



**Continental Group
Family Housing Privatization Project
Site Visits and Requests for Data
and Base Photography Procedures**

EIELSON AIR FORCE BASE, ALASKA



Location and Hours of Operation:

The Eielson AFB process for visits after the initial Industry Forum Site Visit for Housing Privatization is as follows. The Document Room is located on the PRESS contractor web site for the Continental Group HP project, visit www.jllpress.com for entry into the document room. Eielson AFB is a closed installation; therefore all access to the base must be coordinated through the project manager. The Eielson AFB Housing Privatization Project Manager is Mr. Patrick Conley. Contact information is:

Mr. Patrick Conley
354 CES/CEACH
2529 Wabash Avenue
Eielson AFB, AK 99702-2299
(907) 377-7980
E-mail: patrick.conley@ielson.af.mil

Visits can be arranged for any time between 7:30 AM and 4:30 PM on a Monday to Friday basis except for federal holidays. Dates when the prospective proposers will not be allowed to visit the base and changes to the hours will be posted on the PRESS contractor website at www.jllpress.com.

Appointments and Base Access:

Access to the document room is by appointment only. Please contact the Eielson Housing Privatization Office at (907) 377-7980 to arrange a date and time to view needed documents; this should be done at least three business days in advance. All individuals must submit, at the time the visit request is made, the following for personnel that will visit the installation: full name, date of birth, drivers license number, state of issue. Personnel visiting the base must present government issued photo identification such as a passport, driver's license or DOD CAC, and company identification or letter of authorization. All visitors will report to the base visitor's center and must be escorted at all times while on Eielson AFB. The Housing Privatization Project Manager will coordinate all access requests through the Base's visitor's center. The Housing Privatization project manager will meet all visitors at the visitor center and serve as the escort while on the installation. Once a visit is complete, the project manager shall escort all departing visitors to the visitor center.

Copying Policy:

Visitors can review onsite any of the documents listed in Appendix F. **Photo copying equipment is not available.** The Technical References are posted electronically on the PRESS contractor's website (www.jllpress.com). If you desire a copy of an item that is not posted online and it is available electronically (e.g., maps, utility plans), a copy can be provided on a CD or DVD. Some maps may not be available electronically. Please advise the project manager prior to arriving on base if you have any specific or unique information requests.

The base will support and accommodate all reasonable requests. However, increased security requirements present some challenges and the earlier requests are submitted the better support can be provided.

Note: All requests for digital base infrastructure data must include a signed Non-Disclosure Agreement (provided below or available thru the project manager).

Photography and Camera Policy:

Photography on the installations is allowed only within the housing areas to be leased and by appointment only. Visitors may not photograph any base areas other than those that are parts of the project without the prior written approval of the installation commander. The prospective proposed must provide justification for the request to photograph the specific area(s). Once a photo appointment is scheduled with the Housing Privatization Project Manager, please provide a list of the individuals in the party visiting the housing areas and provide the names of specific individuals who will be taking photographs (including full name and position), and a list of the areas that will be photographed. Cameras may be subject to inspection before and after the visit is complete.

Please Contact the Eielson Project Manager, Mr. Patrick Conley, for clarifications to this policy or additional information.

**Non-Disclosure Agreement for
Standardized Housing Privatization Housing and/or Geospatial Data
Released from Eielson AFB Files**

The undersigned, _____,
an authorized representative of _____,

(Hereinafter referred to as the "Recipient") requests the Government to provide the Recipient with "Standardized Housing Privatization Geospatial Data" (hereinafter referred to as "Data") in which the Government's release rights are restricted. Recipient hereby requests that the Data be provided and delivered to:

Company: _____
Attention to: _____
Address: _____

In consideration for receiving such Data, the Recipient agrees to use the Data strictly in accordance with this Agreement:

- (1) The Recipient shall use, modify, reproduce, perform, display, or disclose only for government purposes and shall not do so for any other purpose. The Recipient shall not release or disclose any of the Data, to any person other than its subcontractors, who require the Data to submit offers for, or perform contracts with the Recipient.
- (2) The Recipient agrees to adopt or establish operating procedures and physical security measures designed to protect the Data from inadvertent release or disclosure to unauthorized third parties.
- (3) The Recipient agrees to accept the Data "as is" without any Government representation as to suitability for intended use or warranty whatsoever. This disclaimer does not affect any obligation the Government may have regarding Data specified in a contract for the performance of that contract.
- (4) The Recipient agrees to indemnify and hold harmless the Government, its agents, and employees from every claim or liability, including attorneys fees, court costs, and expenses arising out of, or in any way related to, the misuse or unauthorized modification, reproduction, release, performance, display, or disclosure of Data received from the Government with restrictive legends by the Recipient or any person to whom the Recipient has released or disclosed the Data.
- (5) The Recipient agrees that the Data is intended for the sole use of the original receiving organization for official use only. By accepting the Data, the recipient agrees that they are a single, partial, and temporal capture of a dynamic database.
- (6) The Recipient agrees that since the Data was developed and collected with U.S. Government funding, no proprietary rights may be attached to them, nor may they be sold to the U.S. Government as part of any procurement of ADP products or service.
- (7) The Recipient is executing this Agreement for the benefit of the Recipient and Recipient Team Members. Recipient Team Members are third party beneficiaries of this Agreement who, in addition to any other rights they may have, are intended to have the rights of direct action against the Recipient or any other

person to whom the Recipient has released or disclosed the Data, to seek damages from any breach of this Agreement or to otherwise enforce this Agreement.

- (8) Unless the Recipient becomes the Project Owner, the Recipient agrees to destroy the Data and all copies of the Data in its possession as follows.
 - a. If the Recipient does not submit a proposal by the Proposal Due Date as specified in the RFP, the Recipient agrees to destroy the Data and all copies of the Data in its possession no later than 30 days after the proposal due date and to notify the Government that the Data has been destroyed.
 - b. If the Recipient submits a proposal, the Recipient agrees to destroy the Data and all copies of the Data in its possession no later than 30 days after notification by the Government that it has selected the Highest Ranked Offeror. The Recipient also agrees to notify the Government that the Data has been destroyed.
- (9) This Agreement shall be effective for the period commencing with the Recipient's execution of this Agreement and ending not prior to the completion of the contract period including all option years. The obligations imposed by this Agreement shall survive the expiration or termination of the Agreement.
- (10) The Recipient, its principals, employees, agents, and subcontractors shall have no intellectual property interest whatsoever in any aspect of work product, deliverables or ideas developed under this contract, or in Data or product delivered to the Recipient by the Government. All deliverables and products associated with the tasks including, but not limited to, computer code (including annotated un-compiled code), databases, system architecture and logic are, and shall remain the exclusive property of the United States Government. The Recipient, its principals, employees, agents, and subcontractors shall not attempt to patent, register, license or use for their own purpose any deliverable under the tasks of this contract without the express written consent of the United States Government.
- (11) The Recipient hereby requests Data on behalf of the company/firm/interest named above and all of its applicable sub-contractors that will also require Data. The Recipient will collect signed copies of this same Agreement from all sub-contractors that require the Data. The Recipient will then provide a complete package of Agreements to the Eielson Housing Privatization Project Manager. After receiving a complete set of Agreements, the Eielson Housing Privatization Project Manager will supply the Recipient and all applicable sub-contractors with a copy of the Data.

Recipient's Signature: _____

Recipient's Printed Name: _____

Recipient's Title: _____

Recipient's Business Name: _____

Date: _____

Housing Privatization Project Manager Signature: _____

Housing Privatization Project Manager Printed Name: _____

Date: _____