



Operator of the Frederick National Laboratory for Cancer Research

March 2024

To Our Valued Subcontractors,

Greetings! We hope you and your colleagues had a great start to 2024; it is hard to believe we are already well into the new year. As we look forward to what is ahead, our team could not be more excited to see what accomplishments and discoveries are in store. As one of our Subcontractors, you play an important role in our accomplishments and the mission of the Frederick National Lab to improve human health; without you, the work we do would not be possible.

As exciting as it is to look ahead, there are also many things we can do TODAY to set ourselves up for a prosperous tomorrow. To fast-track your preparation, our team has compiled a list of six (6) friendly reminders that will keep your project running smoothly and on schedule. Staying current on the following contracting items will set you up for success now, and minimize headaches down the line (your Subcontract Administrator will thank you too!).

1. **System for Award Management (SAM.gov) Registration** – registration in SAM.gov is a requirement for all Federal Contractors and Subcontractors, the new year is a great time to make sure your registration is current and active. Checking-up on this now will ensure there are no delays administering future actions. (*Should you find there has been a lapse of your enrollment in the System for Award Management, please notify your Subcontract Administrator*).
2. **Evidence of Insurance Coverage** – making sure you are covered by the appropriate Insurance Policies is not only important to maintain compliance, but also to protect your company when you actually need it. We find the new year is a great time to review Insurance requirements; you can reference Section L.5. of your Subcontract to find the agreed to coverages and make sure you have what you need for the entire Period of Performance.
3. **Invoices** – timely invoice submission not only ensures prompt payment, but keeps our team on track and our records up to date. Depending on the type of Subcontract you have been awarded, invoice frequency and formatting requirements may vary. Now is a great time to review the invoicing terms in Section D of your Subcontract so you never miss a due date!
4. **Deliverables** – similarly to Invoices, the timely and accurate submission of Subcontract Deliverables is important, often bringing you one step closer to completion of the agreed upon Statement of Work (SOW). We recommend reviewing the SOW due-dates early and often to stay on-track.
5. **Limitation of Funds** (*not applicable if Award is Firm Fixed Price*) – while not always the most exciting part of the job-description, an important step in managing a Cost Reimbursable Subcontract is monitoring financial trends. Section B of your Agreement instructs vendors to notify the Subcontract Administrator as soon as you project costs to exceed the contractual percent listed of the budget. Whether you expect to overrun (or underrun) awarded funding, it is important you involve your Subcontract Administrator early. Once made aware, they can be proactive and ensure the appropriate steps are taken. As stewards of federal funds, it is important we ensure tax-payer dollars are spent responsibly; you play a key role in this important obligation!
6. **Allowability of Cost** (*not applicable if Award is Firm Fixed Price*) – when performing on a Cost Reimbursable Subcontract, there may be unforeseen expenses that arise during performance. Prior to incurring costs for an item outside the agreed to Price Schedule, make sure you contact your Subcontract Administrator and request their approval first (requests and approvals must be made **in writing**). ****IMPORTANT**** – only the Subcontract Administrator has the authority to approve incurring costs outside the Subcontract Price Schedule, ***do not*** consider approval from the Technical Project Manager to hold this same authority.

The Subcontract Administrator should be your primary point of contact when inquiring of variance from the Subcontract (i.e. changes to the SOW and/or Subcontract Funded Amounts, Key Personnel Changes, etc.). Including the Technical Project Manager is always helpful, but only the Subcontract Administrator has the authority to sign off on these types of changes.

Should you have any questions about this letter or its contents, please reach out to your Subcontract Administrator. We could not be more excited to continue this relationship in 2024!

Sincerely,

The Research Subcontracts Team

Contracts and Acquisitions Department
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