PART 1511—DESCRIBING AGENCY NEEDS

Authority: Sec. 205(c), 63 Sta. 390, as amended, 40 U.S.C. 486(c).

Source: 61 FR 57337, Nov. 6, 1996, unless otherwise noted.

1511.000 Scope of part.

1511.011 Solicitation Provisions and Contract Clauses.

1511.011-70 Reports of work.

1511.011-71 [Reserved]

1511.011-72 Monthly progress report.

1511.011-73 Level of effort.

1511.011-74 Work assignments.

1511.011-75 Working files.

1511.011-76 Legal analysis.

1511.011-77 Final reports.

1511.011-78 Advisory and assistance services.

1511.011-79 Information resources management.

Parent topic: SUBCHAPTER B—ACQUISITION PLANNING

1511.000 Scope of part.

This part implements FAR part 11 and provides policy and procedures for describing Agency needs.

1511.011 Solicitation Provisions and Contract Clauses.

1511.011-70 Reports of work.

Contracting officers shall insert one of the contract clauses at 1552.211-70 when the contract requires the delivery of reports, including plans, evaluations, studies, analyses and manuals. The basic clause should be used when reports are specified in a contract attachment. Alternate I is used to specify reports in the contract schedule.

1511.011-71 [Reserved]

1511.011-72 Monthly progress report.

Contracting Officers shall insert a contract clause substantially the same as the clause at 1552.211-72 when monthly progress reports are required.

1511.011-73 Level of effort.

The Contracting Officer shall insert the clause at 1552.211-73, *Level of Effort—Cost Reimbursement Contract,* in cost-reimbursement contracts including cost contracts without fee, cost-sharing contracts, cost-plus-fixed-fee (CPFF) contracts, cost-plus-incentive-fee contracts (CPIF), and cost-plus-award-fee contracts (CPAF).

1511.011-74 Work assignments.

(a) *Policy.* When issuing work assignments, the independent government cost estimate shall not be released to the contractor. In most cases the Contracting Officer (CO) should authorize the contractor to expend only the estimated labor hours necessary to develop the work plan and to initiate preliminary tasks which must be performed before work plan approval can be made. However, in cases where the uncertainties involved in the effort are of such a magnitude that there is no reasonable expectation that the contractor can estimate the level of effort required by the tasks, objectives, or outcomes of the requirement, the CO may provide a ceiling level of effort for the entire work assignment at the time of its issuance. In such cases, the specific uncertainties precluding reasonable estimation of the required level of effort on the contractor's part must be documented in the contract file.

(b) *Contract Clause.* The CO shall insert the contract clause at 1552.211.74, *Work Assignments,* in cost-reimbursement contracts when work assignments are used.

(1) For Superfund contracts, except for contracts which require annual conflict of interest certificates (e.g., Site-Specific contracts, the Contract Laboratory Program (CLP), Sample Management Office (SMO) contracts), the CO shall use the clause with either Alternate I or Alternate II. Alternate I shall be used for contractors who have at least three (3) years of records that may be searched for certification purposes. Alternate II shall be used for contractors who do not have at least three (3) years of records that may be searched.

(2) For non-Superfund contracts, the CO shall use the clause with either Alternate III or Alternate IV. Alternate III shall be used for contractors who have at least three (3) years of records that may be searched for certification purposes. Alternate IV shall be used for contractors who do not have at least three (3) years of records that may be searched.

1511.011-75 Working files.

Contracting Officers shall insert the contract clause at 1552.211-75 in all applicable EPA contracts where accurate working files on all work documentation is required in the performance of the contract.

1511.011-76 Legal analysis.

Contracting Officers shall insert the clause at 1552.211-76 when it is determined that the contract involves legal analysis.

1511.011-77 Final reports.

Contracting Officers shall insert the contract clause at 1552.211-77 when a contract requires both a draft and a final report.

1511.011-78 Advisory and assistance services.

Contracting Officers shall insert the contract clause at 1552.211-78 in all contracts for advisory and assistance services.

1511.011-79 Information resources management.

The Contracting Officer shall insert the clause at 1552.211-79, Compliance with EPA Policies for Information Resource Management, in all solicitations and contracts.