reservation” as defined in this Section, is a county equivalent for the purposes of this SCAA.
15. **Data Universal Number System (DUNS) number.** The 9-digit number assigned by the Dun and Bradstreet Information Services to identify unique business entities.
16. **Data Universal Numbering System+4 (DUNS+4) number.** The DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.
17. **Distressed Area.** A Civil jurisdiction to be serviced by an eligible entity within an area that:
  - a. has a per capita income of 80 percent or less of that state’s average; **or**
  - b. has an unemployment rate that is one percent greater than the national average for the most recent 24-month period for which statistics are available.In addition, a reservation, as defined in section 3(d) of the Indian Financing Act of 1974 (P.L. 93-262; 25 U.S.C. 1452(d)) is a distressed area for the purposes of this SCAA.

See SCAA Section IV for documentation that must be submitted with the application to verify a distressed service area.
18. **Duplicate Coverage.** A situation caused when two or more applicants propose to provide PTA services to clients located within the same county or equivalent.
19. **Eligible Entities.** Organizations qualifying to submit an application under this SCAA, including:
  - a. **A State.** Any of the several states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a state exclusive of local governments. The term does not include any public and Indian housing agency under United States Housing Act of 1937.
  - b. **Local government.** A county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United

States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), any other regional or interstate government entity, or any agency or instrumentality of a local government.

- c. **Private nonprofit organizations.** A business entity which is exempt from federal income taxation under Section 501 of the Internal Revenue Code, and no part of its earnings inure to the benefit of any private shareholder or individual, and no substantial part of its activities is carrying on propaganda or otherwise attempting to influence legislation or participating in any political campaign on behalf of any candidate for public office.
  - d. **Economic Enterprise.** Any Indian-owned (as defined by the Secretary of the Interior) commercial, industrial, or business activity established or organized, whether or not such economic enterprise is organized for profit or nonprofit purposes: *Provided*, that such Indian ownership shall constitute not less than 51 per centum of the enterprise.
  - e. **Tribal Organization.** The recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: *Provided*, that in any case where a cooperative agreement is made to an organization to perform services benefiting more than one Indian tribe, the approval of each such Indian tribe shall be a prerequisite to the letting or making of such cooperative agreement.
20. **Existing Program.** An eligible entity that was funded by DOD (through DLA) as of the date of issuance of this SCAA to furnish procurement technical assistance under the authority of 10 U.S.C. Chapter 142 (sections 2411-2419). For an option period (See Section VIII), all PTAPs receiving a notice of the Government's intent to exercise the option will be considered to be an existing program. Two or more existing programs that subsequently combine or merge their organizations into a single eligible entity will also be considered to be an existing program even if the resulting eligible entity so formed is a new organization and/or corporation. Subrecipients or sub-elements/organizations of existing programs that separate from an existing program and apply separately under this SCAA will not be considered an existing program. The GO may determine that an existing program that proposes substantial changes to their service area is no longer considered to be an existing program.
21. **FAR.** The Federal Acquisition Regulation. The FAR is issued as Chapter 1 of Title 48, CFR.
22. **Follow-up Counseling session.** See SCAA Section III, E.
23. **HUBZone Small Business concern.** A business concern that meets the definition of HUBZone small business concern in FAR 2.101.
24. **Initial counseling session.** See SCAA Section III, E.
25. **In-kind contribution.** The value of a non-cash contribution provided by an eligible entity or third party. In-kind contributions may be in the form of real property, equipment, supplies (and other expendable property), facilities and services. See

SCAA Section III for a detailed discussion concerning in-kind contributions. Indirect costs, whether billed by an indirect rate or otherwise billed directly, are in-kind contributions.

26. **Net Program Cost.** Total Program Cost less expended program income. The Federal and recipient share of cost is based on Net Program Cost.
27. **New program applicant.** An applicant that does not meet the definition of existing program.
28. **Nonprofit agency employing the blind or severely disabled.** A qualified nonprofit agency for the blind or the severely disabled (as defined in 41 CFR Part 51) which produces a commodity for, or provides a service to, the government under the AbilityOne Program. For this program, such agencies shall be considered small business concerns.
29. **Outreach event.** See SCAA Section III, E.
30. **Probationary award.** An award made to a recipient that has been placed on probationary status.
31. **Probationary status.** The condition where a PTAC's performance has been determined by the GO or AGO to be less than satisfactory, and its award will be subject to a higher level of surveillance while the PTAC takes action to correct those factors that have caused it to be found performing at a less than satisfactory level. PTACs will be notified in writing of the decision to place it on probationary status which will set forth the reason(s) the Government has placed it on probationary status. Once so notified, the PTAC is required to provide a Plan of Action and Milestones (POA&M) to correct its performance deficiencies. The POA&M must be submitted by the date established by the GO and approved by the AGO and GO. The POA&M will clearly set forth a plan to address and correct deficiencies noted. A failure to submit a POA&M by the date established by the GO or to comply with its terms once approved by the Government may result in termination of the PTAC's award or a determination that subsequent option period(s) will not be exercised. If performance improves in accordance with the POA&M, probationary status may be removed. Failure to make progress during probationary status will have a significant impact on the PTAC's Past Performance Evaluation Factor for any subsequent award evaluations. At any time during the performance period, the GO may place a PTAC in a probationary status if performance is determined to be less than satisfactory. A PTAC may be placed in a probationary status at time of award or at any time during the performance period.
32. **Procurement technical assistance (PTA).** Assistance of a specialized and professional nature provided to a business firm/client to enable it to identify potential contractual opportunities with DOD, other federal agencies, state and/or local governments, and government prime contractors, or to obtain or perform under contracts with these entities. This specialized assistance may consist of, but is not limited to, locating potential marketing opportunities for PTACs' businesses/clients' products and/or services, educating and/or familiarizing firms and clients in the area of electronic commerce, assisting in the preparation of registrations, proposals and financial and contractual forms, and providing guidance in relation to quality assurance and production as it relates to government-specific requirements or specifications.

33. **Procurement Technical Assistance Center (PTAC).** A cooperative agreement award recipient whose award was made pursuant to this SCAA.
34. **Program Income.** See SCAA Section VII.
35. **Recipient.** An eligible entity that receives a cooperative agreement award as a result of submitting an application under this SCAA. Note that in this SCAA, the terms Applicant, Recipient, and PTAC are used interchangeably.
36. **Regional Program.** A PTA program that provides less than statewide coverage.
37. **Registered in the CCR database.** This means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding Commercial and Government Entity (CAGE) code, is in the CCR database, the DUNS number and the CAGE code have been validated, and all edits have been successfully completed.
38. **Reservation.** Includes Indian reservations, public domain Indian allotments, former Indian reservations in Oklahoma, and land held by incorporated Native groups, regional corporations, and village corporations under the provisions of the Alaska Native Claims Settlement Act.
39. **Satellite Office.** A satellite office supports and contributes to the mission of the PTAC, but is physically located at a site different than that of the recipient. Unlike a subrecipient (DODGAR 32.2) or subgrantee (DODGAR 33.3), a satellite office is an integral part of the award recipient's organization. Notwithstanding whether or not the costs for the satellite office are tracked separately, the costs for the satellite location(s) will be included directly in the applicant's budget and set forth within the appropriate object cost categories in the Cost Share Budget Information Worksheet as part of the application. This is different from subrecipients and subgrantees which have their own separate budgets that are included in the applicant's budget as a single element of costs.
40. **Service.** When used as a verb in this SCAA, it means to provide procurement technical assistance to clients or potential clients.
41. **Service area.** The geographical area (measured at the county or equivalent level) where clients or potential clients reside or regularly do business for whom the applicant proposes to provide procurement technical assistance.
42. **Service-disabled veteran-owned Small Business (SDVOSB).** A business concern that meets the definition of Service-disabled veteran-owned small business in FAR 2.101.
43. **Small business concern.** A business concern that meets the definition of a small business concern in FAR 2.101.
44. **Small disadvantaged business concern.** A business concern that meets the definition of small disadvantaged business concern in FAR 2.101.
45. **Solicitation for Cooperative Agreement Applications.** A document issued by DLA containing terms, conditions, evaluation factors and other provisions, applicable to all applicants that apply for a PTA cooperative agreement.
46. **Statewide coverage.** A program that meets either of these criteria:
  - a. A PTA program that proposes to service at least 50 percent of a state's counties or equivalent coverage (i.e., parishes, boroughs) and 75 percent of a state's labor force; or

- b. A PTA program that proposes to service all the reservations within one of the twelve Bureau of Indian Affairs (BIA) Regions and at least 50 percent of the reservations within a second BIA Region.

See SCAA Section IV for documentation that must be submitted with the application to verify statewide coverage.

- 47. Statewide program.** A PTA program that provides statewide coverage. There can be only one statewide program, as defined by this Section, per state. In the event more than one applicant applies as a statewide program servicing the same state, the procedures in Section V will be followed.
- 48. Total Program Cost (TPC).** Total charges made to the program including the Federal and recipient's share of cost, and expended program income.
- 49. Veteran-owned small business concern.** A business concern that meets the definition of Veteran-owned small business concern in FAR 2.101.
- 50. Wide area workflow.** A paperless contracting application to eliminate paper from the receipt/acceptance and invoice/payments process of the contracting lifecycle.
- 51. Woman-owned small business concern.** A business concern that meets the definition of woman-owned small business concern in FAR 2.101.

## **SECTION III - PROGRAM REQUIREMENTS**

This section sets forth the requirements for providing procurement technical assistance under a cooperative agreement awarded as a result of this SCAA.

### **A. RESOURCES**

Applicants shall have the resources necessary to implement the program. As a minimum, these resources shall consist of:

#### **1. Personnel**

##### **a. Program Manger**

The recipient shall have a Program Manager, employed on a full-time basis (i.e. must devote 100% of his/her time to the PTA program). Although not specifically required, it is highly desirable that the Program Manager has knowledge and understanding of government contracting policies and procedures gained from direct experience and/or formal training. The Program Manager's salary and fringe benefits must be charged to and paid from the PTAP funds. The Program Manager is considered key to the effectiveness of the PTAC in meeting its objectives and must have appropriate management qualifications and a thorough understanding of the requirements of this SCAA.

The GO and AGO must be notified when the Program Manager position becomes vacant. This notification must be provided in writing within two business days of the position becoming vacant. Any person proposed to assume the Program Manager position, must be approved in advance in writing by the AGO, in consultation with the GO, prior to assuming the position.

##### **b. PTAC Staff**

The recipient shall employ personnel consisting of individuals who are qualified to counsel and advise business firms/clients on how to seek, obtain and perform on government prime contracts and subcontracts. These employees must remain current in their knowledge of government contracting laws, regulations, policies and procedures. Appropriate professional development and training programs must be in place to address this requirement. The number of personnel and their qualifications must relate to the types and level of services being offered by the recipient.

All personnel being directly charged to the program must directly contribute to the operation of the program and the mission of providing PTA to clients. Personnel who provide incidental support to the PTAC in the execution of their duties of their position may not be directly charged to the

personnel budget. Such incidental support includes but is not limited to marketing, promoting, etc.

A properly qualified staff is considered essential to a successful program. Any vacant positions included in the budget are expected to be filled promptly. Any positions, especially the position of Program Manager, remaining vacant for an extended period of time will be considered in the assessment of the quality of the recipient's performance and its compliance with the requirements of the SCAA as described in Section VII, paragraph C Performance Reviews. Failure to fill vacant positions can cause a program to be placed on probation and will also be taken into consideration when determining whether or not to exercise an option.

Qualification standards for all positions (filled and vacant) must be on file at the PTAC and available for review by the GO/AGO upon request. Resumes must be on file at the PTAC for the Program Manager, all personnel other than clerical who are shown on the PTA Center Personnel List, and all subrecipient personnel other than clerical. Resumes must also be available for review by the GO/AGO upon request.

The recipient must require its personnel to adhere to a code of generally accepted standards of professional conduct established by the recipient or its host organization. This includes subrecipients and consultants. Personnel are expected to be committed to conducting their professional activities in accordance with the highest standards of ethics and integrity and to avoid any real or perceived conflicts of interest. Board Members of the recipient's organization, employees, subrecipients' employees and consultants, shall not use their PTAC positions for personal gain. Neither the PTAC nor the personnel associated with the PTAC are to imply, either verbally or in writing, that the organization, the program or its employees are part of DOD or DLA.

**Subsequent to award and as detailed in SCAA Section VII, the addition of personnel positions not included in the budget at the time of award requires the AGO's prior approval.**

**c. Limitation on Consultant Services**

Recipients may supplement their personnel with Consultant Services (as defined in Section II), however, the cost of such consultant services is limited to 10% of Total Program Cost.

At the time of application and budget submission, consultant services shall not exceed 10% of the total budget.

**2. Funds**

All funds provided under a resultant cooperative agreement are to be used for the sole purpose of providing procurement technical assistance to business entities. The Recipient is required to expend funds in accordance with the budget

approved at the time of award, subject to adjustments allowed by SCAA Section VII. PTACs that are part of an organization that receives other federal or state assistance outside this cooperative agreement must maintain separate accounting/financial records to ensure a clear audit trail for the funds provided and expended under this agreement.

Funds used to satisfy cost sharing requirements may not be included as contributions for any other federally-assisted project or program and may not be paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching. Any contributions used to satisfy cost sharing requirements, including the expenditure of cash and the receipt of third party in-kind contributions must be verifiable from the recipient's records.

The recipient must be able to document that all expenditures under the program are reasonable and necessary to the PTAC based upon the benefits derived. The applicable cost principles apply to all program costs, whether DOD's share, the applicant's share, or costs financed by program income. For the purposes of determining allowability, allocability, and reasonableness, no distinction will be made between:

- (i) Those costs paid for, or to be paid for, by the Federal Government;
- (ii) Those items included in the applicant's share of cost, whether they are items of direct cost, indirect cost, or are in-kind contributions; or
- (iii) Costs financed by program income, except in the limited circumstances provided by Section IV for food and beverage expenses.

### **3. In-kind Contributions**

The same determinations required concerning allowability, allocability, and reasonableness apply to in-kind contributions that apply to items included in the budget or incurred as direct costs.

- a. In-kind contributions may be used to satisfy cost sharing requirements when such contributions meet all of the following criteria:
  - (i) They are necessary and reasonable for proper and efficient accomplishment of program objectives.
  - (ii) They are allowable under the applicable cost principles, i.e., if the party receiving the contributions were to pay for them, the payments would be allowable costs.
  - (iii) They are not included as contributions for any other federally-assisted project or program.
  - (iv) They are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
  - (v) They are specifically included in the approved budget.

- (vi) They verifiable from the recipient's records.
- (vii) They conform to any other applicable DoDGARs provision including the rules that specify how in-kind contributions are to be valued.

The DoDGARs are available at:

<http://www.dtic.mil/whs/directives/corres/html/321006r.htm>

- b. In-kind contributions from the recipient and any subrecipient(s) or subgrantee(s).

Values for in-kind contributions from the recipient and any subrecipient(s) or subgrantee(s) shall be established in accordance with the applicable cost principles. The amounts that may be credited as part of the recipient's cost share are determined on the basis of allowable costs incurred.

- c. Third party in-kind contributions.

Third party in-kind contributions must be valued in accordance with DoDGARs §32.23, §33.24, or §34.13, as applicable. The applicability of a particular DoDGARs part, i.e., part 32, 33, or 34, depends on the type of organization receiving the contribution.

Third party in-kind contributions are acceptable only where they are items that would have otherwise been necessary to include in the budget as direct costs had they not been donated. Acceptable in-kind contributions from third parties are performed by the third party for the direct benefit of the PTAC. The activities of third parties which they normally perform in their ordinary course of business, in pursuit of their own organization's mission, are not acceptable as in-kind contributions even if at the same time they support the PTAC. For example, when an economic development organization such as a Small Business Development Center (SBDC) or a Chamber of Commerce provides assistance to a small business, this is not acceptable as in-kind to the PTA program, even if the assistance provided is related to government procurement and the business assisted is also client of the PTAC. In addition, anything that would normally be available free of charge to the PTAC or any business that may be a PTAC client is not acceptable as a third party in-kind contribution. "Discounts" are never acceptable in-kind contributions.

- d. Limitation on third party in-kind contributions.

Third party in-kind contributions are limited to 25% of the total program cost. For the purposes of this requirement, third party in-kind contributions include in-kind contributions from any party other than the recipient of the DOD award.

#### **4. Facilities**

All recipients and sub recipients shall have a facility(s) for providing counseling sessions for clients that is readily identifiable by signage and easily accessible to

the public. Recipients shall operate their PTACs during the normal business hours of their state or local government or PTAC's parent organization throughout the effective period of the cooperative agreement.

## **5. Website**

All recipients shall maintain a website that provides, at minimum:

- a. A description of the services offered by the PTAC;
- b. Point of contact for potential PTAC clients; and
- c. The PTAC's service area (e.g., list of counties serviced).

The website may be standalone website, or may consist of dedicated, PTAC-specific web page that is separate and distinct, but accessible via a link from the host organization's website.

In addition to person specific email addresses, all recipients must establish an email address for the PTAC that is not tied to a specific person. For example, PTAP@dla.mil.

## **6. Disclaimer and use of Logos**

The PTAC is not required to explain its association with DOD and DLA or the sources of its funding

If/when the PTAC chooses to explain its association with DOD and DLA and the sources of its funding, only the following statement shall be used verbatim on PTAC materials or publications including websites, conference or training materials, promotional materials, etc.:

“(Name of PTAC), which serves as a Procurement Technical Assistance Center (PTAC), is funded in part through a cooperative agreement from the Department of Defense (DOD) through a program that is administered by the Defense Logistics Agency (DLA). The content of any written materials or verbal communications of the PTAC does not necessarily reflect the official views of or imply endorsement by DOD or DLA.”

PTACs are not authorized to use the DOD or DLA logo.

A PTAC not adhering to these policies will be in violation of the terms of its cooperative agreement and may be subject to termination in accordance with Section IX of this SCAA.

## **B. SERVICE AREA**

Each cooperative agreement recipient's area of performance will be limited to the county(ies) or equivalent specified in its cooperative agreement award. Recipients may voluntarily service clients outside their area of performance provided they coordinate this service with the PTAP award recipient, if any, that is responsible for that client's area.

### **C. METHODS AND PROCEDURES**

Methods and Procedures shall be in place to address the following:

1. Outreach Effort. Have an ongoing outreach procedure in place which will include:
  - a. how the business community will be made aware of the PTA Program;
  - b. the types of assistance to be offered to clients;
  - c. what is required of a business firm to become the PTAC's client;
  - d. procurement outreach conferences the recipient plans to sponsor;
  - e. procurement outreach conferences the recipient plans to participate in other than as a sponsor.
  - f. costs incurred in conducting outreach efforts must be allowable under the applicable cost principles. If questions arise as to the allowability of any costs (e.g. advertising, public relations, etc.) the AGO shall be consulted prior to incurring the costs. In any case, the cost of promotional items including, but not limited to such "give aways" as t-shirts, coffee cups, pens, calculators, etc. are unallowable for reimbursement.
  
2. Counseling Services. Provide clients with counseling and information regarding marketing their products and services to DOD, other federal agencies, and state and local governments. Recipients must assist, as appropriate, their clients with understanding federal, state and local government requirements applicable to contracting for services, manufacturing, construction or other markets. The recipient services will include, but are not limited to:
  - a. Identifying marketing opportunities for clients consistent with the client's products and services.
  - b. Advising and assisting clients in the preparation and proper submission of applications, certifications, registrations, etc. in order for them to do business with government entities.
  - c. Advising and assisting clients with the preparation and submission of bids and proposals.
  - d. Advising and assisting clients concerning post award functions. As a minimum, the assistance should include:
    - (1) Production
    - (2) Quality Systems
    - (3) Accounting system requirements, and contract payments
    - (4) Transportation
    - (5) Packaging
    - (6) Subcontracting

- (7) Property
  - (8) Wide area workflow
  - e. Educating clients in the following areas:
    - (1) Federal, state and local Government contracting laws, policies and procedures. Emphasis should be placed on requirements and procedures used by DOD and other Federal agencies in the acquisition of commercial products and services.
    - (2) DOD Pilot Mentor-Protege Program and similar Government programs.
    - (3) Electronic Business (eBusiness). Recipients must provide clients with information and assistance pertaining to the application of eBusiness tools and technologies as they relate to conducting business with the Federal Government. This includes the routine exchange of procurement information (e.g. solicitations, offers, contracts, purchase orders, invoices, payments, and other contractual documents) exchanged via information and computer technologies between the private sector and the Federal Government.
  - f. Advising and assisting clients in pursuing and securing subcontracting opportunities from government prime contractors including those that have subcontracting plan obligations pursuant to FAR clause 52.219-9 or similar clauses.
  - g. Providing any other procurement technical assistance related training that may directly assist clients in obtaining or performing on government contracts and subcontracts.
3. Maintain regulations and publications, either printed or on electronic media, (or identify sources for obtaining) that govern Federal, state and local government procurement, as applicable. Assist clients in understanding and using these regulations and publications.
4. The PTAC may not market on behalf of clients. Employee development related training (e.g., vocational type training, basic writing skills) for client personnel is considered a cost of doing business and is not an allowable cost under the program. All services offered by the PTAC must be specifically related to government procurement. The PTAC is not to provide general business training or small business development counseling. For example, the PTAC shall not offer clients training on topics such as access to loans, ISO 9000, Lean, Six Sigma, or manufacturing, except where the manufacturing assistance specifically relates to compliance with government-specific requirements. The PTAC should consult the GO if there is any question regarding the acceptability of any service or training offered to clients under the program.

#### **D. REPORT DOCUMENTATION AND RECORDS**

1. The PTAC shall collect and maintain current, complete and accurate information from its clients in order to complete and submit the quarterly DLA Form 1806

“Procurement Technical Assistance Cooperative Agreement Performance Report” (see paragraph E, below). The PTAC shall:

- a. Have available the number and dollar value of prime and subcontract awards that active clients were successful in obtaining as a result of assistance rendered by the PTAC. Segregate data by origin of award (DOD, other Federal agency, state and local government) and category of business (small and other than small) and socioeconomic status of the business receiving the award (SDB, SDVOSB, WOSB, etc.).
  - b. Have a procedure of validating the number and dollar value for prime and subcontract awards received by its active clients. A signed statement, electronic signature, or email from the client confirming that assistance provided by the PTAC contributed to the prime/subcontract awards is adequate for satisfying this requirement.
2. The PTAC shall have on file success stories attesting to the PTA provided to their clients during the base and each option year of the award agreement. The PTAC shall make copies of success stories available to the GO and/or AGO or designated representatives upon request. A success story is one that demonstrates a direct effort of the PTAC that generated employment and/or helped to improve the economy of a locality by assisting a client(s) in obtaining or performing under a federal, state, or local government contract(s). Each success story must have a clear means to verify (such as a letter or email message from the recipient’s client stating that the story is true) that the success resulted from substantial effort on behalf of the client by the PTAC.

Each success story should include the following:

- a. Client name
  - b. Client address
  - c. Client point of contact, telephone and facsimile number
  - d. Contracting agency point of contact, telephone and facsimile number, contract number and dollar value of award, if applicable.
  - e. Narrative description of the issue(s)
  - f. Narrative describing the PTAC’s contribution to the success story and the tangible results to include jobs generated and/or retained.
3. Active clients serviced by the award recipient shall be surveyed annually, at a minimum, to document client satisfaction with the assistance provided by the PTAC. The client shall be requested to assess the performance of the PTAC and its personnel in terms of:
- a. Timeliness and responsiveness to general and specific client needs;
  - b. Training offered and received, as appropriate; and
  - c. Relevant advice and assistance to the client.

Active clients surveyed shall be instructed to rate the PTAC as satisfactory or unsatisfactory. The PTAC’s files will reflect, in sufficient detail, the PTAC’s efforts to overcome areas of client dissatisfaction.

4. The database used to track or maintain the information above must be separate and distinct from any database used to track similar information for a different program, including other federally sponsored programs.
5. Only information specifically attributable to the PTAC shall be reported in accordance with this section.
6. The above information, in either paper or electronic form, will be compiled, documented and maintained and shall be made available to the GO/AGO or designated representative for review upon request.

## **E. DEFINITIONS APPLICABLE TO DLA FORM 1806 REPORTING**

The following definitions apply to the completion of the DLA 1806 “Procurement Technical Assistance Cooperative Agreement Report”

1. **Counseling Session.** A counseling session is a documented event where professional guidance is provided to advise and assist a business firm/client in marketing its products and/or services to DOD, other federal agencies, and state and local governments. This includes, but is not limited to, providing advice and assistance such as:
  - a. Assisting business firms/clients by providing marketing and technical assistance in selling their products and/or services to DOD, other federal agencies, and state and local governments;
  - b. Assisting with understanding specifications;
  - c. Assisting in the preparation and proper submission of applications, certifications, registrations, etc. in order to do business with government entities;
  - d. Assisting in the preparation of offers;
  - e. Providing post award assistance in areas such as production, quality system requirements, finance, engineering, transportation and packaging; and
  - f. Providing information to business firms/clients on the DOD Pilot Mentor-Protégé Program, Electronic Commerce (EC), WAWF, HUBZone Empowerment Contracting Program, and subcontracting opportunities with contractors holding government prime contracts, and commercial item acquisitions.

The venue must provide for live and direct interaction between the PTAC and the client. Acceptable venues for a counseling session include, but are not limited to, face-to-face, telephone, video conference, and email.

Counseling sessions may also be offered in classroom settings to small groups, provided that the information presented is specific to the needs of attendees and the event involves the PTAC’s personal interaction with each individual attendee.

The distribution of mass mailings (including emails), newsletters, publications, specifications, technical information, and bid matches are forms of providing assistance but are not counseling sessions, although these activities may generate subsequent counseling sessions. Simply referring business firms/clients to another source for advice or assistance and performing no other service for the client/business is not a counseling session nor can any resulting award be counted on the DLA 1806 submission.

2. **Initial Counseling Session.** The first counseling session held by a PTAC with an individual or business firm that is not an “active client” as defined in this section. The initial counseling session should be used, in part, to determine if an individual or business firm has potential to do business with a federal agency and/or state and local government as either a prime or sub-contractor. Those that are determined to have no potential should not be added to the “active client” base but the session can be reported as an “Initial Counseling Session.” Those determined to both have potential and are interested in receiving assistance from the PTAC should be added to the “active client” base.

A counseling session with a client that was previously counseled but no longer meets the definition of an “active client” and who was not included in the “active client base” reported in the previous quarter may again be reported as an initial counseling session.

3. **Follow-up Counseling Session.** A counseling session held with an active client, subsequent to the initial counseling session.
4. **Active client.** A client may be considered an active client only following an initial counseling session. That is, a client may not be added to the active client base unless they have had an initial counseling session with the PTAC. When establishing and reporting goals, the PTAC’s “Active Client Base” may include only those clients that have had an initial counseling or follow-up counseling session with the PTAC during the previous 12 months ending on the last day of the quarter which is being reported **or** that are actively pursuing the PTAC’s assistance.

For reporting purposes, active clients carry forward from one period of performance to the next. For example, a client that had a follow-up counseling session with the PTAC in the fourth quarter of a performance period remains an active client for 12 months and is therefore reported as an active client during a follow-on award or option period.

In keeping with the requirement for quarterly reporting, the PTAC’s active client base is to be updated quarterly to ensure the accuracy of the data reported.

5. **Outreach event.** A procurement outreach conference that the PTAC sponsors, supports, or participates in as part of the outreach effort described in Section III is considered an outreach event. Mere attendance as an audience member at an

outreach event without active participation, such as speaking or providing formal counseling or training, is not reportable. Where an event is reported as a counseling session, for example counseling in a group setting, that event shall not also be reported as an outreach event.

6. **Contract and Subcontract Awards** – Contract awards reported in blocks 18 through 20 of the DLA Form 1806 only include contracts or subcontracts awarded to “Active Clients”, as defined in this section.

The dollar value of awards reported shall reflect the dollars actually obligated on an award document by the awarding agency. The dollar value reported shall not include the maximum or estimated value of orders that may be placed under a contract at a future date – only dollars actually obligated may be included.

## **F. QUARTERLY REPORT SUBMISSION**

1. Recipients must complete and submit both of the following on a quarterly basis:
  - a. DLA Form 1806 - The Procurement Technical Assistance (PTA) Cooperative Agreement Performance Data Report.

The DLA Form 1806 is submitted electronically using the same website, login, and password used for budget submission at the time of application.

The first three quarterly reports submitted each year need only reflect the most recent data available at time of report submission. The fourth quarter report must reflect final and accurate values for the aggregate of the program’s performance period.

After submission, the DLA Form 1806 report will generally not be reopened to allow for edits or corrections. When the data reported in a quarter is later found to be inaccurate or incomplete, adjustments should be made to subsequent reports so that the cumulative total shown in the “Year To Date” column reflects an accurate value that agrees with the Recipient’s substantiating records. Any corrections or adjustments made in subsequent DLA Form 1806 reports should be described in writing as required below. Adjustments necessary should be kept to a minimum.

The recipient's records must provide an audit trail that will substantiate all data reported and be made available to the AGO or GO upon request.

- b. Recipients shall submit a written report concurrently with the electronic DLA Form 1806. Submission of the written report must be made to the AGO and GO via email, with a copy to PTAP@dla.mil. The written report should be numbered 1 through 9 and address each of the following. If there is nothing to report for a particular item that should be noted in the report.

- (1) Progress made towards the achievement of quarterly and annual performance goals. If the PTAC fails to accomplish at least 80% of any quarterly performance goal, an explanation as to the reason for the shortcoming shall be provided as well as the efforts planned to rectify the condition during subsequent quarters. Consistent failure to achieve at least 80% of any performance goal will be considered failure to comply with the program requirements and will result in the PTAC being placed in a probationary status.
- (2) Any difficulties they may be experiencing in achieving any of their program objectives and actions taken to overcome such problems. New programs must address the progress made towards achieving the implementation milestones identified in their Program Implementation Plan.
- (3) Training completed, planned or ongoing in order to help PTAC personnel stay current in their areas of expertise.
- (4) Any noteworthy client success stories facilitated by the PTAC's assistance or other significant programmatic accomplishments. Client satisfaction feedback may also be addressed.
- (5) Identify any personnel positions included in the program budget that are currently vacant. Indicate the date the position was last occupied, the actions being taken to fill the position, and the anticipated fill date.
- (6) Identify any significant changes to the budget that was approved at the time of award, such as the addition of a staff, changes in major contractual obligations such as facility rental, or any other significant changes whether or not prior approval of those changes was required by SCAA Section VII.
- (7) Address any issues regarding the availability of previously committed cost matching funds.
- (8) Address any adjustments to the data reported in the DLA Form 1806 made to compensate for previous report omissions or mistakes.
- (9) Fourth quarter report only – Program income is reported in block 6 of the DLA Form 1806. Additionally, as part of the fourth quarter written report, the recipient shall provide details to identify the following:
  - i. How program income was earned during the year. Total program income earned should be separated by source, i.e., specify the amount of program income earned through training fees, conferences, etc;
  - ii. How program income was spent during the year. Total program income spent should be separated by expense type, i.e., specify the amount of program income spent on personnel, fringe, travel, equipment, supplies, etc;
  - iii. Describe why charging a fee for the PTAC's services and earning program income was necessary. Describe how program income was used to further program objectives; and
  - iv. Identify the end of performance period program income balance.\*

\*Program income must be fully expended prior to requesting Federal reimbursement (See SCAA Section VII). Under normal conditions, there should be a \$0.00 end of performance period program income balance. If applicable, explain the circumstances surrounding any unspent program income balance.

The program income information required above should be presented in a format similar to the format provided at <http://www.dla.mil/db/scaa.asp>.

## 2. Submission Deadlines

The following pertains to both the electronic and written quarterly report –

- a. The first, second, and third quarter reports must be submitted within 21 calendar days after completion of each quarter. Quarters are recognized on a monthly basis. For example, if the performance period begins on February 5<sup>th</sup>, the first, second, and third quarters end on May, August, and November 4<sup>th</sup>.
- b. The fourth quarter report, which shall also be considered to be a consolidated final report, must be submitted not later than 90 calendar days after the end date of the PTA Cooperative Agreement's performance period as specified in the award document or modification thereto.

In the event that the duration of the performance period is other than 12 months, the GO will specify report submission deadlines.

The GO may place a PTAC in a probationary status for failure to submit the quarterly DLA form 1806 report and concurrent written narrative in a timely manner. Failure to provide complete information with respect to the written narrative may result in the PTAC being placed in a probationary status.

## **G. DETAILED REPORT (DLA Form 1806) PREPARATION INSTRUCTIONS**

The explanations provided below pertaining to collecting and submitting report data are keyed to the numbers assigned to each information element contained in DLA Form 1806. For the purposes of completing this report, “Cumulative” means the total for the entire period of performance as stated on the award document or modification thereto. The period of performance may be either a base or option period.

1. The legal name of the entity that received the cooperative agreement. (auto-filled)
2. Enter the date the report is prepared. (auto-filled)
3. "X" the appropriate box for the period being covered by the report. (auto-filled)
4. Enter the dates covered by the report. (auto-filled)
5. COOPERATIVE AGREEMENT INFORMATION
  - a. The Cooperative Agreement Reference Number from the cooperative agreement award document. (auto-filled)

- b. The effective period specified by the cooperative agreement award document or as changed by any modifications issued thereto. (auto-filled)
6. BUDGET DATA
- a. Total program cost, as stated in the award document, or as changed by any modifications issued thereto.
  - b. Enter the cumulative amount of all funds expended as of the ending date of the reporting period (*item 4 above*). Funds expended include any program income expended or additional funds added by the recipient that were not part of the budget and therefore 6b may exceed 6a.
  - c. The total DOD funds obligated, as stated in the award document, or as changed by any modifications issued thereto.
  - d. Enter the cumulative amount of DOD funds expended as of the ending date of the reporting period.
  - e. Enter the amount of any program income carried over from a previous budget year.
  - f. Enter the cumulative amount of any program income earned as of the ending date of the reporting period.
  - g. Enter the cumulative amount of any program income spent as of the ending date of the reporting period.
  - h. Current balance of program income account.

**CLIENT AND COUNSELING DATA ELEMENTS**

- (7) ACTIVE CLIENT BASE. Enter the number of active clients being serviced at the completion of the reporting period.
- (8) NUMBER OF OUTREACH EVENTS YOU SPONSORED – self-explanatory
- (9) NUMBER OF OUTREACH EVENTS YOU SUPPORTED OR PARTICIPATED IN BUT DID NOT SPONSOR.  
Note: Mere attendance as an audience member at an outreach event without active participation, such as being a speaker or providing formal counseling, should not be reported.
- (10) TOTAL ATTENDEES AT OUTREACH EVENTS LISTED IN (8) & (9) ABOVE – self-explanatory
- (11) INITIAL COUNSELING SESSIONS- The number of initial counseling sessions held with all categories of Small Businesses Concerns including Small Disadvantaged Businesses (SDBs), Women-Owned Small Business Concerns (WOSBs), Historically Underutilized Business Zone (HUBZone) Small Business Concerns and Service-disabled Veteran-owned Small Business Concerns (SDVOSB).
  - (a) The number of the initial counseling sessions held with SDBs.
  - (b) The number of the initial counseling sessions held with WOSBs.
  - (c) The number of initial counseling sessions held with HUBZone Small Business Concerns.
  - (d) The number of initial counseling sessions held with (SDVOSB).
 Note: A Small Business Concern may also qualify as one or more category of small business listed in 11(a) through 11(d) above. Such businesses should be counted in each category for which it qualifies. PTACs may accept the self

certification from clients as to which category (or categories) of small business it qualifies. For example, a small business concern could also be a women-owned small business and a service-disabled veteran-owned small business concern. Consequently, if you counseled that firm, the counseling session would be credited at items 11, 11(b) and 11(d).

- (12) The number of initial counseling sessions that were held with other than small business concerns. A nonprofit client is counted as an “other than small business concern”.
- (13) The number of initial counseling sessions that were held with any client that is located in a distressed area.
- (14) THRU (16) FOLLOW-UP COUNSELING SESSIONS (follow the same instructions listed in (11) thru (13), above)

### **CONTRACT AND SUBCONTRACT AWARDS RECEIVED BY CLIENTS**

- (17) NUMBER OF PRIME CONTRACT AWARDS RECEIVED BY CLIENT(S) – list the number of prime contracts received by active clients in the appropriate category(s) that the client was successful in obtaining as a result of assistance rendered by the PTAC.

Note: A Small Business Concern may also qualify as one or more category of small business listed in 17(b) through 17(e). Such businesses should be counted in each category for which it qualifies. PTACs may accept the self certification from clients as to which category (or categories) of small business it qualifies. For example, a small business concern could also be a women-owned small business concern and a service-disabled veteran-owned small business concern. Consequently, if you assisted that firm in obtaining contract awards, the number of such awards would be credited at items 17(a), 17(c) and 17(e).

- (18) DOLLAR VALUE OF PRIME CONTRACT AWARDS RECEIVED BY CLIENT(S) – list the dollar value of prime contracts received by active clients in the appropriate category(s) that the client was successful in obtaining as a result of assistance rendered by the PTAC.

Note: A Small Business Concern may also qualify as one or more category of small business listed in 18(b) through 18(e). Such businesses should be counted in each category for which it qualifies. PTACs may accept the self certification from clients as to which category (or categories) of small business it qualifies. For example, a small business concern could also be a women-owned small business concern and a service-disabled veteran-owned small business concern. Consequently, if you assisted that firm in obtaining contract awards, the dollar value of such awards would be credited at items 18(a), 18(c) and 18(e).

- (19) NUMBER OF SUBCONTRACT AWARDS RECEIVED BY CLIENTS - list the number of subcontract awards received by active clients in the appropriate category(s) that the client was successful in obtaining as a result of assistance rendered by the PTAC.

Note: A Small Business Concern may also qualify as one or more category of small business listed in 19(b) through 19(e). Such businesses should be counted in each category for which it qualifies. PTACs may accept the self certification from clients as to which category (or categories) of small business it qualifies. For example, a small business concern could also be a women-owned small business concern and a service-disabled veteran-owned small business concern. Consequently, if you assisted that firm in obtaining subcontract awards, the number of such subcontract awards would be credited at items 19(a), 19(c) and 19(e).

- (20) **DOLLAR VALUE OF SUBCONTRACT AWARDS RECEIVED BY CLIENTS** - list the dollar value of subcontract awards received by active clients in the appropriate category(s) that the client was successful in obtaining as a result of assistance rendered by the PTAC.

Note: A Small Business Concern may also qualify as one or more category of small business listed in 20(b) through 20(e). Such businesses should be counted in each category for which it qualifies. PTACs may accept the self certification from clients as to which category (or categories) of small business it qualifies. For example, a small business concern could also be a women-owned small business concern and a service-disabled veteran-owned small business concern. Consequently, if you assisted that firm in obtaining subcontract awards, the dollar value of such subcontract awards would be credited at items 20(a), 20(c) and 20(e).

## **Section IV - SUBMISSION OF APPLICATIONS**

This section describes what is required to submit a PTA application and how the application must be submitted. A submission of an application does not commit DOD nor DLA to make an award under this program. Neither DOD nor DLA shall be responsible for any monies expended or expenses incurred by an applicant prior to an award of a cost sharing cooperative agreement.

### **A. APPLICATION SUBMISSION**

To submit an application and to receive an award, eligible entities must be registered in the Central Contractor Registration (CCR) and have a Commercial and Government Entity (CAGE) Code. Registration can be accomplished online at the <http://www.ccr.gov> website. Upon completion and acceptance of the registration information, the CCR system will provide a CAGE Code.

All applicants must submit a SF 424 "Application for Federal Assistance" through the <http://www.grants.gov> website. In addition, supplemental information necessary to complete the application must be submitted through the following DLA website:

**<https://www.dla.mil/scaa2/login.asp>**

A login and password is necessary to access the above website. These may be obtained from the GO by mailing, emailing, faxing, or otherwise delivering to the address below, a written request for a login and password along with sufficient documentation to make a preliminary determination regarding the organization's eligibility to submit an application. Logins and passwords will not be furnished to persons or organizations that do not qualify as an eligible entity under Section II of this SCAA. The address, fax, and email are as follows:

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Attention: Grants Officer, Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060  
Email: PTAP@dla.mil  
Fax: (703) 767-1670

### **B. CERTIFICATIONS**

1. By submitting the SF 424 on-line at Grants.gov, the applicant certifies that it is complying with the requirements of:
  - a. Title VI of the Civil Rights Act of 1964, as implemented by 32 CFR 195, concerning nondiscrimination in activities under the agreement based on race, color, or national origin; and

- b. Section 504 of the Rehabilitation Act of 1973, as implemented by 32 CFR 56, concerning access for people with disabilities in recipient programs and activities, including but not limited to those under the agreement.
  - c. The Age Discrimination Act of 1975 (42 U.S.C. 6101, et.seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90.
2. By submitting the SF 424 on-line at Grants.gov, the applicant certifies to the best of his or her knowledge and belief, that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal 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) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation to this application.

3. By submitting the SF 424 on-line at Grants.gov, the applicant certifies it will provide a drug-free workplace by-
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the cooperative agreement recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing a drug-free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the cooperative agreement recipient's policy of maintaining a drug-free workplace;
    - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the cooperative agreement be given a copy of the statement required by paragraph a;

- d. Notifying the employee in the statement required by paragraph a that, as a condition of employment under the cooperative agreement, the employee will –
    - (1) abide by the terms of the statement; and
    - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
  - e. Notifying the agency within ten days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction;
  - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph d(2), with respect to any employee who is so convicted –
    - (1) taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e and f.
4. By submitting the SF 424 on-line at Grants.gov, the applicant certifies to the best of his or her knowledge and belief, that:
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
  - c. The applicant shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction

imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### C. TIMELY APPLICATION

Closing dates for the submission of applications are staggered as detailed below. The initial closing date of August 24, 2010 is established to allow the Government to assess total program funding requirements and to evaluate situations involving duplicate coverage. Staggered due dates for existing programs are established to allow for the submission and review of the most current information possible. **If you have any questions regarding submission deadlines, please consult the DLA Grants Officer.**

1. **NEW PROGRAMS** – The following is applicable when submitting an application to establish a new program, i.e. program that is not an “existing program” as defined by SCAA Section II –
  - a. The closing date for receipt of complete applications including all documents listed in SCAA Section IV(D) below is: August 24, 2010 by 5 p.m. EDT
  - b. The submission deadline is the same for Grants.gov, Online DLA, and Paper Submissions. For the application to be considered timely all documents listed in paragraph D. below must be timely. That is, if any document required by SCAA Section IV(D), subparagraphs (1-24) is late, the entire application will be considered late and will be neither accepted nor evaluated.

To be considered timely: (a) the Grants.gov submission must be transmitted and time-stamped at [www.grants.gov](http://www.grants.gov) prior to the closing date and time; (b) online DLA submissions must be submitted electronically on the DLA website identified below prior to the closing date and time; (c) mailed paper submissions must be received at the Government installation designated below and under the Government’s control prior to the closing date and time (Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the application wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel); and (d) hand delivered paper submissions must be received by the GO prior to the closing date and time.

2. **EXISTING PROGRAMS** – The following is applicable when submitting an application for an existing program as defined by SCAA Section II –
  - a. The following must be received by: August 24, 2010 by 5 p.m. EDT

- (1) The SF 424 “Application for Federal Assistance” submitted via grants.gov; and
- (2) A mailed or hand delivered copy of the Proposed Service Area Listing (use the template available at <http://www.dla.mil/db/scaa.asp>).

The total amount of DOD funds requested by applications from existing programs must be shown in block 18.a. (Federal) of the SF 424. This is the amount of funding that the applicant anticipates requesting when the complete application package is submitted. The applicant will not be permitted to increase the amount of DOD funds requested in block 18.a. (Federal) of the SF 424 when other application documents are submitted (see paragraph b below).

When completing block 18 of the SF 424, the applicant should take into consideration the cost share/match requirements of the SCAA and the organization’s ability to meet them at the time of the submission deadline (see paragraph b. below). Care should be taken to provide accurate funding information in the SF 424.

Regarding the Proposed Service Area Listing, distressed and non-distressed areas do not need to be identified with this submission. Distressed and non-distressed areas must be identified and distressed area verification information must be submitted with the other application documents (see paragraph b. below).

- b. All remaining documents listed in SCAA Section IV(D) must be submitted in the manner specified below and received by the Government by 5:00 p.m. Eastern Time on the date indicated at <http://www.dla.mil/db/scaa.asp>. If the date indicated falls on a Saturday, Sunday, or legal holiday, the due date is extended to the next business day. Due dates were established based on the expiration of current cooperative agreements.
- c. For the application to be considered timely all documents must be submitted timely. If any document required by SCAA Section IV(D), subparagraphs (1-24) is late (that is, not submitted by the date and time established in either a. or b. above), the entire application will be considered late and will be neither accepted nor evaluated.

**If you have any questions regarding submission deadlines, please consult the DLA Grants Officer.**

To be considered timely: (a) the Grants.gov submission must be transmitted and time-stamped at [www.grants.gov](http://www.grants.gov) prior to the closing date and time; (b) online DLA submissions must be submitted electronically on the DLA website identified below prior to the closing date and time; (c) mailed paper submissions must be received at the Government installation designated

below and under the Government's control prior to the closing date and time (Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the application wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel); and (d) hand delivered paper submissions must be received by the GO prior to the closing date and time.

3. ALL PROGRAMS (NEW PROGRAM and EXISTING PROGRAMS) –

a. The address for mailing or hand delivering documents is as follows:

Defense Logistics Agency  
Office of Small Business Programs (DB)  
Attention: Grants Officer, Procurement Technical Assistance Program  
8725 John J. Kingman Road, Suite 1127  
Ft. Belvoir, VA 22060

b. Incomplete and/or untimely applications will **not** be considered.

**D. DOCUMENTS TO BE SUBMITTED**

For an application to be considered complete, the following documents must be submitted in a timely manner:

All dollar amounts are to be expressed in whole dollars only.

**GRANTS.GOV SUBMISSION**

*To be submitted on-line at Grants.gov website:*

1. The SF 424 "Application for Federal Assistance" – The Grants.gov Funding Opportunity number for base year applications is: DLA-07072010.

**ONLINE DLA SUBMISSION**

*Items listed in paragraphs 2 – 8 below are components of the application to be submitted on-line at <https://www.dla.mil/scaa2/login.asp>.*

**Online documents should be submitted for Application Year 2011.**

2. Online Document #1 – Account edit document. This document includes the Applicant's name, address, and other identifying information.
3. Online Document #2 – A contingent fee representation and a certification of non-delinquency for Federal assistance. These shall be considered material representations of fact upon which reliance shall be placed in evaluating the application and making award.

4. Online Document #3 – Sources of Program Funding. This document must clearly identify all sources of funding and specify whether this funding is “cash” or “in-kind”. The applicant must propose a budget that is within the DOD cost sharing limits set forth in Section I. The budget submission cannot anticipate program income as a source of program funding.
5. Online Document #4 – PTA Center Personnel List. List all personnel positions included in the budget. Include personnel working directly for the PTAC at main or satellite offices and the personnel positions of any subrecipients, third party contributors, or consultants. The personnel should be listed and grouped by their principal duty station. While all personnel must be listed in this document, only include salary and fringe amounts for personnel employed directly by the PTAC. Any costs associated with personnel employed by third party organizations such as subrecipients, consultants, or contractors should be included elsewhere in Online Document #5 (see the discussion regarding program budget below).

When completing this form, show “% of Time Working on Program” in terms of the staff member’s time employed by recipient, subrecipient, etc. For example, show a staff member who dedicates all of his or her time to the PTAC while employed by the recipient organization as a 100% contributor, whether that person is a full or part-time employee. Less than 100% contributors are those personnel that share time between the PTAC and other programs in the course of their employment with the recipient, subrecipient, etc.

Subsequent to award and as detailed in SCAA Section VII, the addition of personnel not included in this document requires the AGO’s prior approval.

**Note: Do not list the actual names of personnel in the positions; only list the position title. The purpose of this submission is for budgetary tracking of personnel expenses.**

6. Online Document #5 – Budget Information. The budget submitted should support the PTA program proposed. This document must specifically identify all of the estimated costs associated with the program. Total costs in this document must equal total funding in Online Document #3. Any in-kind contributions listed in Online Document #3 should be listed as costs in Online Document #5 and be clearly identified with the words “IN-KIND” in the description. Refer to information later in this section for guidance on how individual items of cost must be listed and described.

**Note:** This online document is set up to allow for the establishment of a distressed or non-distressed budget, or for a program that services both distressed and non-distressed areas. If distressed funding is requested (DOD’s share of cost is greater than 50% of total cost), costs should be allocated within this document according to how they are expected to be incurred, i.e., incurred in servicing a distressed or non-distressed area. For simplification purposes, if distressed funding is not requested (DOD’s share of cost is no more than 50% of total cost), costs within

this document should be allocated entirely to the non-distressed portion of the budget.

7. Online Document #6 – Budget Information Summary. This document must identify the federal and non-federal amounts of the non-distressed and distressed budgets, as applicable.
8. Online Document #7 – The “Proposed Performance Goals Submission” worksheet. This document includes proposed quarterly performance goals. These goals will subsequently be incorporated into the DLA Form 1806 “Procurement Technical Assistance Center Cooperative Agreement Performance Report” that will be submitted online on a quarterly basis. See <http://www.dla.mil/db/scaa.asp> for an illustration of the “Proposed Performance Goals Submission” worksheet.

### **PAPER SUBMISSION**

*The following documents to be mailed or hand delivered to the address listed above:*

*(Note: Email, faxes, or other electronic submission of these documents will be neither accepted nor evaluated):*

9. Certification of Cost Matching Funds Letter and Third Party Letter(s) of Commitment:

A Certification of Cost Matching Funds Letter from the Applicant and Letter(s) of Commitment from any third party contributors shall be provided following the format and containing all the information included in the templates provided at <http://www.dla.mil/db/scaa.asp>.

10. Submit supporting documentation for in-kind contributions.

See the paragraph below titled “SUPPORTING DOCUMENTATION FOR IN-KIND CONTRIBUTIONS”. Submit the information required to support any proposed in-kind contributions accordingly.

11. Provide supporting information to describe and provide a basis for Fringe Benefit amounts included in Online Document #4 – PTA Center Personnel List. Where fringe benefit rates have been approved in conjunction with an indirect cost rate the negotiated rate memorandum must be provided and no further explanation is necessary.
12. A current copy of a negotiated rate memorandum from the cognizant Federal Agency if funding for indirect costs or utilizing indirect costs as match is being requested. A memorandum must be included for each site including subrecipients and other third party contributors which utilize an indirect rate. Indirect costs are only allowed if an approved cost rate agreement applicable to the proposed

funding period is provided. It is the responsibility of the applicant to identify the cognizant Federal Agency and obtain approval of an indirect cost rate.

13. Proposed Service Area Listing; including, if applicable, an identification of distressed areas to be serviced. Use the Proposed Service Area Listing template provided at <http://www.dla.mil/db/scaa.asp>

Applicants must propose to service, at a minimum, an entire county or equivalent (i.e., parish, borough, etc.). In addition, if an applicant proposes to service any portion of a county or equivalent, the applicant must service the entire county or equivalent. However, an applicant may propose to service an entire county, parish, borough, etc. that contains a portion of a reservation but need not service that entire reservation; rather it may only service that portion of the reservation within that county, parish, borough, etc. Likewise, an applicant may propose to service an entire reservation that may extend among several counties, parishes, boroughs, etc. but the applicant need not service entirely those counties, parishes, borough, etc. in which the reservation lies. Applicants are cautioned that there is a 25% limit to the degree that they may duplicate the service area that another applicant(s) proposes to service. See Section V.

A Tribal Organization proposing to provide service to an Indian Tribe or Indian Reservation must first obtain the approval of the Indian Tribe.

14. Documentation verifying distressed service area(s), if applicable. Submit a copy of all data used in this analysis.
  - a. If the applicant proposes that DOD's cost share exceed 50 percent, submit documentation verifying that the proposed service area meets the definition of a "Distressed Area" in SCAA Section II.
    - (1) Using per capita income (see SCAA Section II) – US Department of Commerce, Bureau of Economic Analysis (BEA) data must be used. Use table CA1-3 available at <http://www.bea.gov/regional/reis/> to retrieve annual "per capita personal income" statistics for the most recent year available; or
    - (2) Using unemployment rates (see SCAA Section II) – US Department of Labor, Bureau of Labor Statistics (BLS) data must be used. Use "not seasonally adjusted" data for the most recent 24 month period for which both national and local area statistics are available. Use the latest final data available, i.e., do not use "preliminary" data published by BLS.
      - (i) Use the Labor Force Statistics database available at <http://www.bls.gov/cps/> to retrieve the national unemployment rate. Use BLS Series Id: LNU04000000 for the "not seasonally adjusted" national unemployment rate.  
Note: To link directly to the database use:  
<http://data.bls.gov:8080/PDQ/outside.jsp?survey=ln>

- (ii) Use the Local Area Unemployment Statistics database available at <http://www.bls.gov/lau/> to retrieve “not seasonally adjusted” unemployment rates for counties and equivalents.  
 Note: To link directly to the database use:  
<http://data.bls.gov:8080/PDQ/outside.jsp?survey=la>
  - b. Programs that request distressed funding while proposing to service both non-distressed and distressed areas –  
 The budget should allocate costs as either distressed or non-distressed according to how they are expected to be incurred, i.e., incurred in servicing a distressed or non-distressed area. Submit documentation to explain and justify the methodology used to separate the distressed and non-distressed portions of the budget. For example, if half of the counties serviced are distressed and half are non-distressed, the budget may be allocated as 50% distressed and 50% non-distressed. This separation might also be accomplished based on the population of distressed and non-distressed areas serviced or on another logical basis. In any event, this allocation must be performed in a reasonable manner.
15. Documentation verifying statewide coverage, if applicable. Submit a copy of all data used in this analysis.
- a. If the applicant proposes statewide coverage but will cover less than an entire state, submit documentation to verify the service area meets the definition of “Statewide coverage” in SCAA Section II.
    - (1) Submit documentation to verify that the service area includes at least 50 percent of the state’s counties or equivalent coverage.
    - (2) Submit documentation to verify that the service area includes at least 75 percent of the state’s labor force. US Department of Labor, Bureau of Labor Statistics (BLS) data must be used. Use the Local Area Unemployment Statistics database available at <http://www.bls.gov/lau/> to retrieve Labor Force data for states, counties, and equivalents. Use the most recent “not seasonally adjusted” annual data for which both statewide and local area statistics are available.  
 Note: To link directly to the database use:  
<http://data.bls.gov:8080/PDQ/outside.jsp?survey=la>
  - b. In the case of a program that meets the definition of “Statewide coverage” by servicing BIA regions, submit documentation to verify that the service area includes all the reservations within one BIA Region and at least 50 percent of the reservations within a second BIA Region.
16. Program Narrative - A narrative submission setting forth how the applicant intends to comply with the requirements of Section III of this SCAA. This narrative shall also include all data and information necessary for the Government to conduct the evaluation of the application using the evaluation factors as set forth in Section VI.

If the applicant intends to earn program income, e.g., charge clients a fee for any services rendered, the narrative shall include a discussion concerning why it is necessary to charge fees, the fees to be charged including amounts, details as to the basis for determining the fees to be charged, and how this income will be used to further program objectives (see SCAA Section VII).

The narrative submission shall be limited to no more than fifteen (15) pages with a font no smaller than 12 point type size.

17. PTAC's Personnel Detail –

For each of the PTAC's personnel (as listed in online document 4, PTA Center's Personnel Form) provide detailed information following the format provided at <http://www.dla.mil/db/scaa.asp>.

Submit a separate page for each position that includes all information requested in the template. Ensure consistency (title, location, etc.) with online document 4, PTA Center's Personnel Form.

18. The resume of the proposed Program Manager must be submitted with this application. The resume should not contain any personal information such as the Program Manager's home address, personal telephone number, or ID numbers such as an Employee ID or social security number.

19. Certificate of Eligibility –

Submit the Certificate of Eligibility provided at <http://www.dla.mil/db/scaa.asp> as well as documentation to verify that the applicant is the type of entity represented in the certification.

This certificate may not be altered in any way.

Applicants certifying that they are an Economic Enterprise must provide a copy the Bureau of Indian Affairs cards of all owners/Board of Directors members.

20. SCAA Attachment - The Cost Share Budget Information Worksheet (CSBIW) –

Submit a summary worksheet which captures the proposed total budget for the entire program and the cost share arrangement. Additionally, separate worksheets are required for each site including the main location, satellite offices, and subrecipients. When the main location uses the same indirect rate as satellite office(s) the CSBIWs for those locations may be combined. A CSBIW must also be submitted for any third party contributor when funding for indirect costs is requested or indirect costs are utilized as match.

The CSBIW should clearly show the calculation of any indirect costs included in the budget and calculations must be consistent with the negotiated rate memorandum provided. Include in the "Remarks" section of the CSBIW a

description concerning specifically how the amount of indirect costs included was calculated.

The CSBIW is available at <http://www.dla.mil/db/scaa.asp>

21. A narrative providing the rationale for the quarterly performance goals submitted on the "Proposed Performance Goals Submission" worksheet submitted online. Existing programs are expected to address previous year(s) reported goal accomplishments in formulating projected goals and should provide the rationale for any significant changes to goals proposed in the previous year.
22. An organizational chart showing the PTACs placement within the host organization and lines of reporting for the program manager to the head of the host organization, including all positions within that line of authority. Show position titles and names of persons encumbering those positions. For those PTACs utilizing subrecipient and/or satellite offices, show the organization placement and relationship of these entities to the PTAC.
23. A copy of the Applicant's latest audit conducted in accordance with OMB Circular A-133. Because of the potential size of this document, this item may be provided on a CD in lieu of providing a paper copy. The CD shall contain no other files or documents other than the audit and the CD must be mailed or hand delivered with other application documents.
24. Applications for new programs must provide a Program Implementation Plan to include targets for significant implementation milestones such as the hiring of key personnel, the execution of subagreements, and the opening of PTAC facilities. Targets for milestones should be identified by the number of calendar days elapsed following the start date of the proposed period of performance.

**Note:**

In order to provide full consideration of the applicant's qualification for an award, each applicant should ensure that the information furnished is current, accurate, and complete. The content should be presented in a manner that will allow evaluators to determine the applicant's understanding of the SCAA and the operating environment desired in PTACs. Failure to provide the information requested may adversely impact the assessment of the application's merits. The government reserves the right to verify information provided by the applicant for evaluation purposes and to request additional supporting information, if needed.

Only one copy of each document specified above needs to be submitted. Do not place the documents in binders, however, each of the items numbered 9 through 24 listed above should be separated, identified by number (9 through 24) and tabbed. Documents that consist of multiple pages should only be secured together with a single staple. Do not submit newspaper clippings, brochures, letters of

recommendation, etc. or other superfluous documents as they will be discarded and not be considered in the evaluation process.

## **E. PROGRAM BUDGET AND SELECTED ITEMS OF COST**

The applicant is required to provide a sufficiently detailed description of every budgeted cost to enable the reviewer to make a determination concerning allowability, allocability, and reasonableness under the applicable cost principles. No cost should be included in the budget or billed to a resulting cooperative agreement before the applicant has consulted the applicable cost principles to determine its allowability. All budget estimates should be developed with and supported by verifiable backup data.

The electronic documents to be submitted via the DLA website provide expanding data fields with sufficient space for the applicant to provide logical and complete descriptions of each item of cost. Within the budget, each item of cost should be separated, itemized, and fully described to show what is being purchased. No miscellaneous or contingency costs may be included. Provide the details necessary to show how all budgeted amounts were arrived at and describe the basis of any estimates. Do not provide a one or two word description and a lump sum cost. Each item of cost should be listed and described so that there is no ambiguity as to its relevance to the PTAC mission and the reasonableness of its cost. Acronyms should be spelled out the first time they are used.

Budget information details submitted with the application must be consistent across all documents whether submitted in hardcopy or electronically. In particular, the budget details entered in Online Document #3 – Sources of Program Funding, Online Document #5 – Budget Information, the Certification of Cost Matching Funds Letter, and the Letters of Commitment must all be consistent. When listing items of cost that have significantly increased or decreased from the previous year, the description should address the increase or decrease and explain the reasons for the change.

Each item of cost should be listed under the appropriate direct cost category within Online Document #5 – Budget Information. Direct cost categories are described below as are selected items of cost. The guidance provided on listing and describing costs applies to all documents where costs are listed in the application including Online Document #3 – Sources of Program Funding, Online Document #5 – Budget Information, and Letters of Commitment.

### **1. PERSONNEL**

See instructions above regarding submission of Online Document #4 – PTA Center Personnel List.

### **2. FRINGE BENEFITS**

See instructions above regarding the submission of documentation to support Fringe Benefit amounts included in Online Document #4 – PTA Center Personnel List.

### 3. TRAVEL

Separate and describe the purpose of each travel item. Provide an estimate that includes, as applicable, the number of travelers, number of days lodging, airfare, meal allowance, rental car, conference registration fees, mileage and mileage rate, etc. Provide the basis for any estimated amounts.

#### a. Local Travel –

Local Travel is considered travel for 12 hours or less (regardless of distance), unless the recipient organization’s written travel policy otherwise defines “Local Travel”. However local travel is defined, expenses for per diem, lodging, meals or other subsistence expenses are not allowable for local travel.

Provide the purpose, mileage, and mileage rate for any local travel. A summary entry may be made for recurring routine trips but an overall description should be made that clearly shows why a summary entry is justified. Describe the basis for any estimated amounts such as an estimated number of miles per year. Local travel mileage will be reimbursed in accordance with the applicable Cost Principles at the applicable GSA Rate or pursuant to the written travel policy of the host organization.

#### b. Training –

For training the submission must identify the actual course to include name, source, and duration. All training costs for PTAC personnel must be thoroughly documented and justified. A detailed explanation of the benefits to the program derived from the expenditure must be included. The most cost effective methods of obtaining the needed training must be utilized and this should be addressed in the justification.

When a course is available through the Defense Acquisition University (DAU), DAU should be the primary source of that training. If a course is available through DAU (including on-line through DAU) but the budget includes an equivalent course through a source other than DAU, a cost/benefit analysis is required along with the justification. This requirement does not restrict training to only those courses that are offered by DAU.

#### c. Conference Registration Fees –

Conference registration fees related to travel should be listed with the related travel expense. The costs of conference fees, to include seminar fees, workshop fees, event fees, etc. must be fully described and justified by showing the benefits to the PTAC. A summary entry may be made for recurring conferences or events but an overall description should be made that clearly shows why a summary entry is justified and provide the detail to show and justify the cost.

d. Food and Beverages –

With the exception of non-local travel for PTAC personnel, it is the policy of the PTA Program that any cost related to the providing of food and beverages purchased with PTA funds (either the Federal or recipient's share) for either PTAC personnel or clients is prohibited. While the Cost Principles may in certain limited circumstances allow for this, the PTA Program views this as not an efficient use of the limited PTA funding and neither justified nor necessary. However, in certain circumstances, such as a conference or workshop, etc., this policy does not prohibit the charging of reasonable fees to attendees of the event to pay for legitimate and reasonable event costs, which may include appropriate refreshments of food and beverages, as well as other event costs. These fees constitute program income and therefore must be accounted for as such and expended in accordance with applicable cost principles.

4. EQUIPMENT

Include individual articles of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000. Individual items costing less than \$5,000 each are not considered "Equipment" unless the capitalization level established by the recipient for financial statement purposes is lower. If applicable, a copy of this standard should be included with the application.

Describe the purpose of any equipment and the basis for any estimated amounts. Where equipment is being replaced, provide the age of the equipment needing replacement and justify the need for replacement.

Purchasing equipment with the intent of turning over the equipment to the host organization after only one year of use by the PTAC is prohibited. It is expected that resources, such as equipment, will be utilized from year to year to provide the most effective and economical use of funding that it is provided for the accomplishment of the PTA mission.

5. SUPPLIES

General office supplies may be summarized on a monthly basis, showing the monthly amount x 12 and the estimated total. Supplies in excess of \$1,000 per month or \$12,000 per year require a further summarized breakdown by categories of supplies, such as cost of paper per month, computer supplies, etc. The sheer quantity of an item may require a justification. Any individual item of supply in excess of \$500 per month should be broken out separately and appropriately described and justified if not obvious.

Individual items such as computers equipment costing less than \$5,000 each should normally be shown as “Supplies”. When items such as computers are being purchased, describe the need for the item and identify user, for example, identify the staff member that requires a new computer. When items such as computers are being replaced, provide the age of the items needing replacement and justify the need for replacement.

## 6. CONTRACTUAL

Consultant and contractor costs should be separated and itemized under “Contractual”. Each cost should be listed separately and include a description of the purchase/services to be provided and an explanation as to why it is necessary in terms of the PTAC mission. An explanation of how the costs were derived should also be provided in the description to include the basis for all estimates such as number of hours and the cost per hour. Rates in excess of \$100 per hour or rates excessive for the service provided (e.g. \$90 per hour for a typist) must be justified.

If a contractor charges by a flat fee such as \$1,000 per event or workshop, the description should show the number of events, the cost per event, and the estimated total, and it should provide sufficient detail to justify the cost and the benefit to the PTAC mission.

Subrecipient costs should be shown under “Contractual” and can usually be summarized in a single line item.

## 7. OTHER

The “Other” direct cost category may include, but is not limited to computer software, copying, postage, printing, publications, subscriptions, telephone, and conference fees that do not coincide with a travel event. Itemize disparate items separately and describe the basis for their cost. A combined total cost for a variety of disparate items is not acceptable, for example line items such as “event costs”, “utilities”, or “software” without specifics is not acceptable.

a. Rental Expenses –

Any item of cost for rental of office space, rooms, storage, facility leasing, etc. should show the physical address of the property, the square footage, the cost per square foot, and the total estimated cost. If the space, such as a seminar room or a conference hall, is rented by the day, hour, or event, etc., the cost may be described differently, for example, showing number of events, cost per event, and total estimated cost.

The description should explain the need for the space and how it relates to the PTAC mission, e.g. rental of a conference hall for a specified workshop to be conducted by the PTAC. It should give as much detail as needed so that the cost may be determined reasonable and necessary.

b. Facilities and Utilities –

Items of cost related to facilities and utilities should be logically and fully described, differentiating various services such as electrical, telephone, internet access, copying services, equipment maintenance, etc. A combined total cost for a variety of disparate items is not acceptable. For example, equipment maintenance could be either computer equipment or office equipment – the type of equipment needs to be described as the reasonableness of the cost could be severely affected.

c. Publications and Subscriptions –

Costs for each individual Publication and Subscription regardless of dollar amount should be broken out separately with its related cost and appropriate description, which should justify its benefit to the PTAC mission.

d. Memberships –

The cost of all dues and memberships in business, technical, and professional organizations must be described and justified by showing the benefits to the PTAC. Individual memberships are not allowable and all memberships purchased with program funds must be in the name of the recipient (PTAC) and not in the name of an individual. Summary totals for dues and memberships are not acceptable. Regardless of dollar amount, breakout each membership separately with its related cost and appropriate description. The description should specifically state that it is not an individual membership. Any acronyms should be spelled out the first time they are used.

e. DOD Office of Small Business Programs Regional Council meetings –

The GO must approve a PTAC's participation in DOD Office of Small Business Programs Regional Council meetings. Any costs associated with participating in Council meetings must be clearly identified in the budget and approved by the GO at the time of award. This restriction does not preclude

the PTAC from participating in or co-sponsoring PTA-related events in cooperation with the DOD Office of Small Business Programs Regional Council.

The extent of the PTAC's participation in these meetings should be limited as to not take time away from the PTAC's primary mission. PTACs may participate as non voting members to broaden their knowledge of the National Small Business Programs of the US and to network with small business advocates from DOD and civilian agencies. Participation in the Council meetings also serves as training in that it allows PTACs to stay current with regard to statutes, policies, regulations, directives, and trends and technology affecting the small business.

PTACs may not provide coordination/planning, administrative assistance, or host or organize Council meetings that are not attended by PTAC clients. Any costs associated with holding office (e.g., additional travel, meetings) are not allowable. The GO will make the final determination as to whether the cost of a PTAC's participation is allowable.

#### 8. INDIRECT COSTS

Within Online Document #5 – Budget Information, show Modified Total Direct Costs (the cost to which the indirect rate is applied) and the indirect cost rate. Include Subrecipient or Subcontractor indirect costs with the corresponding line item under “Contractual”.

#### 9. PROMOTIONAL ITEMS

The cost of promotional items including but not limited to “giveaways” such as t-shirts, coffee cups, pens, calculators, etc. are unallowable. Any questions in this area after award should be directed to the AGO prior to making any purchases that pose a question.

### **F. SUPPORTING DOCUMENTATION FOR IN-KIND CONTRIBUTIONS**

Submit the information detailed below to support any proposed in-kind contributions. All required information must be clearly presented within a single document.

#### 1. Third party in-kind –

Third party in-kind contributions must be valued in accordance with DoDGARs §32.23, §33.24, or §34.13, as applicable. The applicability of a particular DoDGARs part, i.e., part 32, 33, or 34, depends on the type of organization receiving the contribution.

Supporting information must be submitted for each third party in-kind contribution included in the budget on an individual basis. When a third party has

contributed more than one item, supporting information must be provided for each contribution. For each third party in-kind contribution proposed, submit documentation that includes:

- a. Submit a Letter of Commitment from the third party contributor. See Section IV(D)(9).
- b. Provide information to describe the need for the specific contribution in terms of the PTAC's mission.
- c. Identify the value assigned to the contribution for cost sharing purposes.

The value assigned to a contribution by the recipient for cost sharing purposes is not necessarily the same value assessed by the third party contributor.

The value assigned for cost sharing must be derived in compliance with the DoDGARs, it must be allowable in accordance with the applicable cost principles, and it must be fair and reasonable. The value assigned to a contribution by a third party contributor should not be assumed to be a value assigned in accordance with the DoDGARs for cost sharing purposes.

- d. Provide information to show how the value in (c) above was derived and the value to be in compliance with the applicable DoDGARs section. It should be clear through this submission that the applicant understands and intends to comply with DoDGARs' requirements for valuing third party in-kind contributions. The documentation submitted must reference the applicable DoDGARs section and the paragraph that discusses how the particular type of contribution is to be valued. For example, include language such as:

“The services furnished by the third party contributor's employee are in the employee's normal line of work. In accordance with DoDGARs §32.23(e), the hourly rate included is the employee's regular rate of pay.”; or

“In accordance with DoDGARs §33.24(d)(2) and §33.24(g), the value assigned to this contribution of office space is the fair rental rate of the space as established by an independent appraisal.”

If a third party in-kind contribution is a type not specifically addressed in the applicable DoDGARs section, that should be acknowledged with this submission and the value assigned shall be fair and reasonable.

- e. A price analysis must be performed in connection with each third party in-kind contribution proposed to ensure the value assigned is fair and reasonable. The value assigned to a contribution by a third party contributor may not be assumed to be fair and reasonable. Submit documentation to describe the basis used to determine that the value assigned is fair and reasonable. Examples of price analysis techniques include, but are not limited to the following:

- (1) Comparison of the in-kind value with proposed prices received in response to a solicitation for the purchase of the same or similar items;
  - (2) Comparison with previous contract prices for the same or similar items, if both the validity of the comparison and the reasonableness of the previous price(s) can be established;
  - (3) Comparison with published price lists or published market prices;
  - (4) Comparison with rates paid for similar work within the host organization; and
  - (5) Comparison to an independent appraisal or estimate (see the specific requirement below for donated space).
- f. For space donated that is normally priced on an annual basis, (for example, office space), the value assigned shall not exceed the fair rental value as established by an independent appraiser (e.g., a certified real property appraiser). An independent appraisal must be obtained and a copy must be submitted with the application. For space that is normally priced on an hourly or daily basis, such as conference facilities, the value assigned may be determined fair and reasonable on another basis as described in (e) above.

NOTE: After review of contributions proposed with an application, the GO may, on a case by case basis, require that an independent appraisal is obtained and submitted to support the value assigned to any in-kind contribution.

**All documentation required above to support third party in-kind contributions must be submitted with the initial application. Following the initial submission of an application, the Grants Officer is not obligated to provide the applicant additional opportunities to submit this information. If all required documentation is not submitted, or the Grants Officer is unable to make determinations concerning the allowability, allocability, and reasonableness of third party in-kind contributions based on the documentation submitted, the contributions will be disallowed. The Grants Officer will make the final determination as to the acceptability of in-kind contributions proposed.**

Except as provided in SCAA Section VII, any in-kind contributions used to satisfy an agreement's cost share requirements must be specifically included in the budget approved at the time of award. See SCAA Section III for additional guidance concerning the acceptability of third party in-kind contributions.

2. In-kind from the recipient and any subrecipient(s) or subgrantee(s) –

Values for in-kind contributions from the recipient and any subrecipient(s) or subgrantee(s) shall be established in accordance with the applicable cost principles. The amounts that may be credited as part of the recipient's cost share are determined on the basis of allowable costs incurred.

No information beyond what is required above for all budgeted costs is necessary to support these contributions.

## **Section V - AWARD PROCEDURES**

All applications submitted in response to this SCAA will be reviewed and processed in accordance with the following procedures. The government contemplates that multiple awards will be made as a result of the applications received in response to this SCAA. All cooperative agreement awards will be executed by the GO.

### **A. REVIEW OF APPLICATION**

As part of the evaluation process, the GO will review each application received to determine compliance with the SCAA. The GO may provide an applicant the opportunity to cure any deficiency resulting from informality or irregularities contained in the application or waive the deficiency, when it is deemed to be to the advantage of the government to do so.

The GO reserves the right to request any additional information determined necessary to evaluate the application to include subrecipient detailed budget information. This may include additional breakdown of estimated costs and supporting rationale for those costs. Failure to provide the requested information in the time frame requested will result in the application being rejected.

### **B. DETERMINATION OF APPLICATION ACCEPTABILITY FOR AWARD**

Each application shall be evaluated to determine its acceptability for award using the evaluation factors set forth in Section VI of the SCAA. As part of the evaluation, the GO will consider the circumstances applicable to each particular applicant. Only those applicants found to be acceptable to provide procurement technical assistance to their proposed service area will be considered for award.

### **C. DUPLICATE COVERAGE**

Duplicate coverage of service areas exists in the following situations:

1. An applicant proposes to provide PTA services to more than 25 percent of the total number of counties or county equivalents that another applicant is proposing to service.
2. Two or more applicants *cumulatively* propose to provide PTA service to more than 25 percent of the total number of counties or county equivalents that another individual applicant proposes to service.
3. Two or more applicants apply as statewide programs servicing the same state.

Applicants that propose to provide service primarily to reservations (at least 75% of their total program cost will be dedicated to providing service to reservations) will not be considered to duplicate applicants that do not propose to provide service primarily to reservations, notwithstanding the areas either propose to service.

When duplicate coverage situations exist, the GO will review each situation on a case by case basis to make a determination as to whether the duplicate coverage is acceptable or unacceptable. Only in exceptional cases will award be made to applicants proposing duplicate coverage of service areas. In making this determination, the GO will consider the composition of the service area which may include the population and unemployment, the geographic makeup, the types of businesses, and the need for PTA. The financial implications on the program will also be considered.

When the GO determines that an unacceptable duplicate coverage situation exists, and in determining if further competition among those applicants proposing duplicate coverage is warranted, the GO will first consider the service area proposed by each applicant. Each application will be evaluated to determine how the selection of the application for award will affect the greater availability of procurement technical assistance to all potential businesses.

If based on the evaluation above it is determined to be in the best interest of the program, an application will be removed from further consideration for award or in exceptional circumstances, the GO may work with the applicants to remove the unacceptable duplication. This decision is at the sole discretion of the GO.

If after this evaluation, an unacceptable duplicate coverage situation continues to exist, the applications producing the duplicate coverage situation will be evaluated utilizing the procedure detailed in Section VI of this SCAA. Only the applicant determined to be most meritorious among those proposing the duplicate coverage may receive an award.

#### **D. FUNDING AND EXECUTION OF AWARDS**

Because of funding limitations, awards may not be made to all acceptable applications. Award decisions will optimize the use of program funds while at the same time maximizing the availability of procurement technical assistance. DLA will make funding decisions on an agreement-by-agreement basis and in the best interest of the overall program.

#### **E. PRE-AWARD PROCEDURES**

Prior to award and on a case by case basis, the GO may request a pre-award credit report, audit, or survey to determine if the applicant meets the standards in DoDGARs §22.415 to be awarded a cooperative agreement.

For any new program, the GO may request a pre-award survey conducted by the cognizant grants administration office. This may include a review of the applicant's financial management system.

For existing programs, the GO will handle any financial management system deficiencies identified by the cognizant audit agency on a case by case basis.

## Section VI - EVALUATION CRITERIA

This section sets forth the evaluation factors that will be used to determine which applications are acceptable for award consideration. The procedures and evaluation factors listed in this section will also be used to evaluate applications producing an unacceptable duplicate coverage situation.

### A. EVALUATION FACTORS

Listed below are the factors that will be used to select those applicants that best meet the purpose and objectives of the PTA program. Applications will be evaluated for acceptability and compliance with the SCAA requirements. The evaluation factors listed in order of importance are as follows:

1. **Past performance & experience.** Existing programs currently being funded pursuant to Chapter 142 of Title 10 U.S.C. with a successful past performance record will be given significant weight for this factor. For all other applicants, this factor, while still the most important factor, will not contribute as significantly to the merits of the overall application. Evaluation of past performance will be a subjective assessment based on a consideration of all relevant facts and circumstances. The GO is seeking to determine whether the applicant has consistently demonstrated a commitment to client satisfaction and timely delivery of quality service.
  - a. The government will evaluate the quality of the applicant's past performance record of providing Procurement Technical Assistance services. Similar experience gained in other programs or employment will also be reviewed. When evaluating applications producing an unacceptable duplicate coverage situation, an applicant with an exceptional record of past performance will receive a more favorable evaluation than another whose record of past performance is merely acceptable, even though both may have otherwise equally acceptable applications.
  - b. When investigating an applicant's past performance, the government will consider the information in the application and information obtained from other sources, such as past and present clients, DLA field offices, other DOD offices and other government agencies.
  - c. When the government cannot determine an applicant to have any relevant past performance, a neutral rating will be given under this factor and additional weight will be given to factor 2.a. below.
2. **Resources.** The government will evaluate the applicant's available resources and how they will be used to provide acceptable PTA Program services. These resources should include:
  - a. Personnel to be comprised of individuals who are qualified to counsel and advise business firms/clients on how to seek, obtain and perform on prime

contracts and subcontracts. The qualifications and experience of the proposed Program Manager will be evaluated. Personnel qualifications should relate to the services being offered by the applicant. Each applicant must demonstrate the adequacy of the knowledge and experience of its staff to provide counseling and PTA to business firms that market or desire to market their products and services to federal, state and local governments. The number of years of staff procurement experience (including government and industry experience), procurement related training, and the relevance and timeliness of education, training and experience will be evaluated. The applicant must relate the technical qualifications of its staff to the counseling to be provided to clients. Such employees must spend at least 25 percent of his/her time working on the program to be included in the evaluation.

- b. Facilities, equipment and supplies that directly contribute to providing acceptable PTA services such as internet access, professional subscriptions, possession of or access to databases necessary for client counseling, etc.
3. **Management.** Each applicant will be evaluated on its management approach to implement a PTA Program. The evaluation will include an assessment of the overall strength and soundness of the organization. Specific management areas to be reviewed will include, but not be limited to:
- a. An understanding of the program requirements.
  - b. Plans, policies and procedures for overall program management.
  - c. Plans, policies and procedures for maintaining and improving staff proficiency to include the professional development and training programs.
  - d. Procedures for identifying and resolving problems that impact the program.
4. **Costs.**
- a. The nature and type of commitments proposed to satisfy cooperative agreement cost sharing requirements will be evaluated to determine:
    - (1) The degree that these commitments will directly contribute to the success of the applicant's proposed program; and
    - (2) The significance of the commitments that the applicant has made and whether those commitments demonstrate that the applicant has taken a meaningful interest in the success of the proposed program.
  - b. Cost realism will be evaluated on the basis of the applicant's ability to deliver the scope of the work required for the costs proposed. Costs reflected in the application determined to be unrealistic will be treated as an indication of the applicant's lack of understanding of the requirements of the program and/or the methods that must be utilized and their related cost in order to provide the PTA services proposed.

## **B. OTHER**

This paragraph is applicable when evaluating applications producing an unacceptable duplicate coverage situation. Certain factors will be used as discriminating elements for determining the selection of applications among otherwise substantially equal applicants. These factors (in order of importance) are:

1. Demographic and geographic make-up, to include population and unemployment.
2. Methods employed to stimulate outreach efforts aimed at the small business categories delineated in DLA Form 1806.

## Section VII - POST AWARD ADMINISTRATION

This section sets forth the policies and procedures that will be followed in administering cooperative agreements. It also defines the allowability of certain cost, the procedure for recipients to request payment, requirements of the recipient to keep the GO apprised of its program status, and other post award topics.

### A. GENERAL

1. Cooperative agreement awards are assigned to field administration activities in accordance with DoDGARs Section 22.710. Location of the Office of Naval Research (ONR) administrators can be found on the Internet at: <http://www.onr.navy.mil/02/024/offices.htm>. Locations for Defense Contract Management Agency (DCMA) offices can be found at <http://www.dcma.mil>.
2. Cooperative agreements may only be terminated by a GO.
3. Revisions to the budget must be made in accordance with the applicable DoDGARs provisions.
4. The AGO reserves the right to withhold payment where the recipient fails to submit a proper, complete and accurate DLA Form 1806 "Procurement Technical Assistance Cooperative Agreement Performance Report."
5. In the event funds are added to the program by the recipient or third party, the reimbursable ratio will not be affected and the funds will not require allocation by object class category. However, total funds expended during the effective period shall be reported on the DLA Form 1806 "Procurement Technical Assistance Cooperative Agreement Performance Report." The expenditure of additional funds shall be made in accordance with the applicable cost principles.
6. PTAC personnel are approved at the time of award within Online Document #4 – PTA Center Personnel List. Subsequent to award, the addition of any personnel which will work less than 100 percent of their time on the program requires the AGO's prior approval. Approval is also required prior to any increase in the contributions of approved part-time contributors who do not provide direct counseling to clients. For example, if administrative or supervisory personnel were approved in the budget contributing 25% of their time to the program, any contributions above 25% require the AGO's prior approval. The prior approval required by this paragraph is for the position itself, not for the individual who will fill the position. Without the prior approval of the AGO, any salary or fringe benefits expenses associated with personnel requiring prior approval, are unallowable.
7. In the performance of an award, the transfer of funds among direct cost categories (i.e., Personnel, Fringe Benefits, Travel, etc.) as specified in the budget approved at the time of award requires prior approval from the AGO when the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget.
  - a. The recipient shall request the AGO's approval, in writing, when the total cumulative dollar value of costs transferred among direct cost categories is expected to exceed 10 percent of TPC;

- b. The Government will not reimburse the recipient for costs transferred in excess of 10 percent of the total budget approved at the time of award unless such transfer had the prior approval of the AGO;
  - c. Upon requesting and receiving approval for the transfer of costs from the AGO, the cooperative agreement recipient shall not be entitled to any additional transfers without prior approval; and
  - d. After receiving prior approval for any transfers of costs from the AGO, the government will not reimburse costs for subsequent transfers made by the cooperative agreement recipient without prior approval.
8. Recipients may submit requests for approval of budget changes on a periodic basis, but not more often than quarterly. Request for approval of budget changes shall be submitted on a SF 424A concurrently with the quarterly submission of the SF 425 Federal Financial Report.
- a. Non-distressed budget. Direct costs, object class categories, as set forth in the recipient's application or as amended through the issuance of a cooperative agreement modification, shall be entered in column (1) of SF424A. Revisions (dollar value of the proposed change) to the aforementioned direct costs, object class categories shall be entered in column (3), and the resulting totals [column (1) plus or minus column (3)] shall be entered in column (5).
  - b. Distressed budget. Direct costs, object class categories, as set forth in the recipient's application or as amended through the issuance of a cooperative agreement modification, shall be entered in column (2) of SF424A. Revisions (dollar value of the proposed change) to the aforementioned direct costs, object class categories, shall be entered in column (4), and the resulting totals [column (2) plus or minus column (4)] shall be entered in column (5).
9. Cooperative Agreement awards are funded on an annual basis. Each award, whether a base or option period, establishes the applicable period of performance, which is typically a 12 month period. Federal funds are obligated for each period of performance using a distinct line of accounting (LOA) that applies to only that period of performance. Only allowable costs incurred during that period of performance may be paid out of that LOA. If a modification is issued to extend a base or option period of performance, funds obligated for that period of performance may be used to pay for allowable costs incurred during the extended period. Funds remaining on a LOA after a period of performance has expired may not be used to pay for costs incurred during subsequent periods of performance.
- The AGO will deobligate unspent funds upon the expiration of the base year and each option period. This deobligation will generally be accomplished within 120 calendar days after completion of the performance period. For example, DOD funds in the amount of \$8,000 that are not spent during the base year shall be deobligated, and cannot be carried over to an option period.
10. Costs for PTACs to obtain membership in business, technical and professional organizations are allowable, when the benefit from the membership is related to the PTA Cooperative Agreement Program. Cost of membership for individual PTA employees is not allowable.

11. Recipients are authorized to use GSA's subscription schedules. Usage is limited to subscription services only.
12. Costs incurred to assist business firms/clients in pursuing claims or protests against the government are not allowable.
13. Indirect costs and/or indirect rates incorporated into any specific award period are subject to downward revision only. However, these rates can be adjusted (either upward or downward) for an option period(s). See Section VIII.
14. Subsequent to award, recipient contributions used to satisfy agreement cost sharing requirements shall be those contributions provided for in the budget approved at the time of award. Substitutions are permissible only as provided below. Indirect costs are considered in-kind contributions.
  - a. Cash contributions from one donor may be substituted for cash contributions from another donor (no prior approval required);
  - b. Cash contributions may replace in-kind contributions (no prior approval required); and
  - c. Only upon the GO or AGO's prior approval, in-kind contributions may be substituted for other in-kind contributions.
  - d. In-kind contributions may not be substituted for cash under any circumstance.

Additionally, the substitutions permitted in a. and b. above without prior approval require the AGO's approval when those substitutions will result in an adjustment to the budget that requires prior approval (see 7. above).

15. At the end of each performance period (base year or option period), in the case that the total amount of DOD funds obligated at the time of award is not fully expended or the program is funded at less than the amount in the budget approved at award, the contributions used to satisfy agreement cost sharing requirements must be in the same proportions provided for in the budget approved at the time of award. For example, if the contributions approved at award were in the form of 60% cash, 20% in-kind, and 20% indirect costs, then those contributions used to ultimately satisfy cost sharing requirements must be in the form of no less than 60% cash and no more than 20% in-kind and 20% indirect costs.
16. Support for third party in-kind contributions – When used to satisfy cost sharing requirements, third party in-kind contributions must be documented showing the date of donation and the name, signature, and phone number of the donor. These records must include a narrative description of service provided or item donated and must show how the value placed on the contribution was derived.

## **B. PROGRAM INCOME**

### **1. Program Income**

Program income is gross income earned by the recipient as a result of a cooperative agreement awarded under this SCAA. Program income includes, but is not limited to, amounts paid by PTAC clients for the PTAC's services or paid to attend a PTAC sponsored conference.

### **2. Earning Program Income**

The PTAC's services are expected to be provided to clients at no or nominal cost. Generally, program income should only be earned to pay the immediate costs necessary to operate the PTAC or provide a particular service to clients. A PTAC shall not charge a commission, percentage, brokerage or other fee that is contingent upon the success of the client securing a Government contract.

### **3. Accounting for and Reporting Program Income**

Recipients are responsible for establishing a separately identifiable program income account to facilitate tracking and reporting program income.

To facilitate reporting program income as specified in SCAA Section III, the recipient shall track by what means program income is earned. The recipient must be able to separate total program income earned during each period of performance into categories such as training fees, conferences attendance fees, etc.

The recipient shall also track how program income is spent, and be able to separate program income expenditures by cost category including personnel, fringe, travel, equipment, supplies, contractual, other, and indirect costs.

*NOTE: The past practice of tracking program income by share, i.e., Federal and recipient shares, is not necessary. All program income earned is treated in the same manner, in accordance with this section.*

### **4. Spending Program Income**

Program income earned shall be added to funds committed to the project by DOD and the recipient and used to further eligible program objectives in accordance with DoDGARs §32.24(b)(1), §33.25(g)(2), or §34.14(d)(1), as applicable. Program income may not be used to fund other programs and must be spent in accordance with applicable cost principles. Costs financed by program income do not count towards satisfying agreement cost sharing or matching requirements.

In accordance with DoDGARs §32.22(g), §33.21(f)(2), or §34.12(f) as applicable, the recipient shall disburse program income before requesting additional Federal cash payments. This means that program income, when earned, may not be accumulated, but must be fully expended prior to requesting Federal reimbursement for additional costs incurred (i.e., program income is always spent first). Although program income earned must be spent before requesting Federal reimbursement, the expenditure of program income does not reduce the level of DOD funds obligated to the cooperative agreement.

*EXAMPLE: The award document specified Total Program Cost (TPC) of \$500,000, consisting of \$250,000 DOD share and \$250,000 recipient share. Subsequent to award, the PTAC generates \$20,000 of program income.*

*TPC could now be \$520,000. Net Program Cost is \$500,000, on which the Federal and recipient's share of cost is based. Shares of costs remain \$250,000 DOD and \$250,000 recipient.*

## **5. Program Income as Match**

Program income may not be used to meet agreement cost share requirements. That is, no portion of costs financed by program income shall count towards satisfying cost sharing or matching requirements.

## **6. Program Income From Prior Cooperative Agreements**

For existing programs, any unspent program income balance earned during the performance of earlier cooperative agreement(s) awarded under the PTA program shall be carried forward to an award made under this SCAA. Any program income balance carried forward must be fully expended prior to requesting any Federal reimbursement under an award made under this SCAA. This applies to any amounts previously identified as either the recipient's or the Federal share of program income.

## **7. Final Disposition of Program Income**

If at the end of an award's period of performance the recipient holds a program income balance in excess of current expenditures, program income shall be disbursed to fully cover those expenditures and a final request for reimbursement shall not be made. The excess program income shall be carried forward to any follow-on award or subsequent option period and shall be fully expended prior to requesting any Federal reimbursement under the new award.

If there is no follow-on award or in the event that the cooperative agreement is terminated, the Federal share of net program costs will be determined by the GO or AGO considering, among other things, any unexpended program income balance. This may result in the recipient being required to return previously paid Federal funds (that is, Federal funds paid in excess of the Federal share after the GO or AGO has determined final net program costs) and/or unexpended program income to the Government.

In no event will the recipient be permitted to earn a profit or retain any portion of unexpended program income.

## **C. PERFORMANCE REVIEWS**

1. Performance reviews will be conducted by the cognizant field administration office as specified in paragraph A.1., above. Unless notified to the contrary by the AGO, award recipients should assume that performance reviews will be conducted on-site, and will require active participation by the PTAC Program Manager.
2. The purpose of the review is to evaluate the quality of the recipient's performance and its compliance with the requirements of the SCAA, the applicable cost principles (2 CFR Part 220, 2 CFR Part 225 or 2 CFR Part 230), and DoDGARs.
3. The areas to be reviewed and evaluated will include the following. It is noted that this is provided for information only and the GO reserves the right to unilaterally

revise the review criteria as necessary without modifying the terms and conditions of the cooperative agreement:

- a. Performance against the DLA Form 1806 goals. This will include an analysis of performance against goals addressing the number of goals attained, specific goals not attained, and efforts to meet those goals. An accomplishment of less than 80% of any performance goal will be a matter of concern and will require an explanation as to the reason; consistent failure to achieve at least 80% of any performance goal will be considered a possible failure to comply with the program requirements.
- b. The timeliness of submission of the DLA Form 1806 quarterly reports and the written report submitted concurrently with the electronic DLA Form 1806.
- c. Backup documentation for each DLA Form 1806 report category will be verified to ensure appropriate reporting. Verify the number and dollars reported for Prime Contracts and Subcontracts. For these categories, the PTAC should have written documentation (letter, form, or email) in which the Client acknowledged that the PTAC's assistance contributed toward the award.
- d. The timeliness and accuracy of submission of reports such as the DLA 1806 (PTAC Cooperative Agreement Performance Report), SF 425 (Federal Financial Report), and SF 270 (Request for Advance or Reimbursement).
- e. Compliance with applicable certifications and representations required by the SCAA (Section IV (B)), including: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, debarment, convictions concerning fraud and listed criminal activities or otherwise under indictment for the same fraud or criminal activities, terminations for cause or default, Drug-Free Workplace, and Lobbying.
- f. The overall management of the program will be examined and evaluated. The existence of management tools such as Standard Operating Procedures (SOPs) that are up-to-date, accurate, and complete in accordance with the requirements for operating a PTAC as set forth in the SCAA will be a significant factor in determining the effectiveness of the PTAC's management.
- g. Verification that the Program Manager is a full-time employee, whose salary and fringe benefits are charged to and paid from PTAC funds will be addressed. As a key personnel, an assessment of the Program Manager's management qualifications and the extent of direct experience in Government Contracting or PTAC experience will be made. If the Program Manager was approved subject to a "training plan," verification of the progress made in meeting that training plan will be examined. Include an assessment of the program manager's involvement in all matters relating to the PTAC to include budget, hiring and promoting personnel, making key decisions with respect to the PTAC, proposing new initiatives, etc. Assess any constraints placed on the program manager by higher level of management or the host organization with regard to executing the program in accordance with the SCAA
- h. An examination of the PTAC's record of integrity and business ethics will be made to include compliance with Section III, A.1. The ethics rules and

policies of the PTAC or its governing entity, if applicable, e.g. State or City rules for its employees, University rules and policies, etc., will be the guiding standard for making this assessment.

- i. Verification that consultant services have not exceeded the 10% limit of Total Program Cost will be accomplished.
- j. An assessment of the PTAC's ability to maintain a fully staffed organization (filled versus vacant positions) and the overall level of quality of the "on-board" PTAC staff to provide the required counseling and assistance will be made. The PTAC's various efforts to retain staff and provide necessary training and to ensure that its staff is qualified and knowledgeable to satisfy the requirements of the SCAA will be reviewed. Verification that personnel resumes are on file for all staff members will be done. An evaluation of the overall qualifications of the personnel staff as it relates to performing the PTAP requirements, noting any Federal procurement experience, APTAC certifications, NCMA memberships, completion of Defense Acquisition University courses, continued education, will be conducted.
- k. Verification that the PTAC has not employed any personnel identified under the General Services Administration's (GSA) "Excluded Parties List System (EPLS)"
- l. Verification that a website has been established that complies with the requirements of Section III, A.1. and that the PTAC has established and uses an email address for the PTAC that is not tied to a specific person.
- m. Verification that the PTAC is not utilizing the DoD or DLA logo and that the PTAC is utilizing the statement included in Section III, A.1. verbatim on its website, conference or training materials, promotional materials, etc.
- n. An assessment of internal controls, including the existence of written procedures. Also, the PTAC's control procedures and usage of PTAC property, i.e. purchased with funds from the PTAC's budget will be reviewed.
- o. An assessment of the PTAC's facilities with regard to their adequacy to support the intended mission of Procurement Technical Assistance to public clients. This may include but is not limited to the following: Is there sufficient space; is it accessible to the public; is there sufficient parking; is there effective signage to make the public aware that there is PTAC and, in fact, that the office is identified as part of the PTA Program as a separate and distinct Program; are the facilities generally adequate to accomplish the mission, and are they professional in appearance and a credit to the Program.
- p. The PTAC's methodology for determining Client satisfaction, including numbers surveyed, surveys returned, percentage results, etc., along with verifying the effect of the methodology used..
- q. A review of documented success stories (see Section III, paragraph D.2.)
- r. A review and an assessment of outreach events the PTAC sponsored such as conferences, training events, and seminars, including numbers of attendees.
- s. An assessment of the quality and comprehensive nature of the information made available to the Clients by onsite documents, handouts, pamphlets, specifications, etc., to include information made available electronically by providing appropriate websites, CDs, etc. Any efforts the PTAC makes

beyond providing websites, such as computers in the PTAC that clients may use either to illustrate the websites to the clients, to train them in certain areas, or to provide computer access to clients so that they can access the latest information will be noted.

- t. An assessment of the quality and comprehensive nature of other information made available to the Clients through information services such as bid matching or through web-based information resources.
  - u. An assessment of the PTAC's accounting system to adequately accumulate, report, and bill appropriate costs to the Cooperative Agreement. The accuracy and timeliness of the PTAC's voucher submissions will be reviewed. Verification that the PTAC has stayed within each object class category in its proposed Budget or, if applicable, has obtained approval from the AGO to transfer costs among object class categories when the cumulative dollar value of such transfers exceed 10% of Total Program Cost.
  - v. Determine whether the basis for assigning costs to distressed and non-distressed areas is appropriate.
  - w. Obtain verification of in-kind contributions and determine whether they are appropriate.
  - x. If there is an applicable Indirect Rate, check the F&A application base to ensure it does not include third party contributions or costs specifically excluded by the rate agreement.
  - y. The acceptability of the PTAC's procurement procedures.
  - z. Determine if there is a need for a DCAA or other Financial Audit.
  - aa. An assessment of the PTAC's compliance with Section VII, B. Program Income. Examine how the PTAC earns and manages Program Income or verify that the PTAC does not earn Program Income. Determine the types of Program Income earned, the total amount earned each year and the cumulative total thus far for the Program. Determine how the PTAC utilizes earned Program Income. Verify proper reporting of Program Income on the SF 425 and DLA Form 1806. Assess as to whether or not the Program Income is cost effective in consideration of the administrative effort required to manage it, the costs to the clients, and the overall benefits to the PTAC. Document any concerns or issues of impropriety that might be perceived in the collection or utilization of Program Income. Identify Program Income earned and expended but not reported.
4. Upon completion of the Performance Review, the AGO will conduct an exit briefing with the PTAC management and discuss the findings of the review. The AGO will then assign the PTAC one of the performance ratings listed below. The rating assigned is within the purview and at the discretion of the AGO.

**OUTSTANDING:** Exceeds all requirements of the SCAA in an exceptional manner in providing Procurement Technical Assistance and complying with all aspects of the Program. Provides an exemplary program that could be used as a model for other recipients.

**HIGHLY SUCCESSFUL**: Meets or exceeds most requirements of the SCAA in providing Procurement Technical Assistance and complying with most aspects of the Program. Makes an effort to go above and beyond the required elements of the Program and provides documentation and success stories to support such efforts.

**ACCEPTABLE**: Demonstrates a good-faith effort to meet all requirements of the SCAA in providing Procurement Technical Assistance and complying with all aspects of the Program but does not reach a level that warrants a higher rating.

**MARGINAL**: Deficient in meeting key elements of the requirements of the SCAA, however, management does show an intent and interest in bringing its program to an acceptable level and has demonstrated a commitment to apply the necessary resources to do so.

**UNSATISFACTORY**: Deficient in meeting most key elements of the requirements of the SCAA and management shows little interest in bringing its program to an acceptable level or is generally uncooperative.

5. A Marginal Rating carries with it the automatic recommendation by the AGO to the GO to place the PTAC in a probationary status, and that the exercise of any subsequent option period to be made only as a probationary award. Probationary status requires the submission of a Plan of Action and Milestones (POA&M) to the AGO and GO. The POA&M will set forth a plan toward correcting the deficiencies noted in the Performance Review. The POA&M will be subject to review and approval by the AGO and GO. A failure to submit an acceptable POA&M in a timely manner or comply with the terms of the POA&M once approved by the AGO and GO, may result in termination of the award. Upon the completion of a subsequent Performance Review that results in a rating of “acceptable” or higher, the program will be removed from probationary status.
6. An Unsatisfactory Rating will cause the GO to immediately consider termination of the existing award or a determination not to exercise the award of any subsequent option period(s).

#### **D. AGO RESPONSIBILITIES/DUTIES**

The AGO will perform the following functions associated with this Agreement:

1. Maintain official administrative file for cooperative agreements.
2. Conduct post award orientation conferences.
3. Issue administrative changes, correcting errors or omissions in typing, recipient address, remittance address, computations, which do not require additional funds, and other such changes.
4. Prepare findings of fact and issue decisions on matters in which the AGO has the authority to take definitive action.
5. Process and execute novation and change of name agreements.

6. Execute supplemental agreements providing for the extension of the cooperative agreement performance period up to 60 calendar days and notify the GO of the extension.
7. Determine that the recipient has a drug-free workplace program and drug-free awareness program.
8. Review and evaluate the recipient's financial management system.
9. Monitor the recipient's financial condition and advise the GO when it jeopardizes cooperative agreement performance.
10. Review and approve recipient's requests for changes to the Standard Form (SF) 424A.
11. Review, approve or disapprove, and maintain surveillance of the recipient's procurement procedures (see DoDGARs 32.41-32.48 and OMB Circular A-102).
12. Consent to placement of subcontracts (excludes subagreements with subrecipients as set forth in the recipient's application).
13. Establish final indirect cost rates and billing rates when DOD is the cognizant agency.
14. Review and approve (or disapprove) the recipient's request for reimbursement. The AGO should not accept or approve the Recipient's final request for reimbursement prior to receipt and validation of a fourth quarter or final DLA Form 1806 Procurement Technical Assistance Cooperative Agreement Report.
15. Assist recipients in resolving payment problems.
16. Review and approve (or disapprove) a change in Program Manager and/or changes in the duties of the Program Manager after consultation with the GO.
17. Approve/disapprove changes in contributions of approved part time personnel or addition of new part time personnel per Section VII, A.6.
18. Approve/disapprove changes in the recipient's contributions used to satisfy agreement cost share requirements per Section VII, A.14.
19. Determine the allowability of costs suspended or disapproved, and issue notice of intent to disallow or not to recognize costs.
20. Perform property administration in accordance with the applicable OMB Circular and the DoDGARs.
21. Ensure timely submission of a correct and proper SF 425, "Federal Financial Report", and DLA Form 1806, "Procurement Technical Assistance Cooperative Agreement Performance Report".
22. Negotiate documents for settlement of partial and complete terminations for convenience.
23. Accomplish administrative closeout procedures and provide a copy of the DD Form 1594, Contract Completion Statement or Closeout Memorandum to the GO.
24. Execute modification to deobligate funds and provide a copy to the GO. The AGO should not deobligate agreement funds prior to receipt of the Recipient's final request for reimbursement which is due within 90 calendar days after the expiration of the agreement's effective period.
25. Coordinate and respond to requests for information under the Freedom of Information Act.
26. Provide a performance review of the recipient to the GO at the end of the base year performance period and at the end of any subsequent option year

performance period. The AGO or designated representative will, utilizing a standardized format provided by the GO, review the recipient's performance under the cooperative agreement in accordance with paragraph C. of this section. Reports of these reviews shall be submitted to the GO along with recommendations for resolving issues beyond the scope of the AGO responsibilities.

27. Request cost incurred audit by the cognizant audit agency. An audit should be requested at the end of each performance period (base year or option period).

## **E. REPORTING**

1. Recipients shall immediately notify the AGO of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions that materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
2. The DLA Form 1806 "Procurement Technical Assistance Center Cooperative Agreement Performance Report" shall be submitted in accordance with paragraphs E. and F. of Section III of this SCAA.
3. Recipients are required to submit the SF 425 Federal Financial Report (FFR) on a quarterly basis. A final FFR shall be submitted at the completion of each year's period of performance. Each quarterly interim submission is a cumulative report that covers the entire period from date of award to the end date of most recent reporting period. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, and 12/31. For final FFRs, the reporting period end date shall be the end date of the period of performance. Quarterly interim reports shall be submitted no later than 30 days after the end of each reporting period to the cognizant administration activity. Final reports shall be submitted no later than 90 days after the performance period end date. Within the SF 425, Recipients shall complete all lines including lines 10a through 10o and 11a through 11g.

## **F. PAYMENT**

1. The recipient shall submit requests for reimbursement of the government's share of total costs incurred to the cognizant AGO for certification that the request is true and correct and all services from the recipient have been provided. Only allowable costs incurred during the performance period of the award agreement are eligible for reimbursement. Requests for reimbursement should not be sent directly to the payment office (e.g., DFAS). Recipients may submit requests for reimbursement of the government's share of total costs incurred to the AGO on a periodic basis, but not more often than monthly. Recipient will not be reimbursed for costs used as their required match or cost share.
2. The Recipient shall request Federal payments for reimbursement only if:

- a. Non-Federal funds, in the form of cash and/or in-kind contributions, are immediately available to be used to satisfy the Recipient's corresponding share of costs; or
- b. The cost share requirement has been met with previously spent funds and/or in-kind contributions.

The Recipient shall not request, and the Government shall not approve, reimbursements exceeding the amounts permitted above.

The Recipient shall advise the GO of issues that arise that either impact or may impact the availability of any cash and/or in-kind contributions.

3. Recipient shall submit a completed SF 270 "Request for Advance or Reimbursement" when requesting reimbursement. The SF 270 shall be completed in its entirety, including block 11.b.
4. For the purpose of reimbursing allowable costs, the term "costs" includes only:
  - a. Those recorded costs that, at the time of the request for reimbursement, the recipient has paid by cash, check, or other form of actual payment for items or services purchased directly for the PTA program; or
  - b. Those costs incurred, but not necessarily paid.
5. Prepaid expenses will be reimbursed on an accrual basis.
6. At any time before final payment, the AGO may have the recipient's invoices or vouchers and statements of costs audited. Any payment may be:
  - a. Reduced by amounts found by the AGO not to constitute allowable costs; or
  - b. Adjusted for prior overpayments or underpayments.
7. Recipient's are required to furnish a final reimbursement request for services rendered within 90 calendar days after the expiration of the agreement's effective period. **The government is not liable for the payment of any reimbursement request received more than 90 calendar days after expiration of the agreement's effective period.**
7. Recipients are required to register in the DOD Central Contractor Registration (CCR) database in order to receive payment. See Clause M. "Payment by Electronic Funds Transfer-Central Contractor Registration" in Section IX of this SCAA.
8. The applicable cost principles, the terms of this SCAA, and any additional conditions incorporated into an award will be used to determine allowable costs.
9. The Recipient shall not submit the final request for reimbursement prior to submitting the fourth quarter or final DLA Form 1806 Report. See the paragraph entitled Report Submission in SCAA Section III for DLA Form 1806 submission requirements.

## **G. RIGHTS TO AUDIT**

1. Recipient shall maintain and the GO, AGO, or duly authorized representative shall have the right to examine and audit books, records, documents and other evidence, and accounting procedures and practices, sufficient to verify if all costs claimed to have been incurred in the performance of the cooperative agreement award are recorded therein.

2. The awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the cooperative agreement award in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.
3. Recipients of an award under this SCAA are required to have an audit performed in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as applicable.

#### **H. ALTERNATIVE DISPUTES RESOLUTION (ADR)**

It is DOD policy to resolve disputes by mutual agreement at the grant officer's level. ADR procedures are any voluntary means used to resolve issues in controversy without resorting to formal administrative appeals or litigation. ADR procedures include, but are not limited to, assisted settlement negotiations, conciliation, facilitation, mediation and fact-finding. In order to use ADR procedures, both parties must agree to use ADR and the particular form of ADR to resolve all or part of any matter. ADR procedures supplement other dispute resolution techniques.

A dispute resolution communication that is between a neutral person and party to alternative dispute resolution proceedings, and that may not be disclosed under 5 U.S.C. 574, is exempt from disclosure under the Freedom of Information Act (5 U.S.C. (b)(3)).

## **Section VIII - OPTION TO EXTEND THE TERM OF THE COOPERATIVE AGREEMENT**

### **A. DURATION**

As stated in Section I, paragraph J., cooperative agreements will be awarded for a base year (of 12 months duration) and will provide for bilaterally extending the agreement for two option periods. Each option period will normally be of 12 months duration. However, the government may elect at any time to propose an option period of other duration on an agreement-by-agreement basis.

### **B. NOTICE**

The government will give the recipient preliminary written notice of whether or not it intends to exercise an option. Such notice will normally be provided at least 60 calendar days prior to the date that the government intends to exercise the option. This notice does not commit the government to exercise the option. The term “exercise the/an option” means the GO will provide written notice to the award recipient, the cognizant administration office, and the payment office that the cooperative agreement award has been extended for an additional period of performance, that additional funds for this purpose have been obligated, and that modifications (as applicable) have been made to the agreement budget, goals, etc.. The Government may exercise an option at any time prior to expiration of a cooperative agreement.

### **C. GOVERNMENT’S OBLIGATION**

The award of a cooperative agreement for a base year with option periods does not obligate the government to exercise any option(s) nor does it guarantee the recipient that the option(s) will be exercised. The Government at its sole discretion may elect not to exercise an option(s). The determination to exercise or not to exercise an option will be made on a program-by-program basis. Compliance with the terms of the cooperative agreement award, program execution goals, and the availability of funds shall be paramount, although not exclusive, in the decision whether or not to exercise an option. In addition, the Government may elect to award an option as a “probationary award” (see Section VII, paragraph B.5.) The Government may at any time prior to the actual exercising of an option, rescind, without obligation, its intent to exercise an option.

The exercise of an option is subject to the availability of funds. DLA will make funding decisions on an agreement-by-agreement basis and in the best interest of the overall program.

### **D. UNEXPENDED FUNDS**

1. At time of award, funds are obligated for a specific period of time (i.e., base year or option period). Except as provided below, recipients may not carry unexpended DOD balances to a subsequent period of performance. DOD funds obligated for the base year and each option period must be spent during the effective period of the base year or option period. For example, if DOD funds in the amount of \$5,000 are not spent during the base year they shall be deobligated, and cannot be carried over to an option period.
2. Notwithstanding other provisions of this SCAA, the GO may approve the carryover of an unexpended balance of Federal funds to a subsequent period of performance if determined to be in the best interest of the Program. The carryover of funds is only permitted when expressly provided for by a written modification executed by the GO.

#### **E. OPTION YEAR(S) REQUIREMENTS**

Upon receiving written preliminary notice that the government intends to exercise an option, the recipient will also be requested to furnish to the GO the documentation specified below, which will be applicable to the option period. All documents required must be submitted in a timely manner. If any document required is late the entire option period application will be considered late and will be neither accepted nor evaluated.

1. With the exceptions noted below, documentation submission requirements for an option period application are the same as those specified in SCAA Section IV, paragraph D “DOCUMENTS TO BE SUBMITTED”. Unless otherwise noted, the option period application must include all documents listed in SCAA Section IV, paragraph D.
2. The following documents do not need to be submitted for an option period:
  - a. The Program Narrative.
  - b. A Program Implementation Plan.
3. The following documents do not need to be submitted for an option period unless there has been a change (i.e., with the base or previous option period application). Where there is a change, regardless of its significance, the document must be revised and resubmitted. If there are no changes, indicate “no changes” in your submission for each of the documents listed below.
  - a. The Proposed Service Area Listing\*
 

\* When the service area is unchanged this listing need not be resubmitted, except where distressed funding is requested. When distressed funding is requested, the Proposed Service Area Listing must always be resubmitted and updated with current information. When the Proposed Service Area Listing has not been resubmitted, the application should confirm that the Proposed Service Area has not changed.
  - b. The resume of the Program Manager.
  - c. The Certificate of Eligibility.

d. The organizational chart.

**Note:**

In order to provide full consideration of the applicant's qualification for an award, each applicant should ensure that the information furnished is current, accurate, and complete. The content should be presented in a manner that will allow evaluators to determine the applicant's understanding of the SCAA and the operating environment desired in PTACs. Failure to provide the information requested may adversely impact the assessment of the application's merits. The government reserves the right to verify information provided by the applicant for evaluation purposes and to request additional supporting information, if needed.

Only one copy of each document required needs to be submitted. Do not place the documents in binders, however, each of the applicable item numbered 9 through 24 in SCAA Section IV, paragraph D should be separated, identified by number (9 through 24) and tabbed. Documents that consist of multiple pages should only be secured together with a single staple. Do not submit newspaper clippings, brochures, letters of recommendation, etc. or other superfluous documents as they will be discarded and not be considered in the evaluation process.

**F. LIMITATIONS**

The Government will outline funding limitations applicable to an option period or option period application with the preliminary written notice expressing intent to exercise the option.

Normally, the Federal share of cost provided for in any option period will not exceed that which was provided for in the base year, in either amount (i.e., dollars) or as a percent of total program cost.

## **Section IX - Clauses**

The following clauses apply to any cooperative agreement awarded as a result of this SCAA:

### **A. OFFICIALS NOT TO BENEFIT**

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this agreement, or to any benefit arising from it. However, this clause does not apply to this agreement to the extent that this agreement is made with an eligible entity for the eligible entity's general benefit.

### **B. GRATUITIES**

1. The right of the recipient to proceed may be terminated by written notice if, after notice and hearing, the agency head or a designee determines that the recipient, its agent, or another representative –
  - a. offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of the Government; and
  - b. intended, by the gratuity, to obtain the award of a cooperative agreement or favorable treatment under a cooperative agreement.
2. The facts supporting this determination may be reviewed by any court having lawful jurisdiction.
3. If this agreement is terminated under paragraph B1 above, the Government is entitled
  - a. to pursue the same remedies as in a breach of contract; and
  - b. in addition to any other damages provided by law, to exemplary damages of not less than 3 nor more than 10 times the cost incurred by the recipient in giving gratuities to the person concerned, as determined by the agency head or a designee.
4. The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law under this agreement.

### **C. COVENANT AGAINST CONTINGENT FEES**

1. The applicant warrants that no person or agency has been employed or retained to solicit or obtain this cooperative agreement upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover, the full amount of the contingent fee.
2. "Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain

Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

3. "Bona fide employee," as used in this clause, means a person, employed by a recipient and subject to the recipient's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain an agreement no holds out as being able to obtain any agreement through improper influence.
4. "Contingent fee;" as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing an agreement.
5. "Improper influence," as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding an agreement on any basis other than the merits of the matter.

#### **D. MILITARY RECRUITING ON CAMPUS**

This is to notify potential applicants that each cooperative agreement that is awarded under this solicitation to an institution of higher education shall be required to comply with the provisions of DOD 3210.6R, 22.520.

#### **E. ANTI-RESERVE OFFICER TRAINING CORPS**

As a condition for receipt of funds available to the Department of Defense (DOD) under this award, the recipient agrees that it is not an institution of higher education (as defined in 32 CFR part 216) that has a policy or practice that either prohibits, or in effect prevents:

- (A) The Secretary of a Military Department from maintaining, establishing, or operating a unit of the Senior Reserve Officers Training Corps (in accordance with 10 U.S.C. 654 and other applicable Federal laws) at that institution (or any subelement of that institution);
- (B) Any student at that institution (or any subelement of that institution) from enrolling in a unit of the Senior ROTC at another institution of higher education;
- (C) The Secretary of a Military Department or Secretary of Homeland Security from gaining access to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of military recruiting in a manner that is at least equal in quality and scope to the access to campuses and to students that is provided to any other employer; or
- (D) Access by military recruiters for purposes of military recruiting to the names of students (who are 17 years of age or older and enrolled at that institution or any subelement of that institution); their addresses, telephone listings, dates and places of birth, levels of education, academic majors, and degrees received; and the most recent educational institutions in which they were enrolled.

If the recipient is determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this agreement, the Government will cease all payments of DOD funds under this agreement and all other DOD grants and cooperative agreements to the recipient, and it may suspend or terminate such grants and agreements unilaterally for material failure to comply with the terms and conditions of award.

#### **F. ROYALTY**

DLA has a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, any copyrighted materials and reports which shall have been developed under this cooperative agreement. The recipient also hereby agrees to notify and provide three copies of any copyrighted materials developed under this cooperative agreement to the GO/AGO.

#### **G. RESTRICTION ON DISCLOSURE AND USE OF DATA**

Applicants, who include in their applications data that they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall provide a cover page to their SF 424 with the following statement:

“This application includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an agreement is awarded to this applicant as a result of – or in connection with – the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting agreement. This restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets);”

This restriction does not limit the Government’s right for internal use of the information contained in this application.

#### **H. EXTENSION OF EFFECTIVE PERIOD**

At any time prior to the expiration of the period of performance specified in the award document or modification thereto the Grant’s Officer may authorize an extension of the cooperative agreement’s period of performance.

The recipient may request and the AGO may approve an extension of the cooperative agreement’s period of performance. The request must be in writing, must include the supporting reasons for the request along with the revised expiration date, and must be received by the cognizant AGO at least 10 calendar days before the

expiration date of the period of performance specified in the award document or modification thereto.

## **I. TERMINATION**

Awards may be terminated in whole or in part as follows:

1. By the GO, if the recipient materially fails to comply with the terms and conditions of the award. Possible conditions that are considered to be cause for termination include, but are not limited to:
  - a. Failure of the recipient to meet cost sharing requirements;
  - b. Unsatisfactory performance of PTA Cooperative Agreement program requirements;
  - c. Reporting inaccurate or inflated reports of budget and expenditures, goals, or client assistance;
2. For the convenience the Government, by the GO with the consent of the recipient.
3. By the recipient upon sending to the GO written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. The recipient must provide such notice at least 30 calendar days prior to the effective date of the termination.

## **J. AVAILABILITY OF FUNDS**

The Government's obligation under this cooperative agreement is contingent upon the availability of appropriated funds. No legal liability on the part of the Government for any payment may arise until funds are made available to the GO and the recipient receives notice of such availability, confirmed in writing by the GO.

## **K. NOTICE OF INTENT TO DISALLOW BUDGETED COSTS**

1. Execution of the cooperative agreement (base year and subsequent option period documents) does not affect –
  - a. The GO/AGO's right to disallow budgeted costs and recover any funds due as a result of budget changes and corrections, expenditures, other transactions and –
  - b. Audit requirements.
2. Approval of the recipient's budget by the GO at the time of award does not imply the reasonableness, allowability and allocability of the costs and/or contributions contained therein. In determining the reasonableness, allowability and allocability of costs incurred for the PTA Cooperative Agreement Program, the DoDGARs, applicable cost principles and terms and conditions of the cooperative agreement award will govern.

## **L. NOTICE OF INTENT TO DISALLOW COSTS INCURRED BELOW COOPERATIVE AGREEMENT RECIPIENT LEVEL (FIRST TIER)**

1. Notwithstanding all other terms and conditions of this cooperative agreement, the GO/AGO may –
  - a. At any time issue to the cooperative agreement recipient a written notice of intent to disallow subcontract, subagreement and any other planned or incurred costs by the recipient which are determined not to be allowable under the terms of this agreement.
  - b. Limit the payment of cost, below the cooperative agreement recipient level (first tier), to those which implement or execute the purposes of the cooperative agreement program and which are allowable and allocable to the PTA.
2. Notwithstanding any arrangements, subcontracts and/or agreements entered into by the cooperative agreement recipient with other organizations and/or contractors, DOD is not responsible for any cost incurred by the cooperative agreement holder that exceed what is allowable and allocable under the provisions of the SCAA and the applicable cost principles.

**M. PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION**

This award is subject to the electronic funds transfer (EFT) payment method. The Government shall make payment to the recipient using the EFT information contained in the Central Contractor Registration (CCR) database. In the event the EFT information changes, the recipient shall be responsible for providing the updated information to the CCR database.

**N. TRAFFICKING IN PERSONS**

1. Provisions applicable to a recipient that is a private entity.
  - a. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  - b. DLA, as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
    - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
      - A. Associated with performance under this award; or
      - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are

provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).”

2. Provision applicable to a recipient other than a private entity. DLA, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
  - a. Is determined to have violated an applicable prohibition in paragraph 1.a. of this award term; or
  - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).”
3. Provisions applicable to any recipient.
  - a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  - b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  - c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
4. Definitions. For purposes of this award term:
  - a. “Employee” means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  - b. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
  - c. “Private entity”:
    - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
    - ii. Includes:

- A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
- B. A for-profit organization.
- d. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**O. CORRESPONDENCE IN ENGLISH**

The applicant/recipient shall ensure that all correspondence that is addressed to the United States Government is submitted in English or with an English translation.

**P. REPORTING PURSUANT TO P.L.109-282 THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (Transparency Act)**

Recipients shall be prepared to and agree to report the data elements required by the Transparency Act regarding applicable first-tier sub-awards, including sub-grants and sub-contracts, as soon as practicable after the sub-grant or sub-contract (or a subsequent change to the sub-grant or sub-contract) has been made, but no more than 30 days after that event.

DLA will issue final guidance requiring sub-award reporting via amendment to this SCAA or modification to a resultant cooperative agreement.

## Appendix A - Glossary of Acronyms

ADR	Alternative Dispute Resolution
AGO	Administrative Grants Officer, either from DCMA or ONR
BIA	Bureau of Indian Affairs
CAGE	Commercial and Government Entity
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
DCMA	Defense Contract Management Agency
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DOD	Department of Defense
DoDGARs	Department of Defense Grants and Agreement Regulations (Note: this regulation is available on the Internet at: <a href="http://www.dtic.mil/whs/directives/corres/html/321006r.htm">http://www.dtic.mil/whs/directives/corres/html/321006r.htm</a> )
EC	Electronic Commerce
EFT	Electronic Funds Transfer
FY	Fiscal Year
GO	DLA Grants Officer
GSA	General Services Administration
HBCU/MI	Historically Black Colleges & Universities/ Minority Institutions
HUBZone	Historically Underutilized Business Zone
NPC	Net Program Cost
OMB	Office of Management and Budget

ONR	Office of Naval Research
OTSB	Other Than Small Business
PI	Program Income
PL	Public Law
POA&M	Plan of Action & Milestones
PTA	Procurement Technical Assistance
PTAC	Procurement Technical Assistance Center
PTAP	Procurement Technical Assistance Program
SB	Small Business
SBA	Small Business Administration
SCAA	Solicitation for Cooperative Agreement Application
SDB	Small Disadvantaged Business
SDVOSB	Service-Disabled Veteran-Owned Small Business
SF	Standard Form
TPC	Total Program Cost
WAWF	Wide area workflow
WOSB	Woman-Owned Small Business