

STATEMENT OF WORK

for

EducationUSA Bangladesh Video Series

B.1.0. GENERAL INFORMATION

The primary purpose of this video series is to help EducationUSA Bangladesh (EdUSA) encourage Bangladeshi students and scholars to pursue higher education studies in the United States at U.S. universities, colleges, and other higher education institutions. The secondary purpose is to raise awareness about the services and other activities offered by EdUSA to prepare students and scholars to apply and study in the United States, including advertising virtual and in-person college fairs and pre-departure orientations. This series is to be produced and aired within 12 months from the start of the contract.

All EducationUSA activities since the start of the COVID-19 pandemic (over five months) have been 100% virtual. The expectation is we may need to continue the same or similar virtual posture for at least another four to six months. This video series will enhance and enrich EdUSA's existing virtual engagement with professional and creative video spots that can be shared via U.S. Embassy Dhaka's news releases and websites and social media platforms; EdUSA Bangladesh and American spaces social media platforms; and via news media outlets.

B.2.0. PROJECT REQUIREMENTS

B.2.1. Budget Allocation

RESERVED

B.2.2. Time frame of the Campaign

12-month-long campaign, starting September 2020.

B.2.3. Target Audiences

Primary Audience-: Bangladeshi students, starting from class 9 to master's degree level, and also the parents of prospective undergraduate students who have social media accounts and/or who rely on online news websites and social media platforms for news and information.

Secondary Audiences: High school guidance and career counselors, leaders and staff working in university administration and international placement departments/offices.

B.2.4. Description of Project

At least 8-10 high quality, finished short videos, using photographic images; video footage; interviews with Bangladeshi beneficiaries of EdUSA services and participants in EdUSA

programs and Bangladeshi alumni of U.S. universities; graphics; illustrations; use of animation; and compose jingles/music as required. The overarching focus for video series is to promote and encourage Bangladeshi students and scholars to pursue higher education studies in the United States. Topics and themes for videos should include, but are not limited to the following: showcase the work of EducationUSA advising centers and advisers; benefits of studying in the United States; tips to prepare to study in and/or apply at U.S. universities/colleges; sharing experiences of Bangladeshi students currently studying in the United States; and tips on developing strong statements of purpose/personal statements, and in preparing for standardized tests. The specific topic(s)/theme(s) of each video will be developed in consultation with and agreed upon ahead of time with the EdUSA team.

As envisioned, the length of each video should not exceed 1 minute and 30 seconds. EdUSA will expect recommendations from the vendor about ideal video length based on how the videos will be used and disseminated; and, EdUSA reserves the right to request videos of longer length as deemed appropriate to reach the target audiences and based on the channel/platform to be used to share the videos.

B.2.5. Detail of the Work Tasks

The intent of this Statement of Work (SOW) is to outline the tasks required for vendor to carry out the EducationUSA video series project.

The vendor must follow the EducationUSA branding and design guidelines for the color guidance, fonts, and branding as provided by the Public Affairs Section (PAS) and/or EdUSA.

As envisioned, the main language for most videos will likely be English with Bengali language subtitles. However, EdUSA reserves the right to request videos in Bengali with English language. Subtitles must be inserted in a way to avoid disrupting graphics used in the videos.

As outlined under Description (B.2.4), videos should include use of graphics, illustrations, and animation(s) to appeal to high school and undergraduate students and to be as accessible to all types of learners, including those with disabilities. Videos should also include testimonials from Bangladeshi students who are or who have studied in the United States, including beneficiaries of EdUSA programming/services. EdUSA can help identify Bangladeshi students currently studying in the United States.

Vendor will conduct research and identify key Bangladeshi influencers/personalities to induce greater audience engagement and reach of the visual contents. Vendor must be able to contact and engage celebrity/influencers/personalities without the assistance of the U.S. Embassy.

In consultation with and for approval by EdUSA, vendor will develop a detailed outline of the filming and production work plan (plan of work), including the number of videos to be produced, length of each video, and production time for each video and for the overall series (plan of work), and also the number of videos that will be being worked on at any given time. Plan of work should also include gathering and taking images, b-roll footage, and interview footage that showcases EdUSA advising centers and advisers, and from upcoming EducationUSA 2020-2021

events such as the virtual college fair planned in October 2020, International Education Week 2020 (November 15-21), and annual pre-departure orientation events.

Based on the approved plan of work, the vendor will develop draft storyboards for each video in the series. If a video anticipates an interview or person delivering spoken message, the corresponding draft storyboard must include a draft script. Vendor will present draft storyboards, including script, music, graphics, and any other elements proposed for use in each video, to EdUSA and other PAS representatives for review, discussion, feedback, and clearance. (Note: If a video is part of a mini-series within the overall series on a specific topic, vendor should prepare the related video storyboards together so PAS/EdUSA can see the vendor's vision and proposal for the entire concept before approving. End note.)

Vendor will ensure all content (script, music, video footage, graphics, and animation) used for the video is ORIGINAL and created SOLELY for this project. If any elements are used from a third party, it must be a public domain work. Vendor will be solely responsible for any intellectual property rights contents used in the product or any violation.

Based on the approved plan of work and approved storyboards, the vendor will collect and record video footage, take photos, and conduct interviews to use in the videos. Vendor will develop in consultation with and for EdUSA review a proposed list of persons to be interviewed. EdUSA will have final approval over individuals to be interviewed and interview script.

Vendor will research and propose suitable location to carry out filming and ensure all guidance and appropriate permissions are obtained ahead of time. This includes coordinating with the Contracting officer's representative/EdUSA to ensure that all filming locations and participants are in accordance with Embassy security policies.

Vendor will provide all necessary supplies and equipment and complete logistic support for transportation of items and participants for video recordings.

Vendor will supervise the entire production process and ensure superior quality in terms of workmanship, equipment, video (at least HD) and audio quality, performance/delivery of the participants for a professionally crafted video production.

Vendor will incorporate feedback and suggested edits from the EdUSA team on the raw video production and edit accordingly.

B.2.6. Deliverables

In discussion with Contracting office representative and EdUSA, at least one video ready to be aired ahead of the 2020 EducationUSA South Asia Virtual College Fair, which starts Oct 2, 2020, with the goal of attracting students to participate in the fair. The video should be no longer than 1 minute and 30 seconds. See Description of Project (B.2.4) for more information.

The Vendor will also create at least one promotional video focusing on EducationUSA Bangladesh, showcasing the services offered and the work of EducationUSA advising centers and advisers.

The themes/topics of the other 6-8 videos will be determined and developed in consultation with EdUSA based on the plan of work (as outlined in Detail of the Work Tasks B.2.5) and as outlined in (Description of Project B.2.4) with the overarching goal to encourage Bangladeshi students and scholars to pursue higher education studies in the United States.

The vendor will provide the videos in at least HD quality (1080p) in either MOV, MKV or MP4 format. EdUSA may need a few videos in 4K format; to be determined. Vendor must be able to provide all quality levels and formats.

B.2.7 Qualifications of the Offeror:

The vendor must be able to demonstrate prior experience producing similar promotional video campaigns. While it is preferred that the vendor has produced similar videos for the U.S. Embassy or other U.S. government entities, production of similar promotional video series for a foreign government's equivalent of the Embassy's Public Affairs Section (PAS) or EducationUSA, like the British Council or Alliance Française or a private or public sector entity in Bangladesh, preferably education-focused, is also acceptable.

In-house editing that facilitates client's ability to provide input and feedback during "work in progress" stage.

History of on-time delivery of finished content and open communication with project funders.

B.2.8.1 Offer Submission Deadline & Procedure

- 1) Bid proposal including technical and financial offers to be submitted through E-mail to DhakaProc@state.gov on or before **10 September 2020 by 16:00 hours (Local time)**
- 2) Hard copy of the bid proposal can be submitted to the following address **on or before 10 September 2020 by 16:00 hours (Local time)-**

Contracting Officer

U. S. Embassy, Dhaka

GSO Annex Compound

U. S. Embassy, Dhaka

Plot- 1, J- Block, Progoti Sharoni, Baridhara, Dhaka-1212

- 3) For both hard and soft copy, please use the title- **"EdUSA Promotional Video Campaign 2020-2021"** in the subject line of the E-mail or above the bid envelop bearing the hard copy.
- 4) Offeror must submit technical and financial offer separately.

B.2.8.2 Payment Schedule for the Contract

- 1) Advance payment before starting the assignment will not be entertained. payment process will start after receipt of the satisfactory services and submission of the accurate invoice(s).
- 2) Partial payments may be released upon completing certain portion of work. Contracting Officer's Representative (COR) will provide the authorization of partial payment based on satisfactory advancement of the task. Usually 3 to 4 weeks will be required to transfer the money to the vendor's account through EFT
- 3) Final payment will be released after the successful work completion certificate provided by the Contracting Officer's Representative (COR)

Note: The below FAR and DOSAR Clauses will apply for this offer:

**CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS
AWARDED BY OVERSEAS CONTRACTING ACTIVITIES
(Current thru FAC 2005-73-75)**

COMMERCIAL ITEMS

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA 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 at this address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	MAY 2014

NUMBER	TITLE	DATE
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (JUN 2014)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004)"(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer: check as appropriate.]

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509)).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

___ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved].

___ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

__ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).

__ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

__ (10) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (May 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

__ (11) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

__ (12) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (13) [Reserved]

__ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).

__ (ii) Alternate I (Nov 2011).

__ (iii) Alternate II (Nov 2011).

__ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

__ (ii) Alternate I (Oct 1995) of 52.219-7.

__ (iii) Alternate II (Mar 2004) of 52.219-7.

__ (16) 52.219-8, Utilization of Small Business Concerns (May 2014) (15 U.S.C. 637(d)(2) and (3)).

__ (17)(i) 52.219-9, Small Business Subcontracting Plan (Jul 2013) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (Oct 2001) of 52.219-9.

__ (iii) Alternate II (Oct 2001) of 52.219-9.

__ (iv) Alternate III (Jul 2010) of 52.219-9.

__ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011)(15 U.S.C. 644(r)).

__ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).

__ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

__ (21)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

__ (ii) Alternate I (June 2003) of 52.219-23.

__ (22) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Jul 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

__ (23) 52.219-26, Small Disadvantaged Business Participation Program—Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

__ (24) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f).

__ (25) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).

__ (26) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).

- __ (27) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- __ (28) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- __ (29) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- __ (30) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- __ (31) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- __ (32) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).
- __ (33) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).
- __ (34) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
- __ (35) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- __ (36) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- __ (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
 - __ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- __ (38)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O. 13423 and 13514).
 - __ (ii) Alternate I (Jun 2014) of 52.223-13.
- __ (39)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (E.O. 13423 and 13514).
 - __ (ii) Alternate I (Jun 2014) of 52.223-14.
- __ (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- __ (41)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (JUN 2014) (E.O. 13423 and 13514).
 - __ (ii) Alternate I (Jun 2014) of 52.223-16.
- __ (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- __ (43) 52.225-1, Buy American—Supplies (May 2014) (41 U.S.C. chapter 83).
- __ (44)(i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
 - __ (ii) Alternate I (May 2014) of 52.225-3.
 - __ (iii) Alternate II (May 2014) of 52.225-3.
 - __ (iv) Alternate III (May 2014) of 52.225-3.
- __ (45) 52.225-5, Trade Agreements (NOV 2013) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

— (46) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.’s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

— (47) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

— (48) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

— (49) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

— (50) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

— (51) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

— (52) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

— (53) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

— (54) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

— (55) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

— (56)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

— (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer: check as appropriate.]

— (1) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

— (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

— (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

— (4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

— (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67).

— (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (41 U.S.C. chapter 67).

— (7) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O.13495).

— (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

__ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67).

(xi) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

(xii) 52.222-54, Employment Eligibility Verification (AUG 2013).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6)
CLAUSES**

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

(End of clause)