Attachment 9 – Solicitation No: 1232SA26Q0742 – Electrical Gear and Transformer Maintenance - NBAF, Manhattan, KS

(SITE VISIT ATTENDANCE IS MANDATORY TO PROVIDE AN OFFER ON THIS SOLICITATION)

Offerors shall meet at the NBAF Facility; address listed below.

National Bio and Agro Defense Facility (Visitor Center)
1980 DENISON AVENUE
MANHATTAN KS 66502

Site Visit Date: **Tuesday, June 23, at 9:00 am Central (US.) Site visit sponsor – Jeffery Cowell**

1. Contractors are required to register to attend the site visit. The site visit is required for offer consideration.
   - If Contractors are not registered, they will not be permitted on the site visit. Registration has two parts, please see below.
   - The site visit **registration deadline is Tuesday, June 16.** Any registration documentation received after June 16 will not be accepted.

2. **Site Visit Registration Part 1: Site Visit applicants shall be U.S. Citizens due to extend processing times of foreign nationals.**
   - Complete background check from:
     - Anyone requesting access to the NBAF Campus will need to personally submit information on an Online system for a 1yr background check. This is at no cost to the individual. Below is the information with a link to where you will submit your background request. Please do this as soon as possible to ensure there is ample time for the system to process.
     - Please follow the link provided, https://redtailsecurity.com/corp/NBAF, to personally submit your information for background vetting. Redtail is a third-party system that we have partnered with to meet the required vetting for visitors to our campus. We have been assured your personal data will remain safe and secure and, as this is a direct submission by our visitors, and eliminates the need for USDA staff to view your personal data for submissions.
     - The webpage gives step-by-step instructions, and you will be able to view the clearance of your investigation. Should you have any questions, please do not hesitate to reach out to our security department. They will do their best to assist you through this process.
     - Ensure you complete all aspects of the background check from the above link to include the US Citizenship Assessment which is commonly overlooked and stops the process until completed.

3. **Site Visit Registration Part 2**
   - The Visitor Request below (Page 2) needs to be submitted on your behalf by the COR/TPOC as your sponsor. Please provide the requested information below to your site visit POC. This process can take up to 72 hours to process following submission.
   - Please note encryption instructions on the form.
   - Email completed site "Visit Application" form below to the site visit POC/COR: **Jeffery.Cowell@usda.gov**
   - **Visitor Request Information to be sent to site visit POC:**
     - Full Legal Name as it would appear on their Driver's License
     - Full Company Name
     - Company Phone Number
     - Company Address

4. Contractors are required to bring their own Personal Protective Equipment required to enter the NBAF site:
   - Hard hat, safety vest, safety glasses, long pants, closed toed shoes [not sneakers].

Visitor Application Information

Contract / Project Name:	
Full Legal Name (Last, First, Middle)	
Previously issued PIV Access Card (Yes or No) PIV card is not required for site visit attendance.	
US Citizen (Yes/No)	
If Not US Citizen Country of Birth	
Lawful Permanent Resident	
Company Name	
Company Phone Number	
Company Address	

Once completed please e-mail this document to the NBAF Sponsor:

For your personal security, please DO NOT send personally identifiable information (the information contained within this document) to any other e-mail address.
You should password protect and encrypt this form when returning it to NBAF and send the password in a separate email.

To password protect this document, follow the instructions below:

FOR PC: Select File tab, then select Protect Using Password; select Viewing; create a Password; reenter the Password to verify, then click on Apply.

FOR MAC: Select File tab, then select Export, and click on Encrypt; create a Password; reenter the Password to verify, then click Save.

For your personal security this form will be destroyed immediately upon completion of access request process.

PRIVACY ACT STATEMENT The Privacy Act, 552a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. The collection of this information is authorized by EO 9397, 6 USC 341, 44 USC 3101, and EO 12958.
Provision of the information concerning foreign visits is mandatory under the provisions of EO 12958. Failure to provide it may impact planned visits. Use of this information is for internal purposes to facilitate visitor processing.

Controlled// SP-SPIIWhen filled out, this document contains sensitive information exempt from mandatory disclosure under the Freedom of Information act, 5 U.S.C. 552 (b)(2). Do not release without prior approval by USDA.