

## Continuation Page - Summary of Changes

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### **SECTION B:**

#### **B.1.6 CONTRACT TYPE**

##### **FROM:**

HCaTS is a Government-Wide, Multiple Award, Indefinite-Delivery, Indefinite-Quantity (MA- IDIQ) task order contract vehicle for customized training and development services, customized human capital strategy services, and customized organizational performance improvement services, which is available for use by all Federal agencies and other entities as listed in the current GSA Order ADM 4800.2H, Eligibility to Use GSA Sources of Supply and Services, as amended.

##### **TO:**

HCaTS is a Government-Wide, Multiple Award, Indefinite-Delivery, Indefinite-Quantity (MA- IDIQ) task order contract vehicle for customized training and development services, customized human capital strategy services, and customized organizational performance improvement services, which is available for use by all Federal agencies and other entities as listed in the current GSA Order GSA Order ADM 4800.2I, Eligibility to Use GSA Sources of Supply and Services, as amended.

#### **B.1.7 MINIMUM GUARANTEE AND MAXIMUM CEILING**

##### **FROM:**

The minimum dollar guarantee is \$2,500.00 for each Contractor that does not obtain a task order award under their HCaTS contract. The minimum dollar guarantee applies to the contract as a whole and not each ordering period, if exercised. The minimum dollar guarantee will be funded by FY16 funds.

The minimum dollar amount for an individual task order must exceed the micro-purchase threshold as defined in *FAR Section 2.101*, as amended. The maximum dollar amount for each individual task order placed under an HCaTS contract is \$3.45 billion for Pool 1. An unlimited number of task orders may be placed under an HCaTS contract throughout the ordering period, including options, if exercised. The maximum dollar amount for HCaTS, including all options, if exercised, is \$3.45 billion for Pool 1.

##### **TO:**

The minimum dollar guarantee is \$2,500.00 for each Contractor that does not obtain a task order award under their HCaTS contract. The minimum dollar guarantee applies to the contract as a whole and not each ordering period, if exercised.

The minimum dollar amount for an individual task order must exceed the micro-purchase threshold as defined in *FAR Section 2.101*, as amended. The maximum dollar amount for HCaTS, including all options, if exercised, is \$2.3 billion for Pool 2.

### **SECTION C:**

#### **C.1 SCOPE**

##### **FROM:**

Through this partnership, GSA will be principally responsible for contract administration, while OPM will be responsible for policy oversight.

##### **TO:**

Through this partnership, GSA will be principally responsible for contract administration, while OPM will be responsible for policy oversight *and customer assistance*. *Together, through delegated procurement authority, both Federal agencies provide optional assisted acquisition services for HCaTS customers.*

### C.3 SUMMARY OF REQUIREMENTS

**FROM:**

The objective of HCaTS is to provide Federal agencies with a total integrated and customized solution for training and development services, human capital strategy services, and organizational performance improvement services at all levels (e.g., enterprise, unit, individual). Ultimately, solutions at the task order level should align with the principles of sound human capital management. Federal agencies have the flexibility to award task orders that encompass any and all KSAs for any portion of their workforce at any organizational level. The KSAs identify general lifecycles and specific disciplines, however, these are not meant to be all inclusive and OCOs have the authority to define requirements and award task orders that meet their specific needs so long as the scope falls under the definition of one or more KSA(s).

**TO:**

The objective of HCaTS is to provide Federal agencies with a total integrated and customized solution for training and development services, human capital strategy services, and organizational performance improvement services at all levels (e.g., enterprise, unit, individual). Ultimately, solutions at the task order level should align with the principles of sound human capital management. Federal agencies have the flexibility to award task orders that encompass any and all KSAs for any portion of their workforce at any organizational level. The KSAs identify general lifecycles and specific disciplines, however, these are not meant to be all inclusive and OCOs have the authority to define requirements and award task orders that meet their specific needs so long as the *preponderance of the scope* falls under the definition of one or more KSA(s).

#### C.3.1.1 KSA 1 (CUSTOMIZED TRAINING AND DEVELOPMENT SERVICES)

**FROM:**

This KSA covers many types of customized training and development requirements and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level of customization may vary dependent upon an ordering activity's requirements. While training and development requirements that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request a within scope determination from the HCaTS CO prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

**NOTE:** Whether rendered during a pre-award within scope determination or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of this KSA shall not be included in a resultant task order. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.

**TO:**

This KSA covers many types of customized training and development requirements and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level

of customization may vary dependent upon an ordering activity's requirements. While training and development requirements that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request guidance *on scope from the HCaTS PMO* prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

*NOTE: Whether rendered during pre-award or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of the HCaTS Contract shall not be included in a resultant task order. If the scope determination states that this KSA is not present, then the OCO shall not include it in the resulting task order or the Contractor in its reporting in CPRM. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.*

### **C.3.1.2 KSA 2 (CUSTOMIZED HUMAN CAPITAL STRATEGY SERVICES)**

#### **FROM:**

This KSA covers many types of customized human capital strategy services and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level of customization may vary dependent upon an ordering activity's requirements. While human capital strategy services that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request a within scope determination from the HCaTS CO prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

**NOTE:** Whether rendered during a pre-award within scope determination or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of this KSA shall not be included in a resultant task order. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.

#### **TO:**

This KSA covers many types of customized human capital strategy services and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level of customization may vary dependent upon an ordering activity's requirements. While human capital strategy services that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request guidance *on scope from the HCaTS PMO* prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

*NOTE: Whether rendered during pre-award, or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of the HCaTS Contract shall not be included in a resultant task order. If the scope determination states that this KSA is not present, then the OCO shall not include it in the resulting task*

*order or the Contractor in its reporting in CPRM. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.*

**C.3.1.3 KSA 3 (CUSTOMIZED ORGANIZATIONAL PERFORMANCE IMPROVEMENT)**

**FROM:**

This KSA covers many types of customized organizational performance improvement services and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level of customization may vary dependent upon an ordering activity's requirements. While organizational performance improvement services that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request a within scope determination from the HCaTS CO prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

**NOTE:** Whether rendered during a pre-award within scope determination, or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of this KSA shall not be included in a resultant task order. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.

**TO:**

This KSA covers many types of customized organizational performance improvement services and their respective lifecycles, which can be performed at any level (e.g., enterprise, unit, individual). The level of customization may vary dependent upon an ordering activity's requirements. While organizational performance improvement services that are not customized are generally, by definition, considered to be outside the scope of this KSA, the HCaTS CO reserves the right to permit consideration of limited customization efforts dependent upon the total solution required to meet a Federal agency's needs. An OCO is highly encouraged to request a *guidance on scope from the HCaTS PMO* prior to task order solicitation/award to ensure a contemplated requirement is sufficient in its degree of customization to meet the requirements set forth herein and/or is appropriate for competition under HCaTS.

*NOTE: Whether rendered during pre-award, or during an HCaTS PMO audit after award of a task order, the HCaTS CO's within scope determination is final. All requirements that are determined to be outside the scope of the HCaTS Contract shall not be included in a resultant task order. If the scope determination states that this KSA is not present, then the OCO shall not include it in the resulting task order or the Contractor in its reporting in CPRM. If the task order was already awarded, the OCO shall take all necessary corrective actions to comply with the HCaTS CO's determination.*

**SECTION D:**

No changes made.

**SECTION E:**

No changes made.

**SECTION F:**

**F.4 CONTRACT ORDERING PERIOD**

**FROM:**

The ordering period of HCaTS is from the date of the Notice-To- Proceed through five years thereafter, with one five-year option period in accordance with FAR [52.217-9](#) and one six-month option period in accordance with FAR [52.217-8](#), for a total of 10.5 years.

**TO:**

The ordering period of HCaTS is as follows, in accordance with FAR [52.217-9](#) and [52.217-8](#):

Base Year Period of Performance (POP): 26 September 2016 to 25 September 2021  
 Five-year Option Year POP: 26 September 2021 to 25 September 2026  
 Six-Month Extension (if exercised) POP: 26 September 2026 to 25 March 2027

**F.5.1 DELIVERABLE AND REPORTING REQUIREMENTS**

**FROM:**

SECTION	REFERENCE	DESCRIPTION	FREQUENCY	LOCATION
G3.2.1 through G.3.2.5	Contract Payment Reporting Module (CPRM)	Task Order Award, Modification, Invoice, CAF data, and Close-out data on a cumulative basis	Monthly (30th calendar day of each month, last day in February)	Electronically via the Contract Payment Reporting Module (CPRM) website
G.3.5	Insurance	ACORD Form, <i>Certificate of Liability Insurance</i>	Within 30 calendar days after the HCaTS Notice- to-Proceed and any updates thereafter	HCaTS CO and OCOs for affected task orders
G.3.8	VETS 100-A Reports	VETS 100-A reporting	Annually, no later than September 30th of each year	Electronically via the Department of Labor (DOL) VETS 100-A reporting website and notify the HCaTS CO
H.6.1	Adequate Accounting System	Correspondence and audit reports from DCAA or CFA that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders

H.6.2	Acceptable Estimating System	Correspondence and audit reports from DCMA or CFA that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders
H.6.3	Approved Purchasing System	Correspondence and audit reports from DCMA or CFA that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders
H.6.4	Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR) and/or Audited Billing Rates	Correspondence and audit reports from DCAA, DCMA or CFA that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders and OCOs for affected task orders
H.6.5	Earned Value Management System (EVMS)	Correspondence and verification from EVMS certifying body that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders
H.6.6	ISO 9001:2008 Certification	Correspondence or audit from an ISO 9001:2015 certifying body that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders
H.6.7	ISO/IEC 27001:2013 Certification	Correspondence or audit from an ISO/IEC 27001:2013 certifying body that updates the current status	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders
H.7	Cost Accounting Standards (CAS)	Correspondence and audit reports from DCAA or CFA that updates the current CAS Disclosure Statements, Administration of CAS, or Cost	Within 45 calendar days after the update	HCaTS CO and OCOs for affected task orders

		Accounting Practice Changes		
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TO:

SECTION	REFERENCE	DESCRIPTION	FREQUENCY	LOCATION
G3.2.1 through G.3.2.5	Contract Payment Reporting Module (CPRM)	Task Order Award, Modification, Invoice, CAF data, and Close-out data on a cumulative basis	Within 30 calendar days after Award	Electronically via the Contract Payment Reporting Module (CPRM) website
G.3.5	Insurance	ACORD Form, <i>Certificate of Liability Insurance</i>	Within 30 calendar days after the HCaTS Notice- to-Proceed	HCaTS CO
G.3.8	VETS 4212 Reports	VETS 4212 reporting	Annually, no later than September 30th of each year	Electronically via the Department of Labor (DOL) VETS 4212 reporting website and send the report to the HCaTS CO

**F.5.2 COMPLIANCE**

FROM:

SECTION	REFERENCE	COMPLIANCE
G.3.5	Insurance	<i>The Contractor shall submit timely and accurate Certificate(s) of Liability Insurance and maintain adequate insurance coverage at the HCaTS contract and task order level</i> <i>FAR Subsection <a href="#">28.307-2</a></i>
G.3.8	VETS 100-A Reports	The Contractor shall report timely and accurate VETS 100-A Reports in the Department of Labor VETS-100 website and send confirmation to the HCaTS CO
H.6.1	Adequate Accounting	The Contractor shall maintain the adequate status

	System	of its accounting system and submit updates of the current status
H.6.2	Acceptable Estimating System	The Contractor shall maintain the acceptable status of its estimating system and submit updates of the current status
H.6.3	Approved Purchasing System	The Contractor shall maintain the approved status of its purchasing system and submit updates to the current status
H.6.4	Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR) and/or Audited Billing Rates	The Contractor shall maintain its FPRA, FPRR, and/or Audited Billing Rates and submit any updates
H.6.5	Earned Value Management System (EVMS)	The Contractor shall maintain its EVMS ANSI/EIA Standard-748 and submit any updates
H.6.6	ISO 9001:2008 Certification	The Contractor shall maintain its ISO 9001:2015 Certification and submit any updates
H.6.7	ISO/IEC 27001:2013 Certification	The Contractor shall maintain its ISO/IEC 27001:2013 Certification and submit any updates

**TO:**

SECTION	REFERENCE	COMPLIANCE
G.3.5	Insurance	<i>The Contractor shall submit timely and accurate Certificate(s) of Liability Insurance and maintain adequate insurance coverage at the HCaTS contract and task order level in accordance with FAR Subsection 28.307-2.</i>
G.3.8	VETS 4212 Reports	The Contractor shall report timely and accurate VETS-4212 Reports in the Department of Labor VETS-4212 website and send the report to the HCaTS CO
H.6.1	Adequate Accounting System	(Optional) The Contractor maintains the adequate status of its accounting system
H.6.2	Acceptable Estimating System	(Optional) The Contractor maintains the acceptable status of its estimating system
H.6.3	Approved Purchasing System	(Optional) The Contractor maintains the approved status of its purchasing system
H.6.4	Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR)	(Optional) The Contractor maintains its FPRA, FPRR, and/or Audited Billing Rates

	and/or Audited Billing Rates	
H.6.5	Earned Value Management System (EVMS)	(Optional) The Contractor maintains its EVMS ANSI/EIA Standard-748
H.6.6	ISO 9001:2008 Certification	(Optional) The Contractor maintains its ISO 9001:2015 Certification
H.6.7	ISO/IEC 27001:2013 Certification	(Optional) The Contractor maintains its ISO/IEC 27001:2013 Certification

**SECTION G:**

**G.2.6 CONTRACTOR KEY PERSONNEL**

**FROM:**

The Contractor shall ensure that the HCaTS CO has current point-of-contact information for both the CHPM and CHCM. The Contractor Key Personnel are considered essential to HCaTS. Prior to substituting, removing, replacing, or diverting any Contractor Key Personnel, the Contractor shall notify the HCaTS CO 15 business days in advance and shall submit a written request and justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact to HCaTS. No change in Contractor Key Personnel shall be made by the Contractor without the prior written consent of the HCaTS CO. However, in urgent situations, as determined or agreed to by the HCaTS CO, an oral request to substitute Contractor Key Personnel may be approved and subsequently ratified by the HCaTS CO in writing. Such ratification shall constitute the consent of the HCaTS CO required by this paragraph. The HCaTS CO will notify the Contractor within ten business days after receipt of all required information of the decision on the substitution(s).

**TO:**

The Contractor shall ensure that the HCaTS CO has current point-of-contact information for both the CHPM and CHCM. The Contractor Key Personnel are considered essential to HCaTS. Upon removing and replacing any Contractor Key Personnel, the Contractor shall notify the HCaTS CO within 15 business days.

**G.3.5 INSURANCE**

**FROM:**

The OCO may require additional insurance coverage or higher limits specific to a task order awarded under an HCaTS contract. If the task order does not specify any insurance coverage amounts, the minimum insurance requirements in *FAR Subsection 28.307-2* shall apply to the task order. OCOs must tailor insurance coverage clauses, provisions, and other applicable terms and conditions specific to each task order’s contract type, solicitation and award.

The Contractor shall maintain the minimum insurance coverage for the entire term of HCaTS. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of their insurance coverage and provide the reasons for the change and copies of ACORD Form, *Certificate of Liability Insurance*, as applicable.

The HCaTS website will maintain a record of each Contractor’s status of insurance coverage for the OCOs. Only those Contractors that meet the insurance coverage requirements on task order solicitations shall be eligible to compete.

**TO:**

The OCO may require additional insurance coverage or higher limits specific to a task order awarded

under an HCaTS contract. If the task order does not specify any insurance coverage amounts, the minimum insurance requirements in *FAR Subsection 28.307-2* shall apply to the task order. OCOs must tailor insurance coverage clauses, provisions, and other applicable terms and conditions specific to each task order's contract type, solicitation and award. The Contractor shall maintain the minimum insurance coverage for the entire term of HCaTS.

### G.3.8 VETS-100A REPORTS

#### FROM:

Subject to *FAR Subpart 22.13*, *FAR 52.222-37* and the [Vietnam Era Veterans' Readjustment Assistance Act of 1972 \(VEVRAA\)](#), Contractors and Subcontractors shall report annually to the Department of Labor the number of employees in their workforces and any new hires, by job category and hiring location, who are qualified covered veterans during the reporting period.

Contractors shall submit a VETS-100A report annually to the DOL VETS-100A website and provide confirmation to the HCaTS CO, even if the Contractor has no covered veterans or new employees to report during the reporting period. This report applies to the HCaTS Program as a whole, sent to the DOL VETS-100A website and HCaTS CO, and not for each HCaTS contract.

#### TO:

Subject to *FAR Subpart 22.13*, *FAR 52.222-37* and the [Vietnam Era Veterans' Readjustment Assistance Act of 1972 \(VEVRAA\)](#), Contractors and Subcontractors shall report annually to the Department of Labor the number of employees in their workforces and any new hires, by job category and hiring location, who are qualified covered veterans during the reporting period.

Contractors shall submit a VETS-4212 report annually to the DOL VETS-4212 website and provide confirmation to the HCaTS CO, even if the Contractor has no covered veterans or new employees to report during the reporting period. This report applies to the HCaTS Program as a whole, sent to the DOL VETS-4212 website and HCaTS CO, and not for each HCaTS contract.

### H.6 ACCREDITATIONS

#### FROM:

All accreditations are optional; however, Contractors are encouraged to acquire these accreditations. Furthermore, Contractors without an accounting system that have been determined adequate by the HCaTS CO, are prohibited from competing for and being awarded cost reimbursable task order awards. Compliance with the Cost Accounting Standards (CAS) are mandatory unless covered by exemption under [48 CFR 9903.201-1](#) and [48 CFR 9903.201-2](#).

The Contractor shall maintain throughout the ordering period of its HCaTS contract, at a minimum, the accreditation at time of contract award or when obtained, whichever is earlier. For example, if a Contractor's proposal included an ISO 9001:2008 or ISO 9001:2015 Certification and made a part of contract award, then the Contractor shall maintain an ISO 9001:2008 or ISO 9001:2015 certification for the duration of the HCaTS ordering period. If the Contractor's adequate accounting system, acceptable estimating system, approved purchasing system, Earned Value Management System (EVMS), Forward Price Rate Agreement (FPRA), Forward Price Rate Recommendation (FPRR), and/or audited billing rates expires, the HCaTS PMO may request the accreditation be audited; however, the HCaTS PMO is not obligated to request an audit. In the event that a Contractor's accreditation expires as a result of the HCaTS PMO not requesting an audit, the Contractor will not be placed in Dormant Status or Off-Ramped (see Sections H.25 and H.26).

Failure to meet the following deliverables, reports, or compliance standards and *FAR 52.204-15* may result in activation of Dormant Status and/or result in a Contractor being Off-Ramped (see Sections H.25 and H.26).

An award matrix will be published in the HCaTS PMO website publicizing which accreditations Contractors incorporated in their contract. Inclusion of Contractors accreditation information in the matrix shall be optional at the Contractor's discretion, however, the HCaTS PMO strongly encourages participation by the Contractor as a means to facilitate effective market research by OCOs where task order requirements necessitate specific accreditation(s).

**TO:**

All accreditations are optional; however, Contractors are encouraged to acquire these accreditations. Furthermore, Contractors without an accounting system are prohibited from being awarded cost reimbursable task order awards. Compliance with the Cost Accounting Standards (CAS) are mandatory unless covered by exemption under *48 CFR 9903.201-1* and *48 CFR 9903.201-2*.

**H.6.1 ADEQUATE ACCOUNTING SYSTEM**

**FROM:**

An adequate accounting system is a system that is approved by the HCaTS CO, in consultation with the Defense Contract Audit Agency (DCAA) or a Cognizant Federal Agency (CFA) other than DCAA and provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for government procurements.

An adequate accounting system is optional. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its adequate accounting system and provide the reason(s) for the change and copies of audit reports, as applicable.

Only those Contractors that maintain an adequate accounting system, as approved by the HCaTS CO, shall be eligible for cost reimbursable task order awards.

**TO:**

An adequate accounting system is a system that is approved by the HCaTS CO, in consultation with the Defense Contract Audit Agency (DCAA) or a Cognizant Federal Agency (CFA) other than DCAA and provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for government procurements.

An adequate accounting system is optional.

**H.6.1.1 POST-AWARD ADEQUACY DETERMINATIONS**

**FROM:**

Any Contractor electing to opt in for cost reimbursement task order participation shall be subject to an adequacy review of its accounting system. This review may include, but shall not be limited to, any of the following: request and review of existing accounting system audits, prior Cognizant Federal Agency (CFA) determination reviews, and/or initiation of an audit by the HCaTS PMO. Adequacy determinations shall be made by the HCaTS CO at its unilateral discretion after initial contract award and shall be approved prior to Contractor participation in cost reimbursement task order solicitations. The HCaTS PMO will notify Contractors on the procedures to request an audit at such time.

**TO:**

Cost Reimbursement is defined under FAR Subpart 16.3, Cost-Reimbursement Contracts, and other applicable agency-specific regulatory supplements. FAR Part 30, Cost Accounting Standards Administration and FAR Part 31, Contract Cost Principles and Procedures, may apply to cost-reimbursement task orders.

At the task order level, the OCO has the authority and responsibility for the determination of cost or price reasonableness for their agency’s task order requirements. Adequate price competition at the task order level, in response to an individual requirement, establishes the most accurate, fair, and reasonable pricing for that requirement. The OCO may require the Contractor to maintain an acceptable accounting system that will permit timely development of all necessary cost data in the form required by the proposed contract type.

**H.6.2 ACCEPTABLE ESTIMATING SYSTEM**

**FROM:**

An acceptable estimating system is not mandatory; however, Contractors are encouraged to have an acceptable estimating system audited by DCMA or any CFA for the entire ordering period of their HCaTS contract. If the Contractor’s contract is inclusive of an acceptable estimating system, the Contractor shall maintain it for the rest of the ordering period. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its estimating system and provide the reason(s) for the change and copies of audit reports, as applicable.

**TO:**

An acceptable estimating system is not mandatory; however, Contractors are encouraged to have an acceptable estimating system audited by DCMA or any CFA for the entire ordering period of their HCaTS contract.

**H.6.3 APPROVED PURCHASING SYSTEM**

**FROM:**

An approved purchasing system is not mandatory; however, Contractors are encouraged to have a purchasing system audited by DCMA or any CFA other than DCMA for the entire ordering period of its HCaTS contract. If the Contractor’s contract is inclusive of an approved purchasing system, the Contractor shall maintain it for the rest of the ordering period.

The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its approved purchasing system and provide the reason(s) for the change and copies of CPSR reports, as applicable.

**TO:**

An approved purchasing system is not mandatory; however, Contractors are encouraged to have a purchasing system audited by DCMA or any CFA other than DCMA for the entire ordering period of its HCaTS contract.

**H.6.4 FORWARD PRICING RATE AGREEMENTS (FPRA), FORWARD PRICING RATE RECOMMENDATIONS (FPRR), AND AUDITED BILLING RATES**

**FROM:**

An FPRA, FPRR and Audited Billing Rates are not mandatory; however, Contractors are encouraged to have one of them audited by DCAA, DCMA or any other CFA other than DCAA or DCMA for the

entire ordering period of their HCaTS contract. If the Contractor's contract is inclusive of an FPRA, FPRR, or Audited Billing Rates, the Contractor shall maintain it for the rest of the ordering period.

The Contractor shall notify the HCaTS CO and designated OCO for affected task orders, in writing, if there are any changes in the status of its FPRA, FPRR, or Audited Billing Rates and provide the reason(s) for the change and copies of audit reports, as applicable.

The actual FPRA, FPRR, and Audited Billing Rates will not be disclosed on the HCaTS website.

Only the OCO shall have access to this information upon request.

**TO:**

An FPRA, FPRR and Audited Billing Rates are not mandatory; however, Contractors are encouraged to have one of them audited by DCAA, DCMA or any other CFA other than DCAA or DCMA for the entire ordering period of their HCaTS contract.

**H.6.5 EARNED VALUE MANAGEMENT SYSTEM (EVMS)**

**FROM:**

An EVMS is not mandatory; however, Contractors are encouraged to have an EVMS during the entire ordering period of their HCaTS contract. If the Contractor's contract is inclusive of an EVMS, the Contractor shall maintain it for the rest of the ordering period. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its EVMS and provide the reason(s) for the change and copies of the associated documentation, as applicable. If only part of a Contractor's organization has an EVMS, the Contractor shall make the distinction between which business units or sites and geographic locations have is compliant.

**TO:**

An EVMS is not mandatory; however, Contractors are encouraged to have an EVMS during the entire ordering period of their HCaTS contract.

**H.6.6 INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) 9001:2008 CERTIFICATION**

**FROM:**

An ISO 9001:2008 Certification is not mandatory; however, Contractors are encouraged to have ISO 9001:2008 Certification during the entire ordering period of their HCaTS contract. If the Contractor's contract is inclusive of an ISO 9001:2008 Certification, the Contractor shall maintain it for the rest of the ordering period. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its ISO 9001:2008 Certification and provide the reason(s) for the change and copies of audits from an ISO 9001:2008 Certification Body, as applicable. If only part of a Contractor's organization is ISO 9001:2008 certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

**NOTE:** In September 2015, ISO 9001:2015 will be released and will be accepted in place of ISO 9001:2008. ISO 9001:2008 will continue to be accepted after the release of ISO 9001:2015 as long as the certification is still valid.

**TO:**

An ISO 9001 Certification is not mandatory; however, Contractors are encouraged to have ISO 9001 Certification during the entire ordering period of their HCaTS contract.

**H.6.7 INTERNATIONAL ORGANIZATION OF STANDARDIZATION/INTERNATIONAL ELECTROTECHNICAL COMMISSION (ISO/IEC) 27001:2013 CERTIFICATION**

**FROM:**

An ISO/IEC 27001:2013 Certification is not mandatory; however, Contractors are encouraged to have ISO/IEC 27001:2013 Certification during the entire ordering period of their HCaTS contract. If the Contractor’s contract is inclusive of an ISO 27001:2013 Certification, the Contractor shall maintain it for the rest of the ordering period. The Contractor shall notify the HCaTS CO and designated OCO(s) for affected task orders, in writing, if there are any changes in the status of its ISO/IEC 27001:2013 Certification and provide the reason(s) for the change and copies of audits from an ISO/IEC 27001:2013 Certification Body, as applicable. If only part of a Contractor’s organization is ISO/IEC 27001:2013 certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

**TO:**

An ISO/IEC 27001:2013 Certification is not mandatory; however, Contractors are encouraged to have ISO/IEC 27001:2013 Certification during the entire ordering period of their HCaTS contract.

**SECTION I: CONTRACT CLAUSES**

**I.1 TASK ORDER PROVISIONS AND CLAUSES**

**FROM:**

The OCO shall identify in the task order solicitation whether *FAR Part 12* provisions and clauses apply or do not apply. Furthermore, the OCO shall identify any optional and/or agency-specific provisions and clauses that do not conflict with the provisions and clauses under HCaTS for each individual task order solicitation and subsequent award. For optional and/or agency-specific provisions and clauses, the OCO shall provide the provision and/or clause number, title, date, and fill-in information (if any), as of the date the task order solicitation is issued or award is made.

**TO:**

If the OCO is acquiring commercial items as defined by FAR Subsection 2.101, the OCO shall identify in the task order solicitation the FAR Part 12 provisions and clauses that apply. Furthermore, the OCO shall identify any optional and/or agency-specific provisions and clauses that do not conflict with the provisions and clauses under HCaTS for each individual task order solicitation and subsequent award. For optional and/or agency-specific provisions and clauses, the OCO shall provide the provision and/or clause number, title, date, and fill-in information (if any), as of the date the task order solicitation is issued or award is made.

**I.2.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE**

The updated provisions and clauses are listed below:

FAR	TITLE	DATE
<a href="#">52.203-13</a>	Contractor Code of Business Ethics and Conduct	OCT 2015
<a href="#">52.203-14</a>	Display of Hotline Poster(s)	OCT 2015

<a href="#">52.204-10</a>	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2016
<a href="#">52.204-13</a>	System for Award Management Maintenance	OCT 2016
<a href="#">52.209-6</a>	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
<a href="#">52.209-10</a>	Prohibition on Contracting with Inverted Domestic Corporations	NOV 2015
<a href="#">52.219-8</a>	Utilization of Small Business Concerns	NOV 2016
<a href="#">52.219-9</a>	Small Business Subcontracting Plan (Alternate II)	JAN 2017
<a href="#">52.222-26</a>	Equal Opportunity	SEP 2016
<a href="#">52.222-35</a>	Equal Opportunity for Veterans	OCT 2015
<a href="#">52.222-37</a>	Employment Reports on Veterans	FEB 2016
<a href="#">52.222-54</a>	Employment Eligibility Verification	OCT 2015
<a href="#">52.230-2</a>	Cost Accounting Standards	OCT 2015
<a href="#">52.230-3</a>	Disclosure and Consistency of Cost Accounting Practices	OCT 2015
<a href="#">52.232-25</a>	Prompt Payment	JAN 2017
<a href="#">52.244-6</a>	Subcontracts for Commercial Items	JAN 2017
<a href="#">52.245-1</a>	Government Property	JAN 2017

**I.2.2 GSAR CLAUSES INCORPORATED BY REFERENCE**

The updated provisions and clauses are listed below:

GSAR	TITLE	DATE
<a href="#">552.215-70</a>	Examination of Records by GSA	JUL 2016
<a href="#">552.216-74</a>	Task-Order and Delivery-Order Ombudsman	JAN 2017
<a href="#">552.219-72</a>	Preparation, Submission, and Negotiation of Subcontracting Plans	OCT 2016

**SECTION J: ATTACHMENTS**

**J.1 STANDARDIZED LABOR CATEGORIES**

No changes made.

**J.2 HCATS CONTRACT PRICING**

TO:

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**FROM:**

HCaTS PMO will provide OCOs with contract pricing only for the award of Time and Material or Labor-Hour sole source contract type contract. For all other types of contracts, pricing is competed at the task order level.

**J.3 APPROVED SUBCONTRACTING PLAN (IF APPLICABLE)**

No changes made.

**J.4** Removed.

**J.5** Removed.