available hours would be different. For example, if the company’s policy calls for a 37.5 hour work week, offeror would deduct paid absences from 1950 hour (37.5 hours/week × 52 weeks/year = 1950 hours). Offeror should clearly identify the paid absences as to how many hours are for holiday and how many hours are for vacation and sick leave.

**Alternate III (AUG 1999)** If the requirement is for the acquisition of supplies or equipment, substitute the following paragraphs (a)(iv)-(viii) and add (a)(ix) and (b).

(iv) Provide information as to how the proposed supplies or equipment meet the salient characteristics required by the contract line item;
(v) Provide published brochures, catalogs, or other technical literature by contract line item;
(vi) Meet any interface or compatibility requirements by contract line item;
(vii) Describe warranty services and how delivered by contract line item;
(viii) Assumptions, deviations and exceptions (as necessary); and
(ix) Additional information.
(b) Supplies—Provide unit pricing by contract line items for:
(i) each line item;
(ii) delivery;
(iii) installation;
(iv) sets of operating manuals;
(v) training;
(vi) warranty;
(vii) maintenance; and
(viii) volume discounts.

[64 FR 47415, Aug. 31, 1999]

1552.215–73 General financial and organizational information.

As prescribed in 1515.408(a)(2), insert the following provision:

**GENERAL FINANCIAL AND ORGANIZATIONAL INFORMATION: (AUG 1999)**

Offerors or quoters are requested to provide information regarding the following items in sufficient detail to allow a full and complete business evaluation. If the question indicated is not applicable or the answer is none, it should be annotated. If the offeror has previously submitted the information, it should certify the validity of that data currently on file at EPA and to whom and where it was submitted or update all outdated information on file.

(a) Contractor’s Name:
(b) Address (If financial records are maintained at some other location, show the address of the place where the records are kept):

c) Telephone Number:
(d) Individual(s) to contact re. this proposal:
(e) Cognizant Government:
Audit Agency:
Address:
Auditor:
(f) Work Distribution for the Last Completed Fiscal Accounting Period:
Sales:
Government cost-reimbursement type prime contracts and subcontracts
Government fixed-price prime contracts and subcontracts
Commercial Sales
Total Sales

(g) Total Sales for First Preceding Fiscal Year

(h) Total Sales for Second Preceding Fiscal Year

(i) Is company a separate rate entity or division?.
Yes
No

If a division or subsidiary corporation, name parent company:

(j) Date Company Organized:

(k) Manpower:
Total Employees:
Direct:
Indirect:

(l) Commercial Products:

(m) Description of Contractor’s system of estimating and accumulating costs under Government contracts. (Check appropriate blocks.)

<table>
<thead>
<tr>
<th></th>
<th>Estimated/actual cost</th>
<th>Standard cost</th>
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</thead>
<tbody>
<tr>
<td>Estimating System:</td>
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<tr>
<td>Job Order</td>
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<tr>
<td>Process</td>
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<tr>
<td>Accumulating System:</td>
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<tr>
<td>Job Order</td>
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<td>process</td>
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</tbody>
</table>

Has your cost estimating system been approved by any Government agency?
Yes ______ No ______

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Environmental Protection Agency

If yes, give name, date or approval, and location of agency:

Has your cost accumulation system been approved by any Government agency?
Yes __________ No __________
If yes, give name, date or approval, and address of agency:

(m) What is your fiscal year period? (Give month-to-month dates):

What were the indirect cost rates for your last completed fiscal year?

<table>
<thead>
<tr>
<th>Fiscal year</th>
<th>Indirect cost rate</th>
<th>Basis of allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe Benefits</td>
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<tr>
<td>Overhead</td>
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<tr>
<td>G&amp;A Expense</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

(n) Have the proposed indirect cost rate(s) been evaluated and accepted by any Government agency?
Yes __________ No __________
If yes, give name, date of approval, and address of the Government agency:

Date of last preaward audit review by a Government agency:

If the answer is no, data supporting the proposed rates must accompany the cost or price proposal. A breakdown of the items comprising overhead and G&A must be furnished.

(o) Cost estimating is performed by:
Accounting Department
Contracting Department
Other (describe)

(p) Has system of control of Government property been approved by a Government agency?
Yes __________ No __________
If yes, give name, date of approval, and location of the Government agency:

Are your purchasing policies and procedures written?
Yes __________ No __________

(r) Does your firm have an established written incentive compensation or bonus plan?
Yes __________ No __________

(s) Additionally, offerors shall submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(End of provision)

[64 FR 47417, Aug. 31, 1999]

1552.215-74 Advanced understanding—uncompensated time.

As prescribed in 1515.408(b), insert the following provision or one substantially the same as the following provision:

ADVANCED UNDERSTANDING—UNCOMPENSATED TIME (AUG 1999)

(a) The estimated cost of this contract is based upon the Contractor's proposal which specified that exempt personnel identified to work at the Contractor's facilities will provide uncompensated labor totaling percent of compensated labor. (Note: the commitment for uncompensated time, and the formula elements in paragraph (b) below, apply only to

log or market prices or is set by law or regulation).

(b) Has your purchasing system been approved by a Government agency?
Yes ________ No ________
If yes, name and location of the Government agency:

Period of Approval:

If no, do you estimate that your negotiated sales to the Government during the next twelve months will meet the $25 million threshold? Yes ________ No ________
If you responded yes to the $25 million threshold question, is EPA the cognizant agency for your organization based on the preponderance of Government contract dollars? Yes ________ No ________
If EPA is not your cognizant Government agency, provide the name and location of the cognizant agency: __________________________

Are your purchasing policies and procedures written?
Yes ________ No ________

(p) Does your firm have an established written incentive compensation or bonus plan?
Yes ________ No ________

(k) Purchasing System: FAR 44.302 requires EPA, where it is the cognizant Government agency, to conduct a Contractor Purchasing System Review for each contractor whose sales to the Government, using other than sealed bid procedures, are expected to exceed $25 million (annual billing) during the next twelve months. The $25 million sales threshold is comprised of prime contracts, subcontracts under Government prime contracts, and modifications (except when the negotiated price is based on established cata-