**Part I - GOODS & SERVICES ADDENDUM**

For more information on a particular SIN series such as purpose, scope of services, special instructions and advisories, ctrl+click on one of the following hyperlinks:

[**SIN series 520 (formerly Schedule 520 Financial and Business Solutions)**](#FABS)

**IMPORTANT: SIN 520-20 Data Breach Response and Identity Protection Services (IPS) has been redefined to provide an integrated, total solution for identity monitoring services. The solicitation contains additional proposal instructions relevant to offers inclusive of SIN 520-20.**

[**SIN series 541 (formerly Schedule 541 Advertising & Integrated Marketing Solutions)**](#AIMS)

[**SIN series 382 (formerly Schedule 738 II Language Services)**](#Language)

[**SIN series 871 (formerly Schedule 871 Professional Engineering Services)**](#PES)

**IMPORTANT: This SIN series is participating in the Transactional Data Reporting (TDR) Pilot. Your firm is eligible to participate in the voluntary TDR Pilot if your offer is inclusive of a TDR Pilot SIN. For more information on TDR, please review the solicitation attachment entitled, "PSS TDR Pilot".**

[**SIN series 874 (formerly Schedule 874, MOBIS)**](#MOBIS)

[**SIN series 874V (formerly Schedule 874V, LOGWORLD)**](#LOGWORLD)

[**SIN series 899 (formerly Schedule 899, Environmental Services)**](#Environmental)

**SIN series 520 (formerly Schedule 520 Financial and Business Solutions)**

The purpose of this SIN series is to provide a full range of professional financial services as specified in individual task orders placed by ordering agencies. Services are inclusive of program financial advisory services; transaction specialist support; due diligence and support services; debt collection; loan servicing & asset management; professional legal services related to assets held by the government; financial & performance audits; complementary audit services; recovery audits; transportation audits; accounting; budgeting; complementary financial management services; audit & financial training services; financial management services; business information services; risk assessment & mitigation services; independent risk analysis services; data breach analysis services; comprehensive protection services; program management services and grants management support services.

Certain licensing requirements and professional expertise may be required for specified tasks. These requirements may include but are not limited to Certified Public Accountants (CPA), Certified Information Systems Auditors (CISA), Certified Financial Planners (CFP), Certified Government Financial Managers (CGFM), Certified Management Accountants (CMA), Certified Management Consultants (CMC), etc. The ordering agency shall specify any special licensing requirement and/or professional standard. Ordering agencies and contractors are cautioned to avoid conflicts of interest when placing task orders for auditing or consulting work.

The following solicitation attachments contain additional instructions relevant to SIN 520-20 Data Breach Response and Identify Protection Services (IPS)

* IPS Requirement Document 1A contains Industry Definitions, Task Order Level Reporting Requirements, etc.
* IPS Requirement Document 1B contains Additional Proposal Instructions related to SIN 520-20
* IPS Pricing Document 2 contains the mandatory pricing structure template for SIN 520-20
* IPS Requirement Document 1C contains the template to use to fill out the mandatory system security plan for SIN 520-20

Note: IPS Requirement Document 1A, 1B and pricing Document 2 have been consolidated into a single solicitation attachment. IPS Requirement Document 1C is a stand-alone solicitation attachment.

**SIN series 541 (formerly Schedule 541 Advertising & Integrated Marketing Solutions)**

The purpose of this SIN series is to provide a full range of services to enable Federal agencies to meet their communication needs by promoting public awareness of government initiatives and individual agency's missions, public understanding of complex technical and social issues and dissemination of information to industry and consumer advocacy groups. These SINs also support Executive Order 12367, "Productivity Improvement for the Federal Government," which calls for the establishment of a Government-wide program to improve the quality, timeliness, and efficiency of services provided by the Federal Government.

Services are inclusive of advertising services; public relations services; web-based marketing services; market research and analysis; video/film production; exhibit design and implementation services; conference, events and tradeshow planning services; commercial photography services; commercial art and graphic design services; challenge and competition services; integrated marketing services and other direct costs (ODCs).

The contractor will be responsible for designing and implementing internal, local, national and/or international campaigns to inform the public of various issues, including but not limited to: recruitment needs, disaster information, educational needs, drug awareness, medical and retirement programs, and/or any other aspect of an agency's mission.

The contractor shall provide Advertising & Integrated Marketing Solutions as specified in individual task orders placed by ordering agencies. These services include but are not limited to: the preparation of written text, artwork, graphics, and other creative work (to include advertising and public messages), as well as placing the creative work in magazines, newspapers, pamphlets, and brochures on radio and television and/or other media avenues. The contractor may be required to assess the educational needs of a target audience, compare them to the needs addressed by current public information reports, and address any changes that must be made. In addition, the contractor shall have the knowledge and technical expertise in any subject matter. The contractor shall have the ability to write about a variety of topics along with having an understanding of the highly complex technical, legal, and social issues inherent to Government policy and public awareness campaigns. These services may also include providing direct support for the writing and editing of materials, which may include video, radio, television, public service announcements, appropriate talent, pamphlets, brochures, leaflets and web pages/sites. The contractor shall provide all actors/actresses as required, unless the Federal activity chooses otherwise for print work and/or videos.

The contractor may not retain or use any material produced under a Task Order for self-promotion, except by written permission of the ordering agency. The contractor shall provide all media in a format that is compatible with the ordering agency's requirements, including software.

**SERVICES NOT INCLUDED:**

1. **Unattributed Prepackaged News Stories:** The Government Accountability Office (GAO) wants agencies to know that unattributed prepackaged news stories violate the publicity and propaganda prohibition, which states, "No part of any appropriation contained in this or any other Act shall be used for publicity or propaganda purposes within the United States not heretofore authorized by Congress." In a previously released study, GAO explains that prepackaged news stories are complete, audio-video presentations that are intended to be indistinguishable from news segments broadcast to the public by independent television news organizations. While agencies generally have the right to disseminate information about their policies and activities, GAO says, agencies cannot use appropriated funds to produce or distribute prepackaged news stories intended to be viewed by TV audiences that conceal or do not clearly identify for the audience that the agency was the source of the materials. "It is not enough that the contents of an agency's communication may be unobjectionable," the study states. "Neither is it enough for an agency to identify itself to the broadcasting organization as the source of the prepackaged news story." The study is called, "Unattributed Prepackaged News Stories Violate Publicity and Propaganda Prohibition," GAO-05-643T, May 2005.

2. **Stand Alone Call Center Operations:** Stand-alone call center operations are not included under this solicitation. Call centers utilized in performance of market research are found under SIN 541-4A, Market Research and Analysis Services.

3. **Sports, Promotional, Outdoor, Recreation, Trophies and Signs:** Offerors interested in providing marketing trinkets such as plaques, trophies, awards, shirts, promotional products, etc. are directed to contact GSA's Group 78 Schedule for Sports, Promotional, Outdoor, Recreation, Trophies and Signs (SPORTS) for additional information.

**Note 1: Other Direct Costs:**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities, and transportation necessary to provide a wide range of advertising and integrated marketing services as specified in each task order. Labor categories, supplies, services, materials, equipment, transportation, etc., which support the overall performance of advertising and integrated marketing services are considered other direct costs (ODCs). Authorized users shall procure ODCs only in support of the schedule contractor's overall advertising and integrated marketing services effort. No authorized user shall place orders only to procure the schedule contractor's ODCs.

**SIN series 382 (formerly Schedule 738 II Language Services)**

The purpose of this SIN series is to provide a streamlined acquisition approach for Federal agencies to obtain the services of qualified and experienced language professionals. These services will facilitate the elimination of language barriers in order to improve performance, quality and efficiency of operations.

The contractor shall provide a full range of translation and interpretation services, training and educational materials, linguistic analytical support services and services for the visual and hearing impaired to Federal agencies under this SIN series.

**SIN series 871 (formerly Schedule 871 Professional Engineering Services)**

**IMPORTANT: This SIN series is participating in the Transactional Data Reporting (TDR) Pilot. Your firm is eligible to participate in the voluntary TDR Pilot if your offer is inclusive of a TDR Pilot SIN. For more information on TDR, please review the solicitation attachment entitled, "PSS TDR Pilot".**

The purpose of this SIN series is to provide an efficient, streamlined, and cost effective contracting vehicle for Federal agencies to obtain professional engineering services from qualified, experienced, and professional contractor(s). Services are inclusive of strategic planning for technology programs/activities; concept development and requirements analysis; system design, engineering and integration; test and evaluation; integrated logistics support; acquisition and life cycle management and construction management & engineering consulting services related to real property.

The contractor shall provide professional engineering services that are commercial in nature, to authorized users of any resultant contract. Based on the terms and conditions of the resultant contract, the contractor may provide professional engineering services domestically or worldwide basis as specified by the terms of their resultant contract. The contractor shall provide and assure effective performance of professional engineering services in accordance with the requirements of any resultant contract.

The following non-inclusive list represents a sampling of the types of engineering tasks contemplated:

Acquisition and life cycle management

Analysis of program goals, mission, objectives, performance

Assessment Support Computer Aided Design (CAD)

Computer Aided Engineering (CAE)

Computer Aided Management (CAM)

Concept development

D&D (decontamination and decommissioning)

Demonstration and Validation Design/Specifications of engineering nature not associated with real property

Documentation and Information Dissemination

Economic/Business case analysis

Economic impact evaluations

Education/training

Environmental control for electrical units (e.g., cooling units)

Forensic engineering Independent Verification and Validation (IV&V)

Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)

Instrumentation

Integration

Investigative Engineering Service

Life Cycle Costing

Logistics Long-term Reliability and Maintainability

Migration Strategy

National Academy of Sciences studies

Operations Research (Non R&D)

Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems

Privatization Program and Project management

Prototype development and first article(s) production

Radar/Sonar Regulatory compliance support

Reliability and Maintainability Analysis

Reverse engineering

Signal processing

Simulation and modeling

Source data development (forward engineering hardware and software systems)

Source data validation (existing hardware and software systems)

**SERVICES NOT INCLUDED:**

The following services are not being solicited under this SIN series:

1. Production and Manufacturing: Mass production or manufacturing of standardized products on production or assembly lines is not being solicited under this solicitation. The manufacture, fabrication, installation or production for the purpose of developing working models or prototypes that may be used for further testing, analysis and evaluation before full scale production begins IS allowed under the PES schedule. The number of prototypes or working models to be produced is dependent upon the ordering activities requirement for testing and analysis. However, the preponderance of work should be performed by professional labor categories.

2. Computer Engineering and Information Technology is not being solicited. Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA Schedule 70 Information Technology for additional information. Please note that information technology services that are ancillary to a Professional Services requirement are available under PSS SIN C132-51.

3. Environmental Services, which are available under the 899 SIN series.

4. Foundations and Landscaping Engineering. Offerors interested in providing foundations and landscaping engineering are directed to contact GSA’s Public Building Service (PBS) for additional information.

5. Heating, ventilation and air-conditioning (HVAC) services related to building, structures or other real property set forth for construction and architect-engineering services governed by FAR Part 36: Offerors interested in providing these services are directed to contact GSAs Public Buildings Service (PBS), at www.gsa.gov/pbs for additional information. Please note: HVAC services related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of this SIN series.

6. Research and development as set forth in FAR Part 35, which governs open-ended research with no specific deliverables, is not allowed under this schedule. However, research, analysis, and developmental work related to providing a solution to an engineering requirement is allowed under this SIN series.

**SIN series 874 (formerly Schedule 874, MOBIS)**

The purpose of this SIN series is to provide a full range of professional business services and related support products for consulting, facilitation, surveys, training, acquisition management support, integrated business program support services, and related support products. The 874 SIN series is designed to allow federal agencies to meet mission requirements requiring integrated business solutions. Executive Order 12637, Productivity Improvement for the Federal Government, called for the establishment of a government-wide program to improve the quality, timeliness and efficiency of services provided by the Federal Government.

The contractor shall provide professional business services to agencies as specified in task orders under this Federal Supply Schedule. These services will facilitate agencies response to dynamic, evolutionary influences and mandates, and enable them to meet and improve mission performance requirements. Whether services and products are commercial off-the-shelf, customized off-the-shelf, or designed to suit, they must support business related activities.

**SERVICES NOT INCLUDED:**

Services that are not authorized for purchase under the 874 SIN series are services where the primary purpose or the preponderance of work performed is specifically covered by another PSS SIN series or GSA Schedule, such as: financial services covered by the 520 SIN series; engineering services covered by the 871 SIN series; IT services covered by GSA Schedule 70 or C132 51; advertising and marketing services covered by the 541 SIN series; human resources services covered by GSA Schedule 738X or C595 21; energy services covered by GSA Schedule 03FAC or the C871 200 SIN Series; logistics services covered by the 874V SIN Series; security services covered by GSA Schedule 84; transportation services covered by GSA Schedule 48; travel services covered by GSA Schedule 599; environmental services covered by the 899 SIN series; and language services covered by the 738 II SIN series.

**SIN series 874V (formerly Schedule 874V, LOGWORLD)**

The purpose of this SIN series is to provide a full range of services to enable government agencies to meet demands for supply and value chain management services, acquisition logistics, distribution and transportation logistics services, deployment logistics services, logistics training services, support products, operations and maintenance logistics management and support services and repair and alteration services.

The contractor will be responsible for providing expert advice, assistance, and guidance or consulting in support of agencies logistical support requirements. This may include studies, analyses and documentation of results. Training courses are designed to aid agencies in training personnel in a variety of logistics-related subjects and can be conducted at both customer and contractor facilities using standard off-the-shelf, customized, or computer/web-based interactive courses.

**Special Proposal Instructions Related to SIN 874-597, Ancillary Repair and Alteration:**

\*For federally-owned space managed by GSAs Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity before any repair and alteration work can be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the Ancillary Repair and Alteration services.

SIN 874-597, Ancillary Repair and Alteration shall not be used for any PBS leased space.

Any agency contracting officer ordering services under SIN 874-597 is responsible for complying with that agency's internal policies when procuring Ancillary Repair and Alteration services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds $2,000 (Ref. FAR 22.400).

**SIN series 899 (formerly Schedule 899, Environmental Services)**

The purpose of this SIN series is to provide a full range of environmental services and to enable government agencies to meet demands for environmental consulting services, environmental training services, materials and waste recycling and disposal services, geographic information systems (GIS) services and remediation & reclamation services to enable government agencies to meet their environmental needs.

The contractor will be responsible for providing expert advice, assistance, guidance or counseling in support of agencies environmental needs. This may include studies, analyses and documentation of results. Training courses are designed to aid agencies in training personnel in a variety of environmental related subjects and can be conducted on or off-site using standard off-the-shelf, customized, or computer/web-based interactive courses for both customer facility and contractor facility.

Every Federal Agency has the requirement to comply with environmental laws and regulations. This SIN series will provide them with quick and easy access to contractors who can help them meet their needs. Some examples of these laws are:

National Environmental Policy Act (NEPA)

Clean Water Act (CWA)

Fish & Wildlife Coordination Act

Clean Air Act (CAA)

National Historic Preservation Act

Endangered Species Act

Archeological & Historic Preservation Act

Pollution Prevention Act (PPA)

Resource Conservation and Recovery Act (RCRA)

Safe Drinking Water Act

Comprehensive Environmental Response Compensation, and Liability Act (CERCLA)

Occupational Safety and Health Administration (OSHA) Regulations

Department of Transportation (DOT) Regulations Superfund Amendments and Reauthorization Acts

Emergency Planning and Community Right-to-Know (SARA) Act (EPCRA)

Solid Waste Disposal Act (as amended by RCRA)

Toxic Substances Control Act (TSCA)

Federal Water Oil Pollution Act (OPA)

Asbestos Standards, Title 40 Pollution Control Act (as amended by CWA) CFR, Part 763, Subparts G and E

US EPA National Emission Standards for Hazardous Air Pollutants; Title 40, Code of Federal Regulation

Archaeological Resources Protection Act Wilderness Act (CFR), Part 61, Subparts A

US EPA National Trails Systems Act

Act for the Preservation of American Antiquities

Water Bank Act Flood Plain Management

Executive Order 11988

Coastal Barriers Resource Act (as amended by EO12148)

Farmland Protection Policy

Protection of the Wetlands Act Title 40 Code of Federal Regulations, Part 260

Marine Protection and Sanctuaries Act

Protection of Environment, Hazardous Waste Coastal Zone Management Act

Management Great Lakes Coastal Barriers Act

Office of Solid Waste and Emergency Response

Federal Facility Compliance Act (OWER) 9355.3-01

Transportation Management Hazardous Materials Transportation Act (HMTA)

Overseas Environmental Baseline Guidance Executive Order 13221 Energy Efficient Document (OEBGD) with Final Governing Standby Devices Standards (FGS)

Energy Policy Act (EPA 2005)

There are also relevant Executive Orders dealing with such topics as: Wetlands, Floodplains, Farmland, Climate Change and Protection & Environmental Justice.

**SERVICES NOT INCLUDED:**

Solicited environmental services are distinct from, and do not include: Construction and Architect-Engineer Services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property) surveying and mapping services as defined under the Brooks Act of 1972, asbestos abatement, radon mitigation, paint removal and/or design or any handling/disposal and/or transportation of nuclear or radioactive waste.

Lab services are limited to remediation related laboratory testing as stated in the SIN description for SIN 899-8.

**Required Information Applicable to SIN 899-5:**

Some of the services available are in compliance with Executive Order 13514. Where applicable, services under this SIN must assist agencies in meeting waste reduction and recycling initiatives as set forth by statutes and EOs. The following services are in compliance with the EO 13514: eWaste/Recycling Service -- 3rd party certification required (such as R2, e-Steward).

(c) Acknowledge compliance with environmental laws and regulations pertaining to disposal of hazardous waste.

(d) Provide a summary of warehousing process if any exist.

(e) Identify who the subcontractors are that will be used in the hazardous disposal process OR certify that the offeror understands that subcontractors may be required to be identified in any resultant task order issued by an ordering agency. If subcontractors are identified, pricing is to be included with the submission of offer.