
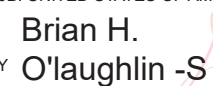


AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE OF PAGES 1 81	
2. CONTRACT (Proc. Inst. Ident.) NO. 75N95021D00013				3. EFFECTIVE DATE 4/20/2021		4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 5998466	
5. ISSUED BY CODE		NIDA-EXEC		6. ADMINISTERED BY (If other than Item 5) CODE		NIDA	
National Institutes of Health National Institute on Drug Abuse Bethesda, MD 20892-7511				National Institutes of Health National Institute on Drug Abuse Bethesda, MD 20892-7511			
7. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code) MEDICAL SCIENCE & COMPUTING LLC:1174687 11300 ROCKVILLE PIKE SUITE 1100 ROCKVILLE MD 208521631				8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)			
				9. DISCOUNT FOR PROMPT PAYMENT			
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN		ITEM	
CODE		FACILITY CODE					
11. SHIP TO/MARK FOR CODE		6101 EXE BLVD, ROCKVL		12. PAYMENT WILL BE MADE BY CODE		2115 E JEFFERSON ST	
6101 Executive Blvd, Rockville 6101 Executive Blvd Rockville MD 20852				2115 E Jefferson St MSC 8500 Suite 4B 432 Bethesda, MD 20892-8500			
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) () <input checked="" type="checkbox"/> 41 U.S.C. 3304 (a) ()				14. ACCOUNTING AND APPROPRIATION DATA See Schedule			
15A. ITEM NO		15B. SUPPLIES/SERVICES		15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
		Continued					
15G. TOTAL AMOUNT OF CONTRACT						\$3,600,713,546.00	
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(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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X	D	PACKAGING AND MARKING	19	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	20	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	80
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CONTRACTING OFFICER WILL COMPLETE ITEM 17 (SEALED-BID OR NEGOTIATED PROCUREMENT) OR 18 (SEALED-BID PROCUREMENT) AS APPLICABLE							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> SEALED-BID AWARD (Contractor is not required to sign this document.) Your bid on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your bid, and (b) this award/contract. No further contractual document is necessary. (Block 18 should be checked only when awarding a sealed-bid contract.)			
19A. NAME AND TITLE OF SIGNER (Type or print) Crystal Puleo, VP-Contracts				20A. NAME OF CONTRACTING OFFICER BRIAN H. OLAUGHLIN			
19B. NAME OF CONTRACTOR MEDICAL SCIENCE & COMPUTING LLC:1174687 BY 			19C. DATE SIGNED 4.19.21	20B. UNITED STATES OF AMERICA Brian H. O'laughlin -S BY 		20C. DATE SIGNED 4/19/2021	
				Digitally signed by Brian H. O'laughlin -S Date: 2021.04.19 12:33:52 -04'00'			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
75N95021D00013

PAGE OF
2 81

NAME OF OFFEROR OR CONTRACTOR

MEDICAL SCIENCE & COMPUTING LLC:1174687

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1	<p>Period of Performance: 04/20/2021 to 04/19/2026</p> <p>00012I-00004 NIMH-RMS -- 8388788</p> <p>Delivery To: 378</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Project Data: 128163.2020.100.HN761 NIMH DIRP OD OFFICE OF THE DIRECTOR.25235 ALL OTHER NON-FED SERVCS.04/15/2021</p> <p>Accounting Info: 08091020200DCM.2021.01.7100.HN71000000C.I.00071.60 1.9999.25235.61000001.9999.9999.9999</p> <p>Funded: \$10,000.00</p>				3,600,713,546.00

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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

ARTICLE B.1. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES

The National Institutes of Health (NIH) requires qualified and experienced Contractor support on a full-range of activities, including new and in-progress research projects, program deployment and implementation, and other activities necessary to conduct the business and fulfill the mission of NIH's biomedical research program. The Contractor shall independently provide scientific, operations, and administrative resources to assist the NIH in meeting its operational objectives.

ARTICLE B.2. PRICES/COSTS

a. This is a Multiple Award Indefinite Quantity contract as contemplated by FAR 16.504. The Contractor shall be reimbursed by the Government in an amount not less than a total of \$10,000 (minimum) nor more than a total of \$3,600,713,546 for successful performance of this contract. The \$3,600,713,546 is the maximum combined amount for all contract holders under the SOAR Program.

b. The prices set forth in this ARTICLE will cover the contract period April 20, 2021 through April 19, 2026. Pricing for task orders issued with period(s) of performance beyond the parent contract period of performance end date will be agreed upon at the task order level. Task orders shall not exceed twelve (12) months past the parent contract ordering period end. Task orders will be based on the rates applicable for the last period of performance of the parent award.

c. The Government will compete and award Task Orders based on the work described in SECTION C of this contract and the schedules set forth in Section J, Attachments on Fully Loaded Fixed Labor Rates, Unit Prices, other direct costs and labor catalog and categories.

d. The price schedules set forth in Section J, contain on-site and off-site hourly labor rates for each year of the contract for work to be performed within the continental United States. The hourly rates are ceiling price rates and the contractor may, at its discretion, elect to propose lower hourly rates when responding to a request for a task order. Factors such as complexity of work, geographic locations, and security clearances authorize the Contracting Officer to negotiate Loaded Hourly Labor Rates suited to meet their specific task order requirements. Contractors shall explain in their task order proposals any Loaded Hourly Labor Rates that exceed the rates in the parent contract or for new proposed labor categories, and the Contracting Officer will determine the reasonableness of the pricing as defined in FAR 15.4, Contract Pricing. Upon request of the Contracting Officer, the contractor will be required to provide supporting documentation for such rates, which may include a cost element breakdown of each Loaded Hourly Labor Rate (including profit) in accordance with the contractor's cost accounting system, as well as any other support information the Contracting Officer deems necessary. All rates must comply with U.S. Department of Labor rates and Service Contract Labor Standards

e. Ordering procedures are described in The TASK ORDER PROCEDURE Article in SECTION G of this contract.

ARTICLE B.3. ADVANCE UNDERSTANDINGS

Other provisions of this contract notwithstanding, approval of the following items within the limits set forth is hereby granted without further authorization from the Contracting Officer.

a. **Commitment to Set Profit and Indirect Cost Rates - Travel Costs, Etc.**

Although the overwhelming majority of costs under the contract shall be the Government ordering quantities of labor hours and tasks according to the menu of prices established in the contract, in order to provide the services described in the SOW, there may be a small portion of costs which cannot be anticipated at the creation of the master contract. The primary issue is travel costs. For travel costs, or any direct costs which were not anticipated at the creation of the master contract, those costs shall only be allowed to the extent that those costs are in accordance with FAR Subpart 31.2 and other applicable federal regulations, such as the Federal Travel Regulation. As part of this, the Contractor commits to indirect rates and a not-to-exceed profit markup for unanticipated direct costs. The Contractor completed this information which is attached to the contract.

The below percentages are only for an occasional unanticipated direct cost, mainly travel. Most Task Orders shall involve the Government selecting quantities of labor hours and tasks, and determining the fixed price for the Task Order based on the prices which the awardee committed to when it proposed for the master contract. For those rare Task Orders which involve unanticipated direct costs, the awardee shall only be allowed to propose unanticipated direct costs at the Government's request. For example, if the NIH needs a contracted scientist to travel in response to an epidemic or other event, the Government may request a fixed price for that travel. In which case, in calculating a price in response to the Task Order, the Contractor's cost structure shall not include elements which are beyond or exceed the indirect rates and not-to-exceed profit percentage in the table below which the Contractor committed to in its contract proposal.

RATE DESCRIPTION	PROPOSED RATE (%)
Overhead	10%
G&A	15%
Fee	0%

In accordance with the Fair Labor Standards Act (FLSA), the burden for determining the exempt or non-exempt status of each Contractor employee resides with the employer. The Government does not provide or imply any concurrence in the application of the FLSA by the Contractor, and shall not be held liable if the Contractor misapplies the FLSA in its determination of the exempt versus non-exempt status of its employees.

Specific elements of cost, which normally require prior written approval of the Contracting Officer before incurrence of the cost (e.g., foreign travel, consultant fees) will be included in this Article if the Contracting Officer has granted his/her approval prior to contract award.

Other provisions of this contract notwithstanding, approval of the following items within the limits set forth is hereby granted without further authorization from the Contracting Officer.

b. Overtime

Authorization for overtime, if necessary, will be provided as part of the Task Order. Overtime shall be in accordance with FAR Clause 52.222-2 Payment for Overtime Premiums (July 1990).

For the purposes of this contract, the workweek shall consist of seven (7) consecutive 24-hour periods that equals 168 total hours. The workweek shall be defined as Sunday through Saturday.

c. Insurance Coverage

Physicians, dentists, and other health care providers: In accordance with FAR 37.401, NIH shall only obtain the services of physicians, dentists, and other health care providers with the express understanding that the Government retains no control over the medical and professional judgments which are to be made as part of furnishing those services, the Contractor shall indemnify the Government for any liability-producing act or omission by the Contractor's physicians, dentists, and other health care providers, and the Contractor shall maintain medical liability insurance which is not less than the prevailing amount of coverage for practitioners

within the local community for the medical specialty covered, and any relevant subcontract shall contain FAR Clause 52.237-7. Further, the Contractor company, any subcontractor or consultant firm, and any individual health care provider furnished under the contract, may be required to sign a HIPAA non-disclosure or business associate agreement. Consideration for that agreement is tied to the contract contemplated by this Statement of Work.

In addition, the Contractor shall also procure and maintain the following minimum insurance during the period of performance of this contract in accordance with FAR 52.228-5, FAR 52.228-7, and FAR 52.228-8 as follows:

- \$20,000 per person; and
- \$500,000 per occurrence death or bodily injury.

Property damage general liability insurance is required.

Automobile Insurance (comprehensive form of policy) is required as follows:

- \$20,000 per person;
- \$500,000 per occurrence for death or bodily injury; and
- \$200,000 per accident for property damage.

Workmen's Compensation and employer's Liability Insurance. A minimum amount of \$100,000 is required under the contract.

Prior to applicable task order commencement, the Contractor shall furnish to the Contracting Officer (CO) a certificate or written statement certifying compliance with the above required insurance coverage. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the interests of the Government shall not be effective for such a period as the laws of the state in which this contract is to be performed prescribe, or until thirty (30) days after the insurer or the Contractor gives written notice to the CO, whichever period is longer.

The Contractor agrees to insert the substance of this clause, including this paragraph, in Subcontracts under this contract that require work on a Government installation.

d. Subcontracts

It is the responsibility of the prime Contractor to ensure that the FAR and contract required flow down clauses are included in any subcontract agreement.

e. Invoices - Cost and Personnel Reporting, and Variances from the Negotiated Budget

1. When applicable, the Contractor will provide a detailed breakdown on invoices of the following cost categories:
 - a. Direct Labor - List individuals by name, title/position, hourly/annual rate, level of effort, and amount claimed.
 - b. Fringe Benefits - Cite rate and amount
 - c. Overhead - Cite rate and amount
 - d. Materials & Supplies - Include detailed breakdown when total amount is over \$1,000.
 - e. Travel - Identify travelers, dates, destination, purpose of trip, and amount. Cite COA, if appropriate. List separately, domestic travel, general scientific meeting travel, and foreign travel.
 - f. Consultant Fees - Identify individuals and amounts.
 - g. Subcontracts - Attach subcontractor invoice(s).

- h. Equipment - Cite authorization and amount.
- i. G&A - Cite rate and amount.
- j. Total Cost
- k. Fixed Fee
- l. Total CPFF

Monthly invoices must include the cumulative total expenses to date, adjusted (as applicable) to show any amounts suspended by the Government.

2. The Contractor agrees to immediately notify the Contracting Officer in writing if there is an anticipated overrun (any amount) or unexpended balance (greater than 10 percent) of the amount allotted to the contract, and the reasons for the variance. Also refer to the requirements of the Limitation of Funds and Limitation of Cost Clauses in the contract.

f. Non-Personal Services and Inherently Government Functions

1. Pursuant to FAR 37.1, no personal services shall be performed under this contract. All work requirements shall flow only from the Contracting Officer's Representative (COR) to the Contractor's Project Manager. No Contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the applicable employee supervisor. If the Contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.
2. Pursuant to FAR 7.5, the Contractor shall not perform any inherently Governmental actions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other contractor believes this communication to be a direction to change their contract, they should notify the Contracting Officer for that contract and not carry out the direction until a clarification has been issued by the Contracting Officer.
3. The Contractor shall insure that all of its employees working on this contract are informed of the substance of this article. Nothing in this article shall limit the Government's rights in any way under the other provisions of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this article shall be included in all subcontracts at any tier.

g. Confidential Treatment of Sensitive Information

The Contractor shall guarantee strict confidentiality of the information/data that it is provided by the Government during the performance of the contract. The Government has determined that the information/data that the Contractor will be provided during the performance of the contract is of a sensitive nature.

Disclosure of the information/data, in whole or in part, by the Contractor can only be made after the Contractor receives prior written approval from the Contracting Officer. Whenever the Contractor is uncertain with regard to the proper handling of information/data under the contract, the Contractor shall obtain a written determination from the Contracting Officer.

h. Information Security

The Contractor shall satisfy IT Security Requirements at both the Task Order level and the contract level (as specified in Section H).

The Information Security clauses are subject to periodic updating by the Government.

i. Contracting Backfilling of Positions on Awarded Task Orders

The Contractor must provide the Government with a suitable replacement as soon as reasonably possible, but no later than four (4) weeks from the permanent departure date of the Contractor, unless otherwise approved by the Contracting Officer. The request must identify the proposed replacement and provide an explanation of how the replacement's skills, experience, and credentials meet or exceed the requirements of the task order.

j. Contract Number Designation

On all correspondence submitted under this contract, the Contractor agrees to clearly identify the two contract numbers that appear on the face page of the contract as follows:

Contract No. 75N95021D00013

ARTICLE B.4. POSTING REQUIREMENTS FOR RATES

The Contractor shall post its rates at its individual website within thirty (30) days after contract award consistent with Section J Attachments (see also Article G.11 Contractor Internet Presence). The contractor consents to the Government posting the URL for the contractor's site on its website, as well as utilizing the rate data in its electronic ordering and automation system.

ARTICLE B.5. PROVISIONS APPLICABLE TO DIRECT COSTS

a. Items Unallowable Unless Otherwise Provided

Notwithstanding the clauses, ALLOWABLE COST AND PAYMENT and FIXED FEE, incorporated in this contract, unless authorized in writing by the Contracting Officer, the costs of the following items or activities shall be unallowable as direct costs:

1. Conferences and Meetings
2. Food for Meals, Light Refreshments, and Beverages
3. Promotional Items *[includes, but is not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees.]*
4. Acquisition, by purchase or lease, of any interest in real property;
5. Special rearrangement or alteration of facilities;
6. Purchase or lease of **any** item of general purpose office furniture or office equipment regardless of dollar value. (General purpose equipment is defined as any items of personal property which

are usable for purposes other than research, such as office equipment and furnishings, pocket calculators, etc.);

7. Travel to attend general scientific meetings;
8. Foreign travel;
9. Consultant costs;
10. Subcontracts (In accordance with FAR 52.244-2);
11. Patient care costs;
12. Accountable Government Property (defined as non-expendable personal property with an acquisition cost of \$1,000 or more) and "sensitive items" (defined as items of personal property (supplies and equipment that are highly desirable and easily converted to personal use), regardless of acquisition value.
13. Printing Costs (as defined in the Government Printing and Binding Regulations).

b. Travel Costs

1. The Contractor shall invoice and be reimbursed for all travel costs in accordance with Federal Acquisition Regulations (FAR) 31.2 - Contracts with Commercial Organizations, Subsection 31.205-46, Travel Costs.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

ARTICLE C.1. STATEMENT OF WORK

- a. Independently and not as an agent of the Government, the Contractor shall be required to furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government, as needed to perform the Statement of Work, attached hereto and made a part of this contract. The Contractor is required to be able to perform the entire Statement of Work.

ARTICLE C.2. REPORTING REQUIREMENTS

All reports required herein shall be submitted in electronic format.

All electronic reports submitted shall be compliant with Section 508 of the Rehabilitation Act of 1973. Additional information about testing documents for Section 508 compliance, including guidance and specific checklists, by application, can be found at: <http://www.hhs.gov/web/508/index.html> under "Making Files Accessible."

If applicable, any paper/hardcopy documents/reports submitted under this contract shall be printed or copied, double-sided, on at least 30 percent post consumer fiber paper, whenever practicable, in accordance with FAR 4.302(b).

a. Technical Reports

In addition to those reports required by the other terms of this contract, the Contractor shall prepare and submit the following reports in the manner stated below and in accordance with the DELIVERIES Article in SECTION F of this contract:

Note: The Contractor shall include, in any technical progress report submitted, the applicable PubMed Central (PMC) or NIH Manuscript Submission reference number when citing publications that arise from its NIH funded research.

Monthly

Quarterly

Semi-Annually

Annually

Annually (with a requirement for a Draft Annual Report)

Final - Upon final completion of the contract

Final – Upon final completion of the contract (with a requirement for a Draft Final Report)

*Ad hoc reporting may be required.

Regular Task Order reports will be required and the frequency will be specified in the Task Order Reporting Requirements. These reports will be required to be submitted on a monthly, quarterly, and/or annual basis. Specific reporting elements will be determined at the time of Task Order award.

1. Monthly Progress Report

This report shall include a description of the activities during the reporting period, and the activities planned for the ensuing reporting period. The first reporting period consists of the first full month of

performance plus any fractional part of the initial month. Thereafter, the reporting period shall consist of each calendar month.

The monthly status report shall include at least the following four (4) sections, as they relate to the work performed during the period being reported on and the next month's anticipated support:

- Summary status and schedule of all ongoing and planned Task Orders.
- Billing summaries including a list by Institute with lists of each employee's work hours per week. The billing summaries and hours should be broken down by Task Order.
- Hours incurred by labor category, labor funds expenditures, and other cost expenditures.
- Outstanding and anticipated issues/Task Order or project risks, problem items, schedule problems, and recommendations for improvement.

The Contractor shall submit one (1) electronic copy of the report each month to the Contracting Officer and COR no later than fifteen (15) business days after the start of the month, and report on activities performed by the Contractor during the prior month. Electronic deliverables shall be on computer disks with versions of Microsoft Word, PowerPoint, Excel, etc. that are compatible to Government computers.

2. Quarterly Progress Report

- a. This report shall include a summation of the monthly progress reports/a description of the activities during the reporting period and the activities planned for the ensuing reporting period. The first reporting period consists of the first full three months of performance including any fractional part of the initial month. Thereafter, the reporting period shall consist of three full calendar months.
- b. A monthly report will not be submitted for the final month of the quarter.
- c. The first report shall be due on or before August 15, 2021. Thereafter, reports shall be due on or before the 15 Working days following each reporting period.

3. Annual Progress Report

The Annual Progress Report shall include a summary of the results of the work for the period covered (including a summary of billing statements and annual cost). The Contractor shall submit one (1) electronic copy of the report each year to the Contracting Officer and COR no later than fifteen (15) business days after the period ends. Electronic deliverables shall be on computer disks with versions of Microsoft Word, Power Point, Excel, etc. that are compatible to Government computers.

4. Summary of Salient Results

The Contractor shall submit, with the Final Report, a summary (not to exceed 200 words) of salient results achieved during the performance of the contract.

a. Other Reports/Deliverables

1. Source Code and Object Code

Unless otherwise specified herein, the Contractor shall deliver to the Government, upon the expiration date of the contract, all source code and object code developed, modified, and/or enhanced under this contract.

ARTICLE C.3. HHS SECURITY AND PRIVACY LANGUAGE FOR INFORMATION AND IT PROCUREMENTS

INFORMATION AND/OR PHYSICAL SECURITY

- A. **Security Assessment and Authorization (SA&A)**- A valid authority to operate (ATO) certifies that the Contractor's information system meets the contract's requirements to protect the agency data. If the system under this contract does not have a valid ATO, the Contractor (and/or any subcontractor) shall work with the agency and supply the deliverables required to complete the ATO within the specified timeline(s) within three (3) months after contract award. The Contractor shall conduct the SA&A requirements in accordance with HHS IS2P, NIST SP 800-37, Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach (latest revision).
For an existing ATO, Contracting Officer Representative must make a determination if the existing ATO provides appropriate safeguards or if an additional ATO is required for the performance of the contract and state as such. NIH acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the system security and privacy controls are implemented and operating effectively.
- B. **SA&A Package Deliverables** - The Contractor (and/or any subcontractor) shall provide an SA&A package within 30 days of contract award to the CO and/or COR. The following SA&A deliverables are required to complete the SA&A package.
- **System Security Plan (SSP)** - due within 30 days after contract award. The SSP shall comply with the NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, the Federal Information Processing Standard (FIPS) 200, Recommended Security Controls for Federal Information Systems, and NIST SP 800-53, Security and Privacy Controls for Federal Information Systems and Organizations applicable baseline requirements, and other applicable NIST guidance as well as HHS and NIH policies and other guidance. The SSP shall be consistent with and detail the approach to IT security contained in the Contractor's bid or proposal that resulted in the award of this contract. The SSP shall provide an overview of the system environment and security requirements to protect the information system as well as describe all applicable security controls in place or planned for meeting those requirements. It should provide a structured process for planning adequate, cost-effective security protection for a system. The Contractor shall update the SSP at least annually thereafter.
 - **Security Assessment Plan/Report (SAP/SAR)** - due 30 days after the contract award. The security assessment shall be conducted by the assessor and be consistent with NIST SP 800-53A, NIST SP 800-30, and HHS and NIH policies. The assessor will document the assessment results in the SAR.

The NIH should determine which security control baseline applies and then make a determination on the appropriateness/necessity of obtaining an independent assessment. Assessments of controls can be performed by contractor, government, or third parties, with third party verification considered the strongest. If independent assessment is required, include statement below.

Thereafter, the Contractor, in coordination with the NIH shall conduct/assist in the assessment of the security controls and update the SAR at least annually.

- **Independent Assessment** - due 90 days after the contract award. The Contractor (and/or subcontractor) shall have an independent third-party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the Security Authorization package, and report on technical, operational, and management level deficiencies as outlined in NIST SP 800-53. The Contractor shall address all "high" deficiencies before submitting the package to the Government for acceptance. All remaining deficiencies must be documented in a system Plan of Actions and Milestones (POA&M).
- **POA&M** - due 30 days after contract award. The POA&M shall be documented consistent with the HHS Standard for Plan of Action and Milestones and NIH policies. All high-risk weaknesses must be mitigated within

30 days and all medium weaknesses must be mitigated within 60 days from the date the weaknesses are formally identified and documented. The NIH will determine the risk rating of vulnerabilities. Identified risks stemming from deficiencies related to the security control baseline implementation, assessment, continuous monitoring, vulnerability scanning, and other security reviews and sources, as documented in the SAR, shall be documented and tracked by the Contractor for mitigation in the POA&M document. Depending on the severity of the risks, NIH may require designated POA&M weaknesses to be remediated before an ATO is issued. Thereafter, the POA&M shall be updated at least quarterly.

C. **Contingency Plan and Contingency Plan Test** - due 60 days after contract award. The Contingency Plan must be developed in accordance with NIST SP 800-34, Contingency Planning Guide for Federal Information Systems, and be consistent with HHS and NIH policies. Upon acceptance by the System Owner, the Contractor, in coordination with the System Owner, shall test the Contingency Plan and prepare a Contingency Plan Test Report that includes the test results, lessons learned and any action items that need to be addressed. Thereafter, the Contractor shall update and test the Contingency Plan at least annually.

- **E-Authentication Questionnaire** - The contractor (and/or any subcontractor) shall collaborate with government personnel to ensure that an E-Authentication Threshold Analysis (E-auth TA) is completed to determine if a full E-Authentication Risk Assessment (E-auth RA) is necessary. System documentation developed for a system using E-auth TA/E-auth RA methods shall follow OMB 04-04 and NIST SP 800-63, Rev. 2, Electronic Authentication Guidelines.

Based on the level of assurance determined by the E-Auth, the Contractor (and/or subcontractor) must ensure appropriate authentication to the system, including remote authentication, is in-place in accordance with the assurance level determined by the E-Auth (when required) in accordance with HHS policies.

D. **POSITION SENSITIVITY DESIGNATIONS**

All Contractor (and/or any subcontractor) employees must obtain a background investigation commensurate with their position sensitivity designation that complies with Parts 1400 and 731 of Title 5, Code of Federal Regulations (CFR). The following position sensitivity designation levels generally apply to this solicitation/contract:

Level 6: Public Trust - High Risk. Contractor/subcontractor employees assigned to Level 6 positions shall undergo a Suitability Determination and Background Investigation (MBI).

Level 5: Public Trust - Moderate Risk. Contractor/subcontractor employees assigned to Level 5 positions with no previous investigation and approval shall undergo a Suitability Determination and a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI).

Level 1: Non-Sensitive. Contractor/subcontractor employees assigned to Level 1 positions shall undergo a Suitability Determination and National Check and Inquiry Investigation (NACI).

1. **HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-12**

Roster-

- a. The Contractor (and/or any subcontractor) shall submit a roster by name, position, e-mail address, phone number and responsibility, of all staff working under this acquisition where the Contractor will develop, have the ability to access, or host and/or maintain a government information system(s). The roster shall be submitted to the COR and/or CO within fourteen (14) calendar days after the effective date of this contract. Any revisions to the roster as a result of staffing changes shall be submitted within seven (7) calendar days of the change. The COR will notify the Contractor of the appropriate level of investigation required for each staff member. An

electronic template, "Roster of Employees Requiring Suitability Investigations," is available for contractor use at: https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster_10-15-12.xlsx.

- b. If the Contractor is filling a new position, the Contractor shall provide a position description and the Government will determine the appropriate suitability level. Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.
- c. Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.
- d. The Contractor shall notify the Contracting Officer in advance when any new personnel, who are subject to a background check/investigation, will work under the contract and if they have previously been the subject of national agency checks or background investigations.
- e. All contractor and subcontractor employees shall comply with the conditions established for their designated position sensitivity level prior to performing any work under this contract. Contractors may begin work after the fingerprint check has been completed.
- f. Investigations are expensive and may delay performance, regardless of the outcome of the investigation. Delays associated with rejections and consequent re-investigations may not be excusable in accordance with the FAR clause, Excusable Delays - see FAR 52.249-14. Accordingly, the Contractor shall ensure that any additional employees whose names it submits for work under this contract have a reasonable chance for approval.
- g. Typically, the Government investigates personnel at no cost to the Contractor. However, multiple investigations for the same position may, at the Contracting Officer's discretion, justify reduction(s) in the contract price of no more than the cost of the additional investigation(s).
- h. The Contractor shall include language similar to this "HHS Controlled Facilities and Information Systems Security" language in all subcontracts that require subcontractor personnel to have the same frequency and duration of (1) physical access to an HHS-controlled facility; (2) logical access to an HHS-controlled information system; (3) access to sensitive HHS data/information, whether in an HHS-controlled information system or in hard copy; or (4) any combination of circumstances (1) through (3).
- i. The Contractor shall direct inquiries, including requests for forms and assistance, to the Contracting Officer or designee.
- j. Within seven (7) calendar days after the Government's final acceptance of the work under this contract, or upon termination of the contract, the individual Contractor shall coordinate with the parent Contractor to return all identification badges to the Contracting Officer or designee.

E. CONTRACT INITIATION AND EXPIRATION

1. **General Security Requirements-** The Contractor (and/or any subcontractor) shall comply with information security and privacy requirements, Enterprise Performance Life Cycle (EPLC) processes, HHS Enterprise Architecture requirements to ensure information is appropriately protected from initiation to expiration of the contract. All information systems development or enhancement tasks supported by the contractor shall follow the HHS EPLC framework and methodology or and in accordance with the HHS Contract Closeout Guide (2012). HHS EA requirements may be located here: <https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/hhs-policy-for-enterprise-architecture.html>
2. **System Documentation-** Contractors (and/or any subcontractors) must follow and adhere to NIST SP 800-64, Security Considerations in the System Development Life Cycle, at a minimum, for system development and provide system documentation at designated intervals (specifically, at the expiration of the contract) within the EPLC that require artifact review and approval.
3. **Sanitization of Government Files and Information-** As part of contract closeout and at expiration of the contract, the Contractor (and/or any subcontractor) shall provide all required documentation in accordance

with the NIH Media Sanitization and Disposal Policy to the CO and/or COR to certify that, at the government's direction, all electronic and paper records are appropriately disposed of and all devices and media are sanitized in accordance with NIST SP 800-88, Guidelines for Media Sanitization.

4. **Notification-** The Contractor (and/or any subcontractor) shall notify the CO and/or COR and system ISSO within fifteen days before an employee stops working under this contract.
5. **Contractor Responsibilities Upon Physical Completion of the Contract-** The contractor (and/or any subcontractors) shall return all government information and IT resources (i.e., government information in non-government-owned systems, media, and backup systems) acquired during the term of this contract to the CO and/or COR. Additionally, the Contractor shall provide a certification that all government information has been properly sanitized and purged from Contractor-owned systems, including backup systems and media used during contract performance, in accordance with HHS and/or NIH policies.
6. The Contractor (and/or any subcontractor) shall perform and document the actions identified in the NIH Contractor Employee Separation Checklist <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf> an employee terminates work under this contract within 2 days of the employee's exit from the contract. All documentation shall be made available to the CO and/or COR upon request.
- F. **Contractor Non-Disclosure Agreement (NDA)-** Each Contractor (and/or any subcontractor) employee having access to non-public government information under this contract shall complete the NIH non-disclosure agreement <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf> , as applicable. A copy of each signed and witnessed NDA shall be submitted to the Contracting Officer (CO) and/or CO Representative (COR) prior to performing any work under this acquisition.
- G. **Vulnerability Scanning Reports**
The Contractor shall report the results of the required monthly special vulnerability scans no later than 10 days following the end of each reporting period. If required monthly, this report may be included as part of the Technical Progress Report. Otherwise, this report shall be submitted under a separate cover on monthly basis.
- H. **Government Access for Security Assessment.** In addition to the Inspection Clause in the contract, the Contractor (and/or any subcontractor) shall afford the Government access to the Contractor's facilities, installations, operations, documentation, information systems, and personnel used in performance of this contract to the extent required to carry out a program of security assessment (to include vulnerability testing), investigation, and audit to safeguard against threats and hazards to the confidentiality, integrity, and availability of federal data or to the protection of information systems operated on behalf of HHS, including but are not limited to:
 - a. At any tier handling or accessing information, consent to and allow the Government, or an independent third party working at the Government's direction, without notice at any time during a weekday during regular business hours contractor local time, to access contractor and subcontractor installations, facilities, infrastructure, data centers, equipment (including but not limited to all servers, computing devices, and portable media), operations, documentation (whether in electronic, paper, or other forms), databases, and personnel which are used in performance of the contract.
The Government includes but is not limited to the U.S. Department of Justice, U.S. Government Accountability Office, and the HHS Office of the Inspector General (OIG). The purpose of the access is to facilitate performance inspections and reviews, security and compliance audits, and law enforcement investigations. For security audits, the audit may include but not be limited to such items as buffer overflows, open ports, unnecessary services, lack of user input filtering, cross site scripting vulnerabilities, SQL injection vulnerabilities, and any other known vulnerabilities.
 - b. At any tier handling or accessing protected information, fully cooperate with all audits, inspections, investigations, forensic analysis, or other reviews or requirements needed to carry out requirements presented in applicable law or policy. Beyond providing access, full cooperation also includes, but is not limited to, disclosure to investigators of information sufficient to identify the nature and extent of any criminal or fraudulent activity and the individuals responsible for that activity. It includes timely and complete production of requested data,

metadata, information, and records relevant to any inspection, audit, investigation, or review, and making employees of the contractor available for interview by inspectors, auditors, and investigators upon request. Full cooperation also includes allowing the Government to make reproductions or copies of information and equipment, including, if necessary, collecting a machine or system image capture.

- c. Segregate Government protected information and metadata on the handling of Government protected information from other information. Commingling of information is prohibited. Inspectors, auditors, and investigators will not be precluded from having access to the sought information if sought information is commingled with other information.
- d. Cooperate with inspections, audits, investigations, and reviews.

I. Security Content Automation Protocol (SCAP)-compliant diagnostic reports and DHS Continuous Diagnostics and Mitigation Program (CDM)

The Contractor and/or any subcontractor (at any tier) performing the task order may be required to maintain an effective system to monitor for, identify, and report data breaches and computer security incidents. As part of this, FedRAMP requires that the contractor or relevant subcontractor is capable of furnishing Security Content Automation Protocol (SCAP)-compliant diagnostic reports. The contractor, and/or any subcontractor at any tier, shall use SCAP-compliant and DHS Continuous Diagnostics and Mitigation Program (CDM)-compliant automated tools for active/passive scans in order to provide an inventory of all IT assets for both hardware and software. As part of this, scans to provide visibility into the security configuration compliance status of all IT assets which are processing Government information and data shall be conducted and made available. Scans to detect any security vulnerabilities in all IT assets which are processing Government information and data shall also be conducted and made available. SCAP and CDM compliant diagnostic reports shall be provided to the HHS Computer Security Incident Response Center at least once per month and provided on the first business day of each month. Each monthly report shall come from the prime contractor, or directly from the relevant subcontractor, and include roll-up reports from all of the relevant subcontractors (at any tier). The purpose of the report is to facilitate the Government being able to continuously monitor the security of any contractor or subcontractor system storing or trafficking Government data.

2. Section 508 Annual Report

The contractor shall submit an annual Section 508 report in accordance with the schedule set forth by the Contracting Officer (CO)/Contracting Officer's Representative (COR). The Section 508 Report Template and Instructions for completing the report are available at: <http://www.hhs.gov/web/508/contracting/technology/vendors.html> under "Vendor Information and Documents."

3. Internet Presence Report

The contractor shall submit an Internet Presence Report certifying that the contract holder is in full compliance with Article G.11 Contractor Internet Presence requirements. The report shall be submitted to the Contracting Officer and Contracting Officer Representative providing compliance status on all requirements under Article G.11 for the previous quarter.

ARTICLE C.4. INVENTION REPORTING

All reports and documentation required by FAR Clause 52.227-11, Patent Rights-Ownership by the Contractor including, but not limited to, the invention disclosure report, the confirmatory license, and the Government support certification, shall be directed to the Division of Extramural Inventions and Technology Resources (DEITR), OPERA, OER, NIH, 6705 Rockledge Drive, Suite 310, MSC 7980, Bethesda, Maryland 20892-7980 (Telephone: 301-435-1986). In addition, one copy of an annual utilization report, and a copy of the final invention statement, shall be submitted to the Contracting Officer. The final invention statement (see FAR 27.303(b)(2)(ii)) shall be submitted to the Contracting Officer on the expiration date of the contract.

The annual utilization report shall be submitted in accordance with the DELIVERIES Article in SECTION F of this contract. The final invention statement (see FAR 27.303(b)(2)(ii)) shall be submitted on the expiration date of the contract. All reports shall be sent to the Contracting Officer.

If no invention is disclosed or no activity has occurred on a previously disclosed invention during the applicable reporting period, a negative report shall be submitted to the Contracting Officer at the address listed above.

To assist contractors in complying with invention reporting requirements of the clause, the NIH has developed "Interagency Edison," an electronic invention reporting system. Use of Interagency Edison is required as it streamlines the reporting process and greatly reduces paperwork. Access to the system is through a secure interactive Web site to ensure that all information submitted is protected. Interagency Edison and information relating to the capabilities of the system can be obtained from the Web (<http://www.iedison.gov>), or by contacting the Extramural Inventions and Technology Resources Branch, OPERA, NIH.

SECTION D - PACKAGING, MARKING AND SHIPPING

All deliverables required under this contract shall be packaged, marked and shipped in accordance with Government specifications. At a minimum, all deliverables shall be marked with the contract number and Contractor name. The Contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition.

SECTION E - INSPECTION AND ACCEPTANCE

1. The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.
2. For the purpose of this SECTION, the Contracting Officer's Representative (COR) is the authorized representative of the Contracting Officer.
3. Inspection and acceptance will be performed in a virtual setting or at the following location:
6101 Executive Blvd., Rockville, Maryland 20852

Acceptance may be presumed unless otherwise indicated in writing by the Contracting Officer or the duly authorized representative within 30 days of receipt.

- d. This contract incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available.

FAR Clause **52.246-4, Inspection of Services - Fixed Price** (August 1996).

FAR Clause **52.246-5, Inspection of Services - Cost-Reimbursement** (April 1984).

FAR Clause **52.246-6, Inspection Time-and Material and Labor Hour** (May 2001).

Alternate I (April 1984) is not applicable to this contract.

FAR Clause **52.246-16, Responsibility for Supplies** (April 1984).

SECTION F - DELIVERIES OR PERFORMANCE**ARTICLE F.1. ORDERING PERIOD**

This contract shall have an ordering period from April 20, 2021 through April 19, 2026 .

ARTICLE F.2. DELIVERIES

Satisfactory performance of the final contract shall be deemed to occur upon performance of the work described in the Statement of Work Article in SECTION C of this contract and upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule:

Item Number	Description	Delivered to	Due Date
1.	Monthly Progress Reports	COR	Submitted with monthly invoice and no later than 15 business days after the start of the month
2.	Quarterly Meeting with COR *This meeting shall include a Quarterly Progress Report with projections on programmatic ceiling (See Article B.2)	N/A	Arranged quarterly and coordinated with the COR's schedule
3.	Annual Progress Report (with a requirement for a Draft Annual Report)	COR & CO	Draft Annual Report submitted 45 business days before the end of each Annual Contract Period. Final Annual Report no later than 15 business days following each Annual Contract Period
4.	Final Report with Transition Plan (with a requirement for a Draft Final Report)	COR & CO	Transition Plan submitted on an as needed basis to transfer Contractor requirements to a follow-on Contractor. Draft Final Report submitted 45 business days before the completion date of the contract. Final Report submitted on or before completion date of contract
5.	Summary of Salient Results	COR & CO	On or before completion date of contract
6.	Individual Subcontracting Report (ISR)	Submitted electronically at www.esrs.gov with Contracting Officer listed as contact	April 30 and October 30 of each year of the contract period of performance

Item Number	Description	Delivered to	Due Date
7.	Summary Subcontract Report (SSR)	Submitted electronically at www.esrs.gov with Contracting Officer listed as contact	October 30 of each year of the contract period of performance
8.	Position Sensitivity Designations for Suitability Determination Reporting Requirements (Roster of employees requiring suitability investigations)	COR & CO	Within 14 days of the effective date of the contract and 15 days following the addition or change of staff
9.	NIST SP 800-26 Self-Assessment Questionnaire	COR & CO	Within 30 days of contract award
10.	System Security Plan (SPP)	COR & CO	Within 30 days of contract award and updated annually
11.	Security Assessment Plan/ Report (SAP/SAR)	COR & CO	Within 30 days of contract award and updated annually
12.	FIPPS 199 Assessment	COR & CO	Within 30 days of contract award
13.	Independent Assessment	COR & CO	Within 90 days of contract award
14.	POA&M	COR & CO	Within 30 days of contract award and updated at least quarterly
15.	Contingency Plan and Contingency Plan Test	COR & CO	Within 60 days of contract award and updated at least annually
16.	Storage Facility Requirements	COR & CO	Within 60 days of contract award and updated annually
17.	Report of new and departing employees/Employee Separation Checklist	COR & CO	Within 3 working days of staff changes
18.	Contractor-Employee Non-Disclosure Agreements	COR & CO	Prior to performing any work on behalf of NIH/NIMH
19.	Vulnerability Scanning Reports	COR & CO	10 days following each reporting period (Submitted monthly)
20.	Section 508 Annual Report	COR & CO	21 days following each reporting period
21.	SCAP and CDM compliant diagnostic reports (applicable to certain IT Task Orders only)	COR, CO & HHS Computer Security Incident Response Center	The first business day of each month

Item Number	Description	Delivered to	Due Date
22.	Invention Reporting Requirement (see Article C.3)	CO	On or before the anniversary date of the contract
23.	Roster Changes •Onboarding •Offboarding List of Personnel with defined roles and responsibilities	COR and CO	Onboarding- Prior to performing any work on behalf of NIH/NIMH, and monthly thereafter. Offboarding- documentation, equipment and badge when leaving contract within 3 business days
24	Background Investigation – Onboarding documentation when beginning contract.	COR and CO	Prior to performing any work on behalf of NIH/NIMH
25	Training Records- Copy of NIH training records for all mandatory training	COR and CO	In conjunction with contract award and annually thereafter or upon request
26	Rules of Behavior- Signed ROB for all employees	COR and CO	Initiation of contract and at least annually thereafter
27	Incident Report (as incidents or breaches occur)	COR & CO	NIH/NIMH policy states as soon as possible or no later than 1 hour of discovery
28	Incident and Breach Response Plan	COR & CO	Upon request from government
29	Certification of Sanitization of Government and Government Activity- Related Files, Information, and Devices.	COR & CO	NIH/NIMH requires NIH Form NH270 Certification: Removal of Data and Software
30	Contract Initiation and Expiration- If the procurement involves a system or cloud service, additional documentation will be required, such as Disposition/Decommission Plan	COR & CO	At contract expiration.
31	Security Assessment and Authorization (SA&A) Package •SSP •SAR •POA&M •Authorization Letter •CP and CPT Report •E-Auth (if applicable) •PTA/PIA (if applicable) •Interconnection/Data UseAgreements (if applicable)	COR & CO	NIH/NIMH requires the contractor to complete the SA&A package within 90 days of initial contract award. This includes the delivery of the following items within 30 days of contract award. •SSP •PIA

Item Number	Description	Delivered to	Due Date
	<ul style="list-style-type: none"> •Authorization Letter •ConfigurationManagement Plan (if applicable) •Configuration Baseline 		
32	FedRAMP (applicable if the product/service meets the NIST definition of a CSP) – FedRamp Authorization	COR & CO	NIH/NIMH requires FedRAMP Authorization due prior to using product.
33	POA&M updates; Revised security documentation/Agreements, vulnerability and application scans	COR & CO	Monthly/as requested by NIMH ISSO
34	Other IT Procurements (Non-Commercial and Open Source Computer Software Procurements) – Computer software, including the source code.	COR & CO	Prior to performing any work on behalf of NIH/NIMH
35	Internet Presence Report	COR & CO	Quarterly based on Contract Award Date
36	Invention Reporting	COR & CO	Submitted no later than 15 business days following each Annual Contract Period

*Unless otherwise noted, monthly progress reports and annual reports shall be submitted electronically to the COR and/or CO.

a. Contract Closeout: In accordance with FAR 4.804, following contract expiration/completion, the Contractor shall be responsible for and provide the following items: i. Indirect cost rate proposals for all years (in which a proposal was not previously submitted); ii. Final property inventory (excluding intellectual property) and Standard Forms 1428 and 1429 (if applicable); iii. Settling all subcontract costs and any issues thereunder; iv. Subcontracting compliance reports for all years to the electronic subcontract reporting system at <http://www.esrs.gov> (if applicable); v. Final patent and royalty reports; vi. A contractor's release of claims, i.e., Contractor's closing statement; Contractor's Assignment of Refunds, Rebates, and Credits; and vii. A final invoice or completion voucher.

b. Items specified in this contract and each Task Order and as described in the REPORTING REQUIREMENTS Article in SECTION C of this contract and each Task Order will be required to be delivered F.o.b. Destination as set forth in FAR 52.247-35, F.o.b. DESTINATION, WITHIN CONSIGNEES PREMISES (APRIL 1984), and in accordance with and by the date(s) specified in each Task Order. The items shall be addressed and delivered to the COR and CO.

ARTICLE F.3. CLAUSES INCORPORATED BY REFERENCE, FAR 52.252-2 (FEBRUARY 1998)

This contract incorporates the following clause(s) by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/?q=browsefar>.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSE:

52.242-15, Stop Work Order (August 1989)

Alternate I (April 1984) is applicable to this contract.

52.242-17, Government Delay of Work (April 1984).

52.247-35, F.o.b. Destination Within Consignees Premises (April 1984).

SECTION G - CONTRACT ADMINISTRATION DATA

ARTICLE G.1. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The following Contracting Officer's Representative (COR) will represent the Government for the purpose of this contract:

Stephen Puckett

The COR is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the statement of work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the statement of work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor for any costs incurred during the performance of this contract; (5) otherwise change any terms and conditions of this contract; or (6) sign written licensing agreements. Any signed agreement shall be incorporated by reference in Section K of the contract

The Government may unilaterally change its COR designation.

ARTICLE G.2. KEY PERSONNEL, HHSAR 352.237-75 (December 2015)

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to the contractor voluntarily diverting any of the specified individuals to other programs or contracts the Contractor shall notify the Contracting Officer and shall submit a justification for the diversion or replacement and a request to replace the individual. The request must identify the proposed replacement and provide an explanation of how the replacement's skills, experience, and credentials meet or exceed the requirements of the contract (including, when applicable, Human Subjects Testing requirements). If the employee of the contractor is terminated for cause or separates from the contractor voluntarily with less than thirty days notice, the Contractor shall provide the maximum notice practicable under the circumstances. The Contractor shall not divert, replace, or announce any such change to key personnel without the written consent of the Contracting Officer. The contract will be modified to add or delete key personnel as necessary to reflect the agreement of the parties.

(End of Clause)

The following individual(s) is/are considered to be essential to the work being performed hereunder:

Stephanie Nealis, Program Director

ARTICLE G.3. METHOD OF ORDERING

a. Orders issued under this contract may be placed as follows:

in writing

via telephone

via facsimile (fax)

via electronic mail (e-mail)

Oral

Other Specify: STARS automation system

- b. The Contracting Officer is authorized to issue orders and provide written confirmation of oral orders, if applicable, under the contract.

ARTICLE G.4. TASK ORDER PROCEDURE

This contract provides for the issuance of Task Orders on a negotiated basis as follows:

a. General

Only the Contracting Officer may issue Task Orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the Statement of Work. Unless specifically authorized by the Contracting Officer, the Contractor shall not commence work until a fully executed Task Order has been awarded. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this ARTICLE.

No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

b. Requesting Task Order Proposals.

The Contracting Officer or a designated individual may solicit responses to requirements from Contractors within a technical area covered by a task order requirement. A Task Order Request for Proposals (TORFP) will be prepared and issued for each task order requirement.

Generally, the Task Order Request for Proposal (TORFP) will include but is not limited to the following:

1. Statement of Work;
2. Reporting Requirements and Deliverables;
3. Proposal Due Date and Location to Deliver Proposals;
4. Period of Performance of Task Order (base and any option periods);
5. Anticipated type of Task Order;
6. Technical Proposal Instructions;
7. Business proposal Instructions
8. Evaluation Factors for Award

All contract clauses contained this contract shall be incorporated in the TORFP and the resultant task order. If conflicts exist between the contract clauses and the information outlined in the task order, the contract language takes precedence over the information in the task order.

Contractors are not required to propose on all TORFPs. An election not to propose on a given TORFP will not negatively affect or prohibit a Contractor from competing on future TORFPs. However, it may affect the Contractor's eligibility for continuations or extensions of the resultant Task Order.

c. Competitive Ordering Process.

1. All Contractors within a technical area will receive notification advising of the availability of each proposed task order requirement. All proposed task orders will incorporate all terms of this contract unless otherwise specified in the proposed task order.

2. Contractors will be provided an adequate time to prepare and submit responses based on the Contracting Officer's consideration of the estimated dollar value and complexity of proposed task order. Responses will not be considered a proposal as defined in FAR Part 15. However, the Contractor shall provide information sufficient for consideration in accordance with FAR Part 16. Each TORFP will indicate the criteria for the evaluation of proposals. The responses shall demonstrate capability for each criterion to be evaluated. The Contractors may be asked to demonstrate the following, as appropriate:
 - Understanding of the requirements;
 - Experience and capability on similar tasks;
 - Methods and procedures for satisfying the requirements with a discussion of potential problems to be encountered and proposed solutions and/or risk mitigation strategies.
 - Procedures for assuring quality of work, products, and deliverables;
 - Plan for managing the task order, including meeting requirements and schedules, and performance measures (if applicable);
 - Staffing plan with skill levels and level of effort for each individual proposed. Generally, resumes will be required for proposed personnel (if not previously submitted);
 - Letters of commitment;
 - References to evaluate past performance; and
 - Cost/Price to perform the task order.

d. Evaluation and Award of Task Order Proposals

The Government will evaluate the Task Order proposals against the requirements of the TORFP. Specifically, the technical evaluation factors, cost/price, past performance and any other factor specifically identified in the TORFP will be used for evaluation of each proposal. In addition, the TORFP will identify the basis for selecting a contractor for award. Generally, technical factors will be significantly more important than cost or price. However, each TORFP will specify how the award decision will be made.

Upon completion of evaluations, the Contracting Officer will issue a task order to the Contractor whose proposal is most advantageous to the government.

The Contracting Officer will notify the Contractor(s) of the selection decision.

e. Fair Opportunity

1. In accordance with FAR 16.505(b)(1)(i), each awardee will be given a fair opportunity to be considered for each order issued over \$3,500 unless the following exception(s) apply:
 - i. The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.
 - ii. Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.
 - iii. The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.

- iv. It is necessary to place an order to satisfy a minimum guarantee.
2. All awardees will be given a fair opportunity to be considered in accordance with the FAR as follows:
- i. For orders exceeding \$3,500 up to the simplified acquisition threshold, in accordance with FAR 16.505(b)(1)(ii);
 - ii. For orders exceeding the simplified acquisition threshold up to \$6 Million, in accordance with 16.505(b)(1)(iii); and,
 - iii. For orders exceeding \$5.5 Million, in accordance with FAR 16.505(b)(1)(iv).

ARTICLE G.5. INVOICE SUBMISSION

- a. Invoice Instructions for NIH Fixed-Price Type Contracts, NIH(RC)-2, are attached and made part of this contract. The Contractor shall follow the attached instructions and submission procedures specified below to meet the requirements of a "proper invoice" pursuant to FAR Subpart 32.9, Prompt Payment.

1. Payment requests shall be submitted electronically to the offices identified below. **Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your payment request unless specified elsewhere in the contract or requested by the Contracting Officer.**

- a. The original invoice shall be submitted electronically to the following **designated billing office**:

National Institutes of Health
Office of Financial Management
Email: Invoicing@nih.gov

- b. One (1) copy of the invoice shall be submitted electronically to the following **approving official**:

Contracting Officer
Office of Acquisitions

2. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
- a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is NIDA OA .
 - b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.
 - c. DUNS or DUNS+4 Number. The DUNS number must identify the Contractor's name and address exactly as stated in the contract and as registered in the Central Contractor Registration (CCR) database. If the Contractor does not have a valid DUNS number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include*

the VIN number.] If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.

- d. Invoice Matching Option. This contract requires a two-way match.
- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.
- f. The Contract Title is:
 - Scientific, Operations, and Administrative Resources (SOAR)
- g. Contract Line Items as follows:

Line Item #	Line Item Description
1	Contract Minimum (The first to be awarded Task Order will be inclusive of the contract minimum)

- b. Inquiries regarding payment of invoices shall be directed to the designated billing office, (301) 496-6088.
- c. The Contractor shall include the following certification on every invoice for reimbursable costs incurred with Fiscal Year funds subject to HHSAR Clause 352.231-70, Salary Rate Limitation in SECTION I of this contract. For billing purposes, certified invoices are required for the billing period during which the applicable Fiscal Year funds were initially charged through the final billing period utilizing the applicable Fiscal Year funds:

"I hereby certify that the salaries charged in this invoice are in compliance with HHSAR Clause 352.231-70, Salary Rate Limitation in SECTION I of the above referenced contract."

ARTICLE G.6. PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS, FAR 52.232-40 (December 2013)

- a. Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- b. The acceleration of payments under this clause does not provide any new rights under the prompt Payment Act.
- c. Include the substance of this clause, include this paragraph c, in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

(End of Clause)

ARTICLE G.7. INDIRECT COST RATES

In accordance with Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clause 52.216-7 (d)(2), Allowable Cost and Payment incorporated by reference in this contract in PART II, SECTION I, the cognizant Contracting Officer representative responsible for negotiating provisional and/or final indirect cost rates is identified as follows:

Director, Division of Financial Advisory Services
 Office of Acquisition Management and Policy
 National Institutes of Health
 6011 EXECUTIVE BLVD, ROOM 549C, MSC-7663
 BETHESDA MD 20892-7663

These rates are hereby incorporated without further action of the Contracting Officer.

ARTICLE G.8. ON-SITE CONTRACTOR ACCESS TO GOVERNMENT PROPERTY

The Contractor shall be held responsible for Government Property, regardless of dollar value, when:

- The contract requires contractor personnel to be located on a Government site or installation;
- The property utilized by contractor personnel is incidental to the place of performance; and,
- The property used by the contractor remains accountable to the Government

Responsibility includes physical presence, proper use and handling, normal maintenance, and reporting loss, damage or destruction.

Responsibility for government property shared by two or more contractors or located in space shared by two or more contractors, shall be determined and documented by the contractors involved. In cases where the parties cannot reach agreement on shared responsibility, the matter will be referred to the NIH Property Officer for resolution.

ARTICLE G.9. GOVERNMENT PROPERTY

In addition to the requirements of the clause, GOVERNMENT PROPERTY, incorporated in SECTION I of this contract, the Contractor shall comply with the provisions of HHS Publication, "HHS Contracting Guide for Contract of Government Property," which is incorporated into this contract by reference. This document can be accessed at: http://oamp.od.nih.gov/sites/default/files/appendix_q_hhs_contracting_guide.pdf.

Among other issues, this publication provides a summary of the Contractor's responsibilities regarding purchasing authorizations and inventory and reporting requirements under the contract.

Requests for information regarding property under this contract should be directed to the following office:

Division of Logistics Services, NIH
 Property Management Branch
 6011 Building, Suite 639
 6011 EXECUTIVE BLVD MSC 7670
 BETHESDA MD 20892-7670
nihcontractproperty@nih.gov

Notwithstanding the provisions outlined in the HHS Publication, "HHS Contracting Guide for Contract of Government Property," which is incorporated in this contract in paragraph a. above, the Contractor shall use the form entitled, "Report of Government Owned, Contractor Held Property" for submitting summary reports required under this contract, as directed by the Contracting Officer or his/her designee.

ARTICLE G.10. POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE

1. Contractor Performance Evaluations

Interim and Final evaluations of Contractor performance will be prepared on this contract in accordance with FAR Subpart 42.15. The Final performance evaluation will be prepared at the time of completion of work. In addition to the Final evaluation, Interim evaluation(s) will be prepared annually.

Interim and Final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted fourteen (14) days to review the document and to submit additional information or a rebutting statement. If agreement cannot be reached between the parties, the matter will be referred to an individual one level above the Contracting Officer, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

2. Electronic Access to Contractor Performance Evaluations

Contractors may access evaluations through a secure Web site for review and comment at the following address:

<http://www.cpars.gov>

G.11 CONTRACTOR INTERNET PRESENCE

Within 30 days after contract award, the contractor shall have accessible via the Internet its posted fully loaded rates. The contractor shall provide the direct Uniform Resource Locator (URL) for the webpage to be displayed on the website and shall maintain this webpage until administrative close-out of the contract and any task orders issued under the contract, ensuring that the information displayed remains current. The contract holder shall ensure the accuracy of its information as displayed on the website Contract Holder page, and promptly notify the Government of any changes. The webpage URL domain name shall align with the contractor legal business name.

The purpose of the webpage is for the contractor to communicate with potential customers regarding the contractor's ability to provide world-class professional support services under the contract. At a minimum, this webpage must include the following items: the awarded Standard Form 26, the loaded labor rates for each contract year, prompt payment terms, contact information for the contractor's PM. This webpage must conform to the relevant accessibility standards referenced in Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998, Section 1194.22, Web-based Intranet and Internet Information and Applications. The contractor's website shall be available for use 24 hours per day, 7 days per week. The contractor is responsible for promptly notifying the Contracting Officer of any changes to the contractor URL.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

ARTICLE H.1. HUMAN SUBJECTS

It is hereby understood and agreed that research involving human subjects shall not be conducted under this contract, and that no material developed, modified, or delivered by or to the Government under this contract, or any subsequent modification of such material, will be used by the Contractor or made available by the Contractor for use by anyone other than the Government, for experimental or therapeutic use involving humans without the prior written approval of the Contracting Officer.

ARTICLE H.2. CERTIFICATE OF CONFIDENTIALITY

Section 2012 of the 21st Century Cures Act, enacted December 13, 2016, enacts new provisions governing the authority of the Secretary of Health and Human Services (Secretary) to protect the privacy of individuals who are the subjects of research, including significant amendments to the previous statutory authority for such protections, under subsection 301(d) of the Public Health Service Act.

Effective October 1, 2017, all research that was commenced or ongoing on or after December 13, 2016 and is within the scope of the NIH Policy for Issuing Certificate of Confidentiality (CoC) NOT-OD-17-109, the Contractor shall protect the privacy of individuals who are subjects of such research in accordance with subsection 301(d) of the Public Health Service Act as a term and condition of the contract. The certificate will not be issued as a separate document.

NIH considers research in which identifiable, sensitive information is collected or used, to include:

- Human subjects research as defined in the Federal Policy for the Protection of Human Subjects (45 CFR 46), including exempt research (except for human subjects' research that is determined to be exempt from all or some of the requirements of 45 CFR 46) if the information obtained is recorded in such a manner that human subjects cannot be identified or the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;
- Research involving the collection or use of biospecimens that are identifiable to an individual or for which there is at least a very small risk that some combination of the biospecimen, a request for the biospecimen, and other available data sources could be used to deduce the identity of an individual;
- Research that involves the generation of individual level, human genomic data from biospecimens, or the use of such data, regardless of whether the data is recorded in such a manner that human subjects can be identified or the identity of the human subjects can readily be ascertained as defined in the Federal Policy for the Protection of Human Subjects (45 CFR 46); or
- Any other research that involves information about an individual for which there is at least a very small risk, as determined by current scientific practices or statistical methods, that some combination of the information, a request for the information, and other available data sources could be used to deduce the identity of an individual, as defined in subsection 301(d) of the Public Health Service Act.

The Contractor shall not:

- Disclose or provide, in any Federal, State, or local civil, criminal, administrative, legislative, or other proceeding, the name of such individual or any such information, document, or biospecimen that contains identifiable, sensitive information about the individual and that was created or compiled for purposes of the research, unless such disclosure or use is made with the consent of the individual to whom the information, document, or biospecimen pertains; or
- Disclose or provide to any other person not connected with the research the name of such an individual or any information, document, or biospecimen that contains identifiable, sensitive information about such an individual and that was created or compiled for purposes of the research.

The Contractor is permitted to disclose only in below circumstances. The Contractor shall notify the CO minimum ten (10) calendar days prior to disclosure.

- Required by Federal, State, or local laws (e.g., as required by the Federal Food, Drug, and Cosmetic Act, or state laws requiring the reporting of communicable diseases to State and local health departments), excluding instances of disclosure in any Federal, State, or local civil, criminal, administrative, legislative, or other proceeding;
- Necessary for the medical treatment of the individual to whom the information, document, or biospecimen pertains and made with the consent of such individual;
- Made with the consent of the individual to whom the information, document, or biospecimen pertains; or
- Made for the purposes of other scientific research that is in compliance with applicable Federal regulations governing the protection of human subjects in research.

In accordance with 45 CFR Part 75.303(a), the contractor shall maintain effective internal controls (e.g., policies and procedures) that provide reasonable assurance that the award is managed in compliance with Federal Statutes and regulations.

The recipient of CoCs shall ensure that any company/institution/individual not funded by NIH who receives a copy of identifiable, sensitive information protected by a Certificate is subject to the requirements of subsection 301(d) of the Public Health Service Act. The Contractor shall ensure that Subcontractors who receive funds to carry out part of the Federal award are subject to subsection 301(d) of the Public Health Service Act and the NIH Policy for Issuing CoC.

ARTICLE H.3. CORONAVIRUS DISEASE 2019 (COVID-19) - HHS RECOVERY EFFORTS

“HHS reserves the right to exercise priorities and allocations authority with respect to this contract, to include rating this order in accordance with 45 CFR Part 101, Subpart A—Health Resources Priorities and Allocations System.”

ARTICLE H.4. NEEDLE EXCHANGE, HHSAR 352.270-12 (December 2015)

The Contractor shall not use any funds obligated under this contract to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

(End of clause)

ARTICLE H.5. ACKNOWLEDGEMENT OF FEDERAL FUNDING

The Contractor shall clearly state, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

ARTICLE H.6. LIMITATION ON USE OF FUNDS FOR PROMOTION OF LEGALIZATION OF CONTROLLED SUBSTANCES

The Contractor shall not use contract funds to support activities that promote the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act, except for normal and recognized executive-congressional communications. This limitation shall not apply when the Government determines that there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

ARTICLE H.7. DISSEMINATION OF FALSE OR DELIBERATELY MISLEADING INFORMATION

The Contractor shall not use contract funds to disseminate information that is deliberately false or misleading.

ARTICLE H.8. PRIVACY ACT, HHSAR 352.224-70 (December 2015)

This contract requires the Contractor to perform one or more of the following: (a) Design; (b) develop; or (c) operate a Federal agency system of records to accomplish an agency function in accordance with the Privacy Act of 1974 (Act) (5 U.S.C. 552a(m)(1)) and applicable agency regulations.

The term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Violations of the Act by the Contractor and/or its employees may result in the imposition of criminal penalties (5 U.S.C. 552a(i)).

The Contractor shall ensure that each of its employees knows the prescribed rules of conduct in CFR 45 part 5b and that each employee is aware that he/she is subject to criminal penalties for violation of the Act to the same extent as Department of Health and Human Services employees. These provisions also apply to all subcontracts the Contractor awards under this contract which require the design, development or operation of the designated system(s) of records [5 U.S.C. 552a(m)(1)]. The contract work statement:

(a) identifies the system(s) of records and the design, development, or operation work the Contractor is to perform; and

(b) specifies the disposition to be made of such records upon completion of contract performance.

ARTICLE H.9. CARE OF LIVE VERTEBRATE ANIMALS, HHSAR 352.270-5(b) (December 2015)

- a. Before undertaking performance of any contract involving animal-related activities where the species is regulated by the United States Department of Agriculture (USDA), the Contractor shall register with the Secretary of Agriculture of the United States in accordance with 7 U.S.C. 2136 and 9 CFR 2.25 through 2.28. The Contractor shall furnish evidence of the registration to the Contracting Officer.
- b. The Contractor shall acquire vertebrate animals used in research from a dealer licensed by the Secretary of Agriculture under 7 U.S.C. 2133 and 9 CFR 2.1 2.11, or from a source that is exempt from licensing under those sections.
- c. The Contractor agrees that the care, use, and intended use of any live vertebrate animals in the performance of this contract shall conform with the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (PHS Policy), the current Animal Welfare Assurance (Assurance), the Guide for the Care and Use of Laboratory Animals (National Academy Press, Washington, DC) and the pertinent laws and regulations of the United States Department of Agriculture (see 7 U.S.C. 2131 et seq. and 9 CFR subchapter A, Parts 1-4). In case of conflict between standards, the more stringent standard shall govern.
- d. If at any time during performance of this contract, the Contracting Officer determines, in consultation with the Office of Laboratory Animal Welfare (OLAW), National Institutes of Health (NIH), that the Contractor is not in compliance with any of the requirements and standards stated in paragraphs (a) through (c) above, the Contracting Officer may immediately suspend, in whole or in part, work and further payments under this contract until the Contractor corrects the noncompliance. Notice of the suspension may be communicated by telephone and confirmed in writing. If the Contractor fails to complete corrective action within the period of time designated in the Contracting Officer's written notice of suspension, the Contracting Officer may, in consultation with OLAW, NIH, terminate this contract in whole or in part, and the Contractor's name may be removed from the list of those contractors with Animal Welfare Assurances.

Note: The Contractor may request registration of its facility and a current listing of licensed dealers from the Regional Office of the Animal and Plant Health Inspection Service (APHIS), USDA, for the region in which its research facility is located. The location of the appropriate APHIS Regional Office, as well as information concerning this program may be obtained by contacting the Animal Care Staff, USDA/APHIS, 4700 River Road, Riverdale, Maryland 20737 (Email: ace@aphis.usda.gov; Web site: (<http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/animalwelfare>).

(End of clause)

ARTICLE H.10. ANIMAL WELFARE

All research involving live, vertebrate animals shall be conducted in accordance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy). The PHS Policy can be accessed at: <http://grants1.nih.gov/grants/olaw/references/phspol.htm>

ARTICLE H.11. OMB CLEARANCE

In accordance with HHSAR 352.211-3, Paperwork Reduction Act, the Contractor shall not proceed with surveys or interviews until such time as Office of Management and Budget (OMB) Clearance for conducting interviews has been obtained by the Contracting Officer's Representative (COR) and the Contracting Officer has issued written approval to proceed.

ARTICLE H.12. RESTRICTION ON PORNOGRAPHY ON COMPUTER NETWORKS

The Contractor shall not use contract funds to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

ARTICLE H.13. GUN CONTROL

The Contractor shall not use contract funds in whole or in part, to advocate or promote gun control.

ARTICLE H.14. SUBCONTRACTING PROVISIONS

1. Small Business Subcontracting Plan

1. The Small Business Subcontracting Plan is attached hereto and made a part of this contract.
2. The failure of any Contractor or subcontractor to comply in good faith with FAR Clause 52.219-8, entitled "Utilization of Small Business Concerns" incorporated in this contract and the attached Subcontracting Plan, will be a material breach of such contract or subcontract and subject to the remedies reserved to the Government under FAR Clause 52.219-16 entitled, "Liquidated Damages-Subcontracting Plan."

2. Subcontracting Reports

The Contractor shall submit the following Subcontracting reports electronically via the "electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov>.

1. Individual Subcontract Reports (ISR)

Regardless of the effective date of this contract, the Report shall be due on the following dates for the entire life of this contract:

April 30th
 October 30th
 Expiration Date of Contract

2. Summary Subcontract Report (SSR)

Regardless of the effective date of this contract, the Summary Subcontract Report shall be submitted annually on the following date for the entire life of this contract:

October 30th

For both the Individual and Summary Subcontract Reports, the Contracting Officer shall be included as a contact for notification purposes at his/her e-mail address.

ARTICLE H.15. HHS SECURITY AND PRIVACY LANGUAGE FOR INFORMATION AND IT PROCUREMENTS

ARTICLE H.15.1. INFORMATION SECURITY AND/OR PHYSICAL ACCESS SECURITY

A. Baseline Security Requirements

1. **Applicability-** The requirements herein apply whether the entire contract or order (hereafter "contract"), or portion thereof, includes either or both of the following:
 - a. Access (Physical or Logical) to Government Information: A Contractor (and/or any subcontractor) employee will have or will be given the ability to have, routine physical (entry) or logical (electronic) access to government information.
 - b. Operate a Federal System Containing Information: A Contractor (and/or any subcontractor) will operate a federal system and information technology containing data that supports the HHS mission. In addition to the Federal Acquisition Regulation (FAR) Subpart 2.1 definition of "information technology" (IT), the term as used in this section includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources.
2. **Safeguarding Information and Information Systems-** In accordance with the Federal Information Processing Standards Publication (FIPS)199, Standards for Security Categorization of Federal Information and Information Systems, the Contractor (and/or any subcontractor) shall:
 - a. Protect government information and information systems in order to ensure:
 - **Confidentiality**, which means preserving authorized restrictions on access and disclosure, based on the security terms found in this contract, including means for protecting personal privacy and proprietary information;
 - **Integrity**, which means guarding against improper information modification or destruction, and ensuring information non-repudiation and authenticity; and
 - **Availability**, which means ensuring timely and reliable access to and use of information.
 - b. Provide security for any Contractor systems, and information contained therein, connected to an HHS network or operated by the Contractor on behalf of HHS regardless of location. In addition, if new or unanticipated threats or hazards are discovered by either the agency or contractor, or if existing safeguards have ceased to function, the discoverer shall immediately, **within one (1) hour or less**, bring the situation to the attention of the other party.

- c. Adopt and implement the policies, procedures, controls, and standards required by the HHS Information Security Program to ensure the confidentiality, integrity, and availability of government information and government information systems for which the Contractor is responsible under this contract or to which the Contractor may otherwise have access under this contract. Obtain the HHS Information Security Program security requirements, outlined in the HHS Information Security and Privacy Policy (IS2P), by contacting the CO/COR or emailing fisma@hhs.gov.
- d. Comply with the Privacy Act requirements.

3. **Information Security Categorization-** In accordance with FIPS 199 and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-60, Volume II: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories, Contractor Non-Disclosure Agreement and based on information provided by the ISSO, CISO, or other security representative, the risk level for each Security Objective and the Overall Risk Level, which is the highest watermark of the three factors (Confidentiality, Integrity, and Availability) of the information or information system are the following:

Confidentiality: Low Moderate High
 Integrity: Low Moderate High
 Availability: Low Moderate High
 Overall Risk Level: Low Moderate High

Based on information provided by the ISSO, Privacy Office, system/data owner, or other security or privacy representative, it has been determined that this solicitation/contract involves:

No PII Yes PII

Personally Identifiable Information (PII). Per the Office of Management and Budget (OMB) Circular A-130, "PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual." Examples of PII include, but are not limited to the following: social security number, date and place of birth, mother's maiden name, biometric records, etc.

PII Confidentiality Impact Level has been determined to be: Low Moderate High

4. **Controlled Unclassified Information (CUI)-** CUI is defined as "information that laws, regulations, or Government-wide policies require to have safeguarding or dissemination controls, excluding classified information." The Contractor (and/or any subcontractor) must comply with Executive Order 13556, Controlled Unclassified Information, (implemented at 3 CFR, part 2002) when handling CUI. 32 C.F.R. 2002.4(aa) As implemented the term "handling" refers to "...any use of CUI, including but not limited to marking, safeguarding, transporting, disseminating, re-using, and disposing of the information." 81 Fed. Reg. 63323. All sensitive information that has been identified as CUI by a regulation or statute, handled by this solicitation/contract, shall be:
- a. Marked appropriately;
 - b. Disclosed to authorized personnel on a Need-To-Know basis;
 - c. Protected in accordance with NIST SP 800-53, Security and Privacy Controls for Federal Information Systems and Organizations applicable baseline if handled by a Contractor system operated on behalf of the agency, or NIST SP 800-171, Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations if handled by internal Contractor system; and

- d. Returned to HHS control, destroyed when no longer needed, or held until otherwise directed. Destruction of information and/or data shall be accomplished in accordance with NIST SP 800-88, Guidelines for Media Sanitization.
- 5. **Protection of Sensitive Information-** For security purposes, information is or may be sensitive because it requires security to protect its confidentiality, integrity, and/or availability. The Contractor (and/or any subcontractor) shall protect all government information that is or may be sensitive in accordance with OMB Memorandum M-06-16, Protection of Sensitive Agency Information by securing it with a FIPS 140-2 validated solution.
- 6. **Confidentiality and Nondisclosure of Information-** Any information provided to the contractor (and/or any subcontractor) by HHS or collected by the contractor on behalf of HHS shall be used only for the purpose of carrying out the provisions of this contract and shall not be disclosed or made known in any manner to any persons except as may be necessary in the performance of the contract. The Contractor assumes responsibility for protection of the confidentiality of Government records and shall ensure that all work performed by its employees and subcontractors shall be under the supervision of the Contractor. Each Contractor employee or any of its subcontractors to whom any HHS records may be made available or disclosed shall be notified in writing by the Contractor that information disclosed to such employee or subcontractor can be used only for that purpose and to the extent authorized herein.

The confidentiality, integrity, and availability of such information shall be protected in accordance with HHS and NIH policies. Unauthorized disclosure of information will be subject to the HHS/NIH sanction policies and/or governed by the following laws and regulations:

- a. 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records);
- b. 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information); and
- c. 44 U.S.C. Chapter 35, Subchapter I (Paperwork Reduction Act).

Each employee, including subcontractors, having access to non-public Department information under this acquisition shall complete the "Commitment to Protect Non-Public Information - Contractor Employee Agreement" located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf>. A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer/COR prior to performing any work under this acquisition.

- 7. **Internet Protocol Version 6 (IPv6)-** All procurements using Internet Protocol shall comply with OMB Memorandum M-05-22, Transition Planning for Internet Protocol Version 6 (IPv6).
- 8. **Government Websites-** All new and existing public-facing government websites must be securely configured with Hypertext Transfer Protocol Secure (HTTPS) using the most recent version of Transport Layer Security (TLS). In addition, HTTPS shall enable HTTP Strict Transport Security (HSTS) to instruct compliant browsers to assume HTTPS at all times to reduce the number of insecure redirects and protect against attacks that attempt to downgrade connections to plain HTTP. For internal-facing websites, the HTTPS is not required, but it is highly recommended.
- 9. **Contract Documentation-** The Contractor shall use provided templates, policies, forms and other agency documents provided by the Contracting Officer and the Contracting Officer's Representative to comply with contract deliverables as appropriate.
- 10. **Standard for Encryption-** The Contractor (and/or any subcontractor) shall:
 - a. Comply with the HHS Standard for Encryption of Computing Devices and Information to prevent unauthorized access to government information.

- b. Encrypt all sensitive federal data and information (i.e., PII, protected health information [PHI], proprietary information, etc.) in transit (i.e., email, network connections, etc.) and at rest (i.e., servers, storage devices, mobile devices, backup media, etc.) with FIPS 140-2 validated encryption solution.
 - c. Secure all devices (i.e.: desktops, laptops, mobile devices, etc.) that store and process government information and ensure devices meet HHS and NIH-specific encryption standard requirements. Maintain a complete and current inventory of all laptop computers, desktop computers, and other mobile devices and portable media that store or process sensitive government information (including PII).
 - d. Verify that the encryption solutions in use have been validated under the Cryptographic Module Validation Program to confirm compliance with FIPS 140-2. The Contractor shall provide a written copy of the validation documentation to the Contracting Officer and the Contracting Officer's Technical Representative within **15 days** of the validation .
 - e. Use the Key Management system on the HHS personal identification verification (PIV) card or establish and use a key recovery mechanism to ensure the ability for authorized personnel to encrypt/decrypt information and recover encryption keys. Encryption keys shall be provided to the COR upon request and at the conclusion of the contract.
11. **Contractor Non-Disclosure Agreement (NDA)**- Each Contractor (and/or any subcontractor) employee having access to non-public government information under this contract shall complete the NIH non-disclosure agreement <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf>, as applicable. A copy of each signed and witnessed NDA shall be submitted to the Contracting Officer (CO) and/or CO Representative (COR) prior to performing any work under this acquisition.
12. **Privacy Threshold Analysis (PTA)/Privacy Impact Assessment (PIA)**- The Contractor shall assist the NIH Office of the Senior Official for Privacy (SOP) or designee with conducting a PTA for the information system and/or information handled under this contract to determine whether or not a full PIA needs to be completed. The NIH PIA guide is located at <https://oma.od.nih.gov/forms/Privacy%20Documents/Documents/NIH%20PIA%20Guide.pdf>.
- a. If the results of the PTA show that a full PIA is needed, the Contractor shall assist the OpDiv SOP or designee with completing a PIA for the system or information within **60 days** after completion of the PTA and in accordance with HHS policy and OMB M-03-22, Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002.
 - b. The Contractor shall assist the NIH Office of the SOP or designee in reviewing the PIA at least every three years throughout the system development lifecycle (SDLC)/information lifecycle, or when determined by the agency that a review is required based on a major change to the system, or when new types of PII are collected that introduces new or increased privacy risks, whichever comes first.

B. TRAINING

1. **Mandatory Training for All Contractor Staff**- All Contractor (and/or any subcontractor) employees assigned to work on this contract shall complete the applicable HHS/NIH Contractor Information Security Awareness, Privacy, and Records Management training course at <http://irtsectraining.nih.gov/> before performing any work under this contract. Thereafter, the employees shall complete NIH Information Security Awareness, Privacy, and Records Management training at least annually, during the life of this contract. All provided training shall be compliant with HHS training policies.
2. **Role-based Training**- All Contractor (and/or any subcontractor) employees with significant security responsibilities (as determined by the program manager) must complete role-based training annually

commensurate with their role and responsibilities in accordance with HHS policy and the HHS Role-Based Training (RBT) of Personnel with Significant Security Responsibilities Memorandum. Read further guidance about the NIH Role-based Training <https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/hhs-rules-of-behavior-for-the-use-of-hhs-information-and-it-resources-policy.html>

3. **Training Records-** The Contractor (and/or any subcontractor) shall maintain training records for all its employees working under this contract in accordance with HHS policy. A copy of the training records shall be provided to the CO and/or COR within 30 days after contract award and **annually** thereafter or upon request.

C. RULES OF BEHAVIOR

1. The Contractor (and/or any subcontractor) shall ensure that all employees performing on the contract comply with the HHS Information Technology General Rules of Behavior, and comply with the NIH Information Technology General Rules of Behavior https://ocio.nih.gov/aboutus/publicinfosecurity/securitytraining/Pages/NIH_IT_GeneralRulesofBehavior.aspx, which are contained in the NIH Information Security Awareness Training Course <http://irtsectraining.nih.gov>
2. All Contractor employees performing on the contract must read and adhere to the Rules of Behavior before accessing Department data or other information, systems, and/or networks that store/process government information, initially at the beginning of the contract and at least annually thereafter, which may be done as part of annual NIH Information Security Awareness Training. If the training is provided by the contractor, the signed Rules of Behavior must be provided as a separate deliverable to the CO and/or COR per defined timelines above.

D. INCIDENT RESPONSE

The Contractor (and/or any subcontractor) shall respond to all alerts/Indicators of Compromise (IOCs) provided by HHS Computer Security Incident Response Center (CSIRC)/NIH IRT teams within 24 hours, whether the response is positive or negative.

FISMA defines an incident as "an occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system; or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.. The HHS Policy for IT Security and Privacy Incident Reporting and Response further defines incidents as events involving cyber security and privacy threats, such as viruses, malicious user activity, loss of, unauthorized disclosure or destruction of data, and so on.

A privacy breach is a type of incident and is defined by Federal Information Security Modernization Act (FISMA) as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses or potentially accesses personally identifiable information for an other than authorized purpose. The HHS Policy for IT Security and Privacy Incident Reporting and Response further defines a breach as "a suspected or confirmed incident involving PII" .

In the event of a suspected or confirmed incident or breach, the Contractor (and/or any subcontractor) shall:

1. Protect all sensitive information, including any PII created, stored, or transmitted in the performance of this contract so as to avoid a secondary sensitive information incident with FIPS 140-2 validated encryption.
2. NOT notify affected individuals unless so instructed by the Contracting Officer or designated representative. If so instructed by the Contracting Officer or representative, the Contractor shall send NIH approved notifications

to affected individuals in accordance with https://ocio.nih.gov/InfoSecurity/IncidentResponse/Pages/ir_guidelines.aspx

3. Report all suspected and confirmed information security and privacy incidents and breaches to the NIH Incident Response Team (IRT) via email at IRT@mail.nih.gov, COR, CO, the NIH Office of the SOP (or his or her designee), and other stakeholders, including incidents involving PII, in any medium or form, including paper, oral, or electronic, as soon as possible and without unreasonable delay, no later than one (1) hour, and consistent with the applicable NIH and HHS policy and procedures, NIST standards and guidelines, as well as US-CERT notification guidelines. The types of information required in an incident report must include at a minimum: company and point of contact information, contract information, impact classifications/threat vector, and the type of information compromised. In addition, the Contractor shall:
 - a. cooperate and exchange any information, as determined by the Agency, necessary to effectively manage or mitigate a suspected or confirmed breach;
 - b. not include any sensitive information in the subject or body of any reporting e-mail; and
 - c. encrypt sensitive information in attachments to email, media, etc.
4. Comply with OMB M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information HHS and NIH incident response policies when handling PII breaches.
5. Provide full access and cooperate on all activities as determined by the Government to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents. This may involve disconnecting the system processing, storing, or transmitting the sensitive information from the Internet or other networks or applying additional security controls. This may also involve physical access to contractor facilities during a breach/incident investigation within an hour of discovery.

E. POSITION SENSITIVITY DESIGNATIONS

All Contractor (and/or any subcontractor) employees must obtain a background investigation commensurate with their position sensitivity designation that complies with Parts 1400 and 731 of Title 5, Code of Federal Regulations (CFR). The following position sensitivity designation levels apply to this solicitation/contract:

Level 6: Public Trust - High Risk. Contractor/subcontractor employees assigned to Level 6 positions shall undergo a Suitability Determination and Background Investigation (MBI).

Level 5: Public Trust - Moderate Risk. Contractor/subcontractor employees assigned to Level 5 positions with no previous investigation and approval shall undergo a Suitability Determination and a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI).

Level 1: Non-Sensitive. Contractor/subcontractor employees assigned to Level 1 positions shall undergo a Suitability Determination and National Check and Inquiry Investigation (NACI).

F. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-12

The Contractor (and/or any subcontractor) and its employees shall comply with Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors; OMB M-05-24; FIPS 201, Personal Identity Verification (PIV) of Federal Employees and Contractors; HHS HSPD-12 policy; and Executive Order 13467, Part 1 §1.2.

For additional information, see HSPD-12 policy at: <https://www.dhs.gov/homeland-security-presidential-directive-12>)

Roster-

- a. The Contractor (and/or any subcontractor) shall submit a roster by name, position, e-mail address, phone number and responsibility, of all staff working under this acquisition where the Contractor will develop, have the ability to access, or host and/or maintain a government information system(s). The roster shall be submitted to the COR and/or CO within fourteen (14) calendar days after the effective date of this contract. Any revisions to the roster as a result of staffing changes shall be submitted within seven (7) calendar days of the change. The COR will notify the Contractor of the appropriate level of investigation required for each staff member. An electronic template, "Roster of Employees Requiring Suitability Investigations," is available for contractor use at: https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster_10-15-12.xlsx.
- b. If the Contractor is filling a new position, the Contractor shall provide a position description and the Government will determine the appropriate suitability level. Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.
- c. Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.
- d. The Contractor shall notify the Contracting Officer in advance when any new personnel, who are subject to a background check/investigation, will work under the contract and if they have previously been the subject of national agency checks or background investigations.
- e. All contractor and subcontractor employees shall comply with the conditions established for their designated position sensitivity level prior to performing any work under this contract. Contractors may begin work after the fingerprint check has been completed.
- f. Investigations are expensive and may delay performance, regardless of the outcome of the investigation. Delays associated with rejections and consequent re-investigations may not be excusable in accordance with the FAR clause, Excusable Delays - see FAR 52.249-14. Accordingly, the Contractor shall ensure that any additional employees whose names it submits for work under this contract have a reasonable chance for approval.
- g. Typically, the Government investigates personnel at no cost to the Contractor. However, multiple investigations for the same position may, at the Contracting Officer's discretion, justify reduction(s) in the contract price of no more than the cost of the additional investigation(s).
- h. The Contractor shall include language similar to this "HHS Controlled Facilities and Information Systems Security" language in all subcontracts that require subcontractor personnel to have the same frequency and duration of (1) physical access to an HHS-controlled facility; (2) logical access to an HHS-controlled information system; (3) access to sensitive HHS data/information, whether in an HHS-controlled information system or in hard copy; or (4) any combination of circumstances (1) through (3).
- i. The Contractor shall direct inquiries, including requests for forms and assistance, to the Contracting Officer or designee.
- j. Within 7 calendar days after the Government's final acceptance of the work under this contract, or upon termination of the contract, the Contractor shall return all identification badges to the Contracting Officer or designee.

G. CONTRACT INITIATION AND EXPIRATION

1. **General Security Requirements-** The Contractor (and/or any subcontractor) shall comply with information security and privacy requirements, Enterprise Performance Life Cycle (EPLC) processes, HHS Enterprise Architecture requirements to ensure information is appropriately protected from initiation to expiration of the contract. All information systems development or enhancement tasks supported by the contractor shall follow the HHS EPLC framework and methodology or and in accordance with the HHS Contract Closeout Guide (2012).

HHS EA requirements may be located here: <https://www.hhs.gov/web/governance/digital-strategy/it-policy-archive/hhs-policy-for-enterprise-architecture.html>

2. **System Documentation-** Contractors (and/or any subcontractors) must follow and adhere to NIST SP 800-64, Security Considerations in the System Development Life Cycle, at a minimum, for system development and provide system documentation at designated intervals (specifically, at the expiration of the contract) within the EPLC that require artifact review and approval.
3. **Sanitization of Government Files and Information-** As part of contract closeout and at expiration of the contract, the Contractor (and/or any subcontractor) shall provide all required documentation in accordance with the NIH Media Sanitization and Disposal Policy to the CO and/or COR to certify that, at the government's direction, all electronic and paper records are appropriately disposed of and all devices and media are sanitized in accordance with NIST SP 800-88, Guidelines for Media Sanitization.
4. **Notification-** The Contractor (and/or any subcontractor) shall notify the CO and/or COR and system ISSO within **fifteen days** before an employee stops working under this contract.
5. **Contractor Responsibilities Upon Physical Completion of the Contract-** The contractor (and/or any subcontractors) shall return all government information and IT resources (i.e., government information in non-government-owned systems, media, and backup systems) acquired during the term of this contract to the CO and/or COR. Additionally, the Contractor shall provide a certification that all government information has been properly sanitized and purged from Contractor-owned systems, including backup systems and media used during contract performance, in accordance with HHS and/or NIH policies.
6. The Contractor (and/or any subcontractor) shall perform and document the actions identified in the NIH Contractor Employee Separation Checklist <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf> when an employee terminates work under this contract within 2 days of the employee's exit from the contract. All documentation shall be made available to the CO and/or COR upon request.

H. RECORDS MANAGEMENT AND RETENTION

The Contractor (and/or any subcontractor) shall maintain all information in accordance with Executive Order 13556 -- Controlled Unclassified Information, National Archives and Records Administration (NARA) records retention policies and schedules and HHS/NIH policies and shall not dispose of any records unless authorized by HHS/NIH.

In the event that a contractor (and/or any subcontractor) accidentally disposes of or destroys a record without proper authorization, it shall be documented and reported as an incident in accordance with HHS/NIH policies.

ARTICLE H.15.2. PRIVACY ACT

It has been determined that this contract is subject to the Privacy Act of 1974, because this contract provides for the design, development, or operation of a system of records on individuals. The System of Records Notices (SORNs) that are applicable to this contract are:

1. 09-25-0200, Clinical, Basic and Population-based Research Studies of the National Institutes of Health (NIH), HHS/NIH/OD.
2. 09-25-2015, Administration: Health Records of Employees, Visiting Scientists and Others Who Receive Medical Care through Employees Health Unit, HHS/NIH/ORS

The design, development, or operation work the Contractor is to perform is: Operation of a system of records The Contractor and any Subcontractor must follow disposition to be made of the Privacy Act records upon completion of contract performance shall be in accordance with Section C of the contract, and by direction of the Contracting Officer/ Contracting Officer's representative.

For information regarding the Countermeasures Injury Compensation Program under the Health Resources and Services Administration, please call 1-855-266-2427 or visit <http://www.hrsa.gov/cicp/>.

ARTICLE H.15.3. GOVERNMENT INFORMATION PROCESSED ON GOCO OR COCO SYSTEMS

A. SECURITY REQUIREMENTS FOR GOVERNMENT-OWNED/CONTRACTOR-OPERATED (GOCO)AND CONTRACTOR-OWNED/CONTRACTOR-OPERATED (COCO) RESOURCES

1. **Federal Policies-** The Contractor (and/or any subcontractor) shall comply with applicable federal laws that include, but are not limited to, the HHS Information Security and Privacy Policy (IS2P), Federal Information Security Modernization Act (FISMA) of 2014, (44 U.S.C. 101); National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53, Security and Privacy Controls for Federal Information Systems and Organizations; Office of Management and Budget (OMB) Circular A-130, Managing Information as a Strategic Resource; and other applicable federal laws, regulations, NIST guidance, and Departmental policies.
2. **Security Assessment and Authorization (SA&A)-** A valid authority to operate (ATO) certifies that the Contractor's information system meets the contract's requirements to protect the agency data. If the system under this contract does not have a valid ATO, the Contractor (and/or any subcontractor) shall work with the agency and supply the deliverables required to complete the ATO within the specified timeline(s) within three (3) months after contract award. The Contractor shall conduct the SA&A requirements in accordance with HHS IS2P, NIST SP 800-37, Guide for Applying the Risk Management Framework to Federal Information Systems: A Security Life Cycle Approach (latest revision).

For an existing ATO, Contracting Officer Representative must make a determination if the existing ATO provides appropriate safeguards or if an additional ATO is required for the performance of the contract and state as such.

NIH acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the system security and privacy controls are implemented and operating effectively.

- a. **SA&A Package Deliverables -** The Contractor (and/or any subcontractor) shall provide an SA&A package within 30 days of contract award to the CO and/or COR. The following SA&A deliverables are required to complete the SA&A package.
 - **System Security Plan (SSP) -** due within 30 days after contract award. The SSP shall comply with the NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, the Federal Information Processing Standard (FIPS) 200, Recommended Security Controls for Federal Information Systems, and NIST SP 800-53, Security and Privacy Controls for Federal Information Systems and Organizations applicable baseline requirements, and other applicable NIST guidance as well as HHS and NIH policies and other guidance. The SSP shall be consistent with and detail the approach to IT security contained in the Contractor's bid or proposal that resulted in the award of this contract. The SSP shall provide an overview of the system

environment and security requirements to protect the information system as well as describe all applicable security controls in place or planned for meeting those requirements. It should provide a structured process for planning adequate, cost-effective security protection for a system. The Contractor shall update the SSP at least annually thereafter.

- **Security Assessment Plan/Report (SAP/SAR)** - due 30 days after the contract award. The security assessment shall be conducted by the assessor and be consistent with NIST SP 800-53A, NIST SP 800-30, and HHS and NIH policies. The assessor will document the assessment results in the SAR.

The NIH should determine which security control baseline applies and then make a determination on the appropriateness/necessity of obtaining an independent assessment. Assessments of controls can be performed by contractor, government, or third parties, with third party verification considered the strongest. If independent assessment is required, include statement below.

Thereafter, the Contractor, in coordination with the NIH shall conduct/assist in the assessment of the security controls and update the SAR at least annually.

- **Independent Assessment** - due 90 days after the contract award. The Contractor (and/or subcontractor) shall have an independent third-party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the Security Authorization package, and report on technical, operational, and management level deficiencies as outlined in NIST SP 800-53. The Contractor shall address all "high" deficiencies before submitting the package to the Government for acceptance. All remaining deficiencies must be documented in a system Plan of Actions and Milestones (POA&M).
- **POA&M** - due 30 days after contract award. The POA&M shall be documented consistent with the HHS Standard for Plan of Action and Milestones and NIH policies. All high-risk weaknesses must be mitigated within 30 days and all medium weaknesses must be mitigated within 60 days from the date the weaknesses are formally identified and documented. The NIH will determine the risk rating of vulnerabilities. Identified risks stemming from deficiencies related to the security control baseline implementation, assessment, continuous monitoring, vulnerability scanning, and other security reviews and sources, as documented in the SAR, shall be documented and tracked by the Contractor for mitigation in the POA&M document. Depending on the severity of the risks, NIH may require designated POAM weaknesses to be remediated before an ATO is issued. Thereafter, the POA&M shall be updated at least quarterly.
- **Contingency Plan and Contingency Plan Test** - due 60 days after contract award. The Contingency Plan must be developed in accordance with NIST SP 800-34, Contingency Planning Guide for Federal Information Systems, and be consistent with HHS and NIH policies. Upon acceptance by the System Owner, the Contractor, in coordination with the System Owner, shall test the Contingency Plan and prepare a Contingency Plan Test Report that includes the test results, lessons learned and any action items that need to be addressed. Thereafter, the Contractor shall update and test the Contingency Plan at least annually.
- **E-Authentication Questionnaire** - The contractor (and/or any subcontractor) shall collaborate with government personnel to ensure that an E-Authentication Threshold Analysis (E-auth TA) is completed to determine if a full E-Authentication Risk Assessment (E-auth RA) is necessary. System documentation developed for a system using E-auth TA/E-auth RA methods shall follow OMB 04-04 and NIST SP 800-63, Rev. 2, *Electronic Authentication Guidelines*.

Based on the level of assurance determined by the E-Auth, the Contractor (and/or subcontractor) must ensure appropriate authentication to the system, including remote authentication, is in-place in accordance with the assurance level determined by the E-Auth (when required) in accordance with HHS policies.

- Information Security Continuous Monitoring**- Upon the government issuance of an Authority to Operate (ATO), the Contractor (and/or subcontractor)-owned/operated systems that input, store, process, output, and/or transmit government information, shall meet or exceed the information security continuous monitoring (ISCM) requirements in accordance with FISMA and NIST SP 800-137, *Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations*, and HHS IS2P. The following are the minimum requirements for ISCM:

- **Annual Assessment/Pen Test** - Assess the system security and privacy controls (or ensure an assessment of the controls is conducted) at least annually to determine the implemented security and privacy controls are operating as intended and producing the desired results (this may involve penetration testing conducted by the agency or independent third-party. In addition, review all relevant SA&A documentation (SSP, POA&M, Contingency Plan, etc.) and provide updates by specified due date provided by the Contracting Officer's Representative.
 - **Asset Management** - Using any available Security Content Automation Protocol (SCAP)-compliant automated tools for active/passive scans, provide an inventory of all information technology (IT) assets for hardware and software, (computers, servers, routers, databases, operating systems, etc.) that are processing HHS-owned information/data. It is anticipated that this inventory information will be required to be produced at least 60 days after contract award. IT asset inventory information shall include IP address, machine name, operating system level, security patch level, and SCAP-compliant format information. The contractor shall maintain a capability to provide an inventory of 100% of its IT assets using SCAP-compliant automated tools.
 - **Configuration Management** - Use available SCAP-compliant automated tools, per NIST IR 7511, for authenticated scans to provide visibility into the security configuration compliance status of all IT assets, (computers, servers, routers, databases, operating systems, application, etc.) that store and process government information. Compliance will be measured using IT assets and standard HHS and government configuration baselines at least within 60 days. The contractor shall maintain a capability to provide security configuration compliance information for 100% of its IT assets using SCAP-compliant automated tools.
 - **Configuration Management** - Use available SCAP-compliant automated tools, per NIST IR 7511, for authenticated scans to provide visibility into the security configuration compliance status of all IT assets, (computers, servers, routers, databases, operating systems, application, etc.) that store and process government information. Compliance will be measured using IT assets and standard HHS and government configuration baselines at least within 60 days. The contractor shall maintain a capability to provide security configuration compliance information for 100% of its IT assets using SCAP-compliant automated tools.
 - **Vulnerability Management** - Use SCAP-compliant automated tools for authenticated scans to scan information system(s) and detect any security vulnerabilities in all assets (computers, servers, routers, Web applications, databases, operating systems, etc.) that store and process government information. Contractors shall actively manage system vulnerabilities using automated tools and technologies where practicable and in accordance with HHS policy. Automated tools shall be compliant with NIST-specified SCAP standards for vulnerability identification and management. The contractor shall maintain a capability to provide security vulnerability scanning information for 100% of IT assets using SCAP-compliant automated tools and report to the agency at least within 30 days of the contract award.
 - **Patching and Vulnerability Remediation** - Install vendor released security patches and remediate critical and high vulnerabilities in systems processing government information in an expedited manner, within vendor and agency specified timeframes.
 - **Secure Coding** - Follow secure coding best practice requirements, as directed by United States Computer Emergency Readiness Team (US-CERT) specified standards and the Open Web Application Security Project (OWASP), that will limit system software vulnerability exploits.
 - **Boundary Protection** - The contractor shall ensure that government information, other than unrestricted information, being transmitted from federal government entities to external entities is routed through a Trusted Internet Connection (TIC).
1. Government Access for Security Assessment. In addition to the Inspection Clause in the contract, the Contractor (and/or any subcontractor) shall afford the Government access to the Contractor's facilities, installations, operations, documentation, information systems, and personnel used in performance of this contract to the extent required to carry out a program of security assessment (to include vulnerability testing), investigation, and audit to safeguard against threats and hazards to the confidentiality, integrity, and availability of federal data or to the protection of information systems operated on behalf of HHS, including but are not limited to:

- a. At any tier handling or accessing information, consent to and allow the Government, or an independent third party working at the Government's direction, without notice at any time during a weekday during regular business hours contractor local time, to access contractor and subcontractor installations, facilities, infrastructure, data centers, equipment (including but not limited to all servers, computing devices, and portable media), operations, documentation (whether in electronic, paper, or other forms), databases, and personnel which are used in performance of the contract.

The Government includes but is not limited to the U.S. Department of Justice, U.S. Government Accountability Office, and the HHS Office of the Inspector General (OIG). The purpose of the access is to facilitate performance inspections and reviews, security and compliance audits, and law enforcement investigations. For security audits, the audit may include but not be limited to such items as buffer overflows, open ports, unnecessary services, lack of user input filtering, cross site scripting vulnerabilities, SQL injection vulnerabilities, and any other known vulnerabilities.

- b. At any tier handling or accessing protected information, fully cooperate with all audits, inspections, investigations, forensic analysis, or other reviews or requirements needed to carry out requirements presented in applicable law or policy. Beyond providing access, full cooperation also includes, but is not limited to, disclosure to investigators of information sufficient to identify the nature and extent of any criminal or fraudulent activity and the individuals responsible for that activity. It includes timely and complete production of requested data, metadata, information, and records relevant to any inspection, audit, investigation, or review, and making employees of the contractor available for interview by inspectors, auditors, and investigators upon request. Full cooperation also includes allowing the Government to make reproductions or copies of information and equipment, including, if necessary, collecting a machine or system image capture.
- c. Segregate Government protected information and metadata on the handling of Government protected information from other information. Commingling of information is prohibited. Inspectors, auditors, and investigators will not be precluded from having access to the sought information if sought information is commingled with other information.
- d. Cooperate with inspections, audits, investigations, and reviews.

4. **End of Life Compliance-** The Contractor (and/or any subcontractor) must use Commercial off the Shelf (COTS) software or other software that is supported by the manufacturer. In addition, the COTS/other software need to be within one major version of the current version; deviation from this requirement will only be allowed via the HHS waiver process (approved by HHS CISO). The contractor shall retire and/or upgrade all software/ systems that have reached end-of-life in accordance with HHS End-of-Life Operating Systems, Software, and Applications Policy.

5. **Desktops, Laptops, and Other Computing Devices Required for Use by the Contractor-** The Contractor (and/or any subcontractor) shall ensure that all IT equipment (e.g., laptops, desktops, servers, routers, mobile devices, peripheral devices, etc.) used to process information on behalf of HHS are deployed and operated in accordance with approved security configurations and meet the following minimum requirements:

- a. Encrypt equipment and sensitive information stored and/or processed by such equipment in accordance with HHS and FIPS 140-2 encryption standards.
- b. Configure laptops and desktops in accordance with the latest applicable United States Government Configuration Baseline (USGCB), and HHS Minimum Security Configuration Standards;

- c. Maintain the latest operating system patch release and anti-virus software definitions within 15 days.
- d. Validate the configuration settings after hardware and software installation, operation, maintenance, update, and patching and ensure changes in hardware and software do not alter the approved configuration settings; and
- e. Automate configuration settings and configuration management in accordance with HHS security policies, including but not limited to:
 - Configuring its systems to allow for periodic HHS vulnerability and security configuration assessment scanning; and
 - Using Security Content Automation Protocol (SCAP)-validated tools with USGCB Scanner capabilities to scan its systems at least on a monthly basis and report the results of these scans to the CO and/or COR, Project Officer, and any other applicable designated POC.

ARTICLE H.15.3.1. PHYSICAL ACCESS TO GOVERNMENT CONTROLLED FACILITIES

Refer to section H clause- Government Information and Physical Access Security.

ARTICLE H.16. COMMUNICATIONS MATERIALS AND SERVICES

To build and maintain public trust; promote credibility and consistency; minimize consistency and frustration; and contribute to efforts aimed at leveraging reduced resources and eliminating waste in Government, the Contractor shall ensure that all materials generated and/or services provided under this contract, comply with all applicable NIH policy and procedures published by the NIH Office of Management Assessment in conjunction with the NIH Office of Communications and Public Liaison as set forth below.

Task Orders may require the contractor to:

[X] Prepare, review, and/or distribute NIH Publications and Audiovisuals.

NIH Policy Manual Chapter 1183, "NIH Publications & Audiovisuals: Preparation, Review, Approval & Distribution," is applicable to this contract. <http://oma1.od.nih.gov/manualchapters/management/1183/>.

[X] Use the NIH name and logo.

NIH Policy Manual Chapter 1186, "Use of NIH Names and Logos," is applicable to this contract. <http://oma1.od.nih.gov/manualchapters/management/1186/>.

[X] Create and/or Manage a Public Website which includes NIH hosted social media site(s), Web application(s) and mobile Web Site(s).

NIH Policy Manual Chapter 2804, "Public-Facing Web Management," is applicable to this contract. <http://oma1.od.nih.gov/manualchapters/management/2804/>.

[X] Create and/or Manage an NIH Website that maintains and disseminates personal information.

NIH Policy Manual Chapter 2805, "NIH Web Privacy Policy," is applicable to this contract. <http://oma1.od.nih.gov/manualchapters/management/2805/>.

[X] Create and/or Manage an NIH hosted and/or funded social media site(s), Web application(s) and mobile Web site(s).

NIH Policy Manual Chapter 2809, "NIH Social and New Media Policy," is applicable to this contract. <http://oma1.od.nih.gov/manualchapters/management/2809/>.

Additional Standards applicable to this contract are identified in the Statement of Work. If it is determined by the Government that products, services, and deliverables provided by the Contractor do not conform to standards

described in these directives, remediation to an acceptable level of conformance shall be the responsibility of the Contractor at its own expense.

ARTICLE H.17. ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY, HHSAR 352.239-74 (December 2015)

- a. Pursuant to Section 508 of the Rehabilitation Act of 1973(29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, all electronic and information technology (EIT) supplies and services developed, acquired, or maintained under this contract or order must comply with the "Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. Information about Section 508 is available at <http://www.hhs.gov/web/508>. The complete text of Section 508 Final Provisions can be accessed at <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards>.
- b. The Section 508 accessibility standards applicable to this contract or order are identified in the Statement of Work or Specification or Performance Work Statement. The contractor must provide any necessary updates to the submitted HHS Product Assessment Template(s) at the end of each contract or order exceeding the simplified acquisition threshold (see FAR 2.101) when the contract or order duration is one year or less. If it is determined by the Government that EIT supplies and services provided by the Contractor do not conform to the described accessibility standards in the contract, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense.
- c. The Section 508 accessibility standards applicable to this contract are: (Contract staff must list applicable standards)
- d. In the event of a modification(s) to this contract or order, which adds new EIT supplies or services or revises the type of, or specifications for, supplies or services, the Contracting Officer may require that the contractor submit a completed HHS Section 508 Product Assessment Template and any other additional information necessary to assist the Government in determining that the EIT supplies or services conform to Section 508 accessibility standards. Instructions for documenting accessibility via the HHS Section 508 Product Assessment Template may be found under Section 508 policy on the HHS Web site: (<http://www.hhs.gov/web/508>). If it is determined by the Government that EIT supplies and services provided by the Contractor do not conform to the described accessibility standards in the contract, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense.
- e. If this is an Indefinite Delivery contract, a Blanket Purchase Agreement or a Basic Ordering Agreement, the task/delivery order requests that include EIT supplies or services will define the specifications and accessibility standards for the order. In those cases, the Contractor may be required to provide a completed HHS Section 508 Product Assessment Template and any other additional information necessary to assist the Government in determining that the EIT supplies or services conform to Section 508 accessibility standards. Instructions for documenting accessibility via the HHS Section 508 Product Assessment Template may be found at <http://www.hhs.gov/web/508>. If it is determined by the Government that EIT supplies and services provided by the Contractor do not conform to the described accessibility standards in the provided documentation, remediation of the supplies or services to the level of conformance specified in the contract will be the responsibility of the Contractor at its own expense.

(End of clause)

ARTICLE H.18. STORAGE FACILITY REQUIREMENTS AND CERTIFICATION

The Contractor shall ensure that all materials generated under this contract for which commercial records storage is required, shall be stored in a facility that meets National Archives and Records Administration (NARA) requirements for safe, secure and certified storage as required by 36 CFR 1228, subpart K.

The Contractor shall provide the Contracting Officer with the name(s) and location(s) of the commercial records storage facility used to store materials under this contract. In addition, the Contractor shall provide a copy of the "Facility Standards for Records Storage Facilities Inspection Checklist," self-certifying that the facility being used to store federal records meets established NARA standards. NARA Standards are available at: <https://ecfr.federalregister.govhttp://www.ecfr.gov/cgi-bin/text-idx?>

Sixty (60) days prior to contract end date, the Contractor shall submit to the Contracting Officer's Representative (COR) and Contracting Officer, an inventory of all materials stored. The disposition of these materials shall be determined no later than the expiration date of the contract.

Additional information about Records Storage Facility Standards can be found at: <http://www.archives.gov/records-mgmt/storage-standards-toolkit/>

ARTICLE H.19. ACCESS TO NATIONAL INSTITUTES OF HEALTH (NIH) ELECTRONIC MAIL

All Contractor staff that have access to and use of NIH electronic mail (e-mail) must identify themselves as contractors on all outgoing e-mail messages, including those that are sent in reply or are forwarded to another user. To best comply with this requirement, the Contractor staff shall set up an e-mail signature ("AutoSignature") or an electronic business card ("V-card") on each Contractor employee's computer system and/or Personal Digital Assistant (PDA) that will automatically display "Contractor" in the signature area of all e-mails sent.

ARTICLE H.20. CONTRACTOR'S USE OF LIBRARY RESOURCES AT NIH

The Contractor is authorized to use library resources at NIH in the same manner as NIH staff. The Contractor's approved use of these resources is limited to performing the requirements of this contract. The Contractor shall not use library resources at NIH in a manner that exceeds the Fair Use limitations codified in 17 U.S.C. sec. 107 of the Copyright Act. Contractors shall not share access to library resources at NIH with, perform searches for, or provide results to, non-NIH users, i.e. collaborators at other universities or research centers.

ARTICLE H.21. CONFIDENTIALITY OF INFORMATION

- a. Confidential information, as used in this article, means information or data of a personal nature about an individual, or proprietary information or data submitted by or pertaining to an institution or organization.
- b. The Contracting Officer and the Contractor may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the Contractor or that the Contractor is expected to generate which is confidential. Similarly, the Contracting Officer and the Contractor may, by mutual consent, identify such confidential information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.
- c. If it is established elsewhere in this contract that information to be utilized under this contract, or a portion thereof, is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- d. Confidential information, as defined in paragraph (a) of this article, shall not be disclosed without the prior written consent of the individual, institution, or organization.
- e. Whenever the Contractor is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this article, the Contractor should obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.
- f. Contracting Officer determinations will reflect the result of internal coordination with appropriate program and legal officials.
- g. The provisions of paragraph (d) of this article shall not apply to conflicting or overlapping provisions in other Federal, State or local laws.

The following information is covered by this article:

All data collected, generated, manipulated, or otherwise processed under this contract and task orders.

ARTICLE H.22. INSTITUTIONAL RESPONSIBILITY REGARDING INVESTIGATOR FINANCIAL CONFLICTS OF INTEREST

The Institution (includes any contractor, public or private, excluding a Federal agency) shall comply with the requirements of 45 CFR Part 94, Responsible Prospective Contractors, which promotes objectivity in research by establishing standards to ensure that Investigators (defined as the project director or principal Investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research funded under NIH contracts, or proposed for such funding, which may include, for example, collaborators or consultants) will not be biased by any Investigator financial conflicts of interest. 45 CFR Part 94 is available at the following Web site: <https://ecfr.federalregister.govhttp://www.ecfr.gov/cgi-bin/text-idx?>

As required by 45 CFR Part 94, the Institution shall, at a minimum:

- a. Maintain an up-to-date, written, enforceable policy on financial conflicts of interest that complies with 45 CFR Part 94, inform each Investigator of the policy, the Investigator's reporting responsibilities regarding disclosure of significant financial interests, and the applicable regulation, and make such policy available via a publicly accessible Web site, or if none currently exist, available to any requestor within five business days of a request. A significant financial interest means a financial interest consisting of one or more of the following interests of the Investigator (and those of the Investigator's spouse and dependent children) that reasonably appears to be related to the Investigator's institutional responsibilities:
 1. With regard to any publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds \$5,000. Included are payments and equity interests;
 2. With regard to any non-publicly traded entity, a significant financial interest exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000, or when the Investigator (or the Investigator's spouse or dependent children) holds any equity interest; or
 3. Intellectual property rights and interests, upon receipt of income related to such rights and interest.

Significant financial interests do not include the following:

1. Income from seminars, lectures, or teaching, and service on advisory or review panels for government agencies, Institutions of higher education, academic teaching hospitals, medical centers, or research institutes with an Institution of higher learning; and
 2. Income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles.
- b. Require each Investigator to complete training regarding the Institution's financial conflicts of interest policy prior to engaging in research related to any NIH-funded contract and at least every four years. The Institution must take reasonable steps [see Part 94.4(c)] to ensure that investigators working as collaborators, consultants or subcontractors comply with the regulations.
 - c. Designate an official(s) to solicit and review disclosures of significant financial interests from each Investigator who is planning to participate in, or is participating in, the NIH-funded research.
 - d. Require that each Investigator who is planning to participate in the NIH-funded research disclose to the Institution's designated official(s) the Investigator's significant financial interest (and those of the Investigator's

spouse and dependent children) no later than the date of submission of the Institution's proposal for NIH-funded research. Require that each Investigator who is participating in the NIH-funded research to submit an updated disclosure of significant financial interests at least annually, in accordance with the specific time period prescribed by the Institution during the period of the award as well as within thirty days of discovering or acquiring a new significant financial interest.

- e. Provide guidelines consistent with the regulations for the designated official(s) to determine whether an Investigator's significant financial interest is related to NIH-funded research and, if so related, whether the significant financial interest is a financial conflict of interest. An Investigator's significant financial interest is related to NIH-funded research when the Institution, through its designated official(s), reasonably determines that the significant financial interest: Could be affected by the NIH-funded research; or is in an entity whose financial interest could be affected by the research. A financial conflict of interest exists when the Institution, through its designated official(s), reasonably determines that the significant financial interest could directly and significantly affect the design, conduct, or reporting of the NIH-funded research.
- f. Take such actions as necessary to manage financial conflicts of interest, including any financial conflicts of a subcontractor Investigator. Management of an identified financial conflict of interest requires development and implementation of a management plan and, if necessary, a retrospective review and mitigation report pursuant to Part 94.5(a).
- g. Provide initial and ongoing FCOI reports to the Contracting Officer pursuant to Part 94.5(b).
- h. Maintain records relating to all Investigator disclosures of financial interests and the Institution's review of, and response to, such disclosures, and all actions under the Institution's policy or retrospective review, if applicable, for at least 3 years from the date of final payment or, where applicable, for the other time periods specified in 48 CFR Part 4, subpart 4.7, Contract Records Retention.
- i. Establish adequate enforcement mechanisms and provide for employee sanctions or other administrative actions to ensure Investigator compliance as appropriate.
- j. Complete the certification in Section K - Representations, Certifications, and Other Statements of Offerors titled "Certification of Institutional Policy on Financial Conflicts of Interest".

If the failure of an Institution to comply with an Institution's financial conflicts of interest policy or a financial conflict of interest management plan appears to have biased the design, conduct, or reporting of the NIH-funded research, the Institution must promptly notify the Contracting Officer of the corrective action taken or to be taken. The Contracting Officer will consider the situation and, as necessary, take appropriate action or refer the matter to the Institution for further action, which may include directions to the Institution on how to maintain appropriate objectivity in the NIH-funded research project.

The Contracting Officer and/or HHS may inquire at any time before, during, or after award into any Investigator disclosure of financial interests, and the Institution's review of, and response to, such disclosure, regardless of whether the disclosure resulted in the Institution's determination of a financial conflict of interests.. The Contracting Officer may require submission of the records or review them on site. On the basis of this review of records or other information that may be available, the Contracting Officer may decide that a particular financial conflict of interest will bias the objectivity of the NIH-funded research to such an extent that further corrective action is needed or that the Institution has not managed the financial conflict of interest in accordance with Part 94.6(b). The issuance of a Stop Work Order by the Contracting Officer may be necessary until the matter is resolved.

If the Contracting Officer determines that NIH-funded clinical research, whose purpose is to evaluate the safety or effectiveness of a drug, medical device, or treatment, has been designed, conducted, or reported by an Investigator with a financial conflict of interest that was not managed or reported by the Institution, the Institution shall require

the Investigator involved to disclose the financial conflict of interest in each public presentation of the results of the research and to request an addendum to previously published presentations.

ARTICLE H.23. PUBLICATION AND PUBLICITY

In addition to the requirements set forth in HHSAR Clause **352.227-70, Publications and Publicity** incorporated by reference in SECTION I of this contract, the Contractor shall acknowledge the support of the National Institutes of Health whenever publicizing the work under this contract in any media by including an acknowledgment substantially as follows:

"This project has been funded in whole or in part with Federal funds from the National Institutes of Health, Department of Health and Human Services, under (insert contract number)."

ARTICLE H.24. REPORTING MATTERS INVOLVING FRAUD, WASTE AND ABUSE

Anyone who becomes aware of the existence or apparent existence of fraud, waste and abuse in NIH funded programs is encouraged to report such matters to the HHS Inspector General's Office in writing or on the Inspector General's Hotline. The toll free number is **1-800-HHS-TIPS (1-800-447-8477)**. All telephone calls will be handled confidentially. The website to file a complaint on-line is: <http://oig.hhs.gov/fraud/hotline/> and the mailing address is:

US Department of Health and Human Services
Office of Inspector General
ATTN: OIG HOTLINE OPERATIONS
P.O. Box 23489
Washington, D.C. 20026

ARTICLE H.25. TASK ORDER/DELIVERY ORDER CONTRACT OMBUDSMAN

In accordance with FAR 16.505(b)(5), the following individual has been designated as the NIH Ombudsman for task order and delivery order contracts.

Dr. Richard G. Wyatt

NIH Competition Advocate for Non R&D Contracts

Dr. Richard G. Wyatt
NIH Competition Advocate for Non R&D Contracts
1 Center Drive, 160, MSC 0151
Bethesda, MD 20892-0151
Phone (301) 496-4920
Email: WyattRG@mail.nih.gov

ARTICLE H.26. POSSESSION USE AND TRANSFER OF SELECT BIOLOGICAL AGENTS OR TOXINS

The work being conducted under this contract may involve the possession, use, or transfer of a select agent or toxin. The contractor shall not conduct work involving a Select Agent or Toxin under this contract until it and any associated subcontractor(s) comply with the following:

For prime or subcontract awards to **domestic institutions** that possess, use, and/or transfer a Select Agent or Toxin under this contract, the institution must comply with the provisions of 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 (<https://www.selectagents.gov/regulations/>) as required, before using NIH funds for work

involving a *Select Agent or Toxin*. **No NIH funds can be used for research involving a *Select Agent or Toxin* at a domestic institution without a valid registration certificate.**

For prime or subcontract awards to **foreign institutions** that possess, use, and/or transfer a *Select Agent or Toxin*, before using NIH funds for any work directly involving a *Select Agent or Toxin*, the foreign institution must provide information satisfactory to the NIAID that safety, security, and training standards equivalent to those described in 42 CFR part 73, 7 CFR part 331, and/or 9 CFR part 121 are in place and will be administered on behalf of all *Select Agent or Toxin* work supported by these funds. The process for making this determination includes a site visit to the foreign laboratory facility by an NIAID representative. During this visit, the foreign institution must provide the following information: concise summaries of safety, security, and training plans; names of individuals at the foreign institution who will have access to the Select Agent or Toxin and procedures for ensuring that only approved and appropriate individuals, in accordance with institution procedures, will have access to the Select Agents or Toxins under the contract; and copies of or links to any applicable laws, regulations, policies, and procedures applicable to that institution for the safe and secure possession, use, and/or transfer of select agents. Site visits to foreign laboratories are conducted every three years after the initial review. **No NIH funds can be used for work involving a *Select Agent or Toxin* at a foreign institution without written approval from the Contracting Officer.**

Prior to conducting a restricted experiment with a Select Agent or Toxin under this contract or any associated subcontract, the contractor must discuss the experiment with the Contracting Officer's Representative (COR) and request and obtain written approval from the Contracting Officer. **Domestic institutions** must submit to the Contracting Officer written approval from the CDC to perform the proposed restricted experiment. **Foreign institutions** require review by a NIAID representative. The prime contractor must contact the COR and the NIAID Office of International Extramural Activities (OIEA) at <mailto:niaidforeignawards@niaid.nih.gov> for guidance on the process used by NIAID to review proposed restricted experiments. The NIAID website provides an overview of the review process at <https://www.niaid.nih.gov/grants-contracts/review-process>. The Contracting Officer will notify the prime contractor when the process is complete. **No NIH funds can be used for a restricted experiment with a *Select Agent or Toxin* at either a domestic or foreign institution without written approval from the Contracting Officer.**

Listings of HHS and USDA select agents and toxins, and overlap select agents or toxins as well as information about the registration process for domestic institutions, are available on the Select Agent Program Web site at <http://www.selectagents.gov/> and https://www.selectagents.gov/sat/list.htm?CDC_AA_refVal=https%3A%2F%2Fwww.selectagents.gov%2FSelectAgentsandToxinsList.html

For foreign institutions, see the NIAID Select Agent Award information: (<http://funding.niaid.nih.gov/researchfunding/sci/biod/pages/default.aspx>).

ARTICLE H.27. HIGHLY PATHOGENIC AGENTS

The work being conducted under this contract may involve a *Highly Pathogenic Agent (HPA)*. The NIAID defines an HPA as a pathogen that, under any circumstances, warrants a biocontainment safety level of BSL3 or higher according to either:

1. The current edition of the CDC/NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL)(<http://www.cdc.gov/biosafety/publications/index.htm> under "Publications");
2. The Contractor's Institutional Biosafety Committee (IBC) or equivalent body; or
3. The Contractor's appropriate designated institutional biosafety official.

If there is ambiguity in the BMBL guidelines and/or there is disagreement among the BMBL, an IBC or equivalent body, or institutional biosafety official, the highest recommended containment level must be used.

ARTICLE H.28. HOTEL AND MOTEL FIRE SAFETY ACT OF 1990 (P.L. 101-391)

Pursuant to Public Law 101-391, no Federal funds may be used to sponsor or fund in whole or in part a meeting, convention, conference or training seminar that is conducted in, or that otherwise uses the rooms, facilities, or services of a place of public accommodation that do not meet the requirements of the fire prevention and control guidelines as described in the Public Law. This restriction applies to public accommodations both foreign and domestic.

Public accommodations that meet the requirements can be accessed at: <http://apps.usfa.fema.gov/hotel/>.

ARTICLE H.29. USE OF FUNDS FOR CONFERENCES, MEETINGS AND FOOD

The Contractor shall not use contract funds (direct or indirect) to conduct meetings or conferences in performance of this contract without prior written Contracting Officer approval.

In addition, the use of contract funds to purchase food for meals, light refreshments, or beverages is expressly prohibited.

ARTICLE H.30. REGISTRATION FEES FOR CONFERENCES, WORKSHOPS AND MEETINGS

A Non-Federal entity co-sponsoring a conference with an Institute/Center (IC) under a contract may charge and collect a registration fee from all participants for the purpose of defraying its portion of the expenses of the conference. Under these circumstances, the Contractor shall document that the registration fees associated with the event are being charged, collected and used solely by the co-sponsor.

Whenever possible, the Contracting Officer, prior to each conference, shall provide the Contractor with uniform assumptions of the government's estimate of the registration fee offset to include in the costs estimate for the conference. This offset should be deducted by the Contractor from the total cost of the conference.

In addition, prior to each conference, the Contractor shall provide the following information and documentation to the Contracting Officer's Representative (COR) and Contracting Officer:

1. Co-sponsor's name
2. Conference name, location, dates, times
3. copy of the agenda
4. A completed "Contractor Pre-Conference Expense Offset Worksheet" (Attachment provided in SECTION J).
5. After the conference is held, the Contractor shall submit a completed "Post-Conference Expense Offset Worksheet" (Attachment provided in SECTION J) to the COR and Contracting Officer.

The Contractor shall collect and maintain current and accurate accounting of collected conference fees and conference expenses. The Contractor shall immediately notify the COR and Contracting Officer, in writing, if it appears the total registration fees collected will exceed the estimated total cost of the conference. If the registration fees collected are in excess of the total actual conference expenditures, the Contractor shall return the excess funds to the Contracting Officer to be deposited as miscellaneous receipts into the U.S. Treasury. If the registration fees collected are in excess of the uniform assumptions provided by the Contracting Officer, the Contracting Officer, shall, as necessary, modify the contract price to reflect the decrease in conference costs. If the registration fees collected are less than the uniform assumptions provided by the Contracting Officer, the Contracting Officer shall, as necessary, modify the contract price to reflect the increase in conference costs.

Although Contractors may bill for allowable conference costs as they are incurred, they may not submit a final invoice for the total costs of the conference until the "Post-Conference Expense Offset Worksheet" has been approved by the COR.

ARTICLE H.31. REGISTRATION FEES FOR NIH SPONSORED SCIENTIFIC, EDUCATIONAL, AND RESEARCH-RELATED CONFERENCES

In accordance with the NIH Reform Act of 2006, P.L. 109-482, the NIH may authorize a Contractor procured to assist in the development and implementation of a scientific, educational or research-related conference to collect and retain registration fees from Non-HHS Federal and Non-Federal participants to defray the costs of the contract.

Whenever possible, the Contracting Officer, prior to each conference, shall provide the Contractor with uniform assumptions of the government's estimate of the registration fee offset to include in the costs estimate for the conference. This offset should be deducted from the total cost of the conference.

Prior to each conference, the Contractor shall submit a completed "Contractor Pre-Conference Expense Offset Worksheet" (Attachment provided in SECTION J) to the Contracting Officer's Representative (COR) and Contracting Officer. After the conference is held, the Contractor shall submit a completed "Post-Conference Expense Offset Worksheet" (Attachment provided in SECTION J) to the COR and Contracting Officer.

The Contractor shall collect and maintain current and accurate accounting of collected conference fees and conference expenses. The Contractor shall immediately notify the COR and Contracting Officer, in writing, if it appears the total registration fees collected will exceed the estimated total cost of the conference. If the registration fees collected are in excess of the total actual conference expenditures, the contractor shall return the excess funds to the Contracting Officer to be deposited as miscellaneous receipts into the U.S. Treasury.

If the registration fees collected are in excess of the uniform assumptions provided by the Contracting Officer, the Contracting Officer, shall, as necessary, modify the contract price to reflect the decrease in conference costs. If the registration fees collected are less than the uniform assumptions provided by the Contracting Officer, the Contracting Officer shall, as necessary, modify the contract price to reflect the increase in conference costs.

Although Contractors may bill for allowable conference costs as they are incurred, they may not submit a final invoice for the total costs of the conference until the "Post-Conference Expense Offset Worksheet" has been approved by the COR.

ARTICLE H.32. GUIDELINES FOR INCLUSION OF WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES IN NIH-SUPPORTED CONFERENCES

Pursuant to the NIH Revitalization Act (P.L. 103-43, Section 206), which adds Section 402(b) to the Public Health Service Act, it is required that NIH, "in conducting and supporting programs for research, research training, recruitment, and other activities, provide for an increase in the number of women and individuals from disadvantaged backgrounds (including racial and ethnic minorities) in the fields of biomedical and behavioral research." In addition, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require reasonable accommodations to be provided to individuals with disabilities.

It is NIH policy that organizers of scientific meetings should make a concerted effort to achieve appropriate representation of women, racial/ethnic minorities, and persons with disabilities, and other individuals who have been traditionally underrepresented in science, in all NIH sponsored and/or supported scientific meetings.

Therefore, it is the contractor's responsibility to ensure the inclusion of women, minorities, and persons with disabilities in all events when recruiting speakers and/or participants for meetings or conferences funded by this contract.

See the policy announcement for additional details and definitions at:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-03-066.html>

ARTICLE H.33. USE OF FUNDS FOR PROMOTIONAL ITEMS

The Contractor shall not use contract funds to purchase promotional items. Promotional items include, but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags that are sometimes provided to visitors, employees, grantees, or conference attendees. This includes items or tokens given to individuals as these are considered personal gifts for which contract funds may not be expended.

ARTICLE H.34. CORONAVIRUS DISEASE 2019 (COVID-19):

Personnel may be requested by NIH to submit to COVID-19 testing, in accordance with NIH policy, in order to work in NIH [ICs]. If required by NIH policy, personnel who test positive for COVID-19 or who do not wish to submit to COVID-19 testing will not have access to or be permitted to work in NIH [ICs] until they have satisfied the access requirements in the NIH policy. A contract personnel's decision to opt out of COVID-19 testing will not constitute grounds for any performance delays or establish any government liability for additional costs. The Contracting Officer may determine that an excusable delay is appropriate under applicable FAR clauses (e.g., 52.242-14 (Suspension of Work), 52.242-15 (Stop-work Order), 52.249-14 (Excusable Delays), and 52.212-4(f) (Excusable Delays)) in cases where a positive test result is recorded and contract personnel must be quarantined due to an exposure to COVID-19. However, cases where a positive test result is recorded will not establish any government liability for additional costs.

ARTICLE H.35. OPTION PROVISION

At the Task Order level the Government plans to utilize options. Unless the Government exercises its option pursuant to the Option Clause set forth in SECTION I., the task order will consist only of the Base Period of the Statement of Work as defined in Sections C and F of the contract. Pursuant to FAR Clause 52.217-7, Option for Increased Quantity-Separately Priced Line Item and FAR 52.217-9, Option to Extend the Term of the Contract set forth in SECTION I. of this contract, the Government may, by unilateral contract modification, require the Contractor to perform additional options set forth in the Statement of Work and also defined in Sections C and F of the contract. If the Government exercises this option, notice must be given prior to the expiration date of the task order, and the price of the task order will be increased as set forth in the task order.

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

ARTICLE I.1. GENERAL CLAUSES FOR A COST-REIMBURSEMENT SERVICE CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <http://www.acquisition.gov/far/>. HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html>.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES:

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jun 2020	Definitions (Over the Simplified Acquisition Threshold)
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)
52.203-5	May 2014	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Jun 2020	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Jun 2020	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	May 2014	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	May 2014	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Jun 2020	Limitation on Payments to Influence Certain Federal Transactions (Over the Simplified Acquisition Threshold)
52.203-17	Jun 2020	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights (Over the Simplified Acquisition Threshold)
52.203-19	Jan 2017	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-10	Jun 2020	Reporting Executive Compensation and First-Tier Subcontract Awards
52.204-13	Oct 2018	System for Award Management Maintenance
52.204-25	Aug 2020	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment
52.209-6	Jun 2020	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment
52.215-2	Jun 2020	Audit and Records - Negotiation
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$750,000)
52.215-12	Aug 2020	Subcontractor Certified Cost or Pricing Data
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$750,000)

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Jun 2020	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications
52.215-23	Jun 2020	Limitations on Pass-Through Charges (Over the Simplified Acquisition Threshold)
52.216-7	Aug 2018	Allowable Cost and Payment
52.216-8	Jun 2011	Fixed Fee
52.219-8	Aug 2018	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jun 2020	Small Business Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)
52.219-14	Mar 2020	Limitations on Subcontracting
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)
52.222-2	Jul 1990	Payment for Overtime Premium (Over the Simplified Acquisition Threshold) (Note: The dollar amount in paragraph (a) of this clause is \$0 unless otherwise specified in the contract.)
52.222-3	Jun 2003	Convict Labor
52.222-21	Apr 2015	Prohibition of Segregated Facilities
52.222-26	Sep 2016	Equal Opportunity
52.222-35	Jun 2020	Equal Opportunity for Veterans (\$150,000 or more)
52.222-36	Jun 2020	Equal Opportunity for Workers with Disabilities
52.222-37	Jun 2020	Employment Reports on Veterans (\$150,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Oct 2020	Combating Trafficking in Persons
52.222-54	Oct 2015	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Jun 2020	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Jan 2021	Buy American - Supplies
52.225-13	Feb 2021	Restrictions on Certain Foreign Purchases
52.227-1	Jun 2020	Authorization and Consent
52.227-2	Jun 2020	Notice and Assistance Regarding Patent and Copyright Infringement
52.227-14	May 2014	Rights in Data - General
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	May 2014	Interest (Over the Simplified Acquisition Threshold)
52.232-20	Apr 1984	Limitation of Cost
52.232-23	May 2014	Assignment of Claims
52.232-25	Jul 2013	Prompt Payment, Alternate I (Feb 2002)
52.232-33	Oct 2018	Payment by Electronic Funds Transfer--System for Award Management

FAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.232-39	Jun 2013	Unenforceability of Unauthorized Obligations
52.233-1	May 2014	Disputes
52.233-3	Aug 1996	Protest After Award, Alternate I (Jun 1985)
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-3	May 2014	Penalties for Unallowable Costs (Over \$700,000)
52.242-4	Jan 1997	Certification of Final Indirect Costs
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-2	Aug 1987	Changes - Cost Reimbursement, Alternate I (Apr 1984)
52.244-2	Oct 2010	Subcontracts (Over the Simplified Acquisition Threshold), Alternate I (June 2007)
52.244-5	Dec 1996	Competition in Subcontracting (Over the Simplified Acquisition Threshold)
52.244-6	Jun 2020	Subcontracts for Commercial Items
52.245-1	Jan 2017	Government Property
52.245-9	Apr 2012	Use and Charges
52.246-25	Feb 1997	Limitation of Liability - Services (Over the Simplified Acquisition Threshold)
52.249-6	May 2004	Termination (Cost-Reimbursement)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CFR CHAPTER 3) CLAUSES:

HHSAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.203-70	Dec 2015	Anti-Lobbying
352.222-70	Dec 2015	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Dec 2015	Publications and Publicity
352.233-71	Dec 2015	Litigation and Claims
352.237-75	Dec 2015	Key Personnel

[End of GENERAL CLAUSES FOR A NEGOTIATED COST-REIMBURSEMENT SERVICE CONTRACT- Rev. 03/2021].

ARTICLE I.1. GENERAL CLAUSES FOR A NEGOTIATED FIXED-PRICE SERVICE CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <http://www.acquisition.gov/far/>. HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html>.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES:

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jun 2020	Definitions (Over the Simplified Acquisition Threshold)
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)
52.203-5	May 2014	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Jun 2020	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Jun 2020	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	May 2014	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	May 2014	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Jun 2020	Limitation on Payments to Influence Certain Federal Transactions (Over the Simplified Acquisition Threshold)
52.203-17	Jun 2020	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights (Over the Simplified Acquisition Threshold)
52.203-19	Jan 2017	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-10	Jun 2020	Reporting Executive Compensation and First-Tier Subcontract Awards
52.204-13	Oct 2018	System for Award Management Maintenance
52.204-25	Aug 2020	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment
52.209-6	Jun 2020	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment
52.215-2	Jun 2020	Audit and Records - Negotiation
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$750,000)
52.215-12	Aug 2020	Subcontractor Certified Cost or Pricing Data
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$750,000)
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Jun 2020	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications
52.219-8	Aug 2018	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jun 2020	Small Business Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)
52.219-14	Mar 2020	Limitations on Subcontracting
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.222-3	Jun 2003	Convict Labor
52.222-21	Apr 2015	Prohibition of Segregated Facilities
52.222-26	Sep 2016	Equal Opportunity
52.222-35	Jun 2020	Equal Opportunity for Veterans (\$150,000 or more)
52.222-36	Jun 2020	Equal Opportunity for Workers with Disabilities
52.222-37	Jun 2020	Employment Reports on Veterans (\$150,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Oct 2020	Combating Trafficking in Persons
52.222-54	Oct 2015	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Jun 2020	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Jan 2021	Buy American - Supplies
52.225-13	Feb 2021	Restrictions on Certain Foreign Purchases
52.227-1	Jun 2020	Authorization and Consent
52.227-2	Jun 2020	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Feb 2013	Federal, State and Local Taxes (Over the Simplified Acquisition Threshold)
52.229-4	Feb 2013	Federal, State, and Local Taxes (State and Local Adjustments) (Over the Simplified Acquisition Threshold)
52.232-1	Apr 1984	Payments
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-11	Apr 1984	Extras
52.232-17	May 2014	Interest (Over the Simplified Acquisition Threshold)
52.232-23	May 2014	Assignment of Claims
52.232-25	Jan 2017	Prompt Payment
52.232-33	Oct 2018	Payment by Electronic Funds Transfer--System for Award Management
52.232-39	Jun 2013	Unenforceability of Unauthorized Obligations
52.233-1	May 2014	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-1	Aug 1987	Changes - Fixed-Price, Alternate I (Apr 1984)
52.244-6	Jun 2020	Subcontracts for Commercial Items
52.246-25	Feb 1997	Limitation of Liability - Services (Over the Simplified Acquisition Threshold)
52.249-4	Apr 1984	Termination for Convenience of the Government (Services) (Short Form)
52.249-8	Apr 1984	Default (Fixed-Price Supply and Service)(Over the Simplified Acquisition Threshold)
52.253-1	Jan 1991	Computer Generated Forms

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CFR CHAPTER 3) CLAUSES:

<u>HHSAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.203-70	Dec 2015	Anti-Lobbying
352.222-70	Dec 2015	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Dec 2015	Publications and Publicity
352.237-75	Dec 2015	Key Personnel

[End of GENERAL CLAUSES FOR A NEGOTIATED FIXED-PRICE SERVICE CONTRACT- Rev. 03/2021].

ARTICLE I.1. GENERAL CLAUSES FOR A TIME AND MATERIAL OR A LABOR HOUR CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <http://www.acquisition.gov/far/>. HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html>.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES:

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jun 2020	Definitions (Over the Simplified Acquisition Threshold)
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)
52.203-5	May 2014	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Jun 2020	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Jun 2020	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	May 2014	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	May 2014	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Jun 2020	Limitation on Payments to Influence Certain Federal Transactions (Over the Simplified Acquisition Threshold)
52.203-17	Jun 2020	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights (Over the Simplified Acquisition Threshold)
52.203-19	Jan 2017	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-10	Jun 2020	Reporting Executive Compensation and First-Tier Subcontract Awards
52.204-13	Oct 2018	System for Award Management Maintenance
52.204-25	Aug 2020	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment
52.209-6	Jun 2020	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment

<u>FAR</u>		
<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.215-2	Jun 2020	Audit and Records - Negotiation
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$750,000)
52.215-12	Aug 2020	Subcontractor Certified Cost or Pricing Data
52.215-14	Jun 2020	Integrity of Unit Prices (Over the Simplified Acquisition Threshold)
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$750,000)
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Jun 2020	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications
52.219-8	Aug 2018	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jun 2020	Small Business Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)
52.219-14	Mar 2020	Limitations on Subcontracting
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$700,000, \$1.5 million for Construction)
52.222-20	Jun 2020	Contracts for Materials, Supplies, Articles, and Equipment
52.222-21	Apr 2015	Prohibition of Segregated Facilities
52.222-26	Sep 2016	Equal Opportunity
52.222-35	Jun 2020	Equal Opportunity for Veterans (\$150,000 or more)
52.222-36	Jun 2020	Equal Opportunity for Workers with Disabilities
52.222-37	Jun 2020	Employment Reports on Veterans (\$150,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Oct 2020	Combating Trafficking in Persons
52.222-54	Oct 2015	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Jun 2020	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Jan 2021	Buy American - Supplies
52.225-13	Feb 2021	Restrictions on Certain Foreign Purchases
52.227-1	Jun 2020	Authorization and Consent
52.227-2	Jun 2020	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Feb 2013	Federal, State and Local Taxes (Over the Simplified Acquisition Threshold)
52.229-4	Feb 2013	Federal, State, and Local Taxes (State and Local Adjustments) (Over the Simplified Acquisition Threshold)
52.232-7	Aug 2012	Payments under Time-and-Materials and Labor-Hour Contracts
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments

FAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.232-17	May 2014	Interest (Over the Simplified Acquisition Threshold)
52.232-23	May 2014	Assignment of Claims
52.232-25	Jan 2017	Prompt Payment
52.232-33	Oct 2018	Payment by Electronic Funds Transfer--System for Award Management
52.232-39	Jun 2013	Unenforceability of Unauthorized Obligations
52.233-1	May 2014	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-3	Sep 2000	Changes - Time-and-Materials and Labor-Hours
52.244-2	Oct 2010	Subcontracts (Over the Simplified Acquisition Threshold)
52.244-6	Jun 2020	Subcontracts for Commercial Items
52.245-1	Jan 2017	Government Property
52.245-9	Apr 2012	Use and Charges
52.249-6	May 2004	Termination (Cost-Reimbursement), Alternate IV (Sep 1996)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CFR CHAPTER 3) CLAUSES:

HHSAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.203-70	Dec 2015	Anti-Lobbying
352.222-70	Dec 2015	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Dec 2015	Publications and Publicity
352.233-71	Dec 2015	Litigation and Claims
352.237-75	Dec 2015	Key Personnel

[End of GENERAL CLAUSES FOR A TIME AND MATERIAL OR A LABOR HOUR CONTRACT- Rev. 03/2021].

ARTICLE I.2. AUTHORIZED SUBSTITUTION OF CLAUSES

ARTICLE I.1. of this SECTION is hereby modified as follows:

- a. *FAR Clause 52.215-23, Limitations on Pass-Through Charges (June 2020), is added.*
- b. **Alternate II** (October 2001) of FAR Clause **52.219-9, Small Business Subcontracting Plan** (November 2016) is added.
- c. **Alternate I** (February 2002), of FAR Clause **52.232-25, Prompt Payment** (Jan 2017)
- d. FAR Clause **52.249-4, Termination for Convenience of the Government (Services) (Short Form)** (April 1984), is deleted in its entirety and FAR Clause **52.249-2, Termination for Convenience of the Government (Fixed Price)** (April 2012) is substituted therefor.

ARTICLE I.3. Additional Contract Clauses

This contract incorporates the following clauses by reference, with the same force and effect, as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

1. FAR Clause **52.203-13, Contractor Code of Business Ethics and Conduct** (October 2015).
2. FAR Clause **52.203-14, Display of Hotline Poster(s)** (October 2015).

".....(3) Any required posters may be obtained as follows:

Poster(s)	Obtain From"
HHS Contractor Code of Ethics and Business Conduct Poster	http://oig.hhs.gov/fraud/report-fraud/OIG_Hotline_Posters.pdf

3. FAR Clause **52.203-16, Preventing Personal Conflicts of Interest** (December 2011).
4. FAR Clause **52.204-2, Security Requirements** (August 1996).
 - Alternate I** (April 1984) is applicable to this contract.
 - Alternate II** (April 1984) is not applicable to this contract.
5. FAR Clause **52.204-9, Personal Identity Verification of Contractor Personnel** (January 2011).
6. FAR Clause **52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts** (October 2016).
7. FAR Clause **52.209-10, Prohibition on Contracting With Inverted Domestic Corporations** (November 2015).
8. FAR Clause **52.210-1, Market Research** (April 2011).
9. FAR Clause **52.217-7, Option for Increased Quantity - Separately Priced Line Item** (March 1989).

At the Task Order level, the Government plans to utilize options.

"....The Contracting Officer may exercise the option by written notice to the Contractor prior to the Task Order expiration"
10. FAR Clause **52.217-8, Option to Extend Services** (November 1999).

"..The Contracting Officer may exercise the option by written notice to the Contractor.

11. FAR Clause **52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns** (October 2014).

"(c) Waiver of evaluation preference....
 Offeror elects to waive the evaluation preference."

12. FAR Clause **52.219-28, Post-Award Small Business Program Rerepresentation** (July 2013).

13. FAR Clause **52.222-26, Equal Opportunity** (September 2016)

14. FAR Clause **52.222-29, Notification of Visa Denial** (April 2015).

15. FAR Clause **52.222-59, Compliance with Labor Laws** (Executive Order 13673) (December 2016)

16. FAR Clause **52.223-5, Pollution Prevention and Right-to-Know Information** (May 2011).

Alternate I (May 2011) is applicable to this contract.

Alternate II (May 2011) is applicable to this contract.

17. FAR Clause **52.224-1, Privacy Act Notification** (April 1984).

18. FAR Clause **52.224-2, Privacy Act** (April 1984).

19. FAR Clause **52.227-14, Rights in Data - General** (May 2014).

20. **Alternate V** (December 2007), FAR Clause **52.227-14, Rights in Data--General** (May 2014).

Specific data items that are not subject to paragraph (j) include: None.

21. FAR Clause **52.227-16, Additional Data Requirements** (June 1987).

22. FAR Clause **52.230-2, Cost Accounting Standards** (October 2015).

23. FAR Clause **52.230-6, Administration of Cost Accounting Standards** (June 2010).

24. FAR Clause **52.232-18, Availability of Funds** (April 1984).

25. FAR Clause **52.236-13, Accident Prevention** (November 1991), with **Alternate I** (November 1991).

26. FAR Clause **52.237-2, Protection of Government Buildings, Equipment and Vegetation** (April 1984).

27. FAR Clause **52.237-3, Continuity of Services** (January 1991).

28. FAR Clause **52.237-7, Indemnification and Medical Liability Insurance** (January 1997).

"(a) ...The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence: *

Amount of Liability Insurance	Medical Specialty
See Section B and SOW	

29. FAR Clause **52.239-1, Privacy or Security Safeguards** (August 1996).
 30. FAR Clause **52.242-3, Penalties for Unallowable Costs** (May 2014).
 31. FAR Clause **52.242-4, Certification of Final Indirect Costs** (January 1997).
 32. FAR Clause **52.244-2, Subcontracts** (October 2010).
 33. FAR Clause **52.244-5, Competition in Subcontracting** (December 1996).
 34. FAR Clause **52.245-1, Government Property** (Jan 2017).
 35. FAR Clause **52.245-9, Use and Charges** (April 2012).
 36. FAR Clause **52.246-23, Limitation of Liability** (February 1997).
 37. FAR Clause **52.247-63, Preference for U.S. Flag Air Carriers** (June 2003).
 38. FAR Clause **52.247-68, Report of Shipment (REPSHIP)** (February 2006).
 39. FAR Clause **52.251-1, Government Supply Sources** (April 2012).
 40. FAR Clause **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.**
 41. FAR Clause **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2020)**
 42. FAR Clause **52.204-26 Covered Telecommunications Equipment or Services-Representation (DEC 2019).**
- b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CHAPTER 3) CLAUSES:
1. HHSAR Clause **352.208-70, Printing and Duplication** (December 2015)

2. HHSAR Clause **352.211-3, Paperwork Reduction Act** (December 2015)
3. HHSAR Clause **352.219-71, Mentor-Protégé Program Reporting Requirements** (December 2015).
4. HHSAR Clause **352.223-70, Safety and Health** (December 2015)
5. HHSAR Clause **352.231-70, Salary Rate Limitation** (December 2015)

Note: *The Salary Rate Limitation is at the Executive Level II Rate.*

See the following website for Executive Schedule rates of pay: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

(For current year rates, click on Salaries and Wages/Executive Schedule/Rates of Pay for the Executive Schedule. For prior year rates, click on Salaries and Wages/select Another Year at the top of the page/Executive Schedule/Rates of Pay for the Executive Schedule. Rates are effective January 1 of each calendar year unless otherwise noted.)

6. HHSAR Clause **352.237-71, Crime Control Act of 1990--Reporting of Child Abuse** (December 2015).

ARTICLE I.4. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT

This contract incorporates the following clauses in full text.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

1. FAR Clause 52.204-21, **Basic Safeguarding of Covered Contractor Information Systems** (June 2016)

a. *Definitions* . As used in this clause--

"Covered contractor information system" means an information system that is owned or operated by a contractor that processes, stores, or transmits Federal contract information.

"Federal contract information" means information, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including information provided by the Government to the public (such as on public Web sites) or simple transactional information, such as necessary to process payments.

"Information" means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

"Information system" means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information (44 U.S.C. 3502).

"Safeguarding" means measures or controls that are prescribed to protect information systems.

b. Safeguarding requirements and procedures.

1. The Contractor shall apply the following basic safeguarding requirements and procedures to protect covered contractor information systems. Requirements and procedures for basic safeguarding of covered contractor information systems shall include, at a minimum, the following security controls:

i. Limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems).

ii. Limit information system access to the types of transactions and functions that authorized users are permitted to execute.

iii. Verify and control/limit connections to and use of external information systems.

iv. Control information posted or processed on publicly accessible information systems.

v. Identify information system users, processes acting on behalf of users, or devices.

vi. Authenticate (or verify) the identities of those users, processes, or devices, as a prerequisite to allowing access to organizational information systems.

vii. Sanitize or destroy information system media containing Federal Contract Information before disposal or release for reuse.

viii. Limit physical access to organizational information systems, equipment, and the respective operating environments to authorized individuals.

- ix. Escort visitors and monitor visitor activity; maintain audit logs of physical access; and control and manage physical access devices.
- x. Monitor, control, and protect organizational communications (i.e., information transmitted or received by organizational information systems) at the external boundaries and key internal boundaries of the information systems.
- xi. Implement subnetworks for publicly accessible system components that are physically or logically separated from internal networks.
- xii. Identify, report, and correct information and information system flaws in a timely manner.
- xiii. Provide protection from malicious code at appropriate locations within organizational information systems.
- xiv. Update malicious code protection mechanisms when new releases are available.
- xv. Perform periodic scans of the information system and real-time scans of files from external sources as files are downloaded, opened, or executed.

2. *Other requirements.* This clause does not relieve the Contractor of any other specific safeguarding requirements specified by Federal agencies and departments relating to covered contractor information systems generally or other Federal safeguarding requirements for controlled unclassified information (CUI) as established by Executive Order 13556.

c. *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (c), in subcontracts under this contract (including subcontracts for the acquisition of commercial items, other than commercially available off-the-shelf items), in which the subcontractor may have Federal contract information residing in or transiting through its information system.

2. ***FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (October 2018)***

As prescribed in 9.104-7(c), insert the following clause:

- a. *The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management (SAM) database at <http://www.acquisition.gov>.*
- b. *As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIIS consists of two segments--*
 - 1. *The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by--*
 - i. *Government personnel and authorized users performing business on behalf of the Government; or*
 - ii. *The Contractor, when viewing data on itself; and*

2. *The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for--*
 - i. *Past performance reviews required by subpart 42.15;*
 - ii. *Information that was entered prior to April 15, 2011; or*
 - iii. *Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.*
- c. *The Contractor will receive notification when the Government posts new information to the Contractor's record.*
 1. *If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.*
 2. *The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.*
 3. *As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.*
- d. *Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.*

(End of clause)

3. FAR Clause **52.216-18, Ordering** (October 1995).

1. Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from April 20, 2021 through April 19, 2026 .
2. All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
3. If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

4. FAR Clause **52.216-19, Order Limitations** (October 1995)

- a. **Minimum Order.** When the Government requires supplies or services covered by this contract in an amount of less than \$1,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- b. **Maximum Order.** The Contractor is not obligated to honor--

1. Any order for a single item in excess of \$3,600,713,546.
 2. Any order for a combination of items in excess of \$3,600,713,546 ;or
 3. A series of orders from the same ordering office within 15 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.
- c. If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.
 - d. Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 15 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.
5. FAR Clause **52.216-22, Indefinite Quantity** (October 1995)
- a. This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
 - b. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
 - c. Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
 - d. Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after twelve (12) months past the parent contract ordering period end.

(End of clause)

6. FAR Clause **52.217-9, Option to Extend the Term of the Contract** (March 2000).

At the Task Order level, the Government anticipates utilizing options.

- a. The Government may extend the term of the task order by written notice to the Contractor, provided that the Government gives the Contractor a preliminary written notice of its intent to extend before the task order expires. The preliminary notice does not commit the Government to an extension.
- b. If the Government exercises this option, the extended task order shall be considered to include this option clause.
- c. The total duration of the task order, including the exercise of any options under this clause, shall not exceed 5 years.

7. FAR Clause **52.232-19, Availability of Funds for the Next Fiscal Year** (April 1984).

Funds are not presently available for performance under this contract beyond 2021. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 2021, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

b. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CHAPTER 3) CLAUSES:

1. HHSAR Clause **352.237-74, Non-Discrimination in Service Delivery** (December 2015).

It is the policy of the Department of Health and Human Services that no person otherwise eligible will be excluded from participation in, denied the benefits of, or subjected to discrimination in the administration of HHS programs and services based on non-merit factors such as race, color, national origin, religion, sex, gender identity, sexual orientation, or disability (physical or mental).

By acceptance of this contract, the contractor agrees to comply with this policy in supporting the program and in performing the services called for under this contract. The contractor shall include this clause in all sub-contracts awarded under this contract for supporting or performing the specified program and services. Accordingly, the contractor shall ensure that each of its employees, and any sub-contractor staff, is made aware of, understands, and complies with this policy.

(End of Clause)

ARTICLE I.5. THERE ARE NO ARTICLES CONTAINED IN THIS SECTION.

ARTICLE I.6. SERVICE CONTRACT LABOR STANDARDS

This contract is subject to the Service Contract Labor Standards. The following clauses are hereby incorporated and made a part of this contract. All clauses incorporated by reference have the same force and effect as if they were given full text. Upon request, the Contracting Officer will make their full text available.

a. FAR Clause **52.222-41, Service Contract Labor Standards** (May 2014).

b. FAR Clause **52.222-42, Statement of Equivalent Rates For Federal Hires** (May 2014)

In compliance with the Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

(End of Clause)

c. FAR Clause **52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year And Option Contracts)** (May 2014).

d. FAR Clause **52.222-49, Service Contract Labor Standards--Place Of Performance Unknown** (May 2014)

e. FAR **52.222-55 Minimum Wages Under Executive Order 13658** (December 2015)

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The following documents are attached and incorporated in this contract:

1. Statement of Work

2. Invoice Instructions for NIH Fixed-Price Contracts, NIH(RC)-2

3. Privacy Act System of Records, Number

See ARTICLE H.10.2. See also <https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html>

4. Small Business Subcontracting Plan

Small Business Subcontracting Plan Attached.

5. Safety and Health

Safety and Health, HHSAR Clause 352.223-70 (see attached).

6. Wage Rate Determination

Wage Rate Determination: See the following link, <https://beta.sam.gov/search?index=wd>

7. Disclosure of Lobbying Activities, SF-LLL

8. Commitment To Protect Non-Public Information

Commitment To Protect Non-Public Information, 1 page. Located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf>

9. Roster of Employees Requiring Suitability Investigations

Roster of Employees Requiring Suitability Investigations, 1 page. Excel file located at: https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster_10-15-12.xlsx

10. Employee Separation Checklist

Employee Separation Checklist, 1 page. Fillable PDF format located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf>

11. Category Catalog

12. Fully Loaded Fixed Labor Rates, Unit Prices, and Other Direct Costs

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS AND CERTIFICATIONS

The following documents are incorporated by reference in this contract:

1. FAR Clause 52.204-19 **Incorporation by Reference of Representations and Certifications** (December 2014).

The Contractor's representations and certifications, including those completed electronically via the System for Award Management (SAM), are incorporated by reference into the contract.

(End of clause)

2. NIH Representations & Certifications, dated April 2021.

END of the SCHEDULE

(CONTRACT)

STATEMENT OF WORK

1.0 INTRODUCTION/OVERVIEW

The National Institutes of Health (NIH) requires qualified and experienced Contractor support on a full-range of activities, including new and in-progress research projects, program deployment and implementation, and other activities necessary to conduct the business and fulfill the mission of NIH's biomedical research program.

1.1 BACKGROUND

The National Institutes of Health (NIH), an Operating Division within the U.S. Department of Health and Human Services, is the primary Federal agency for conducting and supporting medical research. Helping to lead the way toward important medical discoveries that improve people's health, NIH scientists investigate ways to prevent disease, as well as the causes, treatments, and cures for common and rare diseases.

Composed of the Office of the Director and 27 Institutes and Centers (ICs), the NIH provides leadership and financial support to researchers across the United States and throughout the world. For over a century, the National Institutes of Health has played an important role in improving the health of the nation.

1.2 PERIOD OF PERFORMANCE

This Indefinite Delivery Indefinite Quantity (IDIQ) contract will have an ordering period of five (5) years.

1.3 SCOPE

The Contractors shall independently provide scientific, operations, and professional administrative support services through a multiple award IDIQ contract to assist the NIH in meeting its operational objectives. Only NIH ICs will be able to use this contract.

To furnish these services to the NIH, the Contractors' primary place of work shall only be in the United States. The United States is defined as the fifty (50) States, the District of Columbia, the U.S. Virgin Islands, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and Wake Island. However, the Contractors may need to travel internationally. The Contractors will be required to obtain required visas as necessary in accordance with all applicable regulations.

This statement of work does NOT include clerical level administrative support, which is furnished by NIH's Long-Term Administrative Support Contract (LTASC) II contract, or other contract mechanisms. Further, this statement of work does NOT include obtaining legal advice or representation; however, the Contractors may use individuals who happen to be licensed attorneys to furnish services other than providing legal advice or representation. Additionally, this statement of work does NOT include obtaining services which are expressly listed as inherently governmental in the Office of Federal Procurement Policy (OFPP) Policy Letter 11-01, Appendix A (Sep. 12, 2011).

1.4 TASK AREAS: CLINICAL, BASIC, AND TRANSLATIONAL SCIENTIFIC RESEARCH SUPPORT; PROFESSIONAL ADMINISTRATIVE SUPPORT; AND FACILITY OPERATIONS SUPPORT

The Contractors shall provide support services as described in the below task areas. Services shall be furnished according to individual task orders issued during the contract period of performance.

Task areas encompass and provide the following:

- clinical, basic, and translational research support;
- professional administrative support to research efforts involving human subjects, non-human subjects, and, non-living subjects; and

- facility operations, maintenance, engineering, and architecture support.

The support contemplated ranges to include, but is not limited to, the following:

- directly assisting in an experiment, laboratory, or a clinical setting, obtaining, compiling, or organizing data and writing reports;
- providing scientific or other professional analysis and advice;
- conducting or assisting in all publishing or other communications efforts related to the research;
- providing highly technical scientific IT services;
- management assistance;
- furnishing logistical or operational support or assistance; and
- With the exception of clerical level administrative support, any task which the agency requires to support research involving human subjects, non-human subjects, and, non-living subjects may be obtained under the contract.

Services under this SOW expressly exclude janitorial services, renovation, and new construction, and, topiary and landscaping (such as trimming, mowing, and mulching). Furthermore, the work sought under these facility maintenance related labor categories shall only be performed in facilities within the Continental United States, which are occupied by the NIH.

The labor category catalog provides definitions of labor categories, which shall be used to provide the services sought under each task order. The labor categories run the gamut of education and experience required; including high-school through PhD-level services and from one (1) to twenty (20) years of experience. The labor categories in the labor category catalog are not an exhaustive list. During the term of contract performance, NIH may modify the labor categories to what is presented in this statement of work; however, all added labor categories shall be for services which fall within the task areas broadly described. Further, individual task orders may seek different skill levels or levels of qualifications within a single labor category.

1.5 SPECIFIC REQUIREMENTS

The Contractors are apprised of the following requirements for specific labor categories. First, the NIH shall not acquire services to support acquisition source selection unless issuing a task order for those services is in accordance with FAR 37.203. Further, in accordance with FAR Subpart 3.11, the Contractors are required to have a system in place to screen for and prevent personal conflicts of interest for individuals involved in providing acquisition assistance.

Next, in accordance with FAR 37.401, NIH shall only obtain the services of physicians, dentists, and other health care providers on the express understanding that 1) the Government retains no control over the medical and professional judgments which are to be made as part of furnishing those services, 2) the Contractors shall indemnify the Government for any liability-producing act or omission by the Contractor's physicians, dentists, and other health care providers, 3) the Contractors shall maintain medical liability insurance which is not less than the prevailing amount of coverage for practitioners within the local community for the medical specialty covered, and 4) any relevant subcontract shall contain FAR Clause 52.237-7. Further, the Contractors' companies, any subcontractor or consultant firm, and any individual health care provider furnished under the contemplated contract, may be required to sign any applicable Health Insurance Portability and Accountability Act (HIPAA) non-disclosure or business associate agreement. Consideration for that agreement will be tied to the contract contemplated by this SOW.

1.6 FILLING LABOR CATEGORIES TO PROVIDE THE REQUIRED SERVICES

Through issued Task Orders, the Contractors are required to fill the labor categories to provide the requested services. The Contractors are expected to participate in oral presentations at the time and by the medium requested by the Contracting Office (*for proposal purposes, assume these will be primarily in-person*). The majority of the services required shall necessitate full-time work; however, there may be a need for part-time services, overtime, and on-call for mission essential functions. Part-time, overtime and on-call for mission essential

requirements shall be defined on the individual task order award documents.

1.7 CONTRACTOR MANAGEMENT OF ITS OWN EMPLOYEES, SUBCONTRACTORS, CONSULTANTS

The Contractors shall be required to replace any individual contractor/subcontractor/consultant that leaves the Contractors' employ or when an absence would disrupt the services provided. The Government may pursue appropriate remedies under the contract.

The Contractors shall be required to handle all management issues for its employees, subcontractors, and consultants, which includes a wide variety of in-processing issues such as employee orientation, completion of forms, facility tours, parking costs, and security requirements. Additionally, the Contractors will provide electronic timekeeping services, verify hours worked, resolve individual contractor issues, administer Government approved travel requirements, provide visa processing for non-US citizen contract employees, and provide occupational health screen, etc. The Contractors will also be required to provide accurate and timely billing rates and confirmations for each individual contractor hired.

The Contractors shall provide all of the materials necessary for it to maintain its own business records and conduct its own business-internal administrative functions, such as all IT machines, office supplies, and employee files. NIH may provide Government-owned IT machines solely for the Contractors' managers to be able to communicate on and support the substantive work being performed by Contractor employees under a task order. An NIH email address is required for any NIH business conducted under task orders. The overall intent is that NIH does not want contractor-internal business records or contractor-internal communications on Government machines; nor does NIH want the Government's non-public information on Contractor machines.

To be clear, the Contractors, not the Government, shall be responsible for managing and supervising their personnel at all locations. In each task order, the Government shall provide the specific requirements for the services to be performed, and the Contractors' management/supervisors shall be responsible for controlling and ensuring the performance of contractor personnel in meeting those requirements at the various NIH offices.

1.8 NON-PERSONAL SERVICES - NATURE OF THE SERVICES BEING PROVIDED

Contractor employees, subcontractors, and consultants performing services under this order will be managed, directed, and supervised at all times by management supervisory personnel of the Contractors. The Contractors' management shall ensure that employees properly comply with the performance standards outlined in this statement of work and each task order. Contractor employees will perform independent of, and without the supervision of, any Government official.

Actions of Contractor employees may not be interpreted or implemented in any manner which results in any Contractors doing the following: creating or modifying Federal policy; obligating the appropriated funds of the U.S. Government; overseeing the work of Federal employees; and providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work. Contractor staff may be required to present findings at meetings, both inside and outside of the Government. The Contractors must ensure compliance with NIH and IC Ethics Office policies.

Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, communicating via email, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating the impression in the minds of members of the public that they are Government officials. They must also ensure that all documents, reports, presentations, and findings produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

2.0 GENERAL REQUIREMENTS

STATEMENT OF WORK

ATTACHMENT 1

A. RECRUITMENT AND RETENTION:

The Contractors shall employ hiring, management, and retention practices that ensure the Contractors are able to identify, vet, place, monitor, evaluate, train, recognize, and retain qualified candidates to fulfill service requirements under this contract.

In very limited circumstances, relocation expenses may be negotiated and paid for as specified at the Task Order level. In those circumstances, costs shall be in accordance with FAR 31.205-35, the Federal Travel Regulations (FTR), and NIH policies.

B. CONTRACTOR BENEFITS

The Contractors shall maintain a comprehensive benefits package that includes, but is not limited to, the following minimum elements: paid time off (vacation/sick time with a minimum of four [4] weeks); holiday pay in accordance with defined holidays as listed below; health benefits; and retirement benefits. As part of retention efforts, other benefits and performance incentives are encouraged.

1) RECOGNIZED HOLIDAYS:

Employee, subcontractor, and consultant work schedules shall allow for the ten (10) Federal Holidays listed below. In the instance of an unscheduled facility closing due to snow or other inclement weather, Presidential Order, or another contingency as determined by the Department, NIH, or the Office of Personnel Management, the Government will not grant Contractor personnel paid time off for that day. The Contractors will be responsible for ensuring clear and timely communications and providing contract staff with procedures regarding unscheduled facility closings or possible government shutdowns. It shall be the Contractors' responsibility to determine how its employees, subcontractors, and consultants are compensated for any workday lost to a contingency event. The ten (10) Federal Holidays are as follows:

- New Year's Day (January 1)
- Martin Luther King, Jr.'s, Birthday (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

If the holiday falls on a Saturday, the preceding Friday is the holiday. If the holiday falls on a Sunday, the following Monday is the holiday. When Inauguration Day falls within the regularly scheduled tour of duty of an employee in the Metropolitan Washington, DC area, it is observed as a holiday.

2) HOURS OF OPERATION:

The Contractors are responsible for conducting business during normal operating hours specific to each area supported as specified in the individual task orders, Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. The Contractors will be required to perform on days when the Government is closed for either a recognized holiday or due to a weather emergency as directed in the specific task order. While work outside of normal Government business hours will not be typical, this may be required based on the nature of the task order. The Contractors must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined in this Statement of Work when the Government facility is not closed for the above reasons. When hiring personnel, the Contractors shall keep in mind that the stability and continuity of the workforce are essential.

3) OVERTIME:

Authorization for overtime, if necessary, may be provided as part of an individual task order.

C. TRAVEL AND TRAINING:

The Contractors, at their own expense, shall perform all training, including professional development, except as otherwise noted below:

- 1) The Government may provide training on NIH-specific systems particular to the work to be performed by the Contractors.
- 2) Limited training of individual contractors may be authorized; as an example, when the client agency changes software systems during the performance of an ongoing task, and it is determined to be in the best interest of the Government to furnish that training to the Contractors' chosen individual.
- 3) When the Government has given prior approval for training to meet special requirements that are peculiar to a particular task order, the Government may reimburse the Contractors for tuition, travel, and per diem as required. Any reimbursement shall be in accordance with FAR Subpart 31.2 and reimbursed travel costs shall not exceed the applicable per diem and mileage rates in the Federal Travel Regulation (FTR). The travel/training/conference attendance will be negotiated in advance and awarded as a fixed-price task order or task order modification. Upon request from an IC, the Contractor will prepare travel and training requests and will submit to the Government for review and vetting. If the travel/training is deemed appropriate, the Contracting Officer will approve, and will notify Contractor personnel via electronic notification. There may be individual contractors who travel to foreign locations for conferences.

Types of visas often required for travel include visitor and business visas. Funds for visa processing fees will be awarded in task orders that require them.

- 4) The Contractors shall ensure that each contractor/subcontractor/consultant employee completes all NIH required training courses.
- 5) The Contractors shall provide an appropriate orientation outlining guidelines for working at the NIH and NIH's policies for on-site contractors, and any applicable Contractor company policies.

D. LICENSING AND CERTIFICATION REQUIREMENTS:

The Contractors must ensure that contract staff possesses and maintains/renews the appropriate licensure and/or certification as required by applicable law for the service(s) being performed and/or provided in the labor category description or the task order.

E. LABOR AND EXPENSE REPORTING AND INVOICING:

The Contractors must provide and manage a user-friendly web-based labor collection and review system for labor reporting and employee expenses. Apart from audits or investigations, the Government does not require access to the Contractors' systems. However, the Government requires hours reporting and billing information to be submitted electronically. The Contractors must provide timely, detailed, and accurate electronic monthly invoicing (Note: an invoice should include all sub-contractors and consultants).

F. REPORTING:

The Contractors' systems must be integrateable with the NIMH system, which is built on the Appian platform, through the use of application programming interfaces (APIs) or pre-built connectors. The Contractors' integration must include at minimum their payroll and other internal business systems and the Government's system. The approach requires approval by the NIMH Office of Information Technology and the National Institute on Drug Abuse (NIDA) Contracting Office.

Modifications to the system architecture may be required during the performance of this contract, as directed by the Contracting Officer. This could include the need to collect additional data elements or integrate with additional systems.

The Contractors should be prepared to deliver reports on data requested by the Government in accordance with Section I of the contract.

G. INSURANCE REQUIREMENTS:

The Contractors must meet requisite insurance requirements for all skill categories as defined in the solicitation, relevant task orders, and as is customary for the services being performed (such as automobile, Standard Workman's' Compensation, Employer's Liability Insurance, Ref: FAR Clause 52.228-7 Insurance-Liability to Third persons).

K. PLACES OF PERFORMANCE

The primary place of work for most requirements shall be the Rockville/Bethesda, Maryland area with other principal places of work being at other locations throughout the United States, and a few requirements establishing places of work in Canada. Further, the principal place of work for many requirements shall be in an NIH facility; however, some requirements may be performed elsewhere, such as at the Contractors' facilities and remotely.

The NIH main campus is located at:

National Institutes of Health
9000 Rockville Pike
Bethesda, MD 20892

L. GENERAL SECURITY AND PROPERTY AND INFORMATION DISPOSITION REQUIREMENTS APPLICABLE TO WORK UNDER ALL TASK ORDERS

Contractor personnel working or visiting the NIH campus or in a Government facility will be required to obtain an applicable NIH-issued ID badge granting access to campus from the NIH Division of Personnel Security and Access Control (DPSAC).

Since this statement of work involves the Contractors using skilled professionals to furnish services to the NIH, mostly at NIH facilities, the Government shall generally be providing the materials and supplies necessary for the Contractor employees to perform (with exceptions such as some IT services). However, this heightens the need for the Contractors (and their individual contractors/subcontractors/consultants) to be good custodians of

Government property and information. Consequently, FAR Clause 52.245-1, Alternate I (APR 2012) shall be incorporated into the Contract, and the Contractors (and their individual contractors/subcontractors/consultants) assume risk of loss for Government property, excepting reasonable wear and tear and proper consumption.

At all times during Contractor performance, the Contractors (and their individual contractors, subcontractors, consultants) shall comply with all applicable statutes, regulations, and procedures regarding the safeguarding and security of Government property and information. Specific requirements may be elaborated upon in individual task orders. Further, at all times an individual Contractor (or any individual consultant or subcontractor at any tier working for the prime contractor company) must safeguard Government property and information. A failure of an individual Contractor (or any individual consultant or subcontractor at any tier working for the prime contractor company) to safeguard Government property or information may not only constitute a performance failure under a task order, a contract breach, or cause for a debt determination, but the individual Contractor (or any individual consultant or subcontractor at any tier working for the prime contractor company) may also be subject to applicable civil and criminal laws, depending on the circumstances.

Regarding Government information and IT systems, an individual Contractor (or any individual consultant or subcontractor at any tier working for the prime Contractor company) shall not disclose and must safeguard procurement sensitive and other non-public information, designated protected information, computer systems and data, Privacy Act data, and Government or Contractor personnel work products which are obtained or generated in the performance of the contract or a specific task order.

Before any individual who is not a Government employee is given access to non-public information or Government IT systems, that individual must be in the employ of the prime Contractor company or one of the prime Contractor company's subcontractors or consultants (at any tier), and may only be given access under the following conditions:

- 1) It is necessary for the person to have access in order to perform the tasks outlined in the Statement of Work.
- 2) Before receiving the information, the person must be a US citizen, US national, a permanent resident, or hold other legally recognized work authorization;
- 3) Before receiving the information, the person passed a National Agency Check with Inquiries (NACI); and
- 4) Before receiving the information, the person signed a legally valid non-disclosure agreement (NDA) which is supported with adequate contractual consideration (typically employment under the contract).

Additional IT security requirements which may be applicable to a task order are provided elsewhere in the solicitation, outside of this statement of work.

M. ANIMAL SURVEILLANCE PROGRAM/MEDICAL TESTING/PREPARATION FOR ANIMAL HANDLING/EMERGENCY TREATMENT AND LABORATORY TESTING

Due to the nature of NIH's mission, some Contractors will require pre-employment Animal Surveillance and other medical surveillance testing and immunizations. The tasks requiring this pre-employment testing will be identified on the task order award documents. A sample of the pre-employment and other medical testing includes, but is not necessarily limited to, the following:

- Purified Protein Derivative (PPD)
- Chest X-Ray
- Hepatitis B Vaccine
- Hepatitis B Titer
- Rabies Vaccination
- Pre enroll/Annual Serum Draw
- Physical Exam
- Medical Record Fee (yearly)
- Annual Influenza Immunization

Additionally, due to the nature of NIH's research efforts involving human subjects or non-human subjects, contract staff may require emergency treatment and laboratory testing as a result of injury/illness that may occur during the workday. The Contractors shall provide contract staff with procedures for receiving emergency treatment and laboratory testing.

N. TRANSITION AND SUCCESSION

As part of its proposal, the Contractors shall provide a transition and succession plan which demonstrates the capability to ensure a smooth transition from the current contract, and to one (1) or multiple successor contracts, with minimal service disruptions and degradations to service quality. The Contractors must be fully prepared to implement the transition and succession plan at the start or completion of a contract as directed by the Contracting Officer.

O. POST AWARD CONFERENCE/PERIODIC PROGRESS MEETINGS

The Contractors shall attend any post-award conference convened by the COR.

Specific deliverables will be defined within each task order request. Task order deliverables shall include weekly reports to include identification of projects completed, progress of ongoing activities, any problems identified and plans for resolution of those problems. Reports as specified under Section 2.0 F. above, shall be delivered electronically to the COR and the Contracting Officer (CO).

The Contractors shall periodically meet with the CO, COR and other Government personnel, as appropriate, to review the Contractors' performance. The Contractors shall take the lead in coordinating these meetings. At these meetings, the CO will apprise the individual Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

P. DIGITAL PROCESS AUTOMATION

The Contractor shall successfully integrate with the NIH-developed web services and use in the performance of the contract. The digital solution automates work across the NIMH STARS Office, Institute and Center (IC) Partners, current contract holder and sub-contractors, and the NIDA Office of Acquisition (OA). The STARS application delivers a suite of tools to automate workflows and decision-making for vendor support of contractor roles and positions across NIH. The web services will govern the lifecycle of requests against the SOAR contract, such as but not limited to, the NIH requesting New Task Orders (TOs) through TO closure. In addition, travel requests, requests to address Contractor concerns, request to revise TOs, requests to exercise pre-negotiated options, and invoicing,

INVOICE INSTRUCTIONS FOR NIH FIXED-PRICE CONTRACTS, NIH(RC)-2

Format: Submit payment requests on Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, or the Contractor's self-generated form provided it contains all of the information prescribed herein. DO NOT include a cover letter with the payment request.

Number of Copies: Submit payment requests in the quantity specified in the Invoice Submission Instructions in Section G of the Contract Schedule.

Frequency: Submit payment requests upon delivery and acceptance of goods or services unless otherwise authorized by the Contracting Officer.

Currency: All NIH contracts are expressed in United States dollars. When the Government pays in a currency other than United States dollars, billings shall be expressed, and payment by the Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the Contractor. Notwithstanding the above, the total of all invoices paid under this contract may not exceed the United States dollars authorized.

Preparation and Itemization of the Payment Request: Prepare payment requests as follows:

Note: *All information must be legible or the invoice will be considered improper and returned to the Contractor.*

- (a) **Designated Billing Office Name and Address:** Enter the designated billing office name and address, as identified in the Invoice Submission Instructions in Section G of the Contract Schedule.
- (b) **Contractor's Name, Address, Point of Contact, TIN, and DUNS or DUNS+4 Number:** Show the Contractor's name and address exactly as they appear in the contract. Any invoice identified as improper will be sent to this address. Also include the name, title, phone number, and e-mail address of the Point of Contact in case of questions. If the remittance name differs from the legal business name, both names must appear on the invoice. Provide the Contractor's Federal Taxpayer Identification Number (TIN) and Data Universal Numbering System (DUNS) or DUNS+4 number. The DUNS number must identify the Contractor's name and address exactly as stated in the contract, and as registered in the System for Acquisition Management (SAM) database.

When an approved assignment of claims has been executed, the Contractor shall provide the same information for the assignee as is required for the Contractor (i.e., name, address, point of contact, TIN, and DUNS number), with the remittance information clearly identified as such.

- (c) **Invoice/Voucher Number:** Identify each payment request by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization. For example, if a contractor has already submitted invoice number 05 on one of its contracts or orders, it cannot use that same invoice number on any other contract or order. Payment requests with duplicate invoice numbers will be considered improper and returned to the contractor.

The NIH does not prescribe a particular numbering format but suggests using a job or account
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Revised 7/2013

number for each contract and order followed by a sequential invoice number (example: 8675309-05). Invoice numbers are limited to 30 characters. There are no restrictions on the use of special characters, such as colons, dashes, forward slashes, or parentheses.

If all or part of an invoice is suspended and the contractor chooses to reclaim those costs on a supplemental invoice, the contractor may use the same unique invoice number followed by an alpha character, such as "R" for revised (example: 8675309-05R).

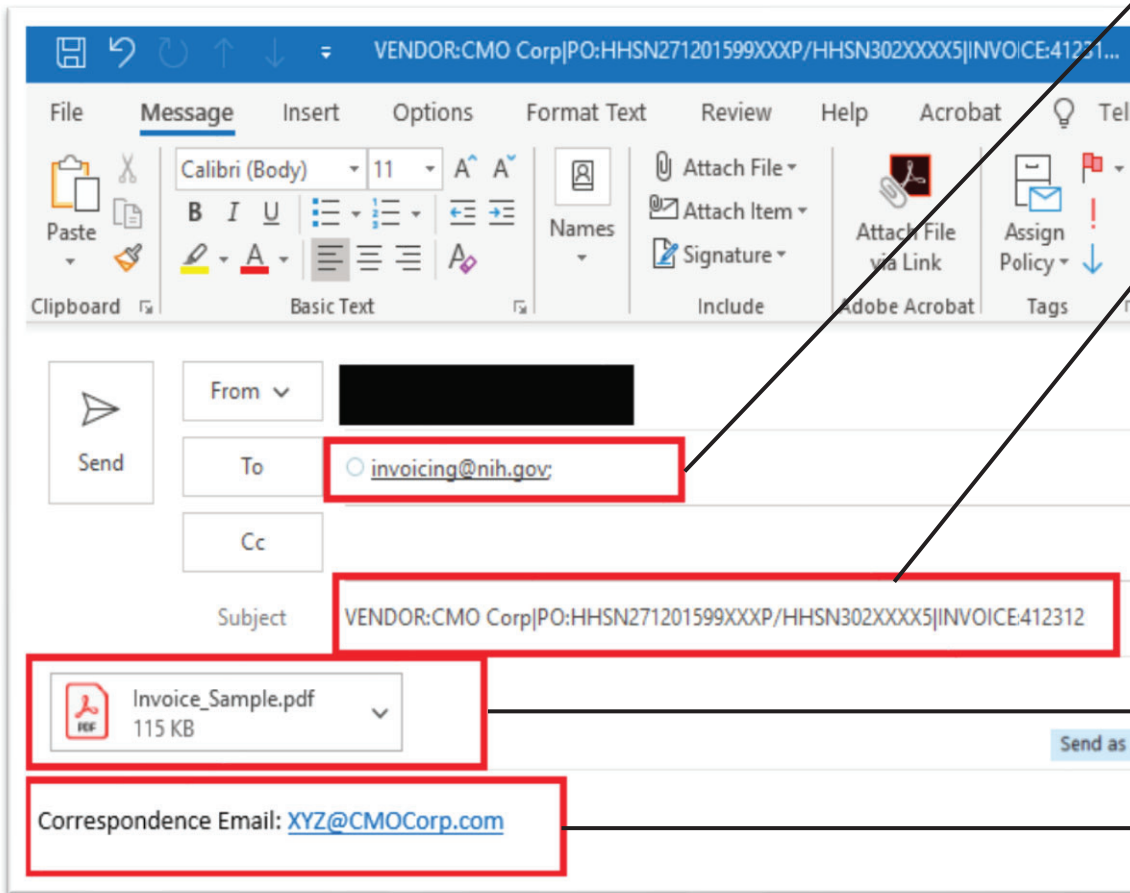
- (d) **Date Invoice/Voucher Prepared:** Insert the date the payment request is prepared.
- (e) **Contract Number and Order Number (if applicable):** Insert the contract number and order number (as applicable).
- (f) **Contract Title:** Insert the contract title listed on the cover page of the contract and/or Section G of the Contract Schedule.
- (g) **Current Contract Period of Performance:** Insert the contract start date/effective date through the current completion date of the contract.
- (h) **Total Fixed-Price of Contract/Order:** Insert the total fixed-price of the contract/order.
- (i) **Two-Way/Three-Way Match:** Identify whether payment is to be made using a two-way or three-way match. To determine required payment method, refer to the Invoice Submission Instructions in Section G of the Contract Schedule.
- (j) **Office of Acquisitions:** Insert the name of the Office of Acquisitions, as identified in the Invoice Submission Instructions in Section G of the Contract Schedule.
- (k) **Central Point of Distribution:** Identify the Central Point of Distribution, as specified in the Invoice Submission Instructions in Section G of the Contract Schedule.
- (l) **Billing Period:** Insert the beginning and ending dates (month, day, and year) of the period in which costs were incurred and for which reimbursement is claimed.
- (m) **Description of Supplies or Services:** Provide a description of the supplies or services, by line item (if applicable), quantity, unit price (where appropriate), and total amount. The item description, unit of measure, and unit price **must match** those specified in the contract. For example, if the contract specifies 1 box of hypodermic needles (100/box) with a unit price of \$50.00, then the invoice must state 1 box, hypodermic needles (100/box), \$50.00, **not** 100 syringes at \$0.50 each. Invoices that do not match the line item pricing in the contract will be considered improper and will be returned to the Contractor.
- (n) **Amount Billed - Current Period:** Insert the amount claimed for the current billing period, including any adjustments, if applicable. If the Contract Schedule contains separately priced line items, identify the contract line item(s) on the payment request.
- (o) **Amount Billed - Cumulative:** Insert the cumulative amounts claimed to date, including any adjustments as applicable. If the Contract Schedule contains separately priced line items,

identify the contract line item(s) on the payment request.

- (p) **Freight or Delivery Charges:** Identify all charges for freight or express shipments, other than f.o.b. destination, as a separate line item on the invoice. (If shipped by freight or express, and charges are more than \$25, attach prepaid bill.)
- (q) **Government Property:** If the contract authorizes the purchase of any item of Government Property (e.g., equipment), the invoice must list each item for which reimbursement is requested. Include reference to the following (as applicable):
- item number for the specific piece of equipment listed in the Property Schedule, and
 - Contracting Officer Authorization (COA) Number, if the equipment is not covered by the Property Schedule.

Instructions for Submitting Electronic Invoices via Email to the NIH Office of Financial Management (OFM) Effective April 23, 2020

4 Steps to Create the Invoice Submission Email



Step 1:
Send invoices to the following email address:
invoicing@nih.gov

Step 2:
Subject line must follow this format for the invoice you are submitting (see note below)

Step 3:
Attach the invoice to the email as either a PDF or Word document.

Step 4:
In the body of the email, type "Correspondence Email:" followed by your email address.

Step 2 Note: The key words (**Vendor**, **PO**, and **Invoice**), Colon (:) character following the keywords and the **PIPE (|)** character must be present to identify the information. The pipe (|) character is entered by pressing and holding the shift key and the backslash (\) key at the same time.

EXAMPLE: Vendor: name of the contractor or vendor | **PO:** Contract Number/Release Number | **Invoice:**9999999

For your reference, below is a chart listing examples of the correct and incorrect subject lines. Note: These are just examples, you must enter the applicable information for the invoice you are submitting.

Subject Line	Correct	Incorrect
Vendor: XYZ Corp PO: Contract Number/Release Number Invoice:XYASAD	✓	
XYZ Corp PO # Contract Number\Release Number Invoice # XYASAD		✗
XYZ Corp Purchase Order # Contract Number\Release Number Invoice # XYASAD		✗
XYZ Corp Contract Number\Release Number XYASAD		✗
Vendor: XYZ Corp,PO: Contract Number\Release Number,Invoice:XYASAD		✗

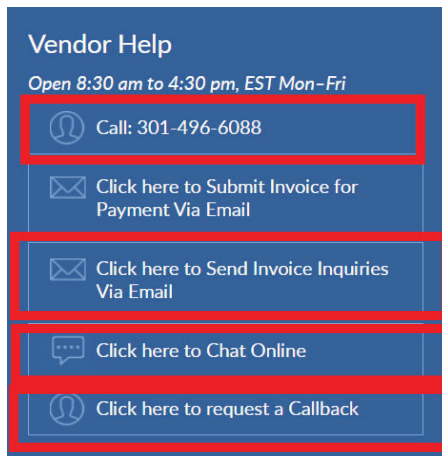
Instructions for Submitting Electronic Invoices via Email to the NIH Office of Financial Management (OFM) Effective April 23, 2020

Reminders:

- Must submit only **one** invoice per email.
- Follow the system size limits that apply to the email and each invoice: individual email attachments cannot exceed 5 megabytes each; and the email plus all attachments cannot exceed a total of 30 megabytes.
- Clearly identify a valid and complete contract number on each invoice
- Clearly identify a valid and complete order number on each invoice
- Clearly identify an accurate DUNS number on each invoice
- DO NOT include confidential information such as Social Security Numbers (do not include TIN if it is a Social Security Number)
- The invoice attached to the email must be in a PDF or Word format

The date/time that a valid invoice is submitted electronically to the email box (invoicing@nih.gov) will be the same date/time logged as the invoice is received by NIH.

Please do not hand-deliver invoices to any NIH office. Please follow the above electronic submission instructions until further notice. In addition, please note that your contract or order will not be modified to reflect the above changes to the invoicing instructions. Failure to follow the above electronic submission instructions may result in invoice processing delays.



Questions? Please direct inquiries regarding the status of invoices such as receipt of invoices, due date, or payment of invoices to the OFM Commercial Accounts Branch, Customer Service Office. The OFM Customer Service contact information and methods to contact are available at OFM website: <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>

The Customer Service Office is open Monday – Friday from 8:30 am to 4:30 pm (Eastern Standard Time) and is closed daily between 12:00 pm to 1:00 pm (Eastern Standard Time).

Instructions for Contractor Courtesy Copy Electronic Invoice Submission to the Contracting Officer (CO):

The Contractor shall send the OFM-submitted invoice to the NIH Contracting Officer.

ATTACHMENT 4

5. Small Business Subcontracting Plan (RFP Attachment 11)

PROJECT INFORMATION	
Solicitation/Contract No.: HHS-NIH-NIDA-SOL-2021-001	MOD No. (If applicable): <input type="text"/>
Title of Acquisition: SCIENTIFIC, OPERATIONS, AND ADMINISTRATIVE RESOURCES TO THE NIH	
Contractor's Name: Medical Science & Computing LLC	
Period of Performance: 5 Years, est start April 2021	Total Contract Amount (including options, and any modifications if this submission is due to a modification):
Total Modification Amount: (if applicable) <input type="text"/>	Base Period (if there are options) *:
Option 1 (if applicable) *:	Option 2 (if applicable) *:
Option 3 (if applicable) *:	Option 4 (if applicable) *:
FAR 52.217-8 (if applicable): <input type="text"/>	
Contracting Officer/Specialist Name: Brian O'Laughlin	Tel & Fax: (301) 827-5253
OPDIV/Division/Branch (including location): HHS/NIH/NIDA (Rockville/Bethesda, Maryland)	Email: olaughlinb@nida.nih.gov
<p>SUBCONTRACT PLAN REQUIREMENTS- Failure to include the essential information of FAR Subpart 19.7 may be cause for either a delay in acceptance or the rejection of a bid or offer when a subcontracting plan is required. "SUBCONTRACT," as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime contractor or subcontractor requesting supplies or services required for performance of the contract or subcontract.</p> <p>If assistance is needed to locate small business sources, contact the Small Business Specialist (SBS) supporting the OPDIV. SBS contact information is located on the OSDDBU website (http://www.hhs.gov/about/smallbusiness/osdbustaff.html) or you may contact the OSDDBU headquarters at (202) 690-7300. HHS currently has the following subcontracting goals for Fiscal Year 2017:</p>	
Type of Concern	Goal (%)
Small Business <i>*MSC has proposed a 35% Small Business subcontracting Goal</i>	33.00%
Small Disadvantaged Business, including 8(a) Program Participants, Alaska Native Corporations (ANC) and Indian Tribes	5.00%
Women Owned Small Business	5.00%
Service Disabled Veteran Owned Small Business	3.00%
HUBZone	3.00%

For this procurement, or modification, HHS expects all proposed subcontracting plans to contain at a minimum the aforementioned percentages.																					
1. Type of Plan (check one):	Individual <input checked="" type="checkbox"/>	*Master (Addendum) <input type="checkbox"/>	*Commercial <input type="checkbox"/>																		
2. Subcontracting Goal Data: (FAR19.702(a)(1-3) & FAR 52.219-9(d)(1)) Below indicate the dollar and percentage goals for Small Business (SB), Small Disadvantaged (SDB) including Alaska Native Corporations and Indian Tribes, Women-owned and Economically Disadvantaged Women-Owned (WOSB), Historically Underutilized Business Zone (HUBZone), Veteran Owned Small Business (VOSB), Service-Disabled Veteran-Owned (SDVOSB) Small Businesses and “Other than Small Business” (Other) as subcontractors. Indicate the base year and each option year, as specified in FAR 19.704. If any contract has more than four options, please attach additional sheets which illustrate dollar amounts and percentages. <u>PLEASE NOTE: Zero dollars is not an acceptable goal for the SB, SDB, WOSB, HUBZone, VOSB or SDVOSB categories since this does not demonstrate a good faith effort throughout the period of performance of the contract.</u>		% of Total Contract \$ If required by CO * *Not required per RFP																			
For Individual Plans complete a(1): (FAR 52.219-9(d)(2)(i)) a(1). Total dollars planned to be subcontracted under this contract is: =2b+2h If your contract includes options, please include the break down here: Base Period: Option Period 3: Option Period 1: Option Period 4: Option Period 2:		For Individual Plan *Not required per RFP																			
b. Total dollars planned to be subcontracted to small business concerns (including ANC and Indian tribes)- [Percentage of 2a.]: (FAR 52.219-9(d)(2)(ii)) <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> </table> If your contract includes options, please include the break down here: <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Base:</td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>OPT 1:</td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>OPT 2:</td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>OPT 3:</td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>OPT 4:</td> <td style="text-align: center;">and</td> <td style="text-align: right;">35%</td> </tr> </table>			and	35%	Base:	and	35%	OPT 1:	and	35%	OPT 2:	and	35%	OPT 3:	and	35%	OPT 4:	and	35%	*Not required per RFP	
	and	35%																			
Base:	and	35%																			
OPT 1:	and	35%																			
OPT 2:	and	35%																			
OPT 3:	and	35%																			
OPT 4:	and	35%																			
c. Total dollars planned to be subcontracted to veteran-owned small business concerns- [Percentage of 2.a.]: (FAR 52.219-9(d)(2)(iii))																					

<p>If your contract includes options, please include the break down here:</p> <p>Base:</p> <p>OPT 1:</p> <p>OPT 2:</p> <p>OPT 3:</p> <p>OPT 4:</p>	<p>and</p> <p>and</p> <p>and</p> <p>and</p> <p>and</p>	<p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p>	<p>*Not required per RFP</p>
<p>d. Total dollars planned to be subcontracted to service-disabled veteran-owned small business - [Percentage of 2.a.]: (FAR 52.219-9(d)(2)(iv))</p>			
<p>If your contract includes options, please include the break down here:</p> <p>Base:</p> <p>OPT 1:</p> <p>OPT 2:</p> <p>OPT 3:</p> <p>OPT 4:</p>	<p>and</p> <p>and</p> <p>and</p> <p>and</p> <p>and</p>	<p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p>	<p>*Not required per RFP</p>
<p>e. Total dollars planned to be subcontracted to HUBZone small business concerns - [Percentage of 2.a.]: (FAR 52.219-9(d)(2)(v))</p>			
<p>If your contract includes options, please include the break down here:</p> <p>Base:</p> <p>OPT 1:</p> <p>OPT 2:</p> <p>OPT 3:</p> <p>OPT 4:</p>	<p>and</p> <p>and</p> <p>and</p> <p>and</p> <p>and</p>	<p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p> <p>3%</p>	<p>*Not required per RFP</p>
<p>f. Total dollars planned to be subcontracted to small disadvantaged business concerns (including ANCs and Indian tribes) - [Percentage of 2.a.]: (FAR 52.219-9(d)(2)(vi))</p>			
<p>If your contract includes options, please include the break down here:</p> <p>Base:</p> <p>OPT 1:</p>	<p>and</p> <p>and</p> <p>and</p>	<p>5%</p> <p>5%</p> <p>5%</p>	<p>*Not required per RFP</p>

Professional Administrative Support	X	X	X	X	X	X	X
Facility Operations Support	X	X	X	X	X	X	X

j. Please describe the methodology used to develop goals & identify potential sources (e.g. historical trends, information on technical and competitive bidding, formula for calculating goals, etc.) (FAR 52.219-9(d)(4-5)):

The goals stated herein for subcontracting to SB, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns were established based on: 1) the requirements of this contract; 2) MSC's developed relationships with known and reliable subcontractors within these areas of business; and 3) our experience with identifying and successfully utilizing appropriate subcontractors.

The following methods may be used to identify how the product and service areas to be subcontracted were established to ensure that SB, HUBZone, SDB, WOSB, VOSB and SDVOSB concerns will have ample and equitable opportunities to be considered:

1. Review MSC's Small Business Subcontractor Team Mates for relevant capabilities and past experience as it applies to an individual Task Order.
2. Review MSC's internal database of a variety of SB's for relevant capabilities and past experience as it applies to an individual Task Order.
3. Seek referrals from key stakeholders, such as our customers, partners and other subcontractors.
4. Solicit interest of qualified firms via posting on our company's web site.
5. Small Business Administration's web based database - Dynamic Small Business Search (via SBA/CCR) http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm.
6. National Minority and Women-Owned Business Directory <http://diversityinforesources.com/minoritybus.shtm>.
7. Business.com database and search tool <http://www.business.com/>.
8. Dun & Bradstreet's Zapdata.com.
9. The Research and Information Division of the Minority Business Development Agency in the Department of Commerce.
10. Attend trade fairs and maintain contacts with Trade Associations for SB, SDB and WOSB.
11. Minority Supplier Development Council, <http://www.nmsdc.org/nmsdc/>.
12. Lists of qualified HUBZone concerns identified in the SBA's Map, <http://www.sba.gov/content/hubzone-maps>.
13. Searches in the System for Award Management (SAM), formerly known as Central Contractor Registration (CCR), <https://www.sam.gov>.
14. Corporate sponsored small business gatherings.

k. Indirect costs have have not been included in the dollar and percentage subcontracting goals above (check one).

If indirect costs have been included in establishing subcontracting goals, please provide a description of the method used to determine the proportionate share of indirect costs to be incurred with all types of concerns listed in 2.b.-2.f. (FAR 52.219-9(d)(6)): **MSC has an established practice of applying a Sub Handling rate to Subcontractor costs. MSC has included the estimated 1% Sub Handling rate in these figures and plans to report actual cost + Sub Handling (per Incurred Cost Proposal and/or Provisional billing, as applicable) per reporting period. MSC will apply the Provisional Rate and true up the actual Sub Handling Rate/Cost as needed (i.e. Incurred Cost Proposals are submitted and/or provisional or final indirect rate agreements are negotiated).**

3. Please enter the following information for the individual who will administer your Subcontracting Program: (FAR 52.219-9(d)(7))

Name: **Crystal Puleo**

Title: **VP-Contracts**

Address: **11300 Rockville Pike, Suite 1100, Rockville, MD 20852**

Telephone: **540-454-3828**

Email: **cpuleo@mscweb.com**

Duties: Does the individual named above have general overall responsibility for the company's subcontracting program, i.e., developing, preparing, and executing subcontracting plans and monitoring performance relative to the requirements of those subcontracting plans and perform the following duties? yes no

Additionally, please respond whether or not the individual who will administer you subcontracting program conducts the following:

1. Developing and promoting company-wide policy initiatives that demonstrate the company's support for awarding contracts and subcontracts to SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns; and for assuring that these concerns are included on the source lists for solicitations for products and services they are capable of providing; yes no
2. Developing and maintaining bidder source lists of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns from all possible sources; yes no
3. Ensuring periodic rotation of potential subcontractors on bidder's lists; yes no
4. Assuring that SB, SDB, WOSB, HUBZone, VOSB and SDVOSB businesses are included on the bidders' list for every subcontract solicitation for products and services that they are capable of providing. yes no
5. Ensuring that Requests for Proposals (RFPs) are designed to permit the maximum practicable participation of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns. yes no
6. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, 8(a), SDB, WOSB, HUBZone, VOSB and SDVOSB small business participation. yes no
7. Accessing various sources for the identification of SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns to include the System for Award Management (<http://sam.gov>), local small business and minority associations, local chambers of commerce and Federal agencies' Small Business Offices; yes no
8. Establishing and maintaining contract and subcontract award records; yes no
9. Participating in Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, Procurement Conferences, etc; yes no
10. Ensuring that SB, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns are made aware of subcontracting opportunities and assisting concerns in preparing responsive bids to the company; yes no
11. Conducting or arranging for the conduct of training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act, as amended; yes no
12. Monitoring the company's subcontracting program performance and making any adjustments necessary to achieve the subcontract plan goals; yes no
13. Preparing and submitting timely, required subcontract reports; yes no
14. Conducting or arranging training for purchasing personnel regarding the intent and impact of 8(d) of the Small Business Act on purchasing procedures; and yes no
15. Coordinating the company's activities during the conduct of compliance reviews by Federal agencies. yes no

(If **NO** is checked for any of the duties above, please provide who in the company performs those duties, or indicate why the duties are not performed in your company on a separate sheet of paper and submit with the proposed subcontracting plan.)

4. Please describe your efforts to ensure that Small Businesses (incl. SDB, WOSB, HUBZone, SDVOSB) have an equitable opportunity to compete for subcontracts: **(FAR 52.219-9(d)(8))**

These efforts include, but are not limited to, the following activities:

a. Outreach efforts to obtain sources: (1) Contact minority and small business trade associations; (2) contact business development organizations and local chambers of commerce; (3) attend SB, SDB, WOSB, HUBZone, VOSB and SDVOSB procurement conferences and trade fairs; (4) review sources from the System for Award Management (<http://www.sam.gov>); (5) review sources from the Small Business Administration (SBA), Dynamic Small Business Search database (DSBS) <http://dsbs.sba.gov/>); (6) Consider using other sources such as the National Institutes of Health (NIH) e-Portals in Commerce, (e-PIC), (<http://epic.od.nih.gov/>)). The NIH e-PIC is not a mandatory source; however, it may be used at the offeror's discretion; and (7) Utilize newspaper and magazine ads to encourage new sources.

b. Internal efforts to guide and encourage purchasing personnel: (1) Conduct workshops, seminars and training programs;

(2) Establish, maintain, and utilize SB, SDB, WOSB, HUBZone, VOSB and SDVOSB source lists, guides, and other data for soliciting subcontractors; and (3) Monitor activities to evaluate compliance with the subcontracting plan.

Efforts Described: **MSC will make every effort to ensure that all small business concerns have an equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities:**

a. Outreach efforts to obtain sources:

1. Contacts with Minority and Small Business Trade Associations.
2. Contacts with Business Development Organizations and local chambers of commerce.
3. Attendance at SB, SDB, WOSB, HUBZone, VOSB and SDVOSB procurement conferences and trade fairs.
4. Review sources from the Central Contractor Registration (CCR) via www.SAM.gov.
5. Review sources from the Small Business Administration (SBA).
6. Review sources from the NIH e-Portals in Commerce (e-PIC).
7. Utilize newspaper and magazine ads to encourage new sources.
8. Contacts with the National Minority and Women-Owned Business Organizations such as Diversity Info Resources, Inc., Minority Business Enterprise, Inc. and the National Minority Supplier Development Council.
9. Communication with the Research and Information Division of the Minority Business Development Agency in the Department of Commerce.
10. Contacts with Veterans service organizations.

b. Internal efforts to guide and encourage purchasing personnel:

1. Conduct workshops, seminars, and training programs.
2. Establish, maintain and utilize source lists, guides and other data for soliciting subcontracts for SB, SDB, WOSB, HUBZone, SDVOSB, and VOSB firms maintained in our internal teaming database.
3. Monitor activities to evaluate compliance with this subcontracting plan.
4. Allow maximum time for bidding.
5. Establish delivery schedules that will encourage small business participation.
6. Provide Government contract management and technical assistance as necessary to mentor SB, SDB, WOSB, HUBZone, SDVOSB, and VOSB firms.
7. Restrict competition to SB, SDB, WOSB, HUBZone, SDVOSB, and VOSB concerns whenever possible.
8. Quarterly assessment of utilization to measure and report results.
9. Seek to identify Small Businesses to establish formal Mentor Protégé Agreements in accordance with MSC's established processes.
10. MSC has employed a policy of making capabilities of small, HUBZone, SDB, WOSB, SDVOSB and VOSB businesses known to MSC Senior Executives prior to receipt of any particular RFP or task order. When potential sources are considered the qualifications of these businesses are known and considered by one or more of the following policies. This is accomplished in a number of ways.
 - a. Past Performance/Relationships. Dealing with firms with whom we have worked on prior engagements. Accenture has, as clients, a large number of SB with whom we are familiar and may call upon as subcontractors. These subcontractors have a proven track record.
 - b. Dedicated Resource. MSC's Small Business Liaison Officer interviews and circulates the literature of small, HUBZone, SDB, WOSB, SDVOSB and VOSB as we become aware of their existence and these resources are drawn upon as appropriate.

- c. **Corporate Portal.** Information about small businesses in all categories is available through our Supplier Portal, which is available to the key decision makers responsible for putting together our teams.
- d. **Referrals.** Referrals are also made by other firms that we do business with, either in response to a particular RFP or in general.

5. Flow Down Clause: **(FAR 52.219-9(d)(8))**

The contractor agrees to include the provisions under FAR 52.219-8, "Utilization of Small Business Concerns," in all acquisitions exceeding the simplified acquisition threshold that offers further subcontracting opportunities. All subcontractors, except small business concerns, that receive subcontracts in excess of \$700,000 (\$1,500,000 for construction) must adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan." Note: In accordance with FAR 52.212-5(e) and 52.244-6(c)(2) the contractor is not required to include flow-down clause FAR 52.219-9 if it is subcontracting commercial items.

6. Reporting and Cooperation: **(FAR 52.219-9(d)(10)); (FAR 19.704(a)(10))**

The contractor gives assurance of 1) cooperation in any studies or surveys that may be required; 2) submission of periodic reports which illustrate compliance with the subcontracting plan; 3) submission of its Individual Subcontracting Report (ISR) and Summary Subcontract Report (SSR); and 4) subcontractors submission of ISRs and SSRs. ISRs and SSRs shall be submitted via the Electronic Subcontracting Reporting System (eSRS) website <https://esrs.symlicity.com/index?tab=signin&cck=1>

Please refer to FAR Part 19.7 or contact the Contracting Officer for regulatory reporting requirements and other obligations you are accepting as part of your signing of this document and acceptance of any subsequent contract award that may be granted.

7. Record keeping: **(FAR 52.219-9(d)(11))**

FAR 52.219-9(d)(11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan.

Contractor acknowledges and agrees to record keeping obligation expressed at FAR 52.219-9(d)(11). yes no

8. Assurances of Good Faith Effort, and the submission of explanations when failing to acquire as stated in Good Faith Effort: **(FAR 52.219-9(d)(12-13))**

Contractor hereby makes the following assurances:

(1) that contractor will make a good faith effort to acquire articles, equipment, supplies, services, or materials, or obtain the performance of construction work from the small business concerns that it used in preparing the bid or proposal, in the same or greater scope, amount, and quality used in preparing and submitting the bid or proposal yes no ; and

(2) that the Contractor will provide the Contracting Officer with a written explanation if the Contractor fails to acquire articles, equipment, supplies, services or materials or obtain the performance of construction work within 30 days of contract completion and as required under FAR 19.7. yes no

9. Assurances that the Contractor will not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor: **(FAR 52.219-9(d)(14))**

Contractor hereby makes the assurance that the Contractor will not prohibit a subcontractor from discussing with the Contracting Officer any material matter pertaining to payment to or utilization of a subcontractor. yes no

10. Assurances of Timely Payments to Subcontractors: **(FAR 52.219-9(d)(15))**

FAR 19.702 requires your company to establish and use procedures to ensure the timely payment of amounts due pursuant to the terms of your subcontracts with SB concerns, SDB, WOSB, HUBZone, VOSB and SDVOSB concerns.

Your company has established and use such procedures yes no . Additionally, Contractor makes an assurance that Contractor will pay its small business subcontractors on time and in accordance with the terms and conditions of the underlying subcontract, and notify the contracting officer when the prime contractor makes either a reduced or an untimely payment to a small business subcontractor yes no .

Signature Page

1. Contractor makes the following representation: I have reviewed FAR Part 19.704 and FAR Clause 52.219-9, and this Subcontracting Plan is in compliance. yes no

This Subcontracting Plan was submitted by:

Name: **Crystal Puleo**

Title: **VP-Contracts**

Signature:



Address: **11300 Rockville Pike, Suite 1100, Rockville, MD 20852**

Telephone: **540-454-3828**

Email: **cpuleo@mscweb.com**

Safety and Health, HHSAR 352.223-70 (January 2006)

- (a) To help ensure the protection of the life and health of all persons, and to help prevent damage to property, the Contractor shall comply with all Federal, State, and local laws and regulations applicable to the work being performed under this contract. These laws are implemented or enforced by the Environmental Protection Agency, Occupational Safety and Health Administration (OSHA) and other regulatory/enforcement agencies at the Federal, State, and local levels.
- (1) In addition, the Contractor shall comply with the following regulations when developing and implementing health and safety operating procedures and practices for both personnel and facilities involving the use or handling of hazardous materials and the conduct of research, development, or test projects:
- (ii) 29 CFR 1910.1030, Bloodborne pathogens; 29 CFR 1910.1450, Occupational exposure to hazardous chemicals in laboratories; and other applicable occupational health and safety standards issued by OSHA and included in 29 CFR Part 1910. These regulations are available at: <http://www.osha.gov>.
- (ii) Nuclear Regulatory Commission Standards and Regulations, pursuant to the Energy Reorganization Act of 1974 (42 U.S.C. 5801 et seq.). The Contractor may obtain copies from the U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.
- (2) The following Government guidelines are recommended for developing and implementing health and safety operating procedures and practices for both personnel and facilities:
- (i) Biosafety in Microbiological and Biomedical Laboratories, CDC. This publication is available at <http://www.cdc.gov/OD/ohs/biosfty/bmbl4/bmbl4toc.htm>.
- (ii) Prudent Practices for Safety in Laboratories (1995), National Research Council, National Academy Press, 500 Fifth Street, NW., Lockbox 285, Washington, DC 20055 (ISBN 0-309-05229-7). This publication is available at <http://www.nap.edu/catalog/4911.html>.
- (b) Further, the Contractor shall take or cause to be taken additional safety measures as the Contracting Officer, in conjunction with the Contracting Officer's Technical Representative or other appropriate officials, determines to be reasonably necessary. If compliance with these additional safety measures results in an increase or decrease in the cost or time required for performance of any part of work under this contract, the Contracting Officer will make an equitable adjustment in accordance with the applicable "Changes" clause set forth in this contract.
- (c) The Contractor shall maintain an accurate record of, and promptly report to the Contracting Officer, all accidents or incidents resulting in the exposure of persons to toxic substances, hazardous materials or hazardous operations; the injury or death of any person; or damage to property incidental to work performed under the contract and all violations for which the Contractor has been cited by any Federal, State or local regulatory/enforcement agency. The report shall include a copy of the notice of violation and the findings of any inquiry or inspection, and an analysis addressing the impact these violations may have on the work remaining to be performed. The report shall also state the required action(s), if any, to be taken to correct any violation(s) noted by the Federal, State or local regulatory/enforcement agency and the time frame allowed by the agency to accomplish the necessary corrective action.

- (d) If the Contractor fails or refuses to comply with the Federal, State or local regulatory/enforcement agency's directive(s) regarding any violation(s) and prescribed corrective action(s), the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action (as approved by the Federal, State or local regulatory/enforcement agencies) has been taken and documented to the Contracting Officer. No part of the time lost due to any stop work order shall be subject to a claim for extension of time or costs or damages by the Contractor.
- (e) The Contractor shall insert the substance of this clause in each subcontract involving toxic substances, hazardous materials, or hazardous operations. The Contractor is responsible for the compliance of its subcontractors with the provisions of this clause.

(End of clause)

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, <i>if known</i> : 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

NIMH SOAR Master Labor Categories				
Labor Category	Level	Functional Responsibilities	Minimum/General Experience	Minimum Education
Accounting Technician	1	1. Conducts daily reviews of financial transactions and reconciles balance sheets. 2. Reviews funding documents for accuracy and completeness and assists performing corrections. 3. Reviews and makes recommendations for obligation of a variety of documents. 4. Receives and processes invoices and obtains appropriate approving signatures. 5. Researches and corrects accounting errors and advises designated staff.	1-2 years a. Experience in a related field keeping and maintaining accounting ledgers and documentation. b. Experience using computer accounting software and Web based systems. c. Proficiency with MS Office Suite. d. Demonstrates Strong organizational skills. e. Strong oral and written communication skills.	Associate's or Vocational Bookkeeping Certificate in Accounting
Accounting Technician	2	1. Conducts daily reviews of financial transactions and reconciles balance sheets. 2. Reviews funding documents for accuracy and completeness and assists performing corrections. 3. Reviews and makes recommendations for obligation of a variety of documents. 4. Receives and processes invoices and obtains appropriate approving signatures. 5. Researches and corrects accounting errors and advises designated staff.	3-4 years a. Experience keeping and maintaining accounting ledgers and documentation. b. Experience using accounting software and Web based systems. c. Proficiency with MS Office Suite. d. Strong organizational skills. e. Strong oral and written communication skills.	Associate's or Vocational Bookkeeping Certificate in Accounting or a Bachelor's degree and 1-2 years of experience.
Animal Biologist Non-Human Primate	1	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data.	1-2 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	2	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates.	3-4 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	3	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	5-7 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	4	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	8-10 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	Bachelor's in Life Biological sciences
Animal Biologist Non-Human Primate	5	1. Conducts / provides behavioral testing on non-human primates. 2. Conducts MRI structural scans. 3. Handles and trains non-human primates. 4. Provides safe transportation of non-human primates. 5. Performs historical processing of non-human primate tissue. 6. Prepares/sterilizes surgical equipment and instruments. 7. Provides input into research protocol and performs surgical procedures on animals involved in research protocols. 8. Collects, maintains, and organizes MRI imaging data. 9. Performs health surveillance and assessment of non-human primates. 10. Provides training of new staff on the proper handling and testing of non-human primates.	11-13 years experience and a. Experience working with animals non-human primates in a research environment. b. Demonstrates Experience performing surgical procedures with non-human primates. c. Experience analyzing experimental data.	PhD in Life Biological sciences
Animal Biologist Small Animal	1	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues.	1-2 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
Animal Biologist Small Animal	2	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues. 8. Analyzes experimental data.	3-4 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
Animal Biologist Small Animal	3	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues. 8. Analyzes experimental data. 9. Edits and writes research papers and protocols.	5-7 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
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Animal Biologist Small Animal	5	1. Studies the basic principles of animal life and the effects of varying environmental factors. 2. Conducts research and performs experiments on the selection and breeding of animals. 3. Maintains animal colonies. 4. Performs simple surgeries on animals. 5. Prepares and analyzes animal tissues. 6. Performs molecular biology techniques. 7. Performs immunohistochemistry on animal tissues. 8. Analyzes experimental data. 9. Edits and writes research papers and protocols. 10. Selects, devises, plans, and executes the most appropriate experiments for analysis and interpretation of data, for developing strategies, for pursuing significant observations, and for ensuring accuracy of data.	11-13 years of experience and a. Experience in molecular biology or immunocytochemistry, or a related field. b. Demonstrates Experience in performing animal surgical procedures with small animals. c. Experience analyzing experimental data.	Bachelor's in Biological sciences
Behavioral Geneticist	1	1. Designs and performs complex experiments and testing. 2. Designs, tests and recommends new approaches and strategies for performing behavioral research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise designing and performing quantitative and qualitative behavioral research. b. Proficiency with statistical programming packages (i.e. R, STATA, SAS or Python). c. Experience with data visualization and integrated statistics tools (e.g. Microsoft Power BI, Domo, Qlik, D3.js, etc.). c. Proficiency with MS Office Suite.	PhD in Psychology or genetics
Biochemist	1	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment.	1-2 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry

Biochemist	2	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment. 6. Writes technical reports and prepares manuscripts. 7. Performs lab techniques which study the chemical processes of living organisms. 8. Conducts research experiments that will determine the effects of food, drugs, serums, hormones, and other substances on tissues and processes of living organisms.	3-4 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry
Biochemist	3	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment. 6. Writes technical reports and prepares manuscripts. 7. Performs lab techniques which study the chemical processes of living organisms. 8. Conducts research experiments that will determine the effects of food, drugs, serums, hormones, and other substances on tissues and processes of living organisms. 9. Presents findings at scientific conferences and meetings.	5-7 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry
Biochemist	4	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment. 6. Writes technical reports and prepares manuscripts. 7. Performs lab techniques which study the chemical processes of living organisms. 8. Conducts research experiments that will determine the effects of food, drugs, serums, hormones, and other substances on tissues and processes of living organisms. 9. Presents findings at scientific conferences and meetings. 10. Participates in the development of laboratory procedures.	8-10 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry
Biochemist	5	1. Performs research activities and other tasks in a laboratory environment. 2. Records observations and measurements and reports results at weekly laboratory meetings. 3. Documents and analyzes data from experiments. 4. Evaluates new technologies and instruments. 5. Maintains lab notebooks and lab equipment. 6. Writes technical reports and prepares manuscripts. 7. Performs lab techniques which study the chemical processes of living organisms. 8. Conducts research experiments that will determine the effects of food, drugs, serums, hormones, and other substances on tissues and processes of living organisms. 9. Presents findings at scientific conferences and meetings. 10. Participates in the development of laboratory procedures.	11-13 years and a. Related experience Laboratory experience in biology, chemistry or biophysics. b. Proficiency Basic computer skills to include with MS Office Suite. c. Background in biology, chemistry and / or biophysics. d. Strong oral and written communication skills.	Master's in Science related field Biochemistry, Biology, or Chemistry
Bioinformatics Scientist	1	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data.	1-2 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	2	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data.	3-4 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	3	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data. 6. Provides research / service goals in the context of the laboratory's overall mission. 7. Evaluates new types of experimental approaches to protocols based on knowledge of scientific literature, available facilities and research needs. 8. Independently coordinates the training of personnel in the use of scientific software applications, statistical software applications and programmatic software applications.	5-6 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	4	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data. 6. Provides research / service goals in the context of the laboratory's overall mission. 7. Evaluates new types of experimental approaches to protocols based on knowledge of scientific literature, available facilities and research needs. 8. Independently coordinates the training of personnel in the use of scientific software applications, statistical software applications and programmatic software applications. 9. Initiates interdisciplinary collaborations with other research centers. 10. Deliver at least one presentation per year to audiences outside the Government.	7-8 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java. e. Advanced knowledge of bioinformatics approaches to analyze data and develop computational tools.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Bioinformatics Scientist	5	1. Provides programming and troubleshooting support to the Federal Government in the dissemination of research data. 2. Performs computations on research data analysis. 3. Works with staff on scientific programming and experimental design. 4. Records observations and report results at weekly laboratory meetings. 5. Provides statistical support / analysis on research data. 6. Provides research / service goals in the context of the laboratory's overall mission. 7. Evaluates new types of experimental approaches to protocols based on knowledge of scientific literature, available facilities and research needs. 8. Independently coordinates the training of personnel in the use of scientific software applications, statistical software applications and programmatic software applications. 9. Initiates interdisciplinary collaborations with other research centers. 10. Deliver at least one presentation per year to audiences outside the Government.	9-10 years and a. Experience in related field performing supporting biological research. b. Basic Knowledge of computer science, systems analysis, and systems programming. c. Proficiency with Computer skills to include MS Office Suite. d. Experience with C, C++, and Java. e. Advanced knowledge of bioinformatics approaches to analyze data and develop computational tools.	Master's in Biological Sciences or Life Sciences Bioinformatics or Computational Biology
Biological Scientist	1	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Assists with performing basic laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures.	1-2 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	2	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Performs various laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures.	3-4 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	3	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	5-6 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	4	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	7-8 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	5	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	9-10 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	6	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	11-12 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field
Biological Scientist	7	1. Provides technical experience needed to assist in studying the basic principles of plant and animal life. 2. Independently performs various complex laboratory experiments and procedures. 3. Prepares, organizes and maintains various lab samples, supplies, and equipment. 4. Learns new laboratory techniques and procedures and trains staff. 5. Analyzes and interprets data and prepares summaries and reports. 6. Monitors storage and disposal of laboratory materials and substances. 7. Provides advanced technical support and troubleshooting of sophisticated equipment. 8. Searches scientific literature for new methods and procedures. 9. Performs literature searches in order to develop new research procedures and applications. 10. Develops and maintains research database.	13-14 years and a. Experience in biology or related field performing biological research functions in a research setting. b. Demonstrates experience working in a laboratory environment. c. Demonstrates knowledge of Experience maintaining accurate and detailed records. d. Demonstrates Knowledge of proper laboratory disposal methods and safety procedures.	Master's in Biology, life sciences or related field

Biomedical Engineer	1	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements.	3-4 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Biomedical Engineer	2	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements. 5. Provides technical training on equipment operations.	5-7 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Biomedical Engineer	3	1. Designs and develops biomedical equipment. 2. Coordinates the testing and analysis process. 3. Tests the functionality of equipment and takes accuracy, sensitivity, and selectivity measurements. 4. Monitors biomedical equipment to ensure compliance with regulatory requirements. 5. Provides technical training on equipment operations.	8-10 years and a. Experience providing biomedical engineering support to laboratory operations in biomedical engineering or a related field. b. Demonstrates Knowledge of biomedical regulatory requirements.	Bachelor's in Biomedical Engineering or a related discipline
Budget Analyst	1	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections.	1-2 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	2	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections.	3-4 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	3	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections. 6. Develops fiscal spreadsheets for tracking budgets and provides summaries for evaluation of spending patterns.	5-7 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	4	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections. 6. Develops fiscal spreadsheets for tracking budgets and provides summaries for evaluation of spending patterns. 7. Gathers financial information and develops spreadsheets to support coordination of budgetary activities.	8-10 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Budget Analyst	5	1. Performs routine budget execution functions for assigned budget area and monitors, reviews and reconciles information relating to commitments, obligations, expenditures and reimbursable orders. 2. Reviews obligating documents in accounting system for accuracy and prepares reports. 3. Performs analysis of financial and accounting records to determine financial resources and budget allocations. 4. Reviews expenditures and monitors budget status and develops detailed budget reports. 5. Maintains and updates databases, monitors and verifies accuracy of data, and identifies errors and performs corrections. 6. Develops fiscal spreadsheets for tracking budgets and provides summaries for evaluation of spending patterns. 7. Gathers financial information and develops spreadsheets to support coordination of budgetary activities. Provide comparative projections of financial data and spending plans. 8. Provides internal audits and annual site reviews of contracts. 9. Provides detailed, comparative projections of financial data and spending plans.	11-13 years and a. Budget formulation, accounting and financial analysis experience. b. Proficiency with MS Office Suite, specifically spreadsheet development and management. c. Knowledge of federal budgetary and accounting practices.	Bachelor's in Economics, finance, accounting
Cheminformatics Scientist	1	1. Designs software for computational chemistry and chemistry databases. 2. Supports variety of scientific experiments and testing using advanced computation chemistry methods. 3. Provides senior subject matter expertise necessary to solve complex experimental and testing problems. 4. Identifies, tests and implements new procedures, methodologies and tools to support scientific experiments and testing. 5. Researches and presents reports, articles and presentations for presentation and publication.	5-7 years and a. Expertise designing software and databases for computational chemistry. b. Proficiency with programming languages (i.e. Python, R, etc.). c. Proficiency with MS Office Suite.	PhD in Cheminformatics or computational chemistry
Chemist	1	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures.	1-2 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	2	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures.	3-4 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	3	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc.	5-6 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	4	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc. 10. Manages overall maintenance of laboratory.	7-8 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	5	1. Provides laboratory experience needed to assist in performing various chemical experiments and procedures. 2. Utilizes and operates various complex laboratory machines and equipment. 3. Documents and analyzes results, produces detailed summaries and reports. 4. Analyzes organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships between compounds, and reactions. 5. Adds heat, light, energy or a catalyst to show changes in composition. 6. Prepares test solutions, compounds, and reagents and maintains necessary laboratory supplies. 7. Schedules, tracks and reports analyses of experiments and procedures. 8. Designs and optimizes chemical experiments and procedures. 9. Trains staff on new experiments and practices, operations and maintenance of instruments and equipment, safety practices, etc. 10. Manages overall maintenance of laboratory.	9-10 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications.	Master's in Chemistry
Chemist	6	1. Provides scientific expertise needed in order to function as the senior chemist of a large laboratory. 2. Maintains, operates and calibrates numerous machines for use in various experiments and procedures. 3. Assesses methods and procedures for use in experiments, and makes modifications and improvements to resolve problems and meet specific needs. 4. Maintains accurate, detailed records of experiments, and evaluates and interprets results for validity and scientific meaning. 5. Works with staff to prepare laboratory findings for publication and presentation at meetings.	11-13 years and a. Experience performing chemistry experiments in a clinical or research laboratory. b. Knowledge of principles and operating procedures of general laboratory equipment. c. Knowledge of computer systems, methods and applications. d. Experience maintaining and operating a laboratory.	Master's in Chemistry
Clinical Biostatistician	1	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results.	1-2 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures.	Master's in Biostatistics or Biological Sciences

Clinical Biostatistician	2	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results.	3-4 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures.	Master's in Biostatistics or Biological Sciences
Clinical Biostatistician	3	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results. 4. Reviews and summarizes relevant literature and other sources to develop analytical plans. 5. Learns and applies new statistical methods and software packages and provides consultation and training to other analysts and staff.	5-7 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures. d. Superior analytical and organizational skills.	Master's in Biostatistics or Biological Sciences
Clinical Biostatistician	4	1. Assists in performing a variety of data management and analytical tasks and organizing complex, large-scale datasets. 2. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical datasets. 3. Documents analyses performed and prepares progress reports summarizing results. 4. Reviews and summarizes relevant literature and other sources to develop analytical plans. 5. Learns and applies new statistical methods and software packages and provides consultation and training to other analysts and staff.	8-10 years and a. Experience performing statistical procedures in a scientific environment. b. Experience using commercial statistical and data management software packages. c. Knowledge of statistical methods and procedures. d. Superior analytical and organizational skills.	Master's in Biostatistics or Biological Sciences
Clinical Operations Manager	1	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports.	3-4 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Operations Manager	2	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports. 9. Coordinates the activities of various clinical committees by providing logistical and technical support. 10. Acts as liaison with staff and other government and non-government offices. 11. Coordinates revision to current clinical program activities and special projects.	5-7 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Operations Manager	3	1. Provides technical support to assist with the operational management of administrative functions within the clinic. 2. Assists in planning, coordinating and managing various programs and work projects. 3. Ensures compliance with required program, administrative and management deadlines. 4. Collects, enters and updates data into tracking database. 5. Assists with budget tracking and protocol management. 6. Requests and initiates the purchase of materials, supplies and equipment. 7. Arranges and coordinates scientific meetings, seminars and conferences and provides appropriate background materials. 8. Performs various clinical literature searches, and receives, reviews and prepares clinical or technical reports. 9. Coordinates the activities of various clinical committees by providing logistical and technical support. 10. Acts as liaison with staff and other government and non-government offices. 11. Coordinates revision to current clinical program activities and special projects. 12. Coordinates committees for improving clinical program policies and procedures.	8-10 years and a. Experience supporting operation in a clinical or health care environment. b. Knowledge of program and protocol management, and budget tracking. c. Proficiency with MS Office Suite.	Bachelor's in Business Administration
Clinical Program Manager	1	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	3-4 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Program Manager	2	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	5-7 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Program Manager	3	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	8-10 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Program Manager	4	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	11-13 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Program Manager	5	1. Reviews, assesses and evaluates clinical trial design and feasibility. 2. Reviews, evaluates and analyzes clinical trial data and study information. 3. Reviews, evaluates and recommends logistical, procedural and operational approaches to clinical trial implementation. 4. Assesses and supports meetings, clinical trial assessments and site visits. 5. Formulates guiding principles and Standard Operating Procedures (SOPs), and prepares staff for clinical research.	14-16 years and a. Experience planning, conducting, assessing and closing out clinical trials. b. Experience with program and protocol management and budget tracking. c. Strong oral and written communication skills. d. Clinical research experience. e. Experience in planning (site assessments, design, logistics), implementing, conducting, closing out, and overseeing clinical trials.	Master's in Biological or Life Sciences
Clinical Protocol Coordinator	1	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	1-2 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Protocol Coordinator	2	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	3-4 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Protocol Coordinator	3	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	5-6 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Protocol Coordinator	4	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	7-8 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Protocol Coordinator	5	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic.	9-10 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences

Clinical Protocol Coordinator	6	1. Assists researchers with protocol development, assembly and review of clinical trial documents. 2. Assists researchers develop and maintain trial related documents and operational procedures. 3. Maintains study databases and conducts basic analysis. 4. Assists researchers collect, distribute and file regulatory documents. 5. Provides technical support to researchers and the clinic. 6. Develops training plans and trains staff on the proper techniques for protocol submission.	11-13 years and a. Experience supporting clinical research. b. Knowledge of clinical protocols and medical terminology. c. Proficiency in the operation of computer and general data acquisition programs. d. Familiarity with IRB requirements. e. Experience in Good Clinical Practice and regulatory compliance guidelines for clinical trials.	Master's in Life Sciences
Clinical Psychologist	1	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research.	3-4 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Psychologist	2	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research. 7. Educates research staff regarding the use, strengths and limitation of psychological testing.	5-7 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Psychologist	3	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research. 7. Educates research staff regarding the use, strengths and limitation of psychological testing. 8. Performs as senior clinician responsible for conducting research ratings for inpatients and outpatients.	8-10 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Psychologist	4	1. Provides screening and recruitment of patients for research protocols. 2. Coordinates scheduling and evaluations of patients within each protocol. 3. Provides clinical support to patients and their families throughout the time they are participating in research protocols. 4. Conducts psychological testing of patients and healthy control subjects. 5. Administers and interprets psychological assessments to probands and family members as part of the research protocol. 6. Participates in the planning and execution of clinical research. 7. Educates research staff regarding the use, strengths and limitation of psychological testing. 8. Performs as senior clinician responsible for conducting research ratings for inpatients and outpatients. 9. Documents research processes and findings.	11-13 years and a. Experience as a clinical psychologist. b. Familiarity with clinical research and psychological testing. c. Proficiency with MS Office Suite. d. Experience conducting psychological intake of patients and formulating diagnostic impression and short-term treatment plans. e. Proficiency with DSM-IV. f. Proficiency diagnosing psychological disease and preparing research design.	PhD in Clinical psychology
Clinical Research Associate	1	1. Provides assistance in the regulatory oversight, fiscal and operations management of new clinical trial protocols preparation. 2. Coordinates submissions of all new clinical trial protocols to multiple regulatory agencies. 3. Develops database to track all clinical trial documents, report submissions, review submissions, etc. 4. Monitor clinical trial progress.	3-4 years and a. Experience in coordinating clinical research trials. b. Formal training in good clinical practices. c. Knowledge of US regulatory requirements and ethical protocols for clinical research.	Master's in Biological Life Sciences
Clinical Research Associate	2	1. Provides assistance in the regulatory oversight, fiscal and operations management of new clinical trial protocols preparation. 2. Coordinates submissions of all new clinical trial protocols to multiple regulatory agencies. 3. Develops database to track all clinical trial documents, report submissions, review submissions, etc. 4. Monitor clinical trial progress.	5-7 years and a. Experience in coordinating clinical research trials. b. Formal training in good clinical practices. c. Knowledge of US regulatory requirements and ethical protocols for clinical research.	Master's in Biological Life Sciences
Clinical Research Coordinator	1	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects.	1-2 years and a. Experience supporting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Knowledge of Good Clinical Practice (GCP) fundamentals. e. Familiarity with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	2	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources.	3-4 years and a. Experience supporting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Knowledge of Good Clinical Practice (GCP) fundamentals. e. Familiarity with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	3	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources.	5-7 years and a. Experience supporting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Knowledge of Good Clinical Practice (GCP) fundamentals. e. Familiarity with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	4	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts.	8-10 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Proficiency in Good Clinical Practice (GCP) fundamentals. e. Experience with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	5	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts. 10. Develops and facilitates training to new research coordinators and mentors researchers in Good Clinical Practices.	11-13 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Expertise in Good Clinical Practice (GCP) fundamentals. e. Expertise with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Research Coordinator	6	1. Supports clinical staff develop, implement and maintain clinical research data files and materials. 2. Collects research data and prepares information for inputs and analysis. 3. Supports the development of forms and questionnaires. 4. Supports the collection of data from patient charts, medical records, interviews, questionnaires, and diagnostic tests. 5. Monitors subject's progress and reports adverse events. 6. Supports assembly, development and review of new research projects. 7. Supports the creation and management of clinical websites and web-based tools. 8. Organizes and performs clinical research, utilizing internet and other available clinical resources. 9. Provides assistance to staff in the collection, development and quality control of essential clinical research efforts. 10. Develops and facilitates training to new research coordinators and mentors researchers in Good Clinical Practices.	14-16 years and a. Proficiency conducting clinical research. b. Experience collecting and analyzing data. c. Proficiency with MS Office Suite. d. Expertise in Good Clinical Practice (GCP) fundamentals. e. Expertise with clinical research protocols and scientific and medical terminology.	Bachelor's in Science, technology or health
Clinical Social Worker	1	1. Assists in coordinating and planning programs to meet the social and emotional needs of patients and patient's families. 2. Screens patients for protocol and clinical trial participation. 3. Assists in administering and scoring of clinical interviews and assessments. 4. Documents assessments in medical records. 5. Conducts interviews with subjects and their families. 6. Coordinates patient and family care with clinical center staff. 7. Participates in research group meetings and makes recommendations in the decision making process regarding inclusion in studies and diagnosis.	5-7 years and a. Experience as a social worker. b. Experience in a clinical setting with protocols and clinical trials. c. Strong diagnostic and clinical skills. d. Proficiency with MS Office Suite.	Accredited Master's of Social Work (MSW) program
Clinical Social Worker	2	1. Assists in coordinating and planning programs to meet the social and emotional needs of patients and patient's families. 2. Screens patients for protocol and clinical trial participation. 3. Assists in administering and scoring of clinical interviews and assessments. 4. Documents assessments in medical records. 5. Conducts interviews with subjects and their families. 6. Coordinates patient and family care with clinical center staff. 7. Participates in research group meetings and makes recommendations in the decision making process regarding inclusion in studies and diagnosis.	8-10 years and a. Experience as a social worker. b. Experience in a clinical setting with protocols and clinical trials. c. Strong diagnostic and clinical skills. d. Proficiency with MS Office Suite.	Accredited Master's of Social Work (MSW) program
Cognitive Neuroscientist	1	1. Designs and performs experiments related to the brain and nervous system. 2. Develops tools and models to support testing of the brain and nervous system. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Researches and presents reports, articles and presentations for presentation and publication.	5-7 years and a. Expertise performing advanced research in neuroscience, to include cognition and neural activities of the human brain. b. Experience performing advanced and highly complex statistical analysis. c. Proficiency with MS Office Suite.	PhD in Cognitive science, neuroscience or behavioral psychology

Computer Programmer	1	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation.	3-4 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	2	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference.	5-7 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	3	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users.	8-10 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	4	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users. 10. Evaluates impact of programming modifications. 11. Refines data and formats final product.	11-13 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Programmer	5	1. Provides technical experience needed to assist in reviewing, updating, analyzing and modifying existing programming systems. 2. Encodes, tests, debugs and installs new programs using various programming languages. 3. Develops and schedules data backups, security patches or upgrades, etc. 4. Documents all assignments and creates various reports as needed. 5. Writes and maintains program documentation. 6. Documents programming problems and resolutions for future reference. 7. Provides assistance with planning, building and maintaining applications to meet an end user's needs. 8. Troubleshoots any issues or problems and implements appropriate corrective actions. 9. Provides guidance and problem resolution for users. 10. Evaluates impact of programming modifications. 11. Refines data and formats final product.	14-16 years and a. Experience performing computer programming. b. Experience with various database and computer programming languages. c. Experience with various computer operating systems. d. Proficiency with MS Office Suite.	Bachelor's in Computer science, information systems
Computer Scientist	1	1. Designs and implements software and hardware systems to support scientific research. 2. Evaluates experiment and testing strategies and identify new approaches, methods, and systems. 3. Monitors and evaluates computer information systems and application performance. 4. Provides subject matter expertise to senior scientists and program executives. 5. Develops advanced approaches to artificial intelligence and machine learning to support scientific research.	8-10 years and a. Expertise in theoretical computing (e.g. algorithm and data structure development, computational complexity, information or database theory, etc.). b. Expertise in computer operating systems development, software development, and testing. c. Proficiency with MS Office Suite.	Master's in Computer science, information technology
Computer Systems Analyst	1	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation.	1-2 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	2	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods.	3-4 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	3	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed.	5-7 years and a. Experience supporting and evaluating computer systems. b. Experience with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Strong analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	4	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	8-10 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	5	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	11-13 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Computer Systems Analyst	6	1. Provides technical experience needed to perform analyses, processing and user support of various computer systems using standard statistical procedures and techniques. 2. Sets up and uses various computer systems and software packages. 3. Compiles and manages data and assists with quality control. 4. Produces various reports, graphs and figures for presentation. 5. Trains users in applying systems and analysis methods. 6. Maintains systems software as well as hardware and security configurations. 7. Maintains interface software between multiple computer environments to ensure smooth operation and communication. 8. Develops new programs and systems as needed. 9. Coordinates data storage and mining.	14-16 years and a. Expertise supporting and evaluating computer systems. b. Expertise with various computer systems and software packages. c. Proficiency with MS Office Suite. d. Superior analytical and problem solving skills.	Bachelor's in Information or computer science
Contract Analyst	1	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts.	1-2 years and a. Experience supporting Federal contract management. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite.	Bachelor's in Business, finance, or accounting
Contract Analyst	2	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations.	3-4 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Contract Analyst	3	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues.	5-7 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Contract Analyst	4	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues. 7. Develops training programs and facilitates professional development of acquisition staff on contract management processes, procedures, regulations and technologies.	8-10 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting

Contract Analyst	5	1. Prepare, review and submit contract documentation. 2. Prepare, review and submit funding documentation. 3. Develop and maintain tracking system of contract actions and maintain contract documentation. 4. Assists with responding to inquiries regarding contracts. 5. Researches, analyzes, and interprets Federal acquisition regulations. 6. Provides guidance and recommendations regarding complex and unique contract administration issues. 7. Develops training programs and facilitates professional development of acquisition staff on contract management processes, procedures, regulations and technologies.	11-13 years and a. Experience managing Federal contracts. b. Familiarity with Federal Acquisition Regulations (FAR). c. Proficiency with MS Office Suite. d. Experience assessing contract processes and procedures.	Bachelor's in Business, finance, or accounting
Cytogenetic Technologist	1	1. Designs and performs cytogenetic research. 2. Evaluates and employs new approaches, methods and tools for cytogenetic research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise performing original cytogenetic research. b. Strong knowledge of International System of Cytogenetic Nomenclature (ISCN). c. Proficiency with MS Office Suite.	PhD in Life science
Data Analyst	1	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists.	1-2 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	2	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Assists with coordination of statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	3-4 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	3	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Assists with coordination of statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	5-7 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Data Analyst	4	1. Collects and analyzes data for a variety of studies. 2. Organizes data to provide functional reporting. 3. Creates and maintains a variety of reports. 4. Manages storage and backup systems. 5. Participates in the development and design of databases for tracking and statistical purposes that incorporate multiple data fields required by scientists. 6. Coordinates statistical data analysis for numerous ongoing studies by collecting, organizing, and tracking information. 7. Manages projects and quickly responds to inquiries about status.	8-10 years and a. Experience performing data analysis. b. Knowledge of research protocols, and data organization and analysis. c. Experience interacting with patient populations. d. Strong interpersonal skills. e. Excellent organizational and time management skills. f. Strong oral and written communication skills.	Bachelor's in Information management, computer science, data analytics.
Database Administrator	1	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program.	1-2 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	2	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program.	3-4 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	3	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures.	5-7 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	4	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures. 8. Develops and implements long-range hardware and software upgrade paths for existing equipment and databases.	8-10 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Database Administrator	5	1. Performs routine database maintenance and repairs corrupted interfaces and inoperable databases. 2. Develops and maintains database infrastructures (distributed and relational, etc.). 3. Develops simple and complex queries to retrieve data and reformat into acceptable formats for reporting requests. 4. Installs and maintains database system and provides support to interface customers with servers and networks. 5. Tests new or modified computer applications, off-the-shelf products, and existing software. 6. Standardizes data management procedures across the program and sets up data organization for collaborative use with the program. 7. Develops security measures to protect information, including user authentication and database activity logging procedures. 8. Develops and implements long-range hardware and software upgrade paths for existing equipment and databases. 9. Trains staff to use database management systems for analysis and graphics.	11-13 years and a. Experience with database development, programming and maintenance. b. Strong oral and written communication skills. c. Knowledge of Federal information technology policies and regulations. d. Proficiency with various database programming languages.	Bachelor's in Information technology or computer science
Echo Technologist	1	1. Performs current animal and human protocols involving echo imaging. 2. Conducts small animal imaging. 3. Performs data analysis and interpretation for previous and current small animal protocols. 4. Provides data acquisition and vascular imaging for clinical research protocols. 5. Conducts image acquisition, interpretation, image analysis and data management for research studies.	3-4 years and a. Experience performing echocardiography in a clinical or health environment.	Associate's in Allied health
Echo Technologist	2	1. Performs current animal and human protocols involving echo imaging. 2. Conducts small animal imaging. 3. Performs data analysis and interpretation for previous and current small animal protocols. 4. Provides data acquisition and vascular imaging for clinical research protocols. 5. Conducts image acquisition, interpretation, image analysis and data management for research studies.	5-7 years and a. Experience performing echocardiography in a clinical or health environment.	Associate's in Allied health
Editor	1	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials.	1-2 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	2	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources.	3-4 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
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Editor	4	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends.	8-10 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	5	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends. 8. Identifies new meetings and conferences to promote initiatives within the Program.	11-13 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Editor	6	1. Develops communication strategies and plans that align with overall program objectives and goals. 2. Prepares written and electronic information documents for various audiences. 3. Conducts media and content analysis. 4. Maintains social media and Internet sites, and updates content and materials. 5. Monitors press coverage through press calls, news alerts, and other sources. 6. Builds relationships with the press and maintains specialized contacts. 7. Attends workshops, seminars, and meetings to stay abreast of current scientific and policy trends. 8. Identifies new meetings and conferences to promote initiatives within the Program. 9. Provides communication and media subject matter expertise and coordinates media engagements.	14-16 years and a. Experience as business, technical or scientific writer. b. Proficiency with MS Office Suite. c. Proficiency proofreading and editing business, technical or scientific documentation. d. Experience in organizing information and gathering information related to the development of reports, briefings, and media outreach. e. Knowledge of computer technology such as desktop publishing systems, graphics, software, and basic HTML coding to create, edit, and prepare materials for publication.	Bachelor's in Communication, English, or Journalism
Electrical Engineer	1	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	3-4 years and a. Experience in operating testing equipment and equipment software. b. Experience in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical training in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	2	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	5-7 years and a. Experience in operating testing equipment and equipment software. b. Experience in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical training in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	3	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service.	8-10 years and a. Expertise in operating testing equipment and equipment software. b. Expertise in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical expertise in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes.	Bachelor's in Electrical engineering
Electrical Engineer	4	1. Analyzes electrical systems, products, components, and applications by designing and conducting research. 2. Develops electrical products and devices by studying requirements and researching and testing manufacturing and assembly methods and materials. 3. Evaluates product quality by designing electrical testing methods and testing finished products and system capabilities. 4. Prepares product reports by collecting, analyzing, and summarizing information and trends. 5. Maintains equipment according to manufacturer's instructions, established procedures, and required service. 6. Leads and manages electrical engineering projects.	11-13 years and a. Expertise in operating testing equipment and equipment software. b. Expertise in building and troubleshooting electrical and electronic equipment. c. Demonstrates technical expertise in electronic design and fabrication. d. Knowledge of OSHA requirements and city codes. e. Skill in leading or managing electrical engineering projects.	Bachelor's in Electrical engineering
Employment Authorization Specialist	1	1. Processes foreign worker employment authorizations and track status. 2. Provide temporary worker welcome and onboarding support. 3. Provides support to outreach activities.	3-4 years and a. Experience processing and filing USCIS employment authorization documentation. b. Experience with MS Office Suite. c. Strong interpersonal and written communication skills.	Bachelor's in Business law, human resource management
Employment Authorization Specialist	2	1. Processes foreign worker employment authorizations and track status. 2. Provide temporary worker welcome and onboarding support. 3. Provides support to outreach activities.	5-7 years and a. Experience processing and filing USCIS employment authorization documentation. b. Experience with MS Office Suite. c. Strong interpersonal and written communication skills.	Bachelor's in Business law, human resource management
Enzymologist	1	1. Designs and performs original enzyme research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex enzyme testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise in mechanistic enzymology, enzyme kinetics, enzyme assay development. b. Expertise defining mechanisms of action of small molecule enzyme modulators. c. Experience with high throughput screening (HTS) assays. d. Proficiency with MS Office Suite.	PhD in Biochemistry, biophysics
Epidemiologist	1	1. Supports the design and implementation of original public health related research and studies. 2. Evaluate public health programs and public health program outcomes. 3. Provides public health policy expertise and advice. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	8-10 years and a. Expertise in public health policy. b. Expertise in public health program evaluation and performance measurement. c. Experience with coding and testing algorithms in a variety of platforms (e.g. UNIX, C, Python, R, Octave, JavaScript, etc.). d. Proficiency with MS Office Suite.	Master's of Public Health in Epidemiology, biostatistics
Ethics Program Analyst	1	1. Provides technical expertise needed to assist with developing and maintaining a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Assists with analyzing, maintaining and updating ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review for all requests for outside and official duty activities. 6. Schedules ethics training sessions and other activities for staff.	1-2 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Ethics Program Analyst	2	1. Provides technical expertise needed to develop and maintain a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Analyzes, maintains and updates ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review for all requests for outside and official duty activities. 6. Schedules ethics training sessions and other activities for staff. 7. Provides assistance with the review of conflict of interest statements. 8. Assists with developing the ethics Standard Operating Procedures (SOP) manual.	3-4 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Ethics Program Analyst	3	1. Provides technical expertise needed to develop and maintain a system to analyze and monitor the organization's adherence to the standards of ethical conduct, policies and laws. 2. Prepares, manages and tracks flow of various documents submitted for ethics review. 3. Analyzes, maintains and updates ethics database, website and filing system. 4. Generate various reports. 5. Conducts first level review and analysis for all requests for outside and official duty activities. 6. Coordinates and monitors the planning of ethics training activities. 7. Provides assistance with the review of conflict of interest statements. 8. Develops the ethics Standard Operating Procedures (SOP) manual. 9. Educates staff on new ethical policies and procedures.	5-7 years in a. Experience performing business functions. b. Knowledge of basic ethical procedures. c. Proficiency with MS Office Suite. d. Strong analytical skills.	Associate's in Business administration, management
Event Planner	1	1. Coordinates assistance with planning and execution of programmatic events. 2. Maintains complete records of each event throughout the fiscal year to observe and maintain budget requirements. 3. Supports and provides guidance to meeting planners to ensure that deadlines and event requirements are met. 4. Attends the event and assists with event execution. 5. Coordinates travel needs related to events.	3-4 years and a. Experience in a business related field. b. Proficiency with MS Office Suite.	Bachelor's in Event planning, hospitality management, marketing
Event Planner	2	1. Coordinates assistance with planning and execution of programmatic events. 2. Maintains complete records of each event throughout the fiscal year to observe and maintain budget requirements. 3. Supports and provides guidance to meeting planners to ensure that deadlines and event requirements are met. 4. Attends the event and assists with event execution. 5. Coordinates travel needs related to events. 6. Suggests new and unique options to improve event success.	5-7 years and a. Experience in a business related field. b. Proficiency with MS Office Suite.	Bachelor's in Event planning, hospitality management, marketing

Executive Assistant	1	1. Provides executive expertise needed to coordinate, improve, and oversee the overall functioning of the office. 2. Schedules and maintains an accurate tracking system of all activities. 3. Stays abreast of and implements current regulations, policies and procedures, and updates staff on relevant information. 4. Plans and completes various special projects. 5. Arranges conferences and meetings and contacts attending professionals, makes travel arrangements, maintains complex schedules and calendars, and advises staff on the most effective method and format of presentations. 6. Updates databases and spreadsheets and creates reports for management. 7. Maintains inventory and initiates purchase requests.	3-4 years and a. Experience performing general business functions. b. Expertise with MS Office Suite. c. Familiarity with Federal operations and regulations.	Associate's in Business administration
Executive Assistant	2	1. Provides executive expertise needed to coordinate, improve, and oversee the overall functioning of the office. 2. Schedules and maintains an accurate tracking system of all activities. 3. Stays abreast of and implements current regulations, policies and procedures, and updates staff on relevant information. 4. Plans and completes various special projects. 5. Arranges conferences and meetings and contacts attending professionals, makes travel arrangements, maintains complex schedules and calendars, and advises staff on the most effective method and format of presentations. 6. Updates databases and spreadsheets and creates reports for management. 7. Maintains inventory and initiates purchase requests.	5-7 years and a. Experience performing general business functions. b. Expertise with MS Office Suite. c. Familiarity with Federal operations and regulations.	Associate's in Business administration
Facilities Management Assistant	1	1. Assists with determining location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance.	1-2 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	2	1. Assists with determining location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas.	3-4 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	3	1. Determines location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas. 8. Coordinates work flow of office and off-site work areas.	5-7 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Management Assistant	4	1. Determines location, square footage and assigned use of space. 2. Uses software program to color code each space by assigned use. 3. Prepares reports including assigned use of space, list of current occupants, equipment, furniture layout and finish boards. 4. Maintains spreadsheet indicating space data, use type and square footage. 5. Assists with surveying space areas and records location and use of all phone and LAN outlets. 6. May triage incoming requests for facility maintenance. 7. Assures the optimal function of building systems in areas. 8. Coordinates work flow of office and off-site work areas.	8-10 years and a. Experience assisting managing facilities. b. Experience operating computer, general data acquisition and architectural programs. c. Proficiency with MS Office Suite.	Associate's in Facilities management
Facilities Planning Manager	1	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained.	3-4 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	2	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained.	5-7 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	3	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts.	8-10 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	4	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts.	11-13 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Planning Manager	5	1. Coordinates the functioning of building systems including mechanical, fire and life safety, elevators, etc. 2. Coordinates and facilitates renovation projects. 3. Develops plans for all renovation projects, taking into account feasibility from architectural, engineering and budgetary perspectives. 4. Coordinates space, telecommunications, safety, timelines, etc., for relocation of staff and installation of utility systems for specialized equipment or functions as needed. 5. Coordinates with division of safety staff to ensure all safety policies are implemented and maintained. 6. Collaborates with investigators and construction staff to find cost-effective solutions on all renovation projects, and solicits technical input from subject matter experts. 7. Performs impact studies to ascertain the level of resource support needed to ensure building infrastructures can handle new scientific equipment.	14-16 years and a. Experience managing facilities. b. Experience in renovation projects, involving HVAC, electrical, production floor arrangement, etc. c. Strong organizational and time management skills.	Associate's in Facilities management
Facilities Security Engineer	1	1. Coordinates all physical security related aspects for new, major modernization, rehabilitation and renovation projects. 2. Provides cost estimates to develop adequate engineering solutions to ensure compliance with Federal physical security guidelines. 3. Performs site assessments to identify compliance with Federal physical security design guidelines. 4. Develops budgeting and project implementation strategy estimates.	1-2 years and a. Security engineering experience. b. Knowledge of procurement, contracting and material acquisition rules and regulations. c. Strong organizational and time management skills.	Bachelor's in Engineering
Facilities Security Engineer	2	1. Coordinates all physical security related aspects for new, major modernization, rehabilitation and renovation projects. 2. Provides cost estimates to develop adequate engineering solutions to ensure compliance with Federal physical security guidelines. 3. Performs site assessments to identify compliance with Federal physical security design guidelines. 4. Develops budgeting and project implementation strategy estimates. 5. Conducts physical security review of project design drawings and associated documents.	3-4 years and a. Security engineering experience. b. Knowledge of procurement, contracting and material acquisition rules and regulations. c. Strong organizational and time management skills.	Bachelor's in Engineering
Financial Analyst Manager	1	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year and the review of financial statements.	5-7 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field
Financial Analyst Manager	2	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year. 4. Reviews financial statements and provides reports to staff. 5. Tracks expenses versus budget and provides reports to senior staff. 6. Provides training to junior financial analysts.	8-10 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field
Financial Analyst Manager	3	1. Provides financial management and oversight including evaluating and monitoring work requests to determine appropriateness of funds as they relate to available funding. 2. Manages work request closeouts including the collection and tracking of contractual and fee for service funding. 3. Tracks revenue and expenses through a fiscal year. 4. Reviews financial statements and provides reports to staff. 5. Tracks expenses versus budget and provides reports to senior staff. 6. Provides training to junior financial analysts. 7. Provides analysis of critical financial data. 8. Develops reports and recommendations for potential realignment of resources.	11-13 years and a. Senior financial management experience. b. Expertise in central accounting systems, administrative databases, and other related business systems. c. Knowledge of Federal financial management procedures and recordkeeping practices.	Bachelor's in Accounting, business or other related field

Genetic Counselor	1	1. Provides scientific experience and guidance to provide genetic counseling to various subjects. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols.	3-4 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	2	1. Provides scientific experience and guidance to provide genetic counseling to various subjects. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols. 8. Organizes inpatient admissions for protocol participants, and arranges lab, imaging, and radiographic testing.	5-7 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	3	1. Provides scientific experience and guidance to provide genetic counseling to various subjects; provide referrals, monitor test results and review cases for further evaluation. 2. Performs various studies to determine consequences of genetic diseases. 3. Coordinates all clinical functions, direct patient care and clinical research. 4. Communicates information to patients, families, referring physicians and counselors. 5. Prepares genetic consultation reports and addresses pre and post testing support and/or genetic counseling needs. 6. Prepares summaries of scientific and research publications. 7. Prepares clinical notes and orchestrates inpatient and outpatient testing for protocols. 8. Organizes inpatient admissions for protocol participants and arranges lab, imaging, and radiographic testing. 9. Organizes and integrates medical, genetic and psychosocial data.	8-10 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Genetic Counselor	4	1. Provides scientific experience and guidance to serve as senior genetics counselor and provide technical assistance and coordination of the genetic laboratory support services. 2. Provides expertise and recommendations related to clinical diagnosis of genetic disease and its implications for genetics training and counseling practice. 3. Participates in the design, development and conduct of research activities and protocols with emphasis on rare or undiagnosed syndromes. 4. Provides training and mentors new staff members. 5. Participates in the development of training programs. 6. Prepares protocols, drafts, and amendments, and attends IRB meetings. 7. Works with staff on human subjects protection issues for research protocols.	11-13 years and a. Experience in genetic counseling. b. Demonstrates knowledge of genetic counseling theories, principles, concepts and methods. c. Possesses the ability to recognize and address the social and psychological needs of the patient and family.	Master's in Genetics counseling
Grants Management Executive	1	1. Serves as an expert resource in facilitating the grant management process. 2. Provides expertise and coordinates pre and post award administration for a large range of funding mechanisms. 3. Provides expertise and guidance in interpreting and applying business management policies and quality control procedures to complicated grant issues. 4. Advise, apply, and formulates and implements policies and procedures. 5. Provides expertise and coordinates the administrative and financial review. 6. Coordinates and assess outreach and marketing activities. 7. Acts as an expert resource for inquiries concerning grant management policies, procedures and award status.	17-19 years and a. Expertise managing all aspects of Federal grants. b. Expertise in Federal grant regulations. c. Expertise in all applicable grant regulations, policies and procedures.	Master's in Business administration, finance, legal
Grants Management Executive	2	1. Serves as an expert resource in facilitating the grant management process. 2. Provides expertise and coordinates pre and post award administration for a large range of funding mechanisms. 3. Provides expertise and guidance in interpreting and applying business management policies and quality control procedures to complicated grant issues. 4. Advise, apply, and formulates and implements policies and procedures. 5. Provides expertise and coordinates the administrative and financial review. 6. Coordinates and assess outreach and marketing activities. 7. Acts as an expert resource for inquiries concerning grant management policies, procedures and award status. 8. Develop and implement grants management training programs.	20+ years and a. Expertise managing all aspects of Federal grants. b. Expertise in Federal grant regulations. c. Expertise in all applicable grant regulations, policies and procedures.	Master's in Business administration, finance, legal
Grants Management Specialist	1	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff.	1-2 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	2	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing.	3-4 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	3	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing. 8. Reviews and assembles completed documentation and identifies pending issues or changes.	5-7 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Grants Management Specialist	4	1. Provides technical assistance developing and analyzing the organization's grant program. 2. Assists with reviewing grant applications and preparing responses. 3. Assists in analyzing and preparing reports to track status of awards and funding. 4. Creates and maintains a database for grant activities. 5. Performs queries, conducts analysis and produces reports. 6. Provides support and routine updates to staff. 7. Identifies grants that are ready for final processing. 8. Reviews and assembles completed documentation and identifies pending issues or changes. 9. Develops procedures for the grant review and approval process.	8-10 years and a. Experience performing Federal grants management activities in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of Proficiency with MS Office Suite. d. Knowledge of Federal grant programs, policies and regulations.	
Health Communication Manager	1	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	1-2 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Health Communication Manager	2	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	3-4 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Health Communication Manager	3	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	5-7 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Health Communication Manager	4	1. Coordinates community outreach efforts and activities for the program. 2. Attends and gives presentations at major conferences or meetings and participates in discussion with community groups. 3. Establishes collaborative relationships with a variety of community organizations (e.g. community health centers, state medical agencies, managed care organizations). 4. Coordinates the analysis and evaluation of outreach activities, including internal and external partnership. 5. Works closely with management to coordinate content of materials, advertisements and marketing messages.	8-10 years and a. Experience in health communication or social marketing. b. Strong interpersonal communication skills. c. Familiarity with public health research programming. d. Proficiency with MS Office Suite.	Bachelor's in Health Communication
Human Resource Advisor	1	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues.	5-7 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	2	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs.	8-10 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development

Human Resource Advisor	3	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs. 8. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures.	11-13 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	4	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures. 9. Evaluates complex human resource HR and work related problems.	14-16 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Advisor	5	1. Provides experience needed to conceptualize, develop and provides guidance to staff on human resource HR policies and procedures. 2. Analyzes existing policies and training methods and provides suggestions for improvement. 3. Coordinates and assists in providing human resource training to staff. 4. Provides specialized advice in one or more of the following areas: training, organizational development, performance management, legal requirements or conflict resolutions. 5. Provides individual advising sessions to keep staff up-to-date on new human resource HR policies and procedures. 6. Collaborates with upper-management regarding human resource HR policies and issues. 7. Advises on or develops new policies, procedures and educational programs. 8. Collaborates with upper-management regarding human resource HR policies and issues; develops performance plans to ensure employees and supervisors are aware of and are following the correct HR policies and procedures. 9. Evaluates complex human resource HR and work related problems. 10. Develop new work management strategies and advises on new policies, procedures and educational programs.	17-19 years and a. Experience in human and organizational development. b. Experience in areas such as employee recognition, employee retention, on boarding, performance management, human resource management and organizational development. c. Knowledge of Federal policies, regulations and operations d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Specialist	1	1. Provides support in administering HR policies and procedures. 2. Collects and analyzes HR data and makes recommendations to management. 3. Processes human resource documentation according to established procedures. 4. Conducts new hire orientation and provides support during the onboarding period. 6. Researches and recommends internal HR office related policies and procedures. 7. Provides support within a specialized area of HR including benefits, compensation, recruiting, performance management or employee relations.	3-4 years and a. Experience performing human resource functions, to include drafting policies and procedures. b. Knowledge of commonly used human resource concepts, practices and procedures. c. Proficiency with MS Office Suite. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Human Resource Specialist	2	1. Provides support in administering HR policies and procedures. 2. Collects and analyzes HR data and makes recommendations to management. 3. Processes human resource documentation according to established procedures. 4. Conducts new hire orientation and provides support during the onboarding period. 5. Researches and recommends internal HR office related policies and procedures. 7. Provides support within a specialized area of HR including benefits, compensation, recruiting, performance management or employee relations. 8. Audits records and documents for HR regulatory compliance. 9. Coordinates implementation of services, policies and programs related to HR.	5-7 years and a. Experience performing human resource functions, to include drafting policies and procedures. b. Knowledge of commonly used human resource concepts, practices and procedures. c. Proficiency with MS Office Suite. d. Strong interpersonal communication skills.	Bachelor's in Human resources, organizational development
Immunologist	1	1. Designs and performs original immunological research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex immunological testing and research. 3. Documents research findings and maintains accurate logs and reports of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise designing and performing immunological research in a clinical environment. b. Expertise using techniques such as multi-color flow cytometry, ELISA, HPLC, DLS, qPCR and/or other sequencing techniques, cell counting, and cell-based assays. c. Proficiency with MS Office Suite.	PhD in Immunology
Laboratory Animal Technician	1	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials.	3-4 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	2	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	5-7 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	3	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Maintains detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	8-10 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Animal Technician	4	1. Provides laboratory experience needed to maintain experimental animal colonies and collect sequential colony census. 2. Prepares / monitors caging environments and animal health. 3. Collaborates with veterinarians in the performance of animal surgeries. 4. Collects detailed and accurate records. 5. Assists with organizing the shipment of mice to and from facility. 6. Maintains records of animal protocols. 7. Maintains laboratory stock of reagents and materials. 8. Performs experimental procedures as well as standardized and specialized tests, exams and vaccinations. 9. Trains other in proper animal handling and surgical procedures.	11-13 years and a. Specialized Experience in a laboratory animal facility. b. Experience performing animal surgical procedures. c. Experience maintaining a research laboratory.	High School
Laboratory Assistant	1	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	1-2 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	2	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	3-4 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	3	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use.	5-7 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Assistant	4	1. Provides laboratory experience needed to order, maintain and sterilize commonly used laboratory supplies. 2. Prepares instruments, linens and other necessary lab equipment for use and decontaminates biohazardous waste. 3. Maintains and cleans laboratory. 4. Collects receiving and packing slips and tracks supply orders. 5. Learns and performs basic techniques and procedures. 6. Operates commonly used equipment, inspects for proper operation and performs minor maintenance; update staff on equipment problems and update staff on any and all issues and requirements. 7. Collects and prepares samples for use. 8. Assists research and laboratory staff prepare for and conduct experiments.	8-10 years and a. Experience in a related field. b. Demonstrates basic computer skills. c. Demonstrates experience working in a laboratory environment. d. Demonstrates knowledge of proper handling and disposal of biohazardous waste.	High School
Laboratory Manager	1	1. Prepares and maintains documentation of test results. 2. Independently plans, implements, and organizes all activities related to laboratory function. 3. Coordinates the financial management and has accountability for monitoring the operating budget. 4. Assists with the development of laboratory policies and procedures. 5. Assists with hiring staff and adjust workload of staff to meet deadlines. 6. Coordinates the training of new staff. 7. Perform laboratory research, record and analyze data. 8. Projects equipment needs. 9. Provides technical expertise. 10. Develops and maintains appropriate control and quality assurance procedures.	4 years and a. Experience in a related field. b. Computer skills to include MS Office Suite.	Bachelor's in Related field
Laboratory Technician	1	1. Plans, executes, and arranges laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed. 5. Maintains inventory of laboratory supplies. 6. Cleans and sterilizes instruments, glassware and equipment.	1-2 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences

Laboratory Technician	2	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments, and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs routine equipment maintenance.	3-4 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Laboratory Technician	3	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments; and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed and produces detailed reports for use by senior staff. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs advanced equipment maintenance. 7. Trains staff in performing routine laboratory tests and procedures.	5-7 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Laboratory Technician	4	1. Plan execute and arrange laboratory experiments, new techniques and procedures; and performs laboratory techniques relating to scientific research. 2. Operates laboratory machines and instruments; and prepares specimens and equipment for use. 3. Performs sample management and storage. 4. Analyzes, documents and reports on all procedures performed and produces detailed reports for use by senior staff. 5. Maintains inventory of laboratory supplies and initiates purchase orders. 6. Performs advanced equipment maintenance. 7. Trains staff in performing routine laboratory tests and procedures. 8. Provides insights and expertise and recommends new strategies and approaches.	8-10 years and a. Experience working in a laboratory environment. b. Demonstrates experience in performing biological research. c. Demonstrates knowledge in managing and disposing of hazardous waste.	Bachelor's in Biology or life sciences
Management Analyst	1	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy.	3-4 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Management Analyst	2	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy. 8. Performs in-depth analysis and statistical comparison of organizational data and information. 9. Assist financial managers prepare annual appropriated budget requests. 10. Conduct workforce studies and provide in-depth analysis and reporting.	5-7 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Management Analyst	3	1. Provides analysis and advisory services regarding management functions. 2. Prepares a variety of management and administrative studies to analyze and evaluate internal procedures, policies, processes and systems for the purpose of improving efficiency. 3. Reviews and comments on new or proposed changes to existing policies, procedures or systems. 4. Prepares reports in the areas of budget, procurement, HR, travel, etc. 5. Reviews policy and regulation that governs the activities performed in the program. 6. Prepares reports and presentations for meetings. 7. Researches and suggests developing areas of management policy. 8. Performs in-depth analysis and statistical comparison of organizational data and information. 9. Assist financial managers prepare annual appropriated budget requests. 10. Conduct workforce studies and provide in-depth analysis and reporting. 11. Mentor and train junior management analysts.	8-10 years and a. Related business consulting experience. b. Proficiency with MS Office Suite. c. Familiarity with a variety of management concepts, efficiency tools, performance assessments, and process engineering methodologies.	Bachelor's in Business or public administration, management
Medical Assistant	1	1. Provides direct patient care under the supervision of an RN or LPN. 2. Draws blood and collects biological samples and prepares specimen for analysis. 3. Provides administrative support (schedules appointments, greets and direct patients, etc.). 4. Interviews patients, measure vital signs and records information on patient chart. 5. Performs evaluations under direction of nurse or physician.	1-2 years a. Experience as a medical assistant or related field. b. Computer skills to include MS Office Suite.	Accredited Medical Assistant Certificate Program
Medical Illustrator	1	1. Provides technical experience to create various graphic artwork an designs for medical and scientific purposes. 2. Produces medically accurate representations of scientific and medical materials or ideas for publications, websites and presentations. 3. Provides technical or functional experience in both Mac and PC environments. 4. Revises work products based on management feedback. 5. Assists with various graphic design projects based on direction from senior medical illustrator.	3-4 years and a. Experience developing, maintaining and supporting web projects. b. Demonstrates experience with multimedia production. c. Demonstrates knowledge of a variety of standard programming languages and a general understanding of website architecture models, usability best practices, navigations standards, templating, etc.	Bachelor's in Medical or scientific illustration or graphic design or other related field
Medical Laboratory Technician	1	1. Performs routine tests and laboratory procedures in a medical laboratory which are used to diagnose and treat diseases. 2. Reports laboratory results to medical personnel or principal investigator. 3. Operates and maintains laboratory equipment, tools and supplies. 4. Assist laboratory managers comply with all institute, department and federal guidelines and regulations.	3-4 years and a. Medical laboratory experience. b. Proficiency with MS Office Suite.	Accredited MLT Program
Medical Officer	1	1. Coordinates all aspects of clinical protocol development, review and implementation. 2. Monitors ongoing clinical studies and clinical trials. 3. Evaluates existing protocols and provides suggestions for design, execution and improvement. 4. Assists in developing protocols for future clinical projects. 5. Produces various detailed reports for use by upper clinic or laboratory management.	3-4 years and a. Experience in medicine. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Officer	2	1. Coordinates all aspects of clinical protocol development, review and implementation. 2. Monitors ongoing clinical studies and clinical trials. 3. Evaluates existing protocols and provides suggestions for design, execution and improvement. 4. Assists in developing protocols for future clinical projects. 5. Evaluates various reports and safety monitoring plans and produces detailed reports for use by upper clinic or laboratory management. 6. Participates in site visits as needed. 7. Reviews the clinical protocols for safety of the study.	5-7 years and a. Experience in medicine or related field. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Officer	3	1. Provides advice and guidance for all clinical trials. 2. Evaluates existing protocols and provides suggestions for design, execution and improvement. 3. Reviews safety reports and provides recommendations for improvement. 4. Provides guidance to staff on various clinical processes and operational issues. 5. Develops policies and guidelines. 6. Coordinates and participates in various meetings, training and safety-related educational programs.	8-10 years and a. Experience in medicine or related field. b. Experience in the development of clinical trial protocols. c. Demonstrates experience in performing medical research. d. Experience in evaluating adverse events.	Accredited Medical Program
Medical Records Technician	1	1. Compiles, verifies, types and files medical records for patient clinical record keeping. 2. Prepares folders and maintains records of newly admitted patients. 3. Reviews medical records for completeness, assembles records into standard order and files records in designated areas according to applicable alphabetic and numeric filing system. 4. Locates, signs out, and delivers medical records requested by research team. 5. Compiles data, such as admissions, discharges, deaths, births, and types of treatment given. 6. Operates computer to enter and retrieve data and type correspondence and reports. 7. May assist other workers with coding of records.	3-4 years a. Medical records experience. b. Proficiency with MS Office Suite. c. Proficiency in medical records software.	CAHIIM Accredited Associate's
Molecular Biologist	1	1. Designs and performs original molecular and cellular research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex molecular and cellular testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise in RNA vector design and performing standard molecular biology and biochemistry experiments. b. Experience with Clinical Laboratory Improvement Amendments (CLIA) specifications. c. Proficiency with MS Office Suite.	PhD in Molecular biology
MRI Data Analyst	1	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Keeps abreast of state-of-the-art analysis methods by reading scientific literature and other means. 4. Assists with analysis of MRI data.	3-4 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	2	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Keeps abreast of state-of-the-art analysis methods by reading scientific literature and other means. 4. Assists with analysis of MRI data.	5-7 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field

MRI Data Analyst	3	1. Provides statistical support to researchers. 2. Assists with the creation, implementation, validation and analysis of novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data.	8-10 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	4	1. Develops new approaches for providing statistical support to researchers. 2. Creates, implements, validate, and analyzes novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data. 7. Develops new approaches for maintaining databases. 8. Monitors data for discrepancies and accuracy.	11-13 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Data Analyst	5	1. Develops new approaches for providing statistical support to researchers. 2. Creates, implements, validate, and analyzes novel analysis techniques. 3. Independently implements analysis of techniques from the literature applicable to the laboratory needs. 4. Provides analysis and interpretation of data obtained from MRI scans. 5. Prepares scientific papers and presentations. 6. Performs quality control of data. 7. Develops new approaches for maintaining databases. 8. Monitors data for discrepancies and accuracy. 9. Independently consults and trains staff in the use of equipment and techniques used to analyze data.	14-16 years and a. Experience analyzing MRI data. b. Proficiency with MS Office Suite and experience with both UNIX and Windows environments. c. Programming experience in "C", Perl and Matlab. d. Knowledge of statistics and statistical software programs such as SPSS and SAS. e. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	1	1. Operates MRI scanners following the guidelines from research protocols. 2. Participates with staff in collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	1-2 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	2	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	3-4 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	3	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	5-7 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	4	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory.	8-10 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Psychology Researcher	5	1. Operates MRI scanners following the guidelines from research protocols. 2. Independently initiates collecting and analyzing MRI data by measuring and quantifying MRI images of various structures. 3. Manages data from the collection phase through transfer and extensive analysis, ensuring accuracy of data storage and efficiency of data transfer, backup and statistical analysis. 4. Participates in writing research reports, notes and protocols incorporating details of experimental methodology and statistical approaches. 5. Recommends new ideas and directions of study for future research in the laboratory. 6. Develops and coordinates the training program for staff in MRI measurement techniques. 7. Tracks the quality of data from research protocols.	11-13 years and a. Experience analyzing MRI research data. b. Proficiency with MS Office Suite. c. Expertise with UNIX and Matlab. d. Registration with American Registry of Radiologic Technologists (ARRT).	Bachelor's in Medical Imagery or related science field
MRI Technologist	1	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work.	3-4 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	2	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work.	5-7 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	3	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments.	8-10 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	4	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments. 8. Provides expert level information on the software and hardware capabilities of the MRI scanner.	11-13 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
MRI Technologist	5	1. Executes research projects focusing on reproducibility and quality assurance of different pulse sequence and activation paradigms with the assistance of an MRI Physicist. 2. Organizes data into computerized data sets. 3. Acts as subject/patient advocate, monitoring comfort and subject cooperation with experimental protocol physiological parameters (pulse rate, respiration, oxygen saturation), and length of time of research exams. 4. Operates the scanner during both anatomical and functional imaging experiments. 5. Schedules investigators' time on the scanner. 6. Solves MRI related technical questions by designing and performing independent technical research work. 7. Trains users on how to operate the scanner and gain independence in their experiments. 8. Provides expert level information on the software and hardware capabilities of the MRI scanner. 9. Provides input to decide what modifications of the unit are necessary to produce optimum image spectra and most efficient use of the scanner.	14-16 years and a. Experience in related field operating an MRI scanner. b. Computer skills to include proficiency with MS Office Suite. c. Expertise with MATLAB. d. Registration with American Registry of Radiologic Technologists (AART).	Completion of Accredited MRI Technology Program in Medical Imagery or related science field
Neurodiagnostic Technologist	1	1. Provides technical experience to perform echocardiographic (EEG) recordings. 2. Provides technical experience to perform polysomnographic (PSG) recording. 3. Reviews study protocol with subjects and monitors procedures. 4. Monitors population of patients for sleep testing. 5. Documents routine observations, changes in procedures, or other events to use while scoring. 6. Develops and organizes policies, procedures and reports of research findings. 7. Responsible for proper care and function of instruments and making minor adjustments.	3-4 years and a. Experience performing echocardiographic and polysomnographic (PSG) recordings in a clinical or health environment. b. Proficiency in MS Office Suite.	Accredited NDT Program
Neurodiagnostic Technologist	2	1. Provides technical experience to perform echocardiographic (EEG) recordings. 2. Provides technical experience to perform polysomnographic (PSG) recording. 3. Reviews study protocol with subjects and monitors procedures. 4. Monitors population of patients for sleep testing. 5. Documents routine observations, changes in procedures, or other events to use while scoring. 6. Develops and organizes policies, procedures and reports of research findings. 7. Responsible for proper care and function of instruments and making minor adjustments. 8. Provide neurodiagnostic testing expertise to researchers designing, planning and documenting research and studies.	5-7 years and a. Experience performing echocardiographic and polysomnographic (PSG) recordings in a clinical or health environment. b. Proficiency in MS Office Suite.	Accredited NDT Program
Nurse (Certified Nurse Practitioner Clinical)	1	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	3-4 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program

Nurse (Certified Nurse Practitioner Clinical)	2	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	5-7 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	3	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	8-10 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	4	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences.	11-13 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	5	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences. 5. Develops outreach materials for students and the general public. 6. Provides training to junior advisors.	14-16 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner Clinical)	6	1. Provides scientific expertise in order to conceptualize, develop and provide guidance on clinical and healthcare related issues. 2. Coordinates a team of clinical advisors. 3. Develops and coordinates curriculum manuscripts and speeches on clinical advising. 4. Develops communication for healthcare providers and attends numerous clinical and healthcare related meetings and conferences. 5. Develops outreach materials for students and the general public. 6. Provides training to junior advisors.	17-19 years and a. Experience as a healthcare professional. b. Experience coordinating clinical or healthcare teams. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	1	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	3-4 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	2	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	5-7 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nurse Practitioner)	3	1. Prescribes and recommends drugs or other forms of treatment under the direction of a physician. 2. Obtains medical histories. 3. Performs physical exams. 4. Assesses and tracks illnesses of patients and supports overall diagnosis and clinical research. 5. Orders laboratory tests and interprets results for research or medical staff and patients. 6. Ensures proper illness and injury care, disease prevention, diagnosis, treatment and recovery.	8-10 years and a. Experience in a clinical or healthcare setting. b. Experience performing physical and laboratory assessments. c. Proficiency with MS Office Suite.	Accredited Graduate Nursing Program
Nurse (Certified Nursing Assistant)	1	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	3-4 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	2	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	5-7 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	3	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	8-10 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Certified Nursing Assistant)	4	1. Participates in the development of diagnostic interviews with the principal investigator. 2. Administers diagnostic interviews and prepares summaries in support of research protocols. 3. Coordinates adult relative and child participant recruitment. 4. Prepares patients for examinations and assists staff with specialized procedures and diagnostic exams. 5. Assists patients and reinforces instructions regarding self management.	11-13 years and a. Experience in a clinical or healthcare setting. b. Experience performing diagnostic interviews. c. Knowledge of screening medical disorders. d. Proficiency with MS Office Suite.	Accredited Nursing Assistant Certificate Program
Nurse (Licensed Practical Nurse)	1	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	1-2 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Licensed Practical Nurse)	2	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	3-4 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Licensed Practical Nurse)	3	1. Prepares and assists patients for examinations. 2. Assists researchers or medical staff perform testing and exams and records basic physiological data. 3. Maintains safe, orderly and clean clinical or treatment facility environment. 4. Schedules and prepares patients for appointments.	5-7 years and a. Experience a clinical or healthcare setting. b. Experience performing medical examinations. c. Proficiency with MS Office Suite.	Accredited Practical Nurse Certificate Program
Nurse (Registered Nurse Research)	1	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings.	3-4 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program

Nurse (Registered Nurse Research)	2	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings. 6. Participates in training and mentoring new staff. 7. Develops new research protocols.	5-7 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse Research)	3	1. Recruits and screens patients for inclusion in protocols and clinical trials. 2. Performs assessments and physicals, and collects medical histories. 3. Administers protocol consents and documentation and monitors compliance. 4. Performs data input and management. 5. Performs clinical data interpretation and evaluates and interprets protocol and clinical trial findings. 6. Participates in training and mentoring new staff. 7. Develops new research protocols.	8-10 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	1	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	3-4 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	2	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	5-7 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Nurse (Registered Nurse)	3	1. Performs assessments and collects medical histories and physicals. 2. Performs procedures like IV placement, phlebotomy and administering medications, and monitors patient progress. 3. Teaches patients and families about conditions, treatments and medications. 4. Collaborates with physician to plan, evaluate, coordinate and revise program to deliver the most efficient health care service. 5. Assists Nurse Practitioners evaluate and make recommendations to improve patient care and adhere to good clinical practices.	8-10 years and a. Experience in a clinical research setting with protocols and clinical trials. b. Strong diagnostic and clinical skills. c. Proficiency with MS Office Suite.	Accredited Associate's or Bachelor's Nursing Program
Operations Coordinator	1	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	5-7 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Operations Coordinator	2	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	8-10 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Operations Coordinator	3	1. Provides support for various procurement and administrative tasks. 2. Acts as point of contact with management and administrative, budget and property management staff. 3. Provides guidance to staff on Federal guidelines and procedures. 4. Develops, maintains and updates documentation, databases and spreadsheets for personnel, budget and travel actions. 5. Prepares inventory and purchase requests and assists with property management. 6. Coordinates with management on special projects. 7. Researchers and proposes new administrative procedures.	11-13 years and a. Experience in a medical or clinical setting. b. Proficiency with MS Office Suite. c. Strong organizational and time management skills. d. Knowledge of organizational travel and purchasing systems.	Bachelor's in Biology, life science
Patient Coordinator	1	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants.	1-2 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	2	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review.	3-4 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	3	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages.	5-7 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	4	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages. 8. Monitors workflow and administers and revises processes to maintain and improve operations.	8-10 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient Coordinator	5	1. Coordinates the recruitment, scheduling, travel and admission of research study participants. 2. Distributes recruitment materials. 3. Acts as a liaison between participants, participant's relatives and staff members and communicates participant's questions, complaints, problems and concerns to appropriate staff members. 4. Explains policies and procedures to participants and refers them to appropriate staff. 5. Collates, enters and maintains data collected on participants. 6. Coordinates new patient referrals by obtaining pertinent information and forwarding it for review. 7. May assist in preparing credentialing packages. 8. Monitors workflow and administers and revises processes to maintain and improve operations. 9. Mentors and trains staff on patient recruitment and coordination processes and procedures.	11-13 years and a. Related experience. b. Knowledge of clinical protocols and medical terminology. c. Experience with MS Office Suite.	Associate's in Life sciences or other related discipline
Patient/Research Coordinator	1	1. Assists physicians and research staff with patient data collection. 2. Updates databases related to study activities. 3. Recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants.	3-4 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences
Patient/Research Coordinator	2	1. Assists physicians and research staff with patient data collection. 2. Analyzes, updates and monitors databases related to study activities. 3. Independently recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants.	5-7 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences
Patient/Research Coordinator	3	1. Assists physicians and research staff with patient data collection. 2. Analyzes, updates and monitors databases related to study activities. 3. Independently recruits and schedules subjects, both normal controls and patients. 4. Ensures all medical reports are completed and informed consent signed in time for patient meetings. 5. Prepares and mails study materials to participants. 6. Participates in periodic meetings to discuss research activities.	8-10 years and a. Experience in related field. b. Computer skills to include MS Office Suite.	Bachelor's in Biology, life sciences

Pharmacologist	1	1. Designs and performs original pharmacological research. 2. Evaluates, tests and implements new processes, methodologies and tools for complex pharmacological testing and research. 3. Documents research findings and maintains accurate logs and records of all experimental activities and outcomes. 4. Provides subject matter expertise to senior scientists and program executives. 5. Prepares results of experimental findings for presentation and publication.	5-7 years and a. Expertise conducting clinical pharmacological studies. b. Expertise interpreting scientific methods and techniques relating to pharmacology and toxicology. c. Expertise in clinical pharmacology aspects of drug development. d. Proficiency with MS Office Suite.	PhD in Pharmacology
Phlebotomist	1	1. Draws blood by venipuncture, skin puncture or arterial collection for medical tests and blood donations. 2. Conducts interviews and verifies patient records. 3. Takes vital signs.	3-4 years and a. Experience in phlebotomy	Accredited Phlebotomy Certificate Program
Photographer	1	1. Takes photographs using standard and specialized photographic equipment. 2. Provides technical photographic expertise to provide a variety of clinical, laboratory, medical and scientific visual documentation. 3. Utilizes photo editing software and printing and laminating equipment.	3-4 years and a. Specialized photography experience. b. Must be able to focus, center and provide flash type lighting for photography.	High School
Photographer	2	1. Takes photographs using standard and specialized photographic equipment. 2. Provides technical photographic expertise to provide a variety of clinical, laboratory, medical and scientific visual documentation. 3. Utilizes photo editing software and printing and laminating equipment.	5-7 years and a. Specialized photography experience. b. Must be able to focus, center and provide flash type lighting for photography.	High School
Physician Assistant	1	1. Provides primary medical services in support of supervising physician. 2. Documents medical examination and treatment protocols and results. 3. Assists supervisory physicians manage clinics. 4. Participates in interdisciplinary research teams.	3-4 years and a. Expertise conducting clinical pharmacological studies. b. Expertise interpreting scientific methods and techniques relating to pharmacology and toxicology. c. Expertise in clinical pharmacology aspects of drug development. d. Proficiency with MS Office Suite.	Accredited graduate physician assistant program
Policy Analyst	1	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection.	3-4 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	2	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues.	5-7 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	3	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management.	8-10 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	4	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals.	11-13 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	5	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	14-16 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	6	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	17-19 years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Policy Analyst	7	1. Provides technical experience needed to analyze, develop and implement organizational policies and practices. 2. Provides technical advice to program staff regarding new policies and procedures. 3. Performs research of issues pertaining to current policies, regulations and procedures, and prepares issuance to program staff on changes. 4. Assists with data collection. 5. Analyzes and provides information on current policy issues. 6. Attends meetings to review and implement discussion items. 7. Prepares reports, graphs, etc., for use by upper management. 8. Develops new policies that support organizational goals. 9. Prepares briefing materials and professional packages for upper management, and provides recommendations for improvement.	20+ years and a. Experience reviewing, analyzing and reporting on public policy. b. Proficiency with MS Office Suite. c. Experience researching data and information related to public health and health related policies.	Bachelor's in Governmental Affairs or Public Policy
Procurement Technician	1	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers.	1-2 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	2	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers.	3-4 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	3	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters.	5-7 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management
Procurement Technician	4	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters. 8. Performs quality assurance on data related to procurements.	8-10 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Finance, accounting, contract management

Procurement Technician	5	1. Assists in the preparation and verification of contracts and associated documentation to prepare a complete contract package. 2. Validates receipt of requested items by reviewing packing slips. 3. Enters data into automated tracking and reporting systems. 4. Maintains invoice reporting logs. 5. Resolves invoice problems in coordination with the purchasing agent or contracting officers. 6. Prepares, reformats and edits statements of work from multiple sources. 7. Provides information and assistance to program staff on a variety of procurement matters. 8. Performs quality assurance on data related to procurements.	11-13 years and a. Experience with Federal acquisition and purchasing systems. b. Proficiency with MS Office Suite and database management.	Associate's in Related field
Program Analyst	1	1. Provide Technical knowledge and support in developing and evaluating the fellowship program, establishing process and procedures and maintaining files. 2. Produces various detailed reports for use by upper management.	1-2 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Program Analyst	2	1. Evaluate, develop, and implement the fellowship program, including the maintenance of files and documents; assess process and procedures and recommend improvements where needed. 2. Produces various detailed reports for use by upper management. 3. Analyze, develops and implements new recruiting processes and a variety of training programs.	3-4 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Program Analyst	3	1. Evaluate, develop, and implement the fellowship program, including the maintenance of files and documents; assess process and procedures and recommend improvements where needed. 2. Produces various detailed reports for use by upper management. 3. Develops and implements new recruiting processes. 4. Evaluates the effectiveness of the program to ensure it is meeting the organization's overall objectives. 5. Promotes fellowship program to educational institutions, universities and candidates. 6. Conducts meetings and trains staff on various aspects of the fellowship program.	5-7 years and a. Experience in a related field. b. Demonstrates strong analytical skills. c. Demonstrates knowledge of MS Office Suite.	Bachelor's in Related discipline
Project Manager	1	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets.	1-2 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	2	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards.	3-4 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	3	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	5-7 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	4	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	8-10 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	5	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers.	11-13 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	6	1. Develops project management documentation. 2. Monitors and reports progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Develops and tracks project budgets. 5. Researches project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers. 7. Develops overarching program and project management standards to ensure consistency and quality.	14-16 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Project Manager	7	1. Reviews and evaluates project management documentation. 2. Reviews and evaluates progress to project owners. 3. Conducts project analysis and reports to upper management. 4. Reviews and evaluates project budgets. 5. Reviews and evaluates project management best practices and new industry standards. 6. Provides subject matter expertise and support to other project managers. 7. Develops overarching program and project management standards to ensure consistency and quality. 8. Acts as a liaison with other agencies and organizations when necessary for project completion.	17-19 years and a. Experience in related field supporting a variety of projects. b. Proficiency with MS Office Suite and project management software, to include MS Project. c. Strong oral and written communication skills. d. Knowledge of methods, metrics, tools, and techniques of business process reengineering. e. Knowledge of principles and methods of cost-benefit analysis.	Bachelor's in a Related Field
Property Accountability Manager	1	1. Works with property technician on documenting new and lost inventory. 2. Establishes and maintains all records related to inventory control. 3. Maintains inventory control spreadsheets. 4. Provides summaries and reports for use in analysis and management decisions. 5. Provides summary reports of property disposition, procurement orders and other related information. 6. Performs vendor and product research as necessary. 7. Coordinates all property transactions and generates and maintains all property passes.	8-10 years and a. Experience in inventory and property control management. b. Excellent computer skills with knowledge of inventory systems and databases and proficiency with MS Office Suite. c. Procurement experience. d. Excellent oral and written communication skills.	Bachelor's in Business, accounting
Property Accountability Manager	2	1. Works with property technician on documenting new and lost inventory. 2. Establishes and maintains all records related to inventory control. 3. Maintains inventory control spreadsheets. 4. Provides summaries and reports for use in analysis and management decisions. 5. Provides summary reports of property disposition, procurement orders and other related information. 6. Performs vendor and product research as necessary. 7. Coordinates all property transactions and generates and maintains all property passes. 8. Provides input for property procedure protocols.	11-13 years and a. Experience in inventory and property control management. b. Excellent computer skills with knowledge of inventory systems and databases and proficiency with MS Office Suite. c. Procurement experience. d. Excellent oral and written communication skills.	Bachelor's in Business, accounting
Property Technician	1	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property.	1-2 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting
Property Technician	2	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property. 5. Assists with advising and training staff to ensure that government property policies and responsibilities are being followed.	3-4 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting
Property Technician	3	1. Assists in the process of decaling new accountable and non-accountable property. 2. Ensures that all property transactions are accurately entered into the Property Management Information System (PMIS) and substantiating documents are created and maintained. 3. Reviews PMIS and other databases to research missing items, misclassified documents, inappropriate entries, etc., and takes corrective action. 4. Creates and maintains periodic reports that cover procurement, acquisition, utilization, value and disposition of government property. 5. Advises and trains staff to ensure that government property policies and responsibilities are being followed. 6. Reviews lost and found property and provides reports to the property manager.	5-7 years and a. Experience recording information and entering data in related field. b. Proficiency with MS Office Suite. c. Interpersonal skills.	Associate's in Business or public administration, accounting

Regulatory Affairs Specialist	1	1. Assists researchers and medical staffs prepare clinical trial, pharmaceutical and medical device regulatory documentation. 2. Develop and maintain internal regulatory and compliance library for reference by research and medical staffs. 3. Serves as subject matter expert on regulatory and compliance issues and assists researchers and medical staff track compliance. 4. Contributes to development and maintenance of clinic and program policies, standard operating procedures and guidelines. 5. Designs and coordinates internal compliance reviews.	5-7 years and a. Expertise in clinical trial, and pharmaceutical and medical device testing. b. Expertise in healthcare regulatory affairs. c. Proficiency with MS Office Suite.	Master's in Life science, clinical research
Research Analyst	1	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	1-2 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	2	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	3-4 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	3	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	5-7 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Research Analyst	4	1. Provides technical experience needed to assist in analyzing scientific and technical research projects. 2. Prepares various reports and presentations detailing analyses of data. 3. Performs basic research of various forms of scientific and technical literature and prepares summaries and in-depth reviews. 4. Coordinates with staff in order to communicate research progress and results. 5. Recommend changes and improvements in research processes and procedures.	8-10 years and a. Experience conducting scientific or technical research. b. Demonstrates knowledge of basic research methods, strategies and software applications and systems. c. Proficiency with MS Office Suite.	Bachelor's in Biology, life sciences or related discipline
Researcher	1	1. Performs laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Performs quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Attends and/or presents data at laboratory meetings and one national scientific meeting.	3-4 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Researcher	2	1. Develops laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Coordinates quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Reviews orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Attends and/or presents data at laboratory meetings and one national scientific meeting. 7. Develops strategies with supervisor and other laboratory personnel to plan subsequent experiments.	5-7 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Researcher	3	1. Develops laboratory experiments in support of research programs and projects. 2. Maintains clear and accurate records of laboratory work in defined notebooks and converts those records to electronic records as appropriate. 3. Operates a variety of laboratory equipment. 4. Coordinates quality control of the laboratory including upkeep and routine maintenance of equipment. 5. Reviews orders and maintains laboratory supplies, including chemicals, biological materials, liquid nitrogen, etc. 6. Evaluates and interprets computer analysis of research data and prepares data for publication. 7. Attends and/or presents data at laboratory meetings and one national scientific meeting. 8. Develops strategies with supervisor and other laboratory personnel to plan subsequent experiments. 9. Trains staff in specialized laboratory techniques, procedures and laboratory safety.	8-10 years and a. Experience conducting scientific research. b. Proficiency with MS Office Suite. c. Demonstrates expertise in basic scientific principles, concepts, and theories.	Bachelor's in Biology, life science
Robotics Engineer	1	1. Designs and builds robotic solutions to enable and enhance clinical healthcare and medical procedures. 2. Monitors and maintains robotic prototypes and systems. 3. Develops and gains approval for robotics designs. 4. Researches advances in robotics engineering and identifies applications to medical and surgical procedures.	5-7 years and a. Expertise in designing and building medical robotic instruments. b. Expertise designing with SolidWorks/ProE and CAD systems. c. Proficiency with MS Office Suite.	Master's in Mechanical or robotics engineering
Scientific Policy Analyst	1	1. Analyzes complex scientific variables used to prepare various reports that impact the planning and outcome of the research program. 2. Collects, analyzes and assimilates data to provide a rational basis for research, health, and social policy and program decisions relating to ethical, legal and social implications. 3. Advises management about public policy issues and provides recommendations for appropriate action. 4. Attends various staff and scientific meetings providing reports as requested.	3-4 years and a. Experience assessing and developing policy. b. Proficiency with MS Office Suite. c. Demonstrates experience performing skilled data analysis.	Master's in Science related field Biology, life science
Scientific Policy Analyst	2	1. Analyzes complex scientific variables used to prepare various reports that impact the planning and outcome of the research program. 2. Collects, analyzes and assimilates data to provide a rational basis for research, health, and social policy and program decisions relating to ethical, legal and social implications. 3. Provides expert guidance to management about public policy issues and provides recommendations for appropriate action. 4. Attends various staff and scientific meetings providing reports as requested. 5. Coordinates the daily workload of junior staff. 6. Plans and presents at meetings regarding current and new initiatives.	5-7 years and a. Experience assessing and developing policy. b. Proficiency with MS Office Suite. c. Demonstrates experience performing skilled data analysis.	Master's in Science related field Biology, life science
Scientific Program Analyst	1	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization.	1-2 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	2	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization.	3-4 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	3	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement.	5-7 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	4	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement. 8. Develops and prepares various scientific reports.	8-10 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline
Scientific Program Analyst	5	1. Researches and evaluates the operation of the organization's scientific programs. 2. Researches, interprets and summarizes background materials from a variety of scientific sources. 3. Compiles data and creates and prepares graphs, slides and presentations. 4. Performs logistical planning of various scientific meetings, lectures, workshops. 5. Plans, organizes and participates at a senior level in technical meetings and consultations. 6. Reviews and evaluates the performance of the organization. 7. Analyzes existing scientific programs and makes recommendations for improvement. 8. Develops and prepares various scientific reports. 9. Develops and implements new scientific programs in order to fulfill organizational goals and objectives. 9. Develops and maintains clinical database.	11-13 years and a. Experience in biology or other scientific field. b. Proficiency with MS Office Suite. c. Experience conducting scientific research.	Master's in Biology, life science or other related discipline

Scientific Program Manager	1	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives.	3-4 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	2	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities.	5-7 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	3	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements.	8-10 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	4	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans.	11-13 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	5	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans. 10. Prepares and provides educational materials to staff. 11. Works closely with management to develop new initiatives that further scientific research.	14-16 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Program Manager	6	1. Develops and assists staff implement policies and procedures related to the organization's scientific programs. 2. Collects, analyzes and creates scientific program information. 3. Coordinates workshops and reports their outcomes. 4. Evaluates current scientific programs and determines if changes need to be made. 5. Assists with analyzing current scientific programs and developing and proposing new initiatives. 6. Collaborates with management and prepares reports to keep them updated on new and ongoing programs and activities. 7. Coordinates staff responsible for developing, installing and maintaining scientific programs. 8. Analyzes current policies and procedures and suggests and develops improvements. 9. Assists in preparing and developing future strategic plans. 10. Prepares and provides educational materials to staff. 11. Works closely with management to develop new initiatives that further scientific research. 12. Uses scientific expertise to review grant proposals and interacts with potential grantees to obtain additional information.	17-19 years and a. Experience in biology or other related field. b. Experience managing programs. c. Proficiency with MS Office Suite	Master's in Biology, life sciences
Scientific Reviewer	1	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review.	3-4 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	2	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings.	5-7 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	3	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers.	8-10 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	4	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy.	11-13 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	5	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy. 9. Analyzes scientific content of grant applications.	14-16 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Reviewer	6	1. Performs administrative review of research grant applications. 2. Identifies specific areas of expertise for peer review panel, searches databases and resources and prepares lists of potential reviewers. 3. Prepares preliminary drafts of summary statements. 4. Validates and enters information into databases. 5. Identifies involved persons who must be on a conflict of interest list and identifies deficiencies which must be addressed prior to review. 6. Attends peer review meetings to take notes for use when preparing final summary of documentation of meeting proceedings. 7. Obtains written critiques from reviewers. 8. Evaluates incoming reviews for completeness and accuracy. 9. Analyzes scientific content of grant applications. 10. Mentors and trains staff on scientific peer review processes and procedures.	17-19 years and a. Experience conducting scientific peer review. b. Extensive scientific knowledge and research experience. c. Excellent scientific communication skills, both oral and written.	PhD in Biomedical, biology or life sciences or related field
Scientific Technical Writer	1	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication.	5-7 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientific Technical Writer	2	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication. 7. Provides expert guidance, direction and support to executives in the development and distribution of scientific and technical written materials.	8-10 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientific Technical Writer	3	1. Prepares scientific and technical materials for publication. 2. Conducts advanced literature reviews and prepares reports, summaries and presentations on findings. 3. Creates and maintains databases of all research materials, literature reviews, and publications. 4. Develops and edits official program management reports, official correspondence and audit reports. 5. Provide scientific and technical writing expertise to assist researchers and staff prepare documentation. 6. Finalizes documents and prepares materials for publication. 7. Provides expert guidance, direction and support to executives in the development and distribution of scientific and technical written materials. 8. Mentors, coaches and trains writers, editors and staff on scientific and technical writing and editing practices and procedures.	11-13 years and a. Expertise writing and editing technical and scientific documents, reports and publications. b. Proficiency with MS Office Suite. c. Expertise communicating complex scientific ideas to the general public in clear, concise language. d. Exceptional interpersonal (oral and written) communication skills.	Master's in Biology, life science
Scientist	1	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	1-2 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field

Scientist	2	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	3-4 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	3	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	5-7 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	4	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts.	8-10 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	5	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols.	11-13 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	6	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia.	14-16 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	7	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia. 8. Provides interpretation of results, guidance, and scientific support to the management team.	17-19 years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Scientist	8	1. Supports the planning and execution of research experiments in the context of the laboratory's overall research program. 2. Supports laboratory staff on research projects and techniques. 3. Maintains laboratory equipment and the training of others in their use. 4. Assists in maintaining adequate space and facilities for ongoing and projected research studies. 5. Evaluates, analyzes and interprets research data, communicates results and methods in reports, presentations, and manuscripts. 6. Coordinates with junior staff to modify research protocols. 7. Presents research at national scientific meetings and symposia. 8. Provides interpretation of results, guidance, and scientific support to the management team. 9. Mentors junior level scientists.	20+ years and a. Experience in a science related field. b. Experience working in a research laboratory environment. c. Proficiency with MS Office Suite.	Master's in Science related field
Senior Advisor	1	1. Provides executive experience needed to conduct needs assessments and develop recommendations for improvements of current operations. 2. Collaborates with other professionals to develop recommendations for current and future initiatives. 3. Advises management and staff on formulation of new strategies and sensitive or complicated issues. 4. Works with staff to develop and implement new and proactive programs geared to specific audiences. 5. Conducts research and analysis to proactively address and respond to inquires on various policies and issues.	11-13 years and a. Experience as director of a major program, division or operational unit. b. Advanced experience in strategy design and implementation. c. Expertise in MS Office Suite, and other related business analysis software and applications.	Master's in Business or public administration, management, or organizational development
Senior Advisor	2	1. Provides executive experience needed to conduct needs assessments and develop recommendations for improvements of current operations. 2. Collaborates with other professionals to develop recommendations for current and future initiatives. 3. Advises management and staff on formulation of new strategies and sensitive or complicated issues. 4. Works with staff to develop and implement new and proactive programs geared to specific audiences. 5. Conducts research and analysis to proactively address and respond to inquires on various policies and issues. 6. Coordinates and advances professional development and research done by others in areas where other mechanisms may not be optimal due to time constraints or other issues.	14-16 years and a. Experience as director of a major program, division or operational unit. b. Advanced experience in strategy design and implementation. c. Expertise in MS Office Suite, and other related business analysis software and applications.	Master's in Business or public administration, management, or organizational development
Shipping and Receiving Clerk	1	1. Sorts, counts, packages, labels, insures and logs all shipping and receiving inventory. 2. Reviews shipping manifest, inspects packages, and verifies quantities received against invoices, packing slip and purchase orders. 3. Inspects shipments for damages and defects, records damages and notifies appropriate purchasing personnel. 4. Assists primary shipping and receiving clerk(s) in the receiving and delivery of all incoming and outgoing shipments in accordance with all appropriate guidelines and procedures and enters supply items into inventory system. 5. Maintains a clean and orderly shipping and receiving work area.	1-2 years and a. Experience in shipping and receiving or a related field. b. Demonstrates knowledge of MS Office Suite.	High School
Shuttle Driver	1	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	1-2 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Shuttle Driver	2	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	3-4 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Shuttle Driver	3	1. Transport clients, trainees and company personnel to appropriate destination according to assigned daily schedule, and assists loading and unloading passengers and their baggage into and out of vehicle. 2. Operates radio or similar device to communicate with base station as well as other vehicles. 3. Picks up and delivers mail, parcels, small equipment, and samples as directed. 4. Cleans and services government vehicles, performing preventative maintenance, routine care and reports disruption of service. 5. Operates vehicles in accordance with local, state and federal laws and regulations and standard operating procedures.	5-7 years and a. Commercial driving experience transporting passengers. b. Experience performing maintenance of Class B or C vehicles and their related equipment. c. Demonstrates ability to communicate effectively with various types of people. d. Demonstrates excellent customer service skills.	High School
Statistician	1	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses.	1-2 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Experience with Matlab. d. Knowledge of mathematical and statistical theory in scientific applications. e. Experience with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	2	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions.	3-4 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Experience with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Experience with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	3	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions.	5-7 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics

Statistician	4	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions. 7. Develops and coordinates the training program for staff in statistical and mathematical analysis.	8-10 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Statistician	5	1. Performs experimental investigations and similar research projects utilizing extensive applications of mathematical and statistical methodologies. 2. Develops original computer code and programs for the application of new mathematical and statistical theories for the solution of proposed problems related to various scientific studies. 3. Utilizes statistical software packages to manage, maintain and analyze large, complex statistical databases. 4. Enters and verifies data fields and data dictionaries. 5. Collects and analyzes mathematical data and performs descriptive and missing data analyses. 6. Tracks and documents all modifications, errors and changes to all databases and decisions. 7. Develops and coordinates the training program for staff in statistical and mathematical analysis.	11-13 years and a. Experience in scientific field. b. Proficiency with MS Office Suite. c. Expertise with Matlab. d. Advanced knowledge of mathematical and statistical theory in scientific applications. e. Expertise with SAS, SPSS and other statistical software packages.	Master's in Statistics, data science, mathematics
Ultrasound Technician	1	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedures to patients and healthcare providers.	3-4 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Ultrasound Technician	2	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedure to patients and healthcare providers. 4. Assists with developing budgets for ultrasound equipment and facilities.	5-7 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Ultrasound Technician	3	1. Schedules and coordinates testing, operates ultrasound equipment and prepares and maintains operational log. 2. Calibrates and maintains ultrasound equipment. 3. Explains imaging procedure to patients and healthcare providers. 4. Assists with developing budgets for ultrasound equipment and facilities. 5. Liaisons with and supports technicians, researchers and medical staff as needed.	8-10 years and a. Experience operating and maintaining ultrasound equipment. b. Experience coordinating patient schedules. c. Proficiency with MS Office Suite.	Accredited Diagnostic Medical Sonography Associate's Program and REQ: ARDMS [Registered Diagnostic Medical Sonographer]
Veterinarian	1	1. Provides routine medical care to research colonies. 2. Perform animal surgeries. 3. Maintains accurate records and updates databases. 4. Ensures facility compliance with federal, state, local and departmental laws, regulations and guidelines. 5. Participates in small animal and non-human primate experiments.	5-7 years and a. Expertise in designing and building medical robotic instruments. b. Expertise designing with SolidWorks/ProE and CAD systems. c. Proficiency with MS Office Suite.	DVM in Veterinary medicine