

<b>REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)</b>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1	OF 1	PAGES 19
1. REQUEST NO. 9531BM26Q0002	2. DATE ISSUED 03/31/2026	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5a. ISSUED BY NTSB Acquisition and Lease Management Division 490 L'Enfant Plaza East SW Washington, DC, 20594-0003, US			6. DELIVER BY (Date) See Schedule			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY			
NAME Moy, Bryan J		TELEPHONE NUMBER AREA CODE NUMBER 202-314-6282		<input checked="" type="checkbox"/> FOB DESTINATION		<input type="checkbox"/> OTHER (See Schedule)
8. TO:			9. DESTINATION			
a. NAME		b. COMPANY		a. NAME OF CONSIGNEE		
c. STREET ADDRESS			b. STREET ADDRESS			
d. CITY			e. STATE		f. ZIP CODE	
d. CITY			e. STATE		f. ZIP CODE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 04/01/2026		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.				

**11. SCHEDULE (Include applicable Federal, State and local taxes)**

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations  are  are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE
b. STREET ADDRESS					
c. COUNTY			a. NAME (Type or print)		AREA CODE
d. CITY			e. STATE		f. ZIP CODE
			c. TITLE (Type or print)		NUMBER

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## Section II: Continuation of SF18

Item Number	Base Item Number	Supplies/Services	Quantity	Unit
0001		Financial Assistance Services	1	NTE
Contract Type: Cost Contract				
			Total Estimated Cost	
Description: Review Attachment 1 which is attached hereto and incorporated herein for additional information.  Technical Point of Contact: To be provided after award  Contracting Officer: Bryan J. Moy, bryan.moy@ntsb.gov, 202.314.6282  PERIOD OF PERFORMANCE: MARCH 1, 2025 - NOVEMBER 30, 2025				
Purchase Requisitions				

IDC Type: Not Applicable  
 FSC Codes: R703 SUPPORT- MANAGEMENT: ACCOUNTING  
 NAICS Code: 541211 Offices of Certified Public Accountants

Period Of Performance Start Date	Period Of Performance End Date	Period Of Performance Address
4/6/26	11/30/26	NTSB Administrative Operations and Security Division 490 L'Enfant Plaza East SW Washington DC US 20594-0003

FOB: Destination

## Section III: Contract Clauses

Clauses incorporated by reference

Article Number	Reference Text
52.212-4 Alt I	52.212-4 Contract Terms and Conditions—Commercial Products and Commercial Services (Nov 2023) Alt I (Nov 2021)

Clauses incorporated by full text

52.212-5 Contract Terms and Conditions Required To Implement Statutes or Executive Orders—Commercial Products and Commercial Services (Oct 2025)

(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 products and commercial services:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities (DEC 2023) (Section 1634 of Pub. L. 115-91).

(3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Nov 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(5) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023) ( 31 U.S.C. 3903 and 10 U.S.C. 3801).

(6) 52.233-3, Protest After Award (Aug 1996) ( 31 U.S.C. 3553).

(7) 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 products and commercial services:

\_\_\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Jun 2020), with Alternate I (Nov 2021) (41 U.S.C. 4704 and 10 U.S.C. 4655).

\_\_\_\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Nov 2021) (41 U.S.C. 3509)).

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

\_\_\_\_\_ (4) 52.203-17, Contractor Employee Whistleblower Rights (Nov 2023) ( 41 U.S.C. 4712); this clause does not apply to contracts of DoD, NASA, the Coast Guard, or applicable elements of the intelligence community—see FAR 3.900(a).

\_\_\_\_\_ (5) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jun 2020) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(6) [Reserved].

C). \_\_\_\_\_ (7) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div.

\_\_\_\_\_ (8) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

X (9) 52.204-27, Prohibition on a ByteDance Covered Application (Jun 2023) (Section 102 of Division R of Pub. L. 117-328).

\_\_\_\_\_ (10) 52.204-28, Federal Acquisition Supply Chain Security Act Orders—Federal Supply Schedules, Governmentwide Acquisition Contracts, and Multi-Agency Contracts. (DEC 2023) ( Pub. L. 115-390, title II).

\_\_\_\_\_ (11) (i) 52.204-30, Federal Acquisition Supply Chain Security Act Orders—Prohibition. (DEC 2023) ( Pub. L. 115-390, title II).

\_\_\_\_\_ (ii) Alternate I (DEC 2023) of 52.204-30.

\_\_\_\_\_ (12) 52.209-6, Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded. (Jan 2025) ( 31 U.S.C. 6101 note).

\_\_\_\_\_ (13) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Oct 2018) (41 U.S.C. 2313).

(14) [Reserved].

\_\_\_\_\_ (15) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Oct 2022) (15 U.S.C. 657a).

\_\_\_\_\_ (16) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2022) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(17) [Reserved]

\_\_\_\_\_ (18)(i) 52.219-6, Notice of Total Small Business Set-Aside (Oct 2022 (15 U.S.C. 644).

\_\_\_\_\_ (ii) Alternate I (Mar 2020) of 52.219-6.

\_\_\_\_\_ (19)(i) 52.219-7, Notice of Partial Small Business Set-Aside (Nov 2020) (15 U.S.C. 644).

\_\_\_\_\_ (ii) Alternate I (Mar 2020) of 52.219-7.

\_\_\_\_\_ (20) 52.219-8, Utilization of Small Business Concerns (Jan 2025) (15 U.S.C. 637(d)(2) and (3)).

\_\_\_\_\_ (21)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2025) (15 U.S.C. 637(d)(4)).

\_\_\_\_\_ (ii) Alternate I (Nov 2016) of 52.219-9.

\_\_\_\_\_ (iii) Alternate II (Nov 2016) of 52.219-9.

\_\_\_\_\_ (iv) Alternate III (Jun 2020) of 52.219-9.

\_\_\_\_\_ (v) Alternate IV (Jan 2025) of 52.219-9.

\_\_\_\_\_ (22)(i) 52.219-13, Notice of Set-Aside of Orders (Mar 2020)(15 U.S.C. 644(r)).

\_\_\_\_\_ (ii) Alternate I (Mar 2020) of 52.219-13.

\_\_\_\_\_ (23) 52.219-14, Limitations on Subcontracting (Oct 2022) (15 U.S.C. 637s)

\_\_\_\_\_ (24) 52.219-16, Liquidated Damages - Subcontracting Plan (Sep 2021) (15 U.S.C. 637(d)(4)(F)(i)).

\_\_\_\_\_ (25) 52.219-27, Notice of Set-Aside for, or Sole-Source Award to, Service-Disabled Veteran-Owned Small Business (SDVOSB) Concerns Eligible Under the SDVOSB Program (Feb 2024) ( 15 U.S.C. 657f).

X (26) 52.219-28, Postaward Small Business Program Rerepresentation (Jan 2025) (15 U.S.C. 632(a)(2)).

\_\_\_\_\_ (ii) Alternate I (Mar 2020) of 52.219-28.

\_\_\_\_\_ (27) 52.219-29, Notice of Set-Aside for, or Sole-Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Oct 2022) (15 U.S.C. 637(m)).

\_\_\_\_\_ (28) 52.219-30, Notice of Set-Aside for, or Sole-Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Oct 2022) (15 U.S.C. 637(m)).

\_\_\_\_\_ (29) 52.219-32, Orders Issued Directly Under Small Business Reserves (Mar 2020) (15 U.S.C. 644(r)).

\_\_\_\_\_ (30) 52.219-33, Nonmanufacturer Rule (Sep 2021) (15U.S.C. 637(a)(17)).

X (31) 52.222-3, Convict Labor (Jun 2003) (E.O. 11755).

X (32) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jan 2025)( E.O. 13126).

X (33) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

X (34) (i) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

\_\_\_\_\_ (ii) Alternate I (Feb 1999) of 52.222-26.

\_\_\_\_\_ (35) (i) 52.222-35, Equal Opportunity for Veterans (Jun 2020)(38 U.S.C. 4212).

\_\_\_\_\_ (ii) Alternate I (Jul 2014) of 52.222-35.

X (36) (i) 52.222-36, Equal Opportunity for Workers with Disabilities (Jun 2020) (29 U.S.C. 793).

\_\_\_\_\_ (ii) Alternate I (Jul 2014) of 52.222-36.

\_\_\_\_\_ (37) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212).

\_\_\_\_\_ (38) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (39)(i) 52.222-50, Combating Trafficking in Persons (Oct 2025) (22 U.S.C. chapter 78 and E.O. 13627).

\_\_\_\_\_ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

\_\_\_\_\_ (40) 52.222-54, Employment Eligibility Verification (Jan 2025) (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial products or commercial

services as prescribed in FAR 22.1803.)

\_\_\_\_\_ (41)(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.)

\_\_\_\_\_ (42) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (May 2024) ( 42 U.S.C. 7671, et seq.).

\_\_\_\_\_ (43) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (May 2024) ( 42 U.S.C. 7671, et seq.).

\_\_\_\_\_ (44) 52.223-20, Aerosols (May 2024) ( 42 U.S.C. 7671, et seq.).

\_\_\_\_\_ (45) 52.223-21, Foams (May 2024) ( 42 U.S.C. 7671, et seq.).

\_\_\_\_\_ (46) 52.223-23 Sustainable Products and Services (May 2024) ( E.O. 14057, 7 U.S.C. 8102, 42 U.S.C. 6962, 42 U.S.C. 8259b, and 42 U.S.C. 7671I).

\_\_\_\_\_ (47)(i) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

\_\_\_\_\_ (ii) Alternate I (Jan 2017) of 52.224-3.

\_\_\_\_\_ (48) (i) 52.225-1, Buy American - Supplies (Oct 2022) (41 U.S.C. chapter 83).

\_\_\_\_\_ (ii) 52.225-1, Alternate I (Oct 2022) of 52.225-1.

\_\_\_\_\_ (49)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (Nov 2023) (19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, 19 U.S.C. chapter 29 (sections 4501-4732), Public Law 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 [Reserved].

\_\_\_\_\_ (iii) Alternate II (Dec 2022) of 52.225-3.

\_\_\_\_\_ (iv) Alternate III (Nov 2023) of 52.225-3.

\_\_\_\_\_ (v) Alternate IV (Oct 2022) of 52.225-3.

\_\_\_\_\_ (50) 52.225-5, Trade Agreements (Nov 2023) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (51) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2021) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_\_\_ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

\_\_\_\_\_ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

\_\_\_\_\_ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

X (55) 52.226-8, Encouraging Contractor Policies to Ban Text Messaging While Driving (May 2024) ( E.O. 13513).

\_\_\_\_\_ (56) 52.229-12, Tax on Certain Foreign Procurements (FEB 2021).

\_\_\_\_\_ (57) 52.232-29, Terms for Financing of Purchases of Commercial Products and Commercial Services (Nov 2021) (41 U.S.C. 4505, 10 U.S.C. 3805).

\_\_\_\_\_ (58) 52.232-30, Installment Payments for Commercial Products and Commercial Services (Nov 2021) (41 U.S.C. 4505, 10 U.S.C. 3805).

X (59) 52.232-33, Payment by Electronic Funds Transfer - System for Award Management (Oct 2018) (31 U.S.C. 3332).

\_\_\_\_\_ (60) 52.232-34, Payment by Electronic Funds Transfer - Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_\_\_\_ (61) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

\_\_\_\_\_ (62) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_\_\_ (63) 52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities (Nov 2024) (Sections 1821-1826, Pub. L. 118-31, 41 U.S.C. 3901 note prec.).

\_\_\_\_\_ (64) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(13)).

\_\_\_\_\_ (65)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) (46 U.S.C. 55305 (b) and 10 U.S.C. 2631).

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

\_\_\_\_\_ (iii) Alternate II (Nov 2021) 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 products and commercial services:

\_\_\_\_\_ (1) 52.222-41, Service Contract Labor Standards (Aug 2018) (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) (Aug 2018) (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 (JAN 2021) (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) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (Jan 2022).

\_\_\_\_\_ (8) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2022) (E.O. 13706).

\_\_\_\_\_ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792).

(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, as defined in FAR 2.101, on the date of award of this contract, 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 products and commercial services. 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 (Nov 2021) (41 U.S.C. 3509).

(ii) 52.203-17, Contractor Employee Whistleblower Rights (NOV 2023) ( 41 U.S.C. 4712).

(iii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iv) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab Covered Entities (DEC 2023) (Section 1634 of Pub. L. 115-91).

(v) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Nov 2021) (Section 889(a)(1)(A) of Pub. L. 115-232).

(vi) 52.204-27, Prohibition on a ByteDance Covered Application (Jun 2023) (Section 102 of Division R of Pub. L. 117-328).

(vii) (A) 52.204–30, Federal Acquisition Supply Chain Security Act Orders—Prohibition. (DEC 2023) ( Pub. L. 115–390, title II).

(B) Alternate I (DEC 2023) of 52.204–30.

(viii) 52.219-8, Utilization of Small Business Concerns (Jan 2025) (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 the applicable threshold specified in FAR 19.702(a) on the date of subcontract award, the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ix) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)

(x) 52.222-26, Equal Opportunity (Sep 2015) (E.O. 11246).

(xi) 52.222-35, Equal Opportunity for Veterans (Jun 2020) (38 U.S.C. 4212).

(xii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jun 2020) (29 U.S.C. 793).

(xiii) 52.222-37, Employment Reports on Veterans (Jun 2020) (38 U.S.C. 4212).

(xiv) 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.

(xv) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67).

(xvi) (A) 52.222-50, Combating Trafficking in Persons (Oct 2025) (22 U.S.C. chapter 78 and E.O. 13627).

(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xvii) 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).

(xviii) 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).

(xix) 52.222-54, Employment Eligibility Verification (Jan 2025) ( E.O. 12989).

(xx) 52.222-55, Minimum Wages for Contractor Workers Under Executive Order 14026 (Jan 2022).

(xxi) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2022) (E.O. 13706).

(xxii)(A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

(B) Alternate I (Jan 2017) of 52.224-3.

(xxiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. Subtitle A, Part V, Subpart G Note).

(xxiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Jun 2020) (42 U.S.C. 1792). Flow down

required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxv) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Mar 2023) ( 31 U.S.C. 3903 and 10 U.S.C. 3801). Flow down required in accordance with paragraph (c) of 52.232-40.

(xxvi) 52.240-1, Prohibition on Unmanned Aircraft Systems Manufactured or Assembled by American Security Drone Act-Covered Foreign Entities (Nov 2024) (Sections 1821-1826, Pub. L. 118-31, 41 U.S.C. 3901 note prec.).

(xxvii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) (46 U.S.C. 55305 (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 products and commercial services a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

NTSB-001 NTSB-001 Confidentiality (March 2012)

a. The National Transportation Safety Board (NTSB) is an independent agency of the United States and enters into this contract with \_\_\_\_\_, herein known as "Contractor", as part of the fulfillment of its statutory duties under 49 U.S.C. §1131. Be advised that all wreckage; written, electronic, and photographic data; testing protocols; descriptions of any existing, pending, or proposed work; conclusions; or any other information supplied to you by the NTSB or compiled, learned or otherwise acquired in the performance of work for the NTSB is, for the purpose of this contract, the property of the United States and is, under 18 U.S.C. §641, a thing of value. Be advised that 18 U.S.C. §641 provides, in pertinent part, as follows:

*Whoever... steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys or disposes of any record...or thing of value of the United States or of any department or agency thereof...Shall be fined not more than \$10,000 or imprisoned not more than one year, or both.*

b. All information, as described in paragraph (a) that is made available to the Contractor, its employees, subsidiaries, and agents in the course of performing the services sought through this contract, whether or not that information was directly or intentionally communicated, is confidential unless otherwise indicated in writing. The Contractor, its employees, subsidiaries, and agents shall not use, disclose or knowingly permit to be disclosed either orally, in writing, or by electronic means to any person (except those employees, subsidiaries, or agents who need to know the information for the purposes of this contract) any such information without the prior written consent of the NTSB.

c. The Contractor shall use its best efforts to prevent any disclosure of any confidential information to any third party and use at least the same care and discretion that it uses with similar data it designates as confidential.

d. In the event of any material breach of confidentiality by the Contractor, the contract will become void at the NTSB's option, at which time the Contractor will forfeit any payment and return 1) all monies paid under this contract to the NTSB and 2) any and all data collected or generated up to that point in performance of work for the NTSB. The NTSB will determine materiality of breach. The NTSB does not waive any other legal recourse available to the agency or the United States.

e. The Contractor will not act at any time as a consultant or provide opinion or expert testimony for any person or entity other than the NTSB on any matter related to the services performed under this contract. This prohibition includes but is not limited to any litigation or potential litigation arising from the accident(s) at issue.

NTSB-002 NTSB-002 Organizational Conflict of Interest (March 2012)

a. The NTSB technical point of contact, Contracting Officer's Representative (COR), or Contracting Officer are neither aware of any organizational conflicts of interest that may exist with respect to the company accepting work as a result of this Contract, nor is the Contracting Officer aware of any organizational conflicts of interest that may exist with respect to any employees of the company performing the services described in the contract. Pursuant to FAR Subpart 9.504 "Contracting Officer Responsibilities" paragraph (e), the Contracting Officer cannot make an award to any company for whom a conflict of interest is determined to exist which cannot be avoided or mitigated.

b. The Contractor warrants that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances, which could give rise to an Organizational Conflict of Interest (OCI).

c. The Contractor agrees that if an actual, apparent or potential OCI is discovered after award, the Contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions that the Contractor has taken or proposes to take, after consultation with the contracting Officer, to avoid, mitigate, or neutralize the actual, apparent or potential conflict.

d. Remedies – If the Government discovers an actual or potential conflict after award, it may terminate this contract (and any task orders issued hereunder) for convenience, in whole or in part. If the government deems such termination necessary to avoid an OCI prior to award, no award will be made. If the Contractor did not disclose relevant information or misrepresented relevant information to the Contracting Officer, the government may terminate the contract for default, debar the contractor from Government contracting, or pursue such other remedies as may be permitted by law or this contract.

NTSB-003

NTSB-003 On-Site Contractor Qualifications (June 2010)

Prescription; This clause applies to the extent that a contract action requires that a contractor's employees, subcontractors, independent contractors, consultants and/or teaming partners have:

- (1) Unescorted access to NTSB facilities; and/ or
- (2) Access to sensitive information, regardless of the location where such access occurs

#### SPECIAL INSTRUCTIONS

##### a. Definitions

As used in this clause-

Contractor employees/personnel shall mean employees, subcontractors, consultants, independent contractors, and/or teaming partners who perform work for the NTSB, provide support to NTSB and who require unescorted access to NTSB-owned facilities, NTSB-controlled facilities, or commercial facilities operating on behalf of NTSB; or access to NTSB information technology (IT) systems and the systems' data; and/or national security information including classified information, regardless of the location where such access occurs.

(1) "Sensitive Information" (SI) is any information, including proprietary data or information of private individuals and entities that the NTSB has custody of and/or access to by virtue of its investigations and other activities, that, if subject to unauthorized access, modification, loss, or misuse, could adversely affect the national interest, the conduct of Federal programs, or the privacy of individuals specified in the Privacy Act, 5 U.S.C. 552(a), but has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. In addition to SI defined above by the NTSB, SI shall include confidential information on this contract that is: (1) any specifications, know-how, strategies or technical data, processes, business documents or information, marketing research and other data, customer or client lists, or sources of information which are owned, used or possessed exclusively by or for the benefit of the NTSB and based on its SI; (2) SI derived work products(s); (3) all SI obtained by the Contractor from a third party in connection with performance under its contract.

##### b. Requirements for Safeguarding and Control of SI

1. Contractor employees/personnel shall protect all NTSB SI to which the Contractor is granted physical or electronic access by adhering to the specific IT security requirements of its contract and the NTSB security policies as described in the following:

NTSB Operations Bulletin CIO-GEN-017, Security Language for Contracts Policy and its references/links.

2. When work under a contract involves unescorted access to NTSB-owned facilities, NTSB-controlled facilities, or commercial facilities operating on behalf of NTSB and/or access to SI, contractor employees/personnel providing services under this contract shall be held to the same security standards as NTSB employees. Neither the Contractor nor its employees/personnel, as defined in this clause, shall disclose SI to anyone who does not have a valid need to know, nor shall it use or allow the use of SI to further any private interest other than those within the scope of the contract. The Contractor shall immediately notify the NTSB Contracting Officer in writing of any subpoena, court order, or other legal action requiring disclosure of SI. The requirements for safeguarding and controlling SI apply unless it is required by any law, court order, subpoena, congressional action, or another other action determined by NTSB to be a routine use pursuant to 5 U.S.C. 552a(b)(3), or as otherwise authorized in writing by the NTSB stating that release is required to perform the Contractor's duties under this contract.

#### c. Personnel Security Requirements

1. All contractor employees/personnel must have favorably adjudicated background investigations commensurate with the sensitivity level of the position held before being granted access to NTSB sensitive information.
2. The Contractor shall ensure all contractor employees/personnel are properly submitted for appropriate clearances.
3. The Contractor shall ensure that appropriate controls have been implemented to prevent contractor employees/personnel from obtaining access to NTSB SI before a favorably adjudicated background investigation has been completed and appropriate clearances have been issued. At the option of the NTSB, interim access may be granted pending completion of a pre-employment check or OPM investigation. Final access may be granted only upon favorable completion of the appropriate background investigation based on the risk level assigned to the contract by the NTSB Contracting Officer. The NTSB reserves the right to remove from service any Contractor employee whose background investigation returns unfavorable information.
4. The Contractor shall ensure that its employees/personnel have a validated need to access NTSB sensitive information and are granted the most restricted set of access privileges needed for performance of authorized tasks. Upon request by the NTSB, the Contractor shall provide full and complete information as to an individual's suitability to have access to SI.
5. To protect sensitive information, the Contractor shall provide training to contractor employees/personnel who have access to SI. This training shall occur at least annually and shall promote a consistent understanding of the principles and concepts of security awareness, accepted security practices, and system rules of behavior.
6. The NTSB Contracting Officer may require the Contractor to remove individuals from the contract that demonstrate incompetence, carelessness, unsuitability, or other objectionable behavior that is inconsistent with the security requirements of the contract and national security interests.
7. Contractor employees/personnel with access to NTSB SI, prior to beginning work, shall sign a NTSB confidentiality and non-disclosure agreement to be furnished to the NTSB Contracting Officer.

#### d. Pre-employment Security Screening of Contractor Personnel

1. All Contractor employees/personnel assigned to work in a NTSB-owned facilities, NTSB-controlled facilities, or commercial facilities operating on behalf of NTSB under this contract and those with access to IT and SI will be required to undergo, at a minimum, a pre-employment security screening investigation prior to being permitted to report to work. For contracts requiring work on government site for greater than six (6) months, Contractor employees shall also be required to undergo an investigation to be conducted by the US Office of Personnel Management (OPM) (see paragraph 3 below). The NTSB reserves the right to authorize Contractors to start work prior to the completion of any investigations. For all contracts, the Contractor shall ensure and certify that every contractor employee/personnel meets the following criteria:

i. Contractor employees/personnel must be U.S. citizens or Legal Permanent Residents. Only U.S. Citizens can access NTSB Information Technology (IT) Systems;

ii. Contractor employees/personnel have undergone a favorable Background Investigation (see paragraph 2 below);

2. For contracts requiring work on government site for less than six (6) months and/or access to SI, the Contractor shall submit the following documentation (all forms will be provided at time of contract award) to the NTSB Contracting Officer and COTR for all applicable Contractor employees by no later than 15 days after receipt of contract. If, by extension to the contract, work on government site will exceed six (6) months, the requirements of paragraph 3 will become applicable.

a. Background Investigation Form. This is a release for NTSB to conduct a verification of education, previous employment/work history, credit history, motor vehicle records, contact personal references, require the provision of a urine specimen to be tested for the presence of drugs or alcohol, investigate worker's compensation claims and obtain any criminal or civil history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state or province or any information as deemed necessary to fulfill the job requirements;

b. Resume(s). Each resume shall be signed by the employee and shall list the employees Social Security number;

c. Report Request Form (also known as an Investigative Request Form). The top portion of the form is to be completed by the contractor and the bottom (bold) portion of the form is to be completed by a NTSB Human Resources (HR) Representative;

d. The Contractor shall provide a statement indicating whether or not a background investigation has been performed previously on the employee by a federal agency;

e. The Contractor shall make available to the NTSB any information obtained from a background check performed by the Contractor on the employee.

3. For contracts requiring work on government site for greater than six (6) months, the Contractor shall submit the documentation (all forms will be provided at time of contract award) listed below by no later than 15 days after receipt of contract:

a. Background Investigation Form. This is a release for NTSB to conduct a verification of education, previous employment/work history, credit history, motor vehicle records, contact personal references, require the provision of a urine specimen to be tested for the presence of drugs or alcohol, investigate worker's compensation claims and obtain any criminal or civil history record information pertaining to me which may be in the files of any Federal, State or Local criminal justice agency in any state or province or any information as deemed necessary to fulfill the job requirements;

b. Resume(s). Each resume shall be signed by the employee and shall list the employees Social Security number;

c. Report Request Form (also known as an Investigative Request Form). The top portion of the form is to be completed by the contractor and the bottom (bold) portion of the form is to be completed by a NTSB HR Representative;

d. The Contractor shall provide a statement indicating whether or not a background investigation has been performed previously on the employee by a federal agency;

e. The Contractor shall make available to the NTSB any information obtained from a background check

performed by the Contractor on the employee;

f. SF-85, Questionnaire for Non-Sensitive Positions. Use [http://www.opm.gov/forms/pdf\\_fill/sf85.pdf](http://www.opm.gov/forms/pdf_fill/sf85.pdf) to access and complete the fillable version of the SF-85 form. When completing the SF-85 pay particular attention to the instructions (i.e., all addresses MUST have State and zip codes; and some of the responses must be in a descending chronological order). Depending on the nature of the work to be performed, an SF-86, Questionnaire for National Security Positions, may be required in place of the SF-85;

g. Fingerprints will be taken using the SF-87 Fingerprint Card (to be provided by the NTSB). Contractors shall have fingerprints taken at a police station using the SF-87 provided by the NTSB;

h. A Contractor that participates in the National Industrial Security Program (NISP) may certify in writing, through the COTR, that its employees/personnel have met the standard defined above.

e. Information Technology Security Program

When performance of the contract requires that NTSB SI be stored or processed on Contractor-owned information systems, the Contractor shall establish and maintain an IT Security Program which implements security controls as defined in National Institute of Standards and Technology Special Publication 800-53 Recommended Security Controls for Federal Information Systems that includes, but not limited to, physical and environmental security; operations planning; information classification, control and disclosure; security awareness, training and education; and incident response. Prior to the approval to store or process NTSB SI, the system must receive Certification and Accreditation by the NTSB in accordance with National Institute of Standards and Technology Special Publication 800-57 Guide for the Security Certification and Accreditation of Federal Information Systems. This program shall at a minimum, contain the following elements:

- (a) Handling of NTSB SI and IT resources to include media protection, access control, auditing, network security, and rules of behavior;
- (b) Ongoing SI Training and Awareness for contractor personnel;
- (c) Security Incident Reporting;
- (d) Contingency Planning;
- (e) Security Reviews;
- (f) Contract Closeout Actions.

f. Flowdown to subcontracts

The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

NTSB-011

NTSB-011 Standard Invoices – IPP (June 2020)

The Contractor shall follow the instructions for electronic submission of invoices detailed in clause IPP-001 Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP). With each payment request made in IPP, the Contractor shall upload an original invoice as an attachment, along with any supporting documentation, as required under the contract. An invoice must include:







Clauses incorporated by full text

None

# ATTACHMENT 1

## SECTION B – SUPPLIES OR SERVICES AND PRICES

### I. Services

The Contractor shall provide all supervision, personnel, equipment, and other items or services necessary to perform financial assistance support services for the National Transportation Safety Board (NTSB).

### II. Prices of Services Under the Contract

The award is one (1) labor-hours type contract as provided in Section B for approximately 39 weeks. The Contractor shall furnish all necessary labor to provide the services as set forth in Section C, Statement of Work (SOW). Generally, services shall be performed offsite.

The Contractor shall provide all proposed labor categories, estimated Level of Effort (LOE), and firm fixed price fully burdened hourly rates in Table #1 below to provide financial assistance service support services for the tasks as described in Section C.

The total value of this contract shall not exceed \$24,900.00. The estimated value of labor hours that may be ordered during the effective period of this contract is Not-To-Exceed (NTE) \$23,900.00. The estimated amount of travel costs that shall be reimbursed to the Contractor shall not exceed \$1,000.00. The Contractor shall only be reimbursed the actual labor hours and travel costs incurred in the performance of work in service of this contract.

**Table #1**

FINANCIAL ASSISTANCE SUPPORT SERVICES					
APRIL 6, 2026 - NOVEMBER 30, 2026					
Item Number	Labor Category*	Estimated Level of Effort (LOE)	Unit of Issue	Proposed Hourly Rate	Total Price
1	CPA Partner		Hours		
2	CPA Partner		Hours		
	<b>TOTAL LABOR</b>		<b>Not-To-Exceed (NTE)</b>		
	<b>Support Description</b>				
3	Travel Costs	1	Not-To-Exceed (NTE)	\$1,000.00	<b>\$1,000.00</b>
<b>TOTAL</b>	<b>COSTS</b>	<b>1</b>	<b>NTE</b>		

\*The Contractor may propose as many labor categories as necessary

**[END OF SECTION]**

# ATTACHMENT 1

## SECTION C – STATEMENT OF WORK (SOW) Financial Assistance Support Services

### I. Scope of Work

The Contractor shall provide the following assistance to the NTSB as needed.

A. Quarterly Financial Statement Reviews for quarters 1, 2, 3, and 4 for FY2026. Review financial statements (Balance Sheet, Statement of Changes in Net Position, Statement of Net Cost, Statement of Budgetary Resources), footnotes, journal vouchers, key analytics (which include tie points, equity analysis, and variance analysis) and supporting documentation to identify potential non-conformance with OMB A-136 and other pertinent guidance and to identify potential material misstatements or errors. Emphasis is to ensure financial statements and footnotes are fully ready for external audit.

B. Quick turnaround consulting requests. Provide analysis and recommendations on accounting issues that do not require extensive research or analysis. Examples would include correct accounting treatment for specific transaction or transaction type, determining the cause for an abnormal account balance, or reconciling an account. Such requests could include, but are not limited to:

- Support compilation and preparation of financial statement and footnotes.
- review financial reports, analytical results, and proposed actions.
- Documenting policies and procedures
- Analyze financial issues, recommend solutions, and provide technical advice.
- Review and consult on non-routine Journal Vouchers or financial issues.
- Provide technical training and guidance on financial matters.
- Draft documentation, policies, procedures,
- Support with the production of desk procedures.
- Support in the development and implementation of policy, procedures, and controls.
- Provide internal control assessments of systems and processes and recommend proper controls.
- Preparing or recommending financial statement adjustments if needed.

### II. Deliverables, Acceptance Criteria, and Schedule for Performance/Delivery

The Contractor shall conform all deliverables to Generally Accepted Accounting Principles. The NTSB requires the use of Microsoft Word for word processing documents, Excel for spreadsheets and Access for database files.

# ATTACHMENT 1

After delivery and receipt by the NTSB, there will be a two-week (14-day) period for review and acceptance of each deliverable by the NTSB. The NTSB will make payment for deliverables on a labor-hours basis upon completion of the deliverable by the Contractor, and acceptance of the deliverable by the NTSB.

A. Perform Quarter 1 & 2 review of financial statements, key analytics, and supporting documentation.

A.1 – Quarterly review of NTSB work papers with written summary of review results.

Due Date: the last calendar day of the following month for the previous quarter’s financial statements, key analytics, and supporting documentation (for example, documents for the quarter ended December 31 would be ready for review by the Contractor around the 15<sup>th</sup> of January and the Contractor would be expected to complete review and provide a written summary by the 31<sup>st</sup> of January).

B. Perform Quarter 3 & 4 review of financial statements, footnotes, key analytics, and supporting documentation.

B.1 – Quarterly review of NTSB work papers with written summary of review results

Due Date: To meet external auditor deadlines, the 3<sup>rd</sup> and 4<sup>th</sup> quarter reviews will need to be completed no later than one week after NTSB provides the necessary documents to the Contractor.

C. Quick turnaround consulting requests

C.1 – Analyze financial issues, review of non-routine Journal Vouchers or financial issues and provide comments or recommendations as needed.

### III. Period of Performance

<u>Period</u>	<u>From</u>	<u>Through</u>
Base Period – Task A – Quarterly review (Financial statements, journal vouchers, and analytics of Oct. 2025 through Sep. 2026)	4/6/2026	11/30/2026
Base Period – Task B – Quick turnaround requests	4/6/2026	11/30/2026

### IV. Place of Performance

The place of performance shall be conducted primarily at the Contractor’s Facility. Contractor performance at NTSB Headquarters in Washington, D.C. is required at least once within the performance period located at 490 L’Enfant Plaza SW, Washington, DC 20594. Contractor performance based at NTSB HQ shall be coordinated with the Technical Point of Contact.

# ATTACHMENT 1

## V. Travel

Non-local Contractor travel beyond the local commuting area of fifty (50) miles from the primary place of performance may be required to support the work of this contract. All travel required by the Government outside the local commuting area(s) will be reimbursed to the Contractor in accordance with the Federal Travel Regulations (FTR).

The current FTR may be viewed at: [www.gsa.gov/fttr](http://www.gsa.gov/fttr)

Current Per diem rates may be viewed at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

The Contractor shall be responsible for obtaining Technical Point of Contact approval (electronic mail is acceptable) for all reimbursable travel to include a budgeted amount in advance of each travel event.

## VI. Government Furnished Property (GFP)

The Government will provide on-site workspace, equipment, and supplies necessary to perform the on-site portion of Contractor services required under this contract, unless specifically stated otherwise in the work statement.

The Contracting Officer may by written notice, at any time—

- (A) Increase or decrease the amount of Government-furnished property under this contract.
- (B) Substitute other Government-furnished property for the property previously furnished; or
- (C) Withdraw authority to use property.

The Government shall retain title to all Government-furnished property. Unless the contract provides otherwise, the Contractor shall be relieved of stewardship responsibility for Government property when such property is returned to the Government (1) any time prior to expiration of the contract or (2) upon contract expiration. The Contractor shall return to the NTSB the GFP no later than ten (10) days after contract expiration.

The Contractor is not responsible for the maintenance of the Government-furnished property under this contract. The Contractor shall notify the Technical Point of Contact and the NTSB IT Helpdesk if any technical issues are encountered while using the Government-furnished property.

The Contractor shall take all reasonable actions necessary to protect Government property from exposure to loss, theft, damage, or destruction. For example, locking up the GFP when not in use.

## VII. Contractor Furnished Property

The Contractor shall furnish all materials, equipment, and services necessary to fulfill the requirements of the contract, except for the GFP specified in the above as applicable.

# ATTACHMENT 1

## VIII. NTSB Non-Disclosure Agreement

All Contractor personnel performing technical work shall execute a NTSB Non-Disclosure Agreement at least before they can begin any work under the contract. Provisions subject to non-disclosure to protect information remain in effect two (2) years from termination or expiration of the contract. No Contractor personnel may perform technical work until a NTSB Non-Disclosure statement for that person is executed.

## IX. Points of Contact

The Contracting Officer (CO) has overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to modify the agreement terms, conditions, requirements, specifications, and delivery schedules.

The Contracting Officer for this requirement is:

Mr. Bryan J. Moy  
National Transportation Safety Board (NTSB)  
Acquisition Division (CFO-30)  
490 L'Enfant Plaza East, SW  
Washington, DC 20594  
Phone: (202) 314-6282  
E-mail: [bryan.moy@ntsb.gov](mailto:bryan.moy@ntsb.gov)

The Contracting Officer has appointed a Technical Point of Contact for the contract to assist in monitoring the work. The Technical Point of Contact is responsible for the technical administration of the contract and technical liaison with the Contractor. The primary duties of the Technical Point of Contact are to monitor the Contractor's performance to ensure that all technical requirements are met by the delivery date or within the period of performance, to inspect and accept services, as well as to review and approve invoices.

The Technical Point of Contact is NOT authorized to issue technical instructions that:

- Institute additional work outside the scope of the contract.
- Cause an increase or decrease in the estimated cost of the contract.
- Alter the period of performance.
- Change any of the other express terms or conditions of the contract.

The Technical Point of Contact for this requirement is:

Shalonda Alexander  
National Transportation Safety Board (NTSB)  
Office of the Chief Financial Officer (CFO-40)  
490 L'Enfant Plaza East, SW  
Washington, DC 20594  
Phone: (202) 314-6421  
E-mail: [shalonda.alexander@ntsb.gov](mailto:shalonda.alexander@ntsb.gov)

[END OF SECTION]