

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)  
Prescribed by GSA – FAR (48 CFR) 53.212

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 49	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
37. CHECK NUMBER					
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	12	Months	\$37,859.20	\$454,310.40
NET AMT					\$454,310.40
ACRN AA W26MT900702001A2OGFY					\$454,310.40
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	1	Lot		\$5,000.00 NTE
ESTIMATED COST					\$5,000.00
ACRN AB W26MT900702001A2YNKI					\$5,000.00
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063	1	Lot		\$30,000.00 NTE
ESTIMATED COST					\$30,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301	Funding Only for CLIN 0003 FFP Funding Only for CLIN 0003 PURCHASE REQUEST NUMBER: W26MT900702001A2				\$0.00
NET AMT					\$0.00
ACRN AA W26MT900702001A2TDZZ					\$6,727.46

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000302	Funding Only for CLIN 0003 FFP Funding Only for CLIN 0003 PURCHASE REQUEST NUMBER: W26MT900702001A2				\$0.00
NET AMT					\$0.00
ACRN AB W26MT900702001A2LRUR					\$23,272.54

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	1	Lot		\$150,000.00 NTE
				ESTIMATED COST	\$150,000.00
	ACRN AB W26MT900702001A2YOJS				\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063	1	Each		NSP

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	ODC LCR Project COST ODCs for NGIC LCR Project FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	1	Lot		\$175,000.00 NTE
				ESTIMATED COST	\$175,000.00
	ACRN AC W26MT900702001A2LGGZ				\$175,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months	\$38,401.28	\$460,815.36
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$460,815.36
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$150,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	\$38,967.18	\$467,606.16
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$467,606.16
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	\$39,549.70	\$474,596.40
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$474,596.40
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	\$40,160.53	\$481,926.36
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$481,926.36
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address "https://contractormanpower.army.pentagon.mil" on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	N/A
000302	N/A	N/A	N/A	N/A
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government

1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 30-JUN-2020 TO 29-JUN-2021	N/A	CDR, HQUSAINSCOM (NGIC) TINCHER, BRIAN K. 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911 521-1661 FOB: Destination	W911W5
0002	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
0003	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
000301	N/A	N/A	N/A	N/A
000302	N/A	N/A	N/A	N/A
0004	POP 30-JUN-2020 TO 29-JUN-2021	N/A	CDR, HQUSAINSCOM (NGIC) TINCHER, BRIAN K. 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911 521-1661 FOB: Destination	W911W5

0005	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
0006	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1001	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1002	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1003	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1004	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1005	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2001	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2002	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2003	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2004	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2005	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3001	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3002	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3003	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3004	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3005	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4001	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5

4002	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4003	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4004	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4005	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5

## ACCOUNTING AND APPROPRIATION DATA

AA: 21 0 2020 00000252049 11303400000 2571 46BEG3 W26MT900702001 BEG346 030093  
AMOUNT: \$461,037.86

AB: 21 0 2020 00000252049 41102900000 2571 46BCA8 W26MT900702001 BCA846 030093  
AMOUNT: \$178,272.54

AC: 21 0 2020 00000252049 41102900000 2571 46BCN9 W26MT900702001 BCN946 030093  
AMOUNT: \$175,000.00

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	0001	W26MT900702001A2OGFY	\$454,310.40
	000301	W26MT900702001A2TDZZ	\$6,727.46
AB	0002	W26MT900702001A2YNKI	\$5,000.00
	000302	W26MT900702001A2LRUR	\$23,272.54
	0004	W26MT900702001A2YOJS	\$150,000.00
AC	0006	W26MT900702001A2LGGZ	\$175,000.00

## PERFORMANCE WORK STATEMENT

### **PERFORMANCE WORK STATEMENT (PWS)**

#### **Security Maintenance and Support Services**

##### Part 1

##### General Information

1. **GENERAL:** This is a non-personal services contract to provide security maintenance and support services which are non-governmental in nature. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 **Description of Services/Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items (as identified in section 5.0 of this PWS) and non-personal services necessary to perform support services as defined in this Performance Work Statement (PWS) except for those items specified as Government Furnished Property (GFE) and services. The Contractor shall perform to the standards in this contract.



1.2 Background: The Security Maintenance and Support Services contract (SMSS) provides security staff support services for work which is non-governmental in nature and which exceeds the agencies' present organic resources. The main site is the Rivanna Station complex located in a semi-rural area ten miles north of Charlottesville, Virginia. This site has a land footprint of approximately 75 secured acres and consists of three primary and portions of two ancillary facilities: primary facilities are (1) the NGIC Nicholson Building Sensitive Compartmentalized Information Facility (SCIF) (258K SF), (2) the Boulders One (BOULDERS 1) leased SCIF (64K SF), and (3) about 40% of the jointly operated Remote Delivery Facility (RDF). Ancillary facilities are: (1) a leased warehouse space (26K SF-located eight miles from the station), and (2) a leased overflow parking area on Boulders Road outside the main installation entrance. The population of the station at all locations will consist of military, government civilians, government Contractors, and foreign national mission partners.

1.3 Objectives: The SMSS Contractor shall provide National Ground Intelligence Center (NGIC) with security maintenance support services and specified equipment maintenance in a flexible manner without creating excess capability.

1.4 Scope: The Contractor shall schedule and perform Level-I Preventive Maintenance (PM) on the systems called out in Attachment 1 "List of Equipment to be Maintained" to keep systems operational and minimize the occurrence of NGIC incurring LEVEL-II Service Order or LEVEL III High Dollar Value type maintenance actions on the aforementioned systems. Schedule and perform all security maintenance tasks for NGIC buildings inclusive of providing all equipment necessary for fulfilling security requirements set forth in the PWS. Respond to service order requests whether initiated by Government employees or SMSS contractor employees and resolve service orders within constraints set forth in the PWS. Act upon LEVEL-II (Service Order) and LEVEL III High Dollar Value type maintenance when Contracting Officer Representative provides written approval to proceed on such type maintenance. Maintain SMSS service records to provide Government employees access to reliable data for workload estimates and budget preparations for SMSS contract. Comply with all security and safety requirements set forth in the PWS with an emphasis on an agile employee training program and monitor security and safety compliance as part of the contractor's quality control plan to assure contractor meets or exceeds the performance standards set forth in the PWS for SMSS. Additionally, Section H content provides post award conditions that set limits when performance increases under the contract are in-scope.

1.4.1 Systems, Equipment, and Component Inventories: The quantities of systems, equipment, and components that the Contractor must maintain is found in Attachment 1 "List of Equipment to be Maintained". The supporting data presented in the Attachment 1 "List of Equipment to be Maintained" for each functional area are based on the data available at the time this PWS was prepared. Within thirty (30) calendar days of contract start date, the Contractor shall physically inventory the property and facilities described in Attachment 1 List of Equipment to be Maintained and confirm the categories and quantities of equipment items to be maintained. The completed inventory may become a basis for readjustment, and the Contractor shall conduct a 100% physical inventory at least once annually or as directed by the NGIC Property Book Officer. The completed inventory may become a basis for readjustment.

1.5 Period of Performance: The Period of Performance reads as follows:

Base Year: 15 May 2020 to 14 May 2021

Option Year 1: 15 May 2021 to 14 May 2022

Option Year 2: 15 May 2022 to 14 May 2023

Option Year 3: 15 May 2023 to 14 May 2024

Option Year 4: 15 May 2024 to 14 May 2025

FAR Clause 52.217-8: 15 May 2025 to 14 November 2025

1.6 Performance Summary: The Contractor's performance under this contract will be evaluated Based on the Contractor's Quality Control Plan, and the government developed Quality Assurance Surveillance Plan for the elements to be evaluated and to determine the performance rating. The Government will develop Acceptable Quality Levels for each area to be evaluated.

1.6.1 In-Progress Review (IPR): The Contractor shall conduct a monthly In-Progress Review (IPR) during the contract period of performance (PoP) to present and brief to the government the on-going status of maintenance services delivered under this PWS. The Contractor shall prepare and present at the IPR interim or summary reports which explain the results or work performed during the previous or current contract month and propose or describe all work projected to be performed or delivered during the next contract month. The Contractor IPR shall include copies of relevant reports, maintenance history or work order files as required to fully brief the government and explain or answer relevant questions concerning quality and quantity of services delivered.

#### 1.7 General Information

1.7.1 Quality Control: The Contractor shall develop and conduct an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement specific procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall provide a proposed initial written Quality Control Plan (QCP) plan to the Contracting Officer (KO) and Contracting Officers Representative (COR) with their proposal. The QCP plan is a living plan. The Contractor's QCP will include measurable QC methods for monitoring the QCP and documenting the regular conduct and enforcement of the provided QCP. An electronic copy of subsequent QCP changes shall be submitted to the KO and COR within 5 working days when changes are made following original submittal. After acceptance of the initial quality control plan the Contractor shall receive the KO's acceptance in writing of any proposed change to his Quality Control (QC) system.

1.7.2 Quality Assurance: The government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP) as found in Technical Exhibit 1 – Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7.3 Recognized Holidays: (Location and Mission Dependent) All Government offices will be closed, except for minimum essential personnel, during Federal holidays. Key Contractor labor may be required on Government Holidays if critical project work, involving utility and communication system outages, are scheduled on those days (normal frequency – once/yr). The observed Federal holidays for this contract are defined below:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks up to and not exceeding the total service hours defined within this PWS when the Government facility is not closed for the above reasons or other Federal or local command specified closings.

1.7.4 Hours of Operation: This contract and the personnel supporting it are deemed mission essential. Continued performance of services within this PWS will be coordinated on a situational basis and by agreement of the parties. The contractor is responsible for conducting business, between the hours of 0700 - 1530 hours Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.7.5 Place of Performance: The work to be performed under this contract will be performed at the Nicholson Building, 2055 Boulders Road, Charlottesville, VA 22911 and Boulders-1 Lease Facility, 3016 Boulders Court, Charlottesville, VA 22911.

1.7.6 Type of Contract: The government will award a Firm-Fixed Price (FFP) type contract.

1.7.7 Security Requirements: Contractor personnel performing work under this contract must have a Top Secret Level upon submission of proposal. The Contractor's key personnel under this contract shall possess a current (active) DoD TOP SECRET Security Clearance (TS/SCI) with a Special Background Investigation (SBI) and have eligibility for Sensitive Compartmented Information (SCI) indoctrination at time of the proposal submission, and must maintain that level of security clearance for the life of the contract. All other Contractor personnel performing work within the SCIF shall possess a current (active) DoD TOP SECRET Security Clearance (TS/SCI) with SCI eligibility prior to beginning contract performance. The Contractor shall comply with all security requirements in accordance with the DD Form 254 and all DD Form 254 attachments and addendums. All on-site Contractor personnel performing duties within the SCIF must be cleared for DoD TOP SECRET with a Special Background Investigation (SBI) and be indoctrinated for Sensitive Compartmented Information (SCI) (ref. 9.5 Security Requirements).

1.7.7.1 PHYSICAL Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. All personnel involved in providing the services required by this PWS shall, at Contractor's expense, complete annually an approved Anti-Terrorism and Force Protection (AT/FP) awareness training course. The Contractor shall provide proof of completed training. At the close of each work period, government facilities, equipment, and materials shall be properly and safely secured IAW all applicable regulations, laws, ordinances and local policies.

1.7.7.2 Contracted Employee Emergency Contact Information: The contractor shall provide the COR with an emergency phone number for twenty-four hour, 7 day-a-week contact purposes.

1.7.7.3 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.7.7.3.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.7.7.3.2. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer Representative.

1.7.8 Special Qualifications: Lenel OnGuard Systems Engineer requires Lenel Certified Expert (LCE) certification, Security Systems Administrator requires a LENEL Certified Professional (LCP) certification.

1.7.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced.

Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.7.10 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.7.11 Key Personnel: The follow personnel are considered key personnel by the government: **Lenel OnGuard Systems Engineer, Security Systems Administrator and Security Specialist** The contractor shall provide a contractor by name for the on-site lead who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor and shall be designated in writing to the contracting officer. The on-site lead or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The on-site lead or alternate shall be available between [ 8:00 a.m. to 4:00p.m. ], Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Replacement of key personnel requires a review of the candidates certifications and qualifications by the government and requires government approval. Qualifications for all key personnel are listed below:

1.7.11.1 Lenel OnGuard Systems Engineer: Responsibilities include Design, installation, configuration, integration, testing and Maintenance of CCTV and Access Control System, Barriers and other Security Systems. Working with LENEL Application System by Configuring Onguard Software, monitoring the Alarm Systems. Linking the CCTV and Access Control System with the SQL database to store the data (Alarms, cardholders, access level, videos etc) in the Database storage. Installation, Configuration & Maintenance of Standalone E-lock System. Conduct customer site surveys and provide sales engineering support, including collecting and recording detailed operational, functional and technical requirements, developing project scopes, and providing overall system costing for Access Control & CCTV projects. Knowledge of design techniques, tools, and principle involved in the production of security plans, blueprint and drawings developing specific goals and plans to prioritize, organize, and accomplish work. Corrective Maintenance and Troubleshooting of the faults happened in cameras and Access control Systems.

Qualifications: Minimum five (5) years of experience working with physical security systems design and implementation (Access Control, Intrusion and CCTV systems) Certification with Lenel Access Control Systems - Current Lenel Certified Expert (LCE) required

- Identify, fix and provide information regarding resolution of vulnerabilities and incidents
- Keep abreast of new Physical Access Control technology developments and make recommendations regarding changes to current solutions
- Participate in requirements vetting, design and testing of applications integrating with Lenel OnGuard
- Support future Enterprise Physical Access Control initiatives and projects.

Required Skills:

- Well-developed knowledge of Lenel OnGuard Enterprise architecture
- Experience installing and configuring Lenel OnGuard Enterprise

- Experience managing Lenel OnGuard Enterprise Replication
  - Experience troubleshooting Lenel OnGuard issues
  - Knowledge of engineering and designing Lenel OnGuard solutions
  - Knowledge of Windows 2016 Server and Fail-over Clustering
  - Knowledge of Microsoft SQL Server – basic SQL queries, linked servers, operation, tuning, backup
  - Excellent written and verbal communication skills and an ability to work closely with other engineers and system administrators.
  - Experience creating documentation to include test plans, job aides and presentations
- Required Clearances: Top Secret cleared; SCI Eligibility

#### 1.7.11.2 Security Systems Administrator: Responsibilities include the following;

- System Administrator for Access Control System, Intrusion Detection Systems, and Video Surveillance Systems, including system monitoring, programming, reporting, troubleshooting
- Interface with management, customers, tenants, technicians, and alarm monitoring staff to answer inquiries, provide status reports, and resolve issues.
- Support maintenance of existing systems, installation of new systems, and proactive initiatives
- Performing device programming and configuration changes requested by the client.
- Performing daily enterprise system checks and status checking of communication links.
- Assisting in maintenance calls relating to workstations, software, servers, communications, badging, alarm monitoring, etc.
- Providing initial diagnostic troubleshooting and determining root cause of simple network and systems problems
- Performing backups of databases on master and regional servers.
- Performing daily archiving of events, alarm acknowledgements, and user transactions.
- Reviewing the security system's database error log files to include check of integrity and size of database on all servers.
- Performing preventive maintenance as needed.
- Developing and completing preventive maintenance checklists.
- Installs, maintains and troubleshoots project components.
- Installs components and wirings on Intrusion Detection System (IDS), Access Control Systems (ACS), and Closed Circuit Televisions (CCTV).
- Ensures work is in accordance with applicable codes and standard practices.
- Troubleshoots, diagnoses and recommends potential solutions for system errors and failures.
- Conducts quality assurance (QA) on all IDS, ACS and CCTV equipment installations.
- Conducts work order, manual interpretation, blue print interpretation, standards compliance and schematic diagram interpretation
- Programming of new components of the security system troubleshooting in the security software as required.

#### Qualifications required:

- Three (3) years' experience in installation of security, video surveillance, card access and alarm systems of similar scope, type and complexity.
- Factory trained in the installation and maintenance of industry standard IDS, ACS and/or CCTV solutions, on the following systems; LENEL, HONEYWELL, PELCO, AVIGILON.
- Must have current certification as a LENEL Certified Professional (LCP)

Required Clearances: Top Secret cleared; SCI Eligibility

#### 1.7.11.3 Security Specialist: Responsibilities include;

- Review, input, verify security clearance information on a variety of system access forms (i.e. 2875s, 7281s).
- Review, input, verify security clearance information on CAC (TASS) forms.
- Create, suspend/delete, update and issue facility badges to include expiration dates, PINs and re-scans (troubleshoot).
- Review, input, verify security clearance information for incoming visitors to the NGIC using JPAS/Scattered Castles and other NGIC specific databases.
- Review, submit verify security clearance information for outgoing visits of NGIC Government and Military personnel utilizing JPAS/M3 databases to include hardcopy memorandum/fax submissions.
- Personnel security information maintenance/updates to NGIC specific databases.

1.7.12 NON-KEY PERSONNEL: The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions and materials.

1.7.12.1 The Contractor shall ensure that all Contractor personnel present a professional appearance that is appropriate for their position. The CONTRACTING OFFICER (KO) or COR reserves the right to determine the acceptability of Contractor personnel appearance.

1.7.12.2 The Contractor shall be responsible for the conduct and appearance of Contractor personnel, to include sub-Contractors. Contractor personnel working in public view are perceived by others to represent Rivanna Station agencies and their actions may influence internal and external customers.

1.7.12.3 The Contractor shall ensure that the Contractor PM and all contractor employees wear clothing that allows visible and clear identification as Contractor staff during the work day, and shall provide such identification and or distinctive clothing at Contractor expense and as Contractor furnished equipment.

1.7.12.4 All Contractor personnel and representatives shall be governed by Federal rules, regulations, laws, directives, and requirements issued during the contract term relating to law and order and security on government property. The Contractor shall remove from the government site any Contractor personnel or representatives whose continued employment is deemed by the COR or designated government representative to be contrary to the public interest or inconsistent with the National Security interests of the government.

1.7.13 *Identification of Contractor Employees:* All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all email and electronic or paper documents and reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Suitable marking shall include the display of the contract number and company name, in addition to the title "Contractor" following the employees name on all email and other written communications.

1.7.14 *Other Direct Costs:* This category includes expenses associated with Level 2, Level 3 and Emergency SCIF response costs.

1.7.15 *Organizational Conflict of Interest:* Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.7.16 Reserved

#### 1.7.17 SAFETY REQUIREMENTS

1.7.17.1 The Contractor shall complete and submit to the NGIC Safety Office a Job Hazard Analysis (JHA) and completed DA Form 7566 for all activities for which they are appropriate and required by Army regulation, INSCOM or NGIC Safety policy and guidelines.

1.7.17.2 The Contractor shall employ persons who meet the appropriate health standards as prescribed by local, state, or federal public health regulations for the particular type of employment for which engaged. The Contractor shall comply with all Occupational Safety and Health Administration (OSHA) regulations and publications. The Government reserves the right to intervene in Contractor operations to protect the health and safety of Government employees and visitors.

1.7.17.3 The Contractor shall conform to all Rivanna Station fire, security, and safety regulations and requirements covering such premises in effect at any time during the performance of this Contract, including the submission of any required safety or accident reports as directed by referenced publications. The Contractor agrees to take all

necessary steps and precautions to prevent accidents and preserve the life and health of Contractor and Government employees performing or in any way coming in contact with performance of this contract on such premises. The COR, upon request, will furnish information concerning safety, fire, and security regulations to the Contractor. Any violation of such regulations, unless immediately corrected as directed by the COR, KO, or other designated personnel, shall be grounds for termination of this contract.

1.7.18 HEALTH & SAFETY: The Contractor shall provide for the safety of workers, the public, and the protection of the environment within the scope of all contract services delivered by the Contractor.

1.7.19 SECURITY and FORCE PROTECTION

1.7.19.1 The Contractor shall employ persons as employees or agents who shall be citizens of the United States of America.

1.7.19.2 The Contractor shall obtain from all employees and agents of the Contractor at the time of their separation any and all installation passes, Common Access Cards, security access badges, or other identification issued to such persons during their employment. It is the responsibility of the COR to ensure the passes are collected and returned to the Nicholson Building security office, or other designated issuing office.

1.7.19.3 The Contractor recognizes that the contracted place of service is a military facility subject to force protection requirements that change from time to time based on the threat level. Force protection requirements may result in searches of Contractor personnel, equipment, and vehicles. During heightened threat levels other restrictions, such as restrictions on guests and temporary closures, are also possible. The Contractor recognizes that force protection requirements are a recognized non-compensable risk.

1.7.19.4 The Contractor shall be subject to and comply with all Federal, DoD, Army, INSCOM and local command Security policies, regulations and orders from authorized local Security staff. Violations of the stated authorities shall be deemed by the Commander and the KO to be sufficient grounds for termination of Contractor employees or termination for default of the Services Contract.



## PART 2 DEFINITIONS & ACRONYMS

### 2. **DEFINITIONS AND ACRONYMS:**

#### 2.1. DEFINITIONS

2.1.1. **CONTRACTOR.** A supplier or vendor having a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. **DELIVERABLE.** Anything that can be physically delivered but may include non-physical things such as meeting minutes.

2.1.6. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.8. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. **WORK WEEK.** Is defined as Monday through Friday, unless specified otherwise.

#### 2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation

CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
LCE	Lenel Certification Expert
LCP	Lenel Certification Professional
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit

PART 3  
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. SERVICES: The Government will provide the following services at the contract work site:

3.1.1 POLICE AND FIRE PROTECTION: The Contractor shall notify the appropriate office for emergency services and shall cooperate with all police and fire programs, drills, and instruction. The Contractors' personnel shall be fully aware of all Rivanna Station emergency services, procedures, telephone numbers, and equipment locations.

3.1.2 LOCAL AREA NETWORK CAPABILITIES: The government will furnish the Contractor with access to the existing Local Area Network(s) (LAN) with Internet access. The government will be responsible for connectivity of equipment to the existing access point. The Contractor shall notify the appropriate office when maintenance, repair, or change in service is required. Contractor personnel shall not relocate government furnished access point(s) to the LAN or in any way tamper with the LAN lines. The government is responsible for approving Contractor requests for upgrades or changes in the LAN service provided at the government discretion. The government will furnish the Contractor with access to the electronic mail system along with any necessary standard software packages it uses. Any nonstandard software requirements shall be the responsibility of the Contractor. These systems shall be utilized for official business only.

3.2 FACILITIES: The government will provide administrative and operational space in Rivanna Station facilities for Contractor use that are appropriate to the intended purpose. The government shall inspect the facilities available to the Contractor for compliance with the Occupational Safety and Health Act (OSHA) and abated hazards. The government will correct any subsequent OSHA hazards identified, taking into account safety and health priorities. Compliance with the Occupational Safety and Health Act and other applicable laws and regulations for the protection of the Contractor's employees is exclusively the obligation of the Contractor. No alterations to the facilities shall be made without specific written permission from the government. In the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The Contractor shall return the facilities to the government in the same condition as received, fair wear, tear, and approved modifications excepted.

3.3 UTILITIES: All utilities in the facility will be available for the Contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4 EQUIPMENT: The government will provide or make available automation information systems (typically PCs), shared copiers, printers, fax machines and plotters as necessary to perform services defined in the PWS. The Contractor shall return any accepted GFP in the same condition as received, normal wear and tear excepted, on the contract termination date. The Contractor shall be responsible for the cost of any maintenance, repairs, or replacement caused by negligence, abuse, or accidents by the Contractor. Title to all GFP shall remain with the Government. Lack of property does not relieve the Contractor from performing the tasks within this contract.

3.5 GOVERNMENT WORK ORDER RECEPTION: The government will provide and make available to the contractor a government network-based work order reception system for receiving service requests from the COR and/or Security Division for scheduling and tracking contractor service delivery for the reported issues.

3.6 STORAGE: The government will provide or make available file data storage systems adequate for the Contractor to provide specified master planning support services. Electronic systems will be used to the extent possible and when space restrictions limit the availability of hard copy storage.

3.7 PROVISION OF MATERIAL AND SUPPLIES. The Government may provide materials and supplies for the Contractor to utilize/install as part of Level II Service Orders or Level III High Dollar value (HDV) maintenance under this contract. When Government provides materials and supplies for Level II Service Orders or Level III

HDVs, such orders shall reflect just the contractor's labor cost as approved by the COR under PWS sections 5.1.2 and 5.1.3 below.

PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General : The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

PART 5  
SPECIFIC TASKS

**5. Specific Tasks:**

5.1. Basic Services. The contractor shall provide the following levels/categories of maintenance and repair for each listed category of equipment serviced at all NGIC Facilities, owned or leased by the US Government and occupied by workforce in direct support of NGIC operations.

5.1.1 Level-I (Preventive) Maintenance (PM): Level-I maintenance includes scheduling and performing recurring scheduled labor, materials, supplies, and component parts, collectively termed as “preventive maintenance (PM)” or operator level maintenance checks and services, to be performed as Firm Fixed Price (FFP) services upon all categories of mission equipment or areas of the facilities on at least a monthly recurring basis, as described or defined by this PWS. Scheduled PM services include performing at least monthly recurring care and maintenance activities, by which the Contractor shall confirm proper and safe operation of the equipment, maintain clean, safe, and functional work spaces and mission equipment, and comply with both manufacturer’s guidance and NGIC requirements for the care of all spaces and categories of equipment listed in or defined by this PWS. PM prerequisites shall include inventorying, identifying and entering all equipment items or systems and their specific individual major components into an approved computerized maintenance management system (CMMS) within 30 days of contract award, and physically tagging each item of equipment with unique identifier codes. Actual PM activities shall include periodic inspection, cleaning, adjustment, calibration, operational and safety checks, assessments of equipment performance and condition, written summary of findings and actions taken during the PM, and proactive recommendations for repairs or replacement of components or systems. PM actions shall routinely involve performing operator start-up/shut-down tasks, assessing and trouble-shooting equipment quality of performance IAW manufacturer’s standards and defined NGIC requirements, and making minor repairs or adjustments intended to maintain or improve performance and prevent unexpected or pre-mature equipment breakage or failure. Actual cost details to perform Level-I PM services shall be documented in the CMMS and shall capture all man-hours, supplies and parts for each PM service, with a PM cost summary included for each completed PM event. All PM work activities shall be entered in the CMMS and also shall be entered into General Fund Enterprise Business System (GFEBS) as/when directed by the PWS requirements for contractor use of that Army system. PM as described in this section shall be included in the Firm Fixed Price (FFP) basic contract services and cost. All incidental supplies and materials required to deliver these specified services shall be included in the FFP cost for this service category and not separately invoiced.

5.1.2 LEVEL-II Service Order (SO) Maintenance: Level-II Maintenance shall be comprised exclusively of repairs or other maintenance actions to PWS-listed mission equipment or facility areas which are estimated to cost less than \$2,000 per completed repair action. Level-II maintenance actions may be required due to unscheduled equipment failure, poor equipment or system performance or other causes or requirements encountered or discovered during or as a result of routine operation, and shall also be termed as “Service Order (SO)” work. SO’s requirements also may be identified or initiated during conduct of scheduled PM services, but shall include all maintenance, repair, alteration, and equipment service requirements, which are low-cost and minor in scope, and which are required to restore the equipment, system or facility area to acceptable condition, operation or performance. SO repairs may be identified by equipment or system operators or by maintenance staff. SO work will be funded as a separate contract line item (CLIN) and shall be performed without further input from the Government once approved by the COR. Work performed under approved Service Orders shall be completed by the Contractor in compliance with the COR’s assigned priority level and quality of maintenance standards mandated for the affected equipment or facility area. Service orders may also be used to replace (repair by replacement) minor equipment items listed under this PWS. Additional examples of SO category work are defined in the specific PWS equipment or system subparagraphs. The Contractor shall include and present a list of SO work performed and cost invoiced for each SO as part of the monthly contract in-process review (IPR) meeting and related reports as required by the PWS or contract deliverables schedule.

5.1.3 LEVEL-III (High Dollar Value (HDV) Maintenance. LEVEL-III (High Dollar Value (HDV)) Maintenance work is used for maintenance, repair, replacement or procurement of new/similar equipment for operational support exceeding the (\$2000) scope of Service Orders, but not to exceed (NTE) \$250,000.00 for a single task. HDV

maintenance shall be defined as “New Work” when not covered under the FFP elements of the contract, and the HDV work will be Cost Reimbursable based upon negotiated proposals for labor, materials and equipment required to accomplish the approved scope of work for each Level-III event. The Contractor shall provide estimates for each HDV event compliant with FAR requirements for construction costs exceeding \$2,000. The Contractor shall detail the price of the work, including an estimate of the material, labor (detailed hours by specialty), and equipment. The Contractor's proposal will be evaluated to determine if: (1) the scope has been clearly and accurately identified, (2) labor categories have been properly identified, and (3) equipment and material proposed are reasonable and properly documented. If the Contracting Officer determines that the proposal is accurate and the price is reasonable, the Contracting Officer will issue a modification to the contract to provide the HDV CLIN with the approved funding. Receipt of the contract modification document shall be the Contractor's notice to proceed. If during the course of work the Contractor encounters unforeseen conditions which impact the work or cost and which could not be evaluated or foreseen during the initial estimation and proposal process, the Contractor shall contact the COR immediately and shall not proceed further without Contracting Officer authorization. If negotiations and a modification to the contract are required, the Contractor shall not proceed until the additional modification has been issued. If the Contractor is directed to stop the HDV event work, the Contractor shall clean and secure the work site. Contractor completion of all Level-III work shall include a detailed written report and confirmation that a government acceptance inspection of the work has been performed.

**5.1.4 MAINTENANCE MANAGEMENT.** The Contractor shall plan, program, coordinate, estimate, respond to Government schedule, and evaluate resources for work requests approved by the COR for performance by the Contractor. In conjunction with these functions, the Contractor shall prepare, input, and maintain Contractor-generated data in the government provided or approved work management system/s databases (see section 3.5). Contractor data shall include operational data to provide complete and accurate outputs/reports required herein. Work management shall include maintaining a suspense system with appropriate registers and files, and routing and distributing reports related to services and deliverables required within this contract.

**5.1.4.1 SUPERVISION.** The Contractor shall have a Project Manager with authority to provide sufficient labor, materials and equipment in accordance with requirements of this contract and to act on the Contractor's behalf. At minimum, the Contractor's Project Manager or alternate Project Manager shall be available during normal working hours and shall be physically available to the Contracting Officer or designated government representative within one (1) hours during normal working hours. Instruction given by the Contracting Officer or designated representative to the Contractor's Project Manager or alternate shall be considered to have been given directly to the Contractor.

**5.1.4.2. Maintenance Service Order Log.** The Contractor shall maintain the status of all Service Orders (Level-II Maintenance & Repairs) received and responded to and retain one copy of the annotated original printed Service Order for a minimum period of twelve months. The Contractor shall deliver to the Government a complete electronic copy of the entire service order database at the conclusion of each contract period of performance.

**5.1.4.3 Service Order (SO) Process.** Service Orders will be generated by customer requirements received in-person, via email, phone or other method provided by the Government, and the Contractor shall electronically store each SO, to include a work priority, and all work detail until the SO is completed or closed by the Contractor. When the Contractor identifies work for service orders, the Contractor shall enter relevant details into electronic file with the Contractor's Customer ID.

**5.1.4.4 SCHEDULES.** The Contractor shall schedule, control, and perform all work described herein in accordance with all terms and conditions contained in the contract. The Contractor shall develop and provide plans and schedules to include a Level I operation and maintenance schedule for daily, weekly, biweekly, monthly, quarterly, semi-annual, and annual, start-up and shutdown work. Since LEVEL-II (Service Order) Maintenance Service Order Work occurs randomly, it need not be individually scheduled. However the Contractor shall indicate the estimated number of hours expected to be expended against Service Orders each month. The Contractor shall keep the schedules current. Work shall be scheduled by the 21st day of each month and provided to the Government in an MS Excel or similar COR approved format electronically and in paper copy.

5.1.4.5 RECORDS and REPORTS. Complete and accurate operating, maintenance, and repair records of all work shall be maintained by the Contractor in accordance with AR 25-400-2 and as otherwise specified in the contract. The Contractor shall provide and comment upon a written weekly progress report submitted at the weekly contract meeting with the COR and Security Management team.

5.1.4.6 WORK ORDER FILES. The Contractor shall maintain individual Work Order files on each active Work Order, regardless of maintenance level. The Contractor shall retain the all Work Order files for five (5) years and shall make these files available for the COR's review. All forms submitted shall be accurately filled out showing actual start and completion dates, total labor hours expended, and cost of equipment and materials utilized. Copies of any material receipts, letters of authorization, sales slips, invoices, etc., relating to the job order shall be retained by the Contractor in the equipment/facility file as a maintenance and repair history. The Contractor shall provide the COR access to the Contractor maintained files during the term of the contract. All files are the property of the Government and shall be turned over to the Government upon completion or termination of the contract.

5.1.4.7 FILING. The Contractor shall maintain and retain files in accordance with AR 25-400- 02 Oct 86, Appendix C, AR 420-46a, 420-17d, 420-49b, and 420-1.7e.

5.1.4.8 Operating Files and Logs. The Contractor shall maintain operating logs and an operating log file on equipment. The Contractor shall use standard Government forms, charts, and logs as described and referenced herein. The Contractor shall maintain operating logs for a minimum of two years unless otherwise specified herein and these documents shall be available for COR review. All operating files and logs shall be turned over to the Government upon contract completion or termination.

5.1.4.9 MANUFACTURER's MANUALS. The Contractor shall obtain electronic copies of manufacturer's manuals on all new equipment installed by the Contractor. The Contractor shall notify the Government of the electronic file location. These manuals and operating instructions shall become the property of the Government at the expiration or termination of the contract.

5.1.4.10 INPUT/UPDATES TO FACILITY AS-BUILT DRAWINGS. The Contractor shall provide maintenance and repair related updates (red-lines) for facility as-built drawings to the government or other designated service provider responsible for the drawings maintenance as part of the services under the contract. All repairs, component replacements, modifications, alterations, and additions to all security systems and components shall be electronically redlined as well as submitted for notation to the hard copy drawings upon completion of work. The Contractor shall redline annotate all components replaced during the period of the contract and annotate all items removed from service. Hard copy markups and electronic redlines shall be delivered to the Government at the completion of each major project as identified by the Government, or quarterly. The contractor shall submit ALL changes from contractor maintenance or repairs performed for integration into the master data set of as-built drawings maintained for the Government. The Contractor shall validate all drawings for accuracy and content. All electronic data and hard copy products remain the property of the Government and shall be turned over to the Government upon the completion of the contract.

5.1.4.11 OPERATIONS and Maintenance (O&M) Manuals and Job Specifications. The Contractor shall be responsible for maintaining and updating O&M manuals and project specifications as part of the services under this contract. Operating manuals and specifications shall be filed, indexed, and cross referenced to corresponding project plans and as-built drawings in the drawing files.

5.1.5 General Maintenance and Repair. The Contractor shall perform all work required by the Contract to maintain and provide services to the NGIC Nicholson Building and NGIC BOULDERS-1 lease space and other NGIC- occupied facilities or areas within the Rivanna Station vicinity for Work Levels I and II as defined below. The Contractor shall perform general maintenance and repair work in all functional areas described below.

5.1.5.1 Level-I PREVENTIVE MAINTENANCE (PM) SCHEDULING. Within thirty (30) calendar days after contract award, and prior to the start of work, the Contractor shall submit to the COR, for approval, a detailed PM schedule for all functional areas specified in this PWS. The schedule shall clearly differentiate between each functional area and shall reference the specific equipment item being maintained by equipment identification



number or building number, equipment name and equipment location. The PM program shall be executed in compliance with the checkpoints identified in each functional area of the specification. Lists of equipment to be maintained are provided with each functional area description. Work on this contract shall not commence until this schedule has been approved. The program shall be designed to minimize future repair requirements and to keep each system or component operating properly. Due to operational requirements, the schedule shall be subject to change or revision at any time during the contract as directed by the COR. If a schedule change is to take place, the Government will notify the Contractor at least five (5) working days prior to the change. The Contractor shall adhere strictly to the scheduled PM dates to facilitate Government verification inspections. If the Contractor finds it necessary to reschedule a PM, a formal written or email request shall be made to the COR detailing the reasons for the request at least five working days prior to the originally scheduled PM date. No scheduled PM dates shall be changed without prior approval of the SSO or COR. All PM services are provided under the Level I portion of the contract.

5.1.5.1.1 Level-I Preventive Maintenance (PM) Records. The Contractor shall maintain PM records. Sample forms for documenting the PM shall be submitted within fifteen (15) calendar days of contract award to the COR for approval. These records shall be available to the COR upon request and shall be provided to the Government upon expiration/ termination of this contract.

5.1.5.1.2 PM After Action Reports. After a PM inspection is made, the Contractor employee performing the PM shall make all required entries in the CMMS for each PM action performed.

5.1.5.1.3 Defects or Deficiencies. Defects or deficiencies identified but not corrected by the Contractor during a scheduled PM shall be written up and submitted to the COR within three (3) working days of completion of the PM for correction through Service Order or appropriate Level of work. The COR will approve or disapprove the work. If approved, the Contractor shall proceed under Service Order or approved level of work.

5.1.6 Equipment Replacement (Government Property). If an item of Government property is determined by the Contractor to be beyond economical repair, the Contractor shall recommend to the COR in writing (see section 5.1.7) that such equipment be replaced. Substantiating data to support the recommended replacement shall be included. If the Government decides that such equipment should be replaced or repaired, and replacement or repair is authorized, the Contractor shall accomplish the work in accordance with the appropriate work level criteria. Disposal instructions will be provided by the COR.

5.1.7 New Equipment Documentation. The Contractor shall provide justification documents with recommendations to purchase new or replacement equipment (Government property). The Contractor's justification shall comply with the FAR and shall include the following information:

- \* Minimum two quotes in addition to Contractor's own quote
- The age (purchase date) and original cost of the equipment recommended for replacement.
- Maintenance Control Designator (MCD).
- Cost Benefit Analysis (repair vs. replace)
- The rationale for replacement rather than repair.
- Whether or not the new equipment will fit into the existing/available space, perform the required function, and operate on available installed utility services.

5.1.8 Salvage. The Government retains all salvage rights to replaced property of value. The Government will determine the value of the property. Items of no value shall be disposed of at the Contractor's expense. For items of value, and for all Government equipment regardless of value, the Contractor shall prepare DD Form 1348-1 for property disposal.

5.2. Security Systems Maintenance Services: Nicholson and Boulders-1 Buildings: Level-I (Preventive) Maintenance. The contractor shall deliver all level-I maintenance services IAW the general guidelines defined in PWS section 5.1.1 and original equipment manufacturers' (OEM) guidance for all security equipment items listed on the PWS attachment 1 List of Equipment to be Maintained. The Contractor shall provide all personnel, equipment, tools, materials and other items necessary to perform inspection, maintenance, routine testing and repair/emergency repair on all components of the security system installed in the Nicholson Building and in

Boulders - 1 (leased facility) 2nd, 3rd and 4th floors and other NGIC-occupied buildings or areas with installed security systems and devices used or operated by the NGIC workforce. Systems shall include Closed Circuit TV (CCTV) interior and exterior devices, all security cameras, intrusion alarms, access controls, SCIF access turn stiles and doors, glass breaks, electric strikes, access badge card readers, and a badge making system. The Contractor shall provide all specified maintenance, repair, and facilitate warranty service (IAW section 6.1.9) for the Lenel system. Maintenance shall include any proprietary service provided by manufacturer approved and certified Lenel technicians. The Contractor shall conduct 100% semi-annual alarms testing with Government as well as presenting limited training/assistance to NGIC Security staff on the security system operation/administration. All PM services shall be included in the Firm Fixed Price (FFP) basic contract services. All incidental supplies and materials required to deliver these specified services shall be included in the FFP cost for this service category.

5.2.1 EMERGENCY SERVICE RESPONSE (SCIF): Emergency Service Calls affecting SCIF security systems shall be initiated by the Special Security Officer (SSO) or the security officer and staff (S-2) representative when the security system is not functioning properly or causes a security risk. This invoice will be submitted and paid by ODC funds.

5.2.2.1 The Contractor shall provide approved security system repair services on call 24/7/365 throughout the duration of the contract. The Contractor shall be available to receive security system emergency calls immediately by phone, pager, or other means.

5.2.2.2 The Contractor service personnel shall be at the work site within 15 minutes during duty hours and within two (2) hours after duty hours following security system emergency call that is received by the Contractor.

5.2.2.3 The SSO, the S-2 representative or the security forces representative as directed by the S-2 representative shall initiate a service order request with the Contractor.

5.2.2.4 The Contractor shall open a service order in the work control system database which will include date and time of notification, who made the notification, building and room number, short statement of problem, time and date of repair and who made the repair, corrective actions and job task code involved in the repair.

5.2.3 SECURITY SYSTEM ACTIVITY REPORT: The Contractor shall provide a proposed format for the security activity report at contract award for government review and approval. Contractor shall record all maintenance work performed on the security system as required by ICD 705.

5.2.4 SECURITY SOFTWARE MAINTENANCE: The Contractor shall provide and install all software updates to the security system as they are released by the manufacturer. Software updates shall be coordinated with NGIC security, IT, and the COR two week in advance. All software updates shall be submitted to the government for approval prior to installation. The Contractor is responsible for insuring all systems updates and revisions are made in accordance with the manufacturers written instructions and that database information, system configurations and settings, and all systems operations are fully functional as a part of the update activity.

5.2.5 SECURITY SYSTEMS OPERATIONS: The Contractor shall provide technical support quarterly to defrag all security systems operations, maximize system performance by cleaning redundant files, ID/clear cause of alarms, update system configurations, set up audit trails, and set up replication activities for badge, operator, customer and subscriber accounts. Technical support shall be provided by technician's company certified to work on the NGIC security access system, (Lenel) as specified by the system warranty or OEM guidance.

5.2.6 SECURITY SYSTEM INFRASTRUCTURE OUTSIDE THE FACILITY: The Contractor shall perform repairs to CCTV infrastructure devices outside of the Nicholson Building and BOULDERS 1. Line of Sight (LOS) clearing for security cameras or compliance with force protection requirements shall be included in infrastructure maintenance. Outside infrastructure shall include all camera power and communications, circuit/lighting protection, conduit, service cords, and other cable/wire carrier and access systems above or below ground (all inclusive). Work shall include all excavation and repairs to grounds as required to make repairs and correct the root cause. Repair work may include connection to other Station infrastructure if the work is required to correct the root cause (non-

exclusive example: connect or redirect water to storm drain system in order to properly drain manholes or hand holes).

5.2.7 LEVEL-II (Service Order) Maintenance. The Contractor shall perform Service Orders on the Nicholson Building and BOULDERS 1 Building Security Systems defined or described in section 5.2.1 in compliance with section 5.1.2. of this contract. (HDV II (Service Order) costs of \$0 to \$29,999 for non preventative maintenance items)

5.2.8 Level III HDV maintenance. The Contractor shall perform maintenance, repair, and associated services on the Nicholson Building and BOULDERS 1 Building Security Access Systems defined or described in section 5.2.1 and/or as ordered and defined under section 5.1.3 High Dollar Value (HDV)) Maintenance requests. (HDV III costs of \$30K to \$150K for non preventative maintenance items)

5.3 MISSION EQUIPMENT MAINTENANCE SUPPORT: The services described in this category typically shall be performed as level-I Preventive Maintenance Services.

5.3.1 LMR Radio Maintenance: The Contractor shall schedule and perform monthly preventive maintenance on all LMR system components as needed listed in Attachment 1 List of Equipment to be Maintained for the Nicholson Building LMR radio system. Contractor shall request Government approval with level-2 or level-3 funding for any recommended repairs to or replacement of the components. The Contractor shall provide PM services to and recommendations for any repairs needed to maintain continuous and uninterrupted operation (24/7/365). No subcontractor service maintenance agreement (SMA) will be required for the existing LMR system components.

5.3.2 Cargo & Personnel Screening Machine Maintenance. The Contractor shall inspect, maintain, and repair one each X-Ray machine and one walk-through metal detector if / when located in the Nicholson and BOULDERS 1 Building Lobby. Inspections and maintenance shall be performed IAW MIL-STD-453 and the manufacturer's written specifications and operating manuals. Maintenance includes all measurements for unsafe levels of X-Rays. Maintenance includes preventative services and repairs or replacement of all protective panels, batteries, controls, cords, conveyors, and major tubes and other source components. The Contractor shall apply labels on the equipment indicating dates that inspections were performed. The Contractor shall provide a report of all Level-2 service order repairs performed and any outstanding maintenance requirements exceeding the level of service order work.

5.3.3 Protective Distribution System (PDS) (COMMS Manholes Alarms) – The Contractor shall provide maintenance and repair of all NGIC-controlled communication manholes alarms and associated PDS controls inside the Nicholson Building Communications Monitoring Station (CMS).

5.3.3.1 The Contractor shall inspect PDS system external components monthly, and provide a report IAW the contract deliverables schedule. The Contractor shall insure that all covers are secure and for evidence of tampering and insure all tamper-evident caps are in place.

5.3.4 LEVEL-II (Service Order) Maintenance. The Contractor shall perform Service Orders on systems and equipment in the Nicholson Building in compliance with section 5.1.2 of this contract.

5.3.5 Level III HDV maintenance. The Contractor shall perform Level-3 maintenance, repair, or life cycle replacement and associated services on all listed mission systems and equipment in NGIC occupied facilities as ordered under HDV maintenance requests, and as described in section 5.1.3.

5.4. CONTRACTOR MANPOWER REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <https://Contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also know as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of

Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

PART 6  
PROGRAM MANAGEMENT

6.1. PROGRAM MANAGEMENT:

6.1.1 CONTRACTOR MANAGEMENT: The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management shall include, as a minimum, planning, scheduling, coordinating, organizing, cost accounting, report preparation, establishing and maintaining records, and quality control. Contractor shall conduct all work in a manner that seeks to establish an effective balance between maximizing productivity and minimizing waste while fully complying with all applicable compliance documents, laws, regulations, and terms and conditions of this contract. Contractor shall ensure that all work meets or exceeds performance standards included in this PWS and referenced documents.

6.1.2. QUALITY CONTROL PROGRAM

6.1.2.1. CONTRACTOR QUALITY CONTROL PLAN (QCP): The Contractor shall develop and maintain an effective quality control plan to ensure services are performed in accordance with this contract. Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. Contractor's quality control program is the means by which the Contractor assures the work accomplished complies with the requirements of this contract. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in Section 4.0. Contractor shall submit the detailed QCP for government review within 30 days of contract award. The Government will review and provide comments, if any, within 30 days of receipt of the QCP.

6.1.2.2 The Contractor shall maintain adequate records of all inspections to indicate, at a minimum, the nature of the work (when, where, what, why, who, how, how much); the applicable compliance documents used to accomplish the work being inspected; and number of inspections made; the name of the inspector; the number, location, type of deficiencies found, and corrective action taken for deficiencies.

6.1.2.3 The Contractor shall maintain QCP documentation throughout the contract performance period and provide it to the COR or designated representative upon request.

6.1.2.4. CORRECTIVE ACTIONS: The Contractor's corrective actions shall address all deficiencies and all actions to prevent the same or similar deficiencies from reoccurring. Additional inspection(s) are not considered a corrective action.

6.1.2.5. CHANGES TO PLAN: The QCP shall be evaluated for adequacy and changed or updated by the Contractor as a part of all corrective actions. The Contractor shall submit proposed changes to the current QCP to the government for review as required prior to implementation of any changes. The government will provide the results of their review and as appropriate any applicable comments or recommendations within 30 days of receipt. The Contractor shall review the QCP in its entirety at least once a year to ensure that the plan is current and complete. Results of the review and changes to the plan shall be submitted in writing to the Contracting Officer for review.

6.1.3. INSPECTIONS BY INTERNAL AND EXTERNAL AGENCIES: The Contractor shall cooperate with visiting government personnel conducting official inspections or assessments. These activities may be scheduled or unscheduled. The Contractor shall ensure adequate personnel accompany inspectors and provide access to facilities as necessary. The Contractor shall notify the COR or designated representative of planned visits or inspections within three working days of notification and shall provide a reminder of an upcoming inspection one week prior to the visit. The Contractor shall verbally notify the COR or designated representative within 30 minutes of any unannounced or surprise visits. Contractor shall retain copies of all inspection documents and reports and shall forward a copy to the COR or designated representative within two working days of receipt.

6.1.4. REQUIRED STAFFING, CONFERENCES AND MEETINGS: The Contractor shall be required to attend administrative and coordination meetings as required by the COR or designated representative.

6.1.4.1 The Contractor shall maintain an adequate staffing level to support all requirements in this contract.

6.1.4.2 ON-CALL STAFFING: The Contractor shall maintain access to qualified staff to perform all inspection, operation, sustainment, maintenance, repair, restoration, and modernization activities in accordance with the terms of this contract on a 24/7/365 capacity.

6.1.4.3 The Contractor shall attend a weekly meeting to advise the government of the status of work in progress, work that is Command Interest, and future work out to the 60th calendar day as of the report date. The information will be grouped by work classification, work type, and priority stages within each work classification.

6.1.5. PERMITS AND LICENSES: The Contractor shall obtain all permits, licenses, and authorizations as necessary to perform work under this contract and comply with all the applicable compliance document criteria, federal, state, and local laws and regulations.

6.1.5.1 The Contractor shall provide to the KO evidence of such permits and licenses before any work commences and at other times as requested by the KO, COR, or designated representatives.

6.1.5.1.1 The government will assign the amount of damages as a monetary deduction calculated as one thirtieth (1/30) of the monthly invoice in which required permits or licenses are not in force during an invoice period.

6.1.5.2 The Contractor shall maintain a current listing of all Contractor employees holding a required permit or license used to perform the services under this contract. The Contractor list shall include issue, expiration, and renewal dates.

6.1.6. RECORDS AND WORKLOAD DATA: The Contractor shall maintain accurate and complete records, files, and libraries of data to include applicable compliance document criteria, Federal, State, and local regulations, codes, laws, technical manuals, and manufacturer's instructions and recommendations, which are necessary and related to the functions being performed under this contract. The Contractor shall compile historical data, prepare reports, and submit information as specified herein and as directed by the KO, COR, or designated representative.

6.1.6.1. STANDARD OPERATING PROCEDURES: The Contractor shall be responsible for operations IAW Rivanna Station and Contractor developed SOPs. The Contractor SOPs shall be developed from applicable compliance document criteria. SOPs are due no later than 30 days after contract award.

6.1.6.2. COST ACCOUNTING: Cost Accounting information shall be maintained in compliance with the specific requirements set forth in the references contained in applicable compliance document criteria. The cost accounting information shall be submitted with, and is considered part of proposals for HDV maintenance and capital improvement and repair projects.

6.1.6.3. FINANCIAL REPORTING REQUIREMENTS FOR CAPITAL IMPROVEMENT PROJECTS: The Contractor shall record all direct and indirect costs associated with each capital improvement project including those done in whole or in part by subContractor. The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.4 The Contractor shall record all direct costs associated with each sustainment project including those done in whole or in part by subContractor. The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.5 The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.6 The Contractor shall comply with the applicable provisions of the Statement of Federal Financial Accounting Standard No. 6 (Accounting for Property, Plant, and Equipment) and the DoDI 7000-14R Financial Management Regulation Volume 4, Chapter 6, to include any subsequent revisions of the above documents.

6.1.6.7 The invoice cost data shall distinguish completed work using the work classifications in DA PAM 420-11 by means of separate line items. Multiple project costs shall not be combined as a single line item.

6.1.6.8 The Contractor shall provide written and verbal status reports, briefings, and updates as requested by the COR or a designated representative.

6.1.6.9 The Contractor shall receive and verify requests, coordinate execution efforts, execute tasks, and monitor activities to resolution, in the broad general categories of Security.

6.1.6.10 Anticipated workload data is expected to fluctuate based on mission requirements.

6.1.7. REPORTING: The Contractor shall report the following immediately (within 30 minutes) to the COR or designated representative:

6.1.7.1. Incidents that would adversely affect the Contractor's performance of work required under this contract.

6.1.7.2. Any circumstance which may affect performance of contract work due to unhealthy or hazardous conditions, or any delays or interference of work by employees of the government.

6.1.7.3. All suspicious activities and conditions related to criminal activity.

6.1.7.4. The Contractor personnel shall report to an appropriate authority, any information or circumstances of which they are aware that may pose a threat to the security of Rivanna Station personnel, Contractor personnel, resources, and classified or unclassified defense information.

6.1.7.5. The Contractor personnel shall report to an appropriate authority any suspected situations of Fraud, Waste, and Abuse or other intentionally dishonest conduct against the government observed during or in the performance of this contract.

6.1.8. VEHICLE OPERATIONS: NA

6.1.9. WARRANTY PROGRAM: The Contractor shall establish and maintain a Warranty Program to manage care for all equipment, parts, and components, where the manufacturers provide a warranty and for which warranty actions shall be exercised for the duration of this contract. The Contractor shall provide the COR with a copy of the warranty and manual for each item of equipment which the Contractor installs. Equipment components, parts, and infrastructure systems, other than that installed under this contract, shall not be removed, replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the COR or designated representative. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the COR or designated representative so that necessary action may be taken. Contractor shall be knowledgeable of the equipment, parts, and infrastructure systems that are covered by warranty and the duration of such warranties. Available warranty information will be furnished to the Contractor during execution of the Phase-In Plan, and shall be verified by the Contractor during the initial inventory of equipment to be maintained. The Contractor shall input and maintain all existing and new warranty information within the work management system for each item of equipment, which the Contractor installs or maintains.

6.2 Publications and forms applicable to this Performance Work Statement are listed below. The publications and forms have been coded as mandatory or advisory. The Contractor shall comply with those publications and use those forms coded as mandatory to the extent (that is, a specific procedure in a paragraph, section, chapter or volume) specified in the Performance Work Statement. The Contractor shall be guided by those publications or use those

forms coded advisory to the extent necessary to accomplish requirements in the Performance Work Statement. The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures

6.2.1 SECURITY SUPPORT SERVICES:

- DoD Manual 5200.2-R, Personnel Security Program
- DoD Manual 5220.22-M, National Industrial Security Program Operating Manual (NISPOM)

6.2.2 INTRUSION DETECTION & ALARM SYSTEM OPERATION & MAINTENANCE:

- Applicable compliance document criteria TM-5-692-2 Chapter 24
- OEM Specifications
- ICD 705

6.2.3 ACCESS CONTROL SYSTEM OPERATION & MAINTENANCE:

- Applicable compliance document criteria, TM-5-692-1, Chapter 26
- Applicable compliance document criteria, TM-5-692-2, Chapter 24
- OEM Specifications



**TECHNICAL EXHIBIT 1****Performance Requirements Summary**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
Within thirty (30) calendar days of contract start date, the Contractor shall physically inventory the property and facilities described in this PWS and the List of Equipment to be maintained and confirm the categories and quantities of equipment items to be maintained	Survey all NGIC facilities and physically inventory and label, and record on equipment list all property to be maintained or operated by type and quantity; COR MS Excel approved format.	100% compliance; omissions or additions will be added to inventory list as discovered/procured.	100% Inspection
IAW PWS Section: 1.4.1			
The contractor shall provide a complete and comprehensive QCP to the KO and COR within 30 days after award.	The QCP shall implement specific procedures to identify, prevent, and ensure nonrecurrence of defective services and demonstrate to the Government that contractor's internal quality control process minimizes defective performance reoccurrences.	100% compliance at 30 days	100% Inspection
IAW PWS Section: 1.7.1			

<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
The contractor shall (must) maintain an adequate workforce, at all times, for the uninterrupted performance of all tasks defined within the PWS when the Government Facility is not closed.	No uninterrupted performance of all tasks defined within the PWS when the Government Facility is not closed.	Proposed and accepted Full-Time-Equivalent (FTE) manning levels at time of award shall not fall below 90% each month and proposed subcontractor's shall have a 90% on time response each month.	Unscheduled observations within rating period and/or Customer complaints.
IAW PWS Section: 1.7.3			

Contractor personnel performing work under this contract shall maintain a DoD TS security clearance with SBI and indoctrinated for SCI at the time of performance.	100% of contractor's employees working inside the SCIF shall have a DoD TS security clearance with SBI and indoctrinated for SCI.	100% compliance at all times.	100% inspection
IAW PWS Section: 1.7.7			
<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
Maintenance Management. Contractor shall plan, program, coordinate, estimate, respond to the Government schedule, and evaluate resources for work requests approved by the COR.	The Contractor shall prepare, input, and maintain Contractor-generated data in the government provided or approved work management system/s databases	No more than 4 defects within a rating period (month)	Random sampling and/or Unscheduled observations within rating period.
IAW PWS Section: 5.1.4			
Schedules- Contractor shall schedule, control, and perform all work described herein in accordance with contract. Contractor shall develop and provide plans and schedules for daily, weekly, bi-weekly, monthly, quarterly semi-annual, annual, start-up and shutdown work. Contractor's schedule shall be divided by functional area	The Contractor shall keep the schedules current. Maintenance work shall be scheduled by the 21st day of each month for the following month and provided to the Government in approved electronic and paper format.	No more than 4 defects within a rating period (month)	Random sampling and/or Unscheduled observations within rating period.
IAW PWS Section: 5.1.4.4			

**DELIVERABLES SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Monthly progress reports.	At the end of each 30 days after the award of the contract, a progress report discussing the progress made in the previous 30 days in writing chapters.	1	Electronic file by e-mail as an MS Word attachment.	COR
The contractor shall provide a complete and comprehensive QCP to the KO and COR within 30 days after award.	The QCP shall implement specific procedures to identify, prevent, and ensure nonrecurrence of defective services and demonstrate to the Government that contractor's internal quality control process minimizes defective performance reoccurrences.	1	Electronic file by e-mail as an MS Word attachment.	KO, COR
The Contractor shall maintain individual Work Order files on each active Work Order, regardless of maintenance level. The Contractor shall retain the all Work Order files for five (5) years and shall make these files available for the COR's review	All forms submitted shall be accurately filled out showing actual start and completion dates, total labor hours expended, and cost of equipment and materials utilized. Copies of any material receipts, letters of authorization, sales slips, invoices, etc., relating to the job order shall be retained by the Contractor in the equipment/facility file as a maintenance and repair history	1	Electronic file by e-mail as an MS Word attachment.	COR

## CLAUSES INCORPORATED BY REFERENCE

52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2018
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items	MAR 2020
252.223-7004	Drug Free Work Force	SEP 1988
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018

## CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (DEVIATION 2018-O0021) (MAR 2020)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clauses of this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b) (1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

- (iv) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).
- (v) 52.219-8, Utilization of Small Business Concerns (OCT 2018) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (vi) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
- (vii) 52.222-21, Prohibition of Segregated Facilities (APR 2015).
- (viii) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).
- (ix) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).
- (x) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).
- (xi) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).
- (xii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (xiii) 52.222-41, Service Contract Labor Standards (AUG 2018) (41 U.S.C. chapter 67).
- (xiv)(A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- (xv) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (MAY 2014) (41 U.S.C. chapter 67).
- (xvi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).
- (xvii) 52.222-54, Employment Eligibility Verification (OCT 2015) (E.O. 12989).
- (xviii) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).
- (xix) 52.222-62 Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).
- (xx)(A) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).
- (B) Alternate I (JAN 2017) of 52.224-3.
- (xxi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- (xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor MAY include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days prior to expiration**.

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **66 months**.

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

#### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

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(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

## **COMBO**

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0302
Issue By DoDAAC	W50NH9
Admin DoDAAC**	W50NH9
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	W26MT9
Service Acceptor (DoDAAC)	W26MT9
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

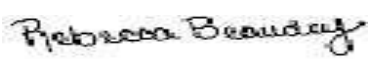
(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

Brian.k.tincher.civ@mail.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.



(End of clause)

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER SEE SCHEDULE		PAGE 1 OF 50	
2. CONTRACT NO. W52P1J-18-D-A 124		3. AWARD/EFFECTIVE DATE 23-Jun-2020		4. ORDER NUMBER W50NH920F0021P00004		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
8. OFFER DUE DATE/LOCAL TIME							
9. ISSUED BY  ACC - INSCOM 2055 BOULDERS RD CHARLOTTESVILLE VA 22911  TEL: FAX:		CODE W50NH9		10. THIS ACQUISITION IS  <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> SERVICE-DISABLED <input type="checkbox"/> EDWOSB <input type="checkbox"/> VETERAN-OWNED <input type="checkbox"/> 8(A)  NAICS: 561621 SIZE STANDARD: \$22,000,000			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS net 30 days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO  <b>SEE SCHEDULE</b>		CODE		16. ADMINISTERED BY  <b>SEE ITEM 9</b>			
17a. CONTRACTOR/ OFFEROR M. C. DEAN, INC. JANE MA 1765 GREENSBORO STATION PLACE SUITE 1400 TYSONS VA 22102-3467 TELEPHONE NO. 571-262-8276		CODE 3K773		FACILITY CODE		18a. PAYMENT WILL BE MADE BY DFAS-ROME VENDOR PAY 325 BROOKS ROAD ROME NY 13441-4527	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>						
25. ACCOUNTING AND APPROPRIATION DATA  <b>See Schedule</b>						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$1,660,125.76</b>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.    ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.    ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Rebecca Beaudry / Contracting Officer TEL: 434-980-7387 EMAIL: rebecca.b.beaudry.civ@mail.mil		31c. DATE SIGNED 23-Jun-2020	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 50	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

## Section SF 1449 - CONTINUATION SHEET

PERFORMANCE WORK STATEMENT**PERFORMANCE WORK STATEMENT (PWS)****Security Maintenance and Support Services**

## Part 1

## General Information

1. GENERAL: This is a non-personal services contract to provide security maintenance and support services which are non-governmental in nature. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items (as identified in section 5.0 of this PWS) and non-personal services necessary to perform support services as defined in this Performance Work Statement (PWS) except for those items specified as Government Furnished Property (GFE) and services. The Contractor shall perform to the standards in this contract.

1.2 Background: The Security Maintenance and Support Services contract (SMSS) provides security staff support services for work which is non-governmental in nature and which exceeds the agencies' present organic resources. The main site is the Rivanna Station complex located in a semi-rural area ten miles north of Charlottesville, Virginia. This site has a land footprint of approximately 75 secured acres and consists of three primary and portions of two ancillary facilities: primary facilities are (1) the NGIC Nicholson Building Sensitive Compartmentalized Information Facility (SCIF) (258K SF), (2) the Boulders One (BOULDERS 1) leased SCIF (64K SF), and (3) about 40% of the jointly operated Remote Delivery Facility (RDF). Ancillary facilities are: (1) a leased warehouse space (26K SF-located eight miles from the station), and (2) a leased overflow parking area on Boulders Road outside the main installation entrance. The population of the station at all locations will consist of military, government civilians, government Contractors, and foreign national mission partners.

1.3 Objectives: The SMSS Contractor shall provide National Ground Intelligence Center (NGIC) with security maintenance support services and specified equipment maintenance in a flexible manner without creating excess capability.

1.4 Scope: The Contractor shall schedule and perform Level-I Preventive Maintenance (PM) on the systems called out in Attachment 1 "List of Equipment to be Maintained" to keep systems operational and minimize the occurrence of NGIC incurring LEVEL-II Service Order or LEVEL III High Dollar Value type maintenance actions on the aforementioned systems. Schedule and perform all security maintenance tasks for NGIC buildings inclusive of providing all equipment necessary for fulfilling security requirements set forth in the PWS. Respond to service order requests whether initiated by Government employees or SMSS contractor employees and resolve service orders within constraints set forth in the PWS. Act upon LEVEL-II (Service Order) and LEVEL III High Dollar Value type maintenance when Contracting Officer Representative provides written approval to proceed on such type maintenance. Maintain SMSS service records to provide Government employees access to reliable data for workload estimates and budget preparations for SMSS contract. Comply with all security and safety requirements set forth in the PWS with an emphasis on an agile employee training program and monitor security and safety compliance as part of the contractor's quality control plan to assure contractor meets or exceeds the performance standards set forth in the PWS for SMSS. Additionally, Section H content provides post award conditions that set limits when performance increases under the contract are in-scope.

1.4.1 Systems, Equipment, and Component Inventories: The quantities of systems, equipment, and components that the Contractor must maintain is found in Attachment 1 "List of Equipment to be Maintained". The supporting data presented in the Attachment 1 "List of Equipment to be Maintained for each functional area are based on the

data available at the time this PWS was prepared. Within thirty (30) calendar days of contract start date, the Contractor shall physically inventory the property and facilities described in Attachment 1 List of Equipment to be Maintained and confirm the categories and quantities of equipment items to be maintained. The completed inventory may become a basis for readjustment, and the Contractor shall conduct a 100% physical inventory at least once annually or as directed by the NGIC Property Book Officer. The completed inventory may become a basis for readjustment.

1.5 Period of Performance: The Period of Performance reads as follows:

Base Year: 15 May 2020 to 14 May 2021

Option Year 1: 15 May 2021 to 14 May 2022

Option Year 2: 15 May 2022 to 14 May 2023

Option Year 3: 15 May 2023 to 14 May 2024

Option Year 4: 15 May 2024 to 14 May 2025

FAR Clause 52.217-8: 15 May 2025 to 14 November 2025

1.6 Performance Summary: The Contractor's performance under this contract will be evaluated Based on the Contractor's Quality Control Plan, and the government developed Quality Assurance Surveillance Plan for the elements to be evaluated and to determine the performance rating. The Government will develop Acceptable Quality Levels for each area to be evaluated.

1.6.1 In-Progress Review (IPR): The Contractor shall conduct a monthly In-Progress Review (IPR) during the contract period of performance (PoP) to present and brief to the government the on-going status of maintenance services delivered under this PWS. The Contractor shall prepare and present at the IPR interim or summary reports which explain the results or work performed during the previous or current contract month and propose or describe all work projected to be performed or delivered during the next contract month. The Contractor IPR shall include copies of relevant reports, maintenance history or work order files as required to fully brief the government and explain or answer relevant questions concerning quality and quantity of services delivered.

1.7 General Information

1.7.1 Quality Control:\_ The Contractor shall develop and conduct an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement specific procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall provide a proposed initial written Quality Control Plan (QCP) plan to the Contracting Officer (KO) and Contracting Officers Representative (COR) with their proposal. The QCP plan is a living plan. The Contractor's QCP will include measurable QC methods for monitoring the QCP and documenting the regular conduct and enforcement of the provided QCP. An electronic copy of subsequent QCP changes shall be submitted to the KO and COR within 5 working days when changes are made following original submittal. After acceptance of the initial quality control plan the Contractor shall receive the KO's acceptance in writing of any proposed change to his Quality Control (QC) system.

1.7.2 Quality Assurance: The government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP) as found in Technical Exhibit 1 – Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7.3 Recognized Holidays: (Location and Mission Dependent) All Government offices will be closed, except for minimum essential personnel, during Federal holidays. Key Contractor labor may be required on Government Holidays if critical project work, involving utility and communication system outages, are scheduled on those days (normal frequency – once/yr). The observed Federal holidays for this contract are defined below:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday

Columbus Day

President's Day

Veteran's Day

Memorial Day  
Independence Day

Thanksgiving Day  
Christmas Day

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks up to and not exceeding the total service hours defined within this PWS when the Government facility is not closed for the above reasons or other Federal or local command specified closings.

1.7.4 Hours of Operation: This contract and the personnel supporting it are deemed mission essential. Continued performance of services within this PWS will be coordinated on a situational basis and by agreement of the parties.

The contractor is responsible for conducting business, between the hours of 0700 - 1530 hours Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.7.5 Place of Performance: The work to be performed under this contract will be performed at the Nicholson Building, 2055 Boulders Road, Charlottesville, VA 22911 and Boulders-1 Lease Facility, 3016 Boulders Court, Charlottesville, VA 22911.

1.7.6 Type of Contract: The government will award a Firm-Fixed Price (FFP) type contract.

1.7.7 Security Requirements: Contractor personnel performing work under this contract must have a Top Secret Level upon submission of proposal. The Contractors key personnel under this contract shall possess a current (active) DoD TOP SECRET Security Clearance (TS/SCI) with a Special Background Investigation (SBI) and have eligibility for Sensitive Compartmented Information (SCI) indoctrination at time of the proposal submission, and must maintain that level of security clearance for the life of the contract. All other Contractor personnel performing work within the SCIF shall possess a current (active) DoD TOP SECRET Security Clearance (TS/SCI) with SCI eligibility prior to beginning contract performance. The Contractor shall comply with all security requirements in accordance with the DD Form 254 and all DD Form 254 attachments and addendums. All on-site Contractor personnel performing duties within the SCIF must be cleared for DoD TOP SECRET with a Special Background Investigation (SBI) and be indoctrinated for Sensitive Compartmented Information (SCI) (ref. 9.5 Security Requirements).

1.7.7.1 PHYSICAL Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. All personnel involved in providing the services required by this PWS shall, at Contractor's expense, complete annually an approved Anti-Terrorism and Force Protection (AT/FP) awareness training course. The Contractor shall provide proof of completed training. At the close of each work period, government facilities, equipment, and materials shall be properly and safely secured IAW all applicable regulations, laws, ordinances and local policies.

1.7.7.2 Contracted Employee Emergency Contact Information: The contractor shall provide the COR with an emergency phone number for twenty-four hour, 7 day-a-week contact purposes.

1.7.7.3 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.7.7.3.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may

replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.7.7.3.2. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer Representative.

1.7.8 Special Qualifications: Lenel OnGuard Systems Engineer requires Lenel Certified Expert (LCE) certification, Security Systems Administrator requires a LENEL Certified Professional (LCP) certification.

1.7.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.7.10 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.7.11 Key Personnel: The follow personnel are considered key personnel by the government: **Lenel OnGuard Systems Engineer, Security Systems Administrator and Security Specialist** The contractor shall provide a contractor by name for the on-site lead who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor and shall be designated in writing to the contracting officer. The on-site lead or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The on-site lead or alternate shall be available between [ 8:00 a.m. to 4:00p.m. ], Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Replacement of key personnel requires a review of the candidates certifications and qualifications by the government and requires government approval. Qualifications for all key personnel are listed below:

1.7.11.1 Lenel OnGuard Systems Engineer: Responsibilities include Design, installation, configuration, integration, testing and Maintenance of CCTV and Access Control System, Barriers and other Security Systems. Working with LENEL Application System by Configuring Onguard Software, monitoring the Alarm Systems. Linking the CCTV and Access Control System with the SQL database to store the data (Alarms, cardholders, access level, videos etc) in the Database storage. Installation, Configuration & Maintenance of Standalone E-lock System. Conduct customer site surveys and provide sales engineering support, including collecting and recording detailed operational, functional and technical requirements, developing project scopes, and providing overall system costing for Access Control & CCTV projects. Knowledge of design techniques, tools, and principle involved in the production of security plans, blueprint and drawings developing specific goals and plans to prioritize, organize, and

accomplish work. Corrective Maintenance and Troubleshooting of the faults happened in cameras and Access control Systems.

Qualifications: Minimum five (5) years of experience working with physical security systems design and implementation (Access Control, Intrusion and CCTV systems) Certification with Lenel Access Control Systems - Current Lenel Certified Expert (LCE) required

- Identify, fix and provide information regarding resolution of vulnerabilities and incidents
- Keep abreast of new Physical Access Control technology developments and make recommendations regarding changes to current solutions
- Participate in requirements vetting, design and testing of applications integrating with Lenel OnGuard
- Support future Enterprise Physical Access Control initiatives and projects.

Required Skills:

- Well-developed knowledge of Lenel OnGuard Enterprise architecture
- Experience installing and configuring Lenel OnGuard Enterprise
- Experience managing Lenel OnGuard Enterprise Replication
- Experience troubleshooting Lenel OnGuard issues
- Knowledge of engineering and designing Lenel OnGuard solutions
- Knowledge of Windows 2016 Server and Fail-over Clustering
- Knowledge of Microsoft SQL Server – basic SQL queries, linked servers, operation, tuning, backup
- Excellent written and verbal communication skills and an ability to work closely with other engineers and system administrators.
- Experience creating documentation to include test plans, job aides and presentations

Required Clearances: Top Secret cleared; SCI Eligibility



#### 1.7.11.2 Security Systems Administrator: Responsibilities include the following;

- System Administrator for Access Control System, Intrusion Detection Systems, and Video Surveillance Systems, including system monitoring, programming, reporting, troubleshooting
- Interface with management, customers, tenants, technicians, and alarm monitoring staff to answer inquiries, provide status reports, and resolve issues.
- Support maintenance of existing systems, installation of new systems, and proactive initiatives
- Performing device programming and configuration changes requested by the client.
- Performing daily enterprise system checks and status checking of communication links.
- Assisting in maintenance calls relating to workstations, software, servers, communications, badging, alarm monitoring, etc.
- Providing initial diagnostic troubleshooting and determining root cause of simple network and systems problems
- Performing backups of databases on master and regional servers.
- Performing daily archiving of events, alarm acknowledgements, and user transactions.
- Reviewing the security system's database error log files to include check of integrity and size of database on all servers.
- Performing preventive maintenance as needed.
- Developing and completing preventive maintenance checklists.
- Installs, maintains and troubleshoots project components.
- Installs components and wirings on Intrusion Detection System (IDS), Access Control Systems (ACS), and Closed Circuit Televisions (CCTV).
- Ensures work is in accordance with applicable codes and standard practices.
- Troubleshoots, diagnoses and recommends potential solutions for system errors and failures.
- Conducts quality assurance (QA) on all IDS, ACS and CCTV equipment installations.
- Conducts work order, manual interpretation, blue print interpretation, standards compliance and schematic diagram interpretation
- Programming of new components of the security system troubleshooting in the security software as required.

#### Qualifications required:

- Three (3) years' experience in installation of security, video surveillance, card access and alarm systems of similar scope, type and complexity.
- Factory trained in the installation and maintenance of industry standard IDS, ACS and/or CCTV solutions, on the following systems; LENEL, HONEYWELL, PELCO, AVIGILON.
- Must have current certification as a LENEL Certified Professional (LCP)

Required Clearances: Top Secret cleared; SCI Eligibility

#### 1.7.11.3 Security Specialist: Responsibilities include;

- Review, input, verify security clearance information on a variety of system access forms (i.e. 2875s, 7281s).
- Review, input, verify security clearance information on CAC (TASS) forms.
- Create, suspend/delete, update and issue facility badges to include expiration dates, PINs and re-scans (troubleshoot).
- Review, input, verify security clearance information for incoming visitors to the NGIC using JPAS/Scattered Castles and other NGIC specific databases.
- Review, submit verify security clearance information for outgoing visits of NGIC Government and Military personnel utilizing JPAS/M3 databases to include hardcopy memorandum/fax submissions.
- Personnel security information maintenance/updates to NGIC specific databases.

1.7.12 NON-KEY PERSONNEL: The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions and materials.

1.7.12.1 The Contractor shall ensure that all Contractor personnel present a professional appearance that is appropriate for their position. The CONTRACTING OFFICER (KO) or COR reserves the right to determine the acceptability of Contractor personnel appearance.

1.7.12.2 The Contractor shall be responsible for the conduct and appearance of Contractor personnel, to include sub-Contractors. Contractor personnel working in public view are perceived by others to represent Rivanna Station agencies and their actions may influence internal and external customers.

1.7.12.3 The Contractor shall ensure that the Contractor PM and all contractor employees wear clothing that allows visible and clear identification as Contractor staff during the work day, and shall provide such identification and or distinctive clothing at Contractor expense and as Contractor furnished equipment.

1.7.12.4 All Contractor personnel and representatives shall be governed by Federal rules, regulations, laws, directives, and requirements issued during the contract term relating to law and order and security on government property. The Contractor shall remove from the government site any Contractor personnel or representatives whose continued employment is deemed by the COR or designated government representative to be contrary to the public interest or inconsistent with the National Security interests of the government.

1.7.13 *Identification of Contractor Employees:* All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all email and electronic or paper documents and reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Suitable marking shall include the display of the contract number and company name, in addition to the title "Contractor" following the employees name on all email and other written communications.

1.7.14 *Other Direct Costs:* This category includes expenses associated with Level 2, Level 3 and Emergency SCIF response costs.

1.7.15 *Organizational Conflict of Interest:* Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.7.16 Reserved

#### 1.7.17 SAFETY REQUIREMENTS

1.7.17.1 The Contractor shall complete and submit to the NGIC Safety Office a Job Hazard Analysis (JHA) and completed DA Form 7566 for all activities for which they are appropriate and required by Army regulation, INSCOM or NGIC Safety policy and guidelines.

1.7.17.2 The Contractor shall employ persons who meet the appropriate health standards as prescribed by local, state, or federal public health regulations for the particular type of employment for which engaged. The Contractor shall comply with all Occupational Safety and Health Administration (OSHA) regulations and publications. The Government reserves the right to intervene in Contractor operations to protect the health and safety of Government employees and visitors.

1.7.17.3 The Contractor shall conform to all Rivanna Station fire, security, and safety regulations and requirements covering such premises in effect at any time during the performance of this Contract, including the submission of any required safety or accident reports as directed by referenced publications. The Contractor agrees to take all

necessary steps and precautions to prevent accidents and preserve the life and health of Contractor and Government employees performing or in any way coming in contact with performance of this contract on such premises. The COR, upon request, will furnish information concerning safety, fire, and security regulations to the Contractor. Any violation of such regulations, unless immediately corrected as directed by the COR, KO, or other designated personnel, shall be grounds for termination of this contract.

1.7.18 HEALTH & SAFETY: The Contractor shall provide for the safety of workers, the public, and the protection of the environment within the scope of all contract services delivered by the Contractor.

1.7.19 SECURITY and FORCE PROTECTION

1.7.19.1 The Contractor shall employ persons as employees or agents who shall be citizens of the United States of America.

1.7.19.2 The Contractor shall obtain from all employees and agents of the Contractor at the time of their separation any and all installation passes, Common Access Cards, security access badges, or other identification issued to such persons during their employment. It is the responsibility of the COR to ensure the passes are collected and returned to the Nicholson Building security office, or other designated issuing office.

1.7.19.3 The Contractor recognizes that the contracted place of service is a military facility subject to force protection requirements that change from time to time based on the threat level. Force protection requirements may result in searches of Contractor personnel, equipment, and vehicles. During heightened threat levels other restrictions, such as restrictions on guests and temporary closures, are also possible. The Contractor recognizes that force protection requirements are a recognized non-compensable risk.

1.7.19.4 The Contractor shall be subject to and comply with all Federal, DoD, Army, INSCOM and local command Security policies, regulations and orders from authorized local Security staff. Violations of the stated authorities shall be deemed by the Commander and the KO to be sufficient grounds for termination of Contractor employees or termination for default of the Services Contract.

PART 2  
DEFINITIONS & ACRONYMS

**2. DEFINITIONS AND ACRONYMS:**

**2.1. DEFINITIONS**

2.1.1. **CONTRACTOR.** A supplier or vendor having a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. **DELIVERABLE.** Anything that can be physically delivered but may include non-physical things such as meeting minutes.

2.1.6. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.8. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. **WORK WEEK.** Is defined as Monday through Friday, unless specified otherwise.

**2.2. ACRONYMS:**

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation

CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
LCE	Lenel Certification Expert
LCP	Lenel Certification Professional
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit

PART 3  
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. SERVICES: The Government will provide the following services at the contract work site:

3.1.1 POLICE AND FIRE PROTECTION: The Contractor shall notify the appropriate office for emergency services and shall cooperate with all police and fire programs, drills, and instruction. The Contractors' personnel shall be fully aware of all Rivanna Station emergency services, procedures, telephone numbers, and equipment locations.

3.1.2 LOCAL AREA NETWORK CAPABILITIES: The government will furnish the Contractor with access to the existing Local Area Network(s) (LAN) with Internet access. The government will be responsible for connectivity of equipment to the existing access point. The Contractor shall notify the appropriate office when maintenance, repair, or change in service is required. Contractor personnel shall not relocate government furnished access point(s) to the LAN or in any way tamper with the LAN lines. The government is responsible for approving Contractor requests for upgrades or changes in the LAN service provided at the government discretion. The government will furnish the Contractor with access to the electronic mail system along with any necessary standard software packages it uses. Any nonstandard software requirements shall be the responsibility of the Contractor. These systems shall be utilized for official business only.

3.2 FACILITIES: The government will provide administrative and operational space in Rivanna Station facilities for Contractor use that are appropriate to the intended purpose. The government shall inspect the facilities available to the Contractor for compliance with the Occupational Safety and Health Act (OSHA) and abated hazards. The government will correct any subsequent OSHA hazards identified, taking into account safety and health priorities. Compliance with the Occupational Safety and Health Act and other applicable laws and regulations for the protection of the Contractor's employees is exclusively the obligation of the Contractor. No alterations to the facilities shall be made without specific written permission from the government. In the case of alterations necessary for OSHA compliance, such permission shall not be unreasonably withheld. The Contractor shall return the facilities to the government in the same condition as received, fair wear, tear, and approved modifications excepted.

3.3 UTILITIES: All utilities in the facility will be available for the Contractor's use in performance of tasks outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4 EQUIPMENT: The government will provide or make available automation information systems (typically PCs), shared copiers, printers, fax machines and plotters as necessary to perform services defined in the PWS. The Contractor shall return any accepted GFP in the same condition as received, normal wear and tear excepted, on the contract termination date. The Contractor shall be responsible for the cost of any maintenance, repairs, or replacement caused by negligence, abuse, or accidents by the Contractor. Title to all GFP shall remain with the Government. Lack of property does not relieve the Contractor from performing the tasks within this contract.

3.5 GOVERNMENT WORK ORDER RECEPTION: The government will provide and make available to the contractor a government network-based work order reception system for receiving service requests from the COR and/or Security Division for scheduling and tracking contractor service delivery for the reported issues.

3.6 STORAGE: The government will provide or make available file data storage systems adequate for the Contractor to provide specified master planning support services. Electronic systems will be used to the extent possible and when space restrictions limit the availability of hard copy storage.

3.7 PROVISION OF MATERIAL AND SUPPLIES. The Government may provide materials and supplies for the Contractor to utilize/install as part of Level II Service Orders or Level III High Dollar value (HDV) maintenance under this contract. When Government provides materials and supplies for Level II Service Orders or Level III

HDVs, such orders shall reflect just the contractor's labor cost as approved by the COR under PWS sections 5.1.2 and 5.1.3 below.

PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General : The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.



PART 5  
SPECIFIC TASKS

**5. Specific Tasks:**

5.1. Basic Services. The contractor shall provide the following levels/categories of maintenance and repair for each listed category of equipment serviced at all NGIC Facilities, owned or leased by the US Government and occupied by workforce in direct support of NGIC operations.

5.1.1 Level-I (Preventive) Maintenance (PM): Level-I maintenance includes scheduling and performing recurring scheduled labor, materials, supplies, and component parts, collectively termed as “preventive maintenance (PM)” or operator level maintenance checks and services, to be performed as Firm Fixed Price (FFP) services upon all categories of mission equipment or areas of the facilities on at least a monthly recurring basis, as described or defined by this PWS. Scheduled PM services include performing at least monthly recurring care and maintenance activities, by which the Contractor shall confirm proper and safe operation of the equipment, maintain clean, safe, and functional work spaces and mission equipment, and comply with both manufacturer’s guidance and NGIC requirements for the care of all spaces and categories of equipment listed in or defined by this PWS. PM prerequisites shall include inventorying, identifying and entering all equipment items or systems and their specific individual major components into an approved computerized maintenance management system (CMMS) within 30 days of contract award, and physically tagging each item of equipment with unique identifier codes. Actual PM activities shall include periodic inspection, cleaning, adjustment, calibration, operational and safety checks, assessments of equipment performance and condition, written summary of findings and actions taken during the PM, and proactive recommendations for repairs or replacement of components or systems. PM actions shall routinely involve performing operator start-up/shut-down tasks, assessing and trouble-shooting equipment quality of performance IAW manufacturer’s standards and defined NGIC requirements, and making minor repairs or adjustments intended to maintain or improve performance and prevent unexpected or pre-mature equipment breakage or failure. Actual cost details to perform Level-I PM services shall be documented in the CMMS and shall capture all man-hours, supplies and parts for each PM service, with a PM cost summary included for each completed PM event. All PM work activities shall be entered in the CMMS and also shall be entered into General Fund Enterprise Business System (GFEBS) as/when directed by the PWS requirements for contractor use of that Army system. PM as described in this section shall be included in the Firm Fixed Price (FFP) basic contract services and cost. All incidental supplies and materials required to deliver these specified services shall be included in the FFP cost for this service category and not separately invoiced.

5.1.2 LEVEL-II Service Order (SO) Maintenance: Level-II Maintenance shall be comprised exclusively of repairs or other maintenance actions to PWS-listed mission equipment or facility areas which are estimated to cost less than \$2,000 per completed repair action. Level-II maintenance actions may be required due to unscheduled equipment failure, poor equipment or system performance or other causes or requirements encountered or discovered during or as a result of routine operation, and shall also be termed as “Service Order (SO)” work. SO’s requirements also may be identified or initiated during conduct of scheduled PM services, but shall include all maintenance, repair, alteration, and equipment service requirements, which are low-cost and minor in scope, and which are required to restore the equipment, system or facility area to acceptable condition, operation or performance. SO repairs may be identified by equipment or system operators or by maintenance staff. SO work will be funded as a separate contract line item (CLIN) and shall be performed without further input from the Government once approved by the COR. Work performed under approved Service Orders shall be completed by the Contractor in compliance with the COR’s assigned priority level and quality of maintenance standards mandated for the affected equipment or facility area. Service orders may also be used to replace (repair by replacement) minor equipment items listed under this PWS. Additional examples of SO category work are defined in the specific PWS equipment or system subparagraphs. The Contractor shall include and present a list of SO work performed and cost invoiced for each SO as part of the monthly contract in-process review (IPR) meeting and related reports as required by the PWS or contract deliverables schedule.

5.1.3 LEVEL-III (High Dollar Value (HDV) Maintenance. LEVEL-III (High Dollar Value (HDV)) Maintenance work is used for maintenance, repair, replacement or procurement of new/similar equipment for operational support exceeding the (\$2000) scope of Service Orders, but not to exceed (NTE) \$250,000.00 for a single task. HDV

maintenance shall be defined as "New Work" when not covered under the FFP elements of the contract, and the HDV work will be Cost Reimbursable based upon negotiated proposals for labor, materials and equipment required to accomplish the approved scope of work for each Level-III event. The Contractor shall provide estimates for each HDV event compliant with FAR requirements for construction costs exceeding \$2,000. The Contractor shall detail the price of the work, including an estimate of the material, labor (detailed hours by specialty), and equipment. The Contractor's proposal will be evaluated to determine if: (1) the scope has been clearly and accurately identified, (2) labor categories have been properly identified, and (3) equipment and material proposed are reasonable and properly documented. If the Contracting Officer determines that the proposal is accurate and the price is reasonable, the Contracting Officer will issue a modification to the contract to provide the HDV CLIN with the approved funding. Receipt of the contract modification document shall be the Contractor's notice to proceed. If during the course of work the Contractor encounters unforeseen conditions which impact the work or cost and which could not be evaluated or foreseen during the initial estimation and proposal process, the Contractor shall contact the COR immediately and shall not proceed further without Contracting Officer authorization. If negotiations and a modification to the contract are required, the Contractor shall not proceed until the additional modification has been issued. If the Contractor is directed to stop the HDV event work, the Contractor shall clean and secure the work site. Contractor completion of all Level-III work shall include a detailed written report and confirmation that a government acceptance inspection of the work has been performed.

**5.1.4 MAINTENANCE MANAGEMENT.** The Contractor shall plan, program, coordinate, estimate, respond to Government schedule, and evaluate resources for work requests approved by the COR for performance by the Contractor. In conjunction with these functions, the Contractor shall prepare, input, and maintain Contractor-generated data in the government provided or approved work management system/s databases (see section 3.5). Contractor data shall include operational data to provide complete and accurate outputs/reports required herein. Work management shall include maintaining a suspense system with appropriate registers and files, and routing and distributing reports related to services and deliverables required within this contract.

**5.1.4.1 SUPERVISION.** The Contractor shall have a Project Manager with authority to provide sufficient labor, materials and equipment in accordance with requirements of this contract and to act on the Contractor's behalf. At minimum, the Contractor's Project Manager or alternate Project Manager shall be available during normal working hours and shall be physically available to the Contracting Officer or designated government representative within one (1) hours during normal working hours. Instruction given by the Contracting Officer or designated representative to the Contractor's Project Manager or alternate shall be considered to have been given directly to the Contractor.

**5.1.4.2. Maintenance Service Order Log.** The Contractor shall maintain the status of all Service Orders (Level-II Maintenance & Repairs) received and responded to and retain one copy of the annotated original printed Service Order for a minimum period of twelve months. The Contractor shall deliver to the Government a complete electronic copy of the entire service order database at the conclusion of each contract period of performance.

**5.1.4.3 Service Order (SO) Process.** Service Orders will be generated by customer requirements received in-person, via email, phone or other method provided by the Government, and the Contractor shall electronically store each SO, to include a work priority, and all work detail until the SO is completed or closed by the Contractor. When the Contractor identifies work for service orders, the Contractor shall enter relevant details into electronic file with the Contractor's Customer ID.

**5.1.4.4 SCHEDULES.** The Contractor shall schedule, control, and perform all work described herein in accordance with all terms and conditions contained in the contract. The Contractor shall develop and provide plans and schedules to include a Level I operation and maintenance schedule for daily, weekly, biweekly, monthly, quarterly, semi-annual, and annual, start-up and shutdown work. Since LEVEL-II (Service Order) Maintenance Service Order Work occurs randomly, it need not be individually scheduled. However the Contractor shall indicate the estimated number of hours expected to be expended against Service Orders each month. The Contractor shall keep the schedules current. Work shall be scheduled by the 21st day of each month and provided to the Government in an MS Excel or similar COR approved format electronically and in paper copy.

5.1.4.5 RECORDS and REPORTS. Complete and accurate operating, maintenance, and repair records of all work shall be maintained by the Contractor in accordance with AR 25-400-2 and as otherwise specified in the contract. The Contractor shall provide and comment upon a written weekly progress report submitted at the weekly contract meeting with the COR and Security Management team.

5.1.4.6 WORK ORDER FILES. The Contractor shall maintain individual Work Order files on each active Work Order, regardless of maintenance level. The Contractor shall retain the all Work Order files for five (5) years and shall make these files available for the COR's review. All forms submitted shall be accurately filled out showing actual start and completion dates, total labor hours expended, and cost of equipment and materials utilized. Copies of any material receipts, letters of authorization, sales slips, invoices, etc., relating to the job order shall be retained by the Contractor in the equipment/facility file as a maintenance and repair history. The Contractor shall provide the COR access to the Contractor maintained files during the term of the contract. All files are the property of the Government and shall be turned over to the Government upon completion or termination of the contract.

5.1.4.7 FILING. The Contractor shall maintain and retain files in accordance with AR 25-400- 02 Oct 86, Appendix C, AR 420-46a, 420-17d, 420-49b, and 420-1.7e.

5.1.4.8 Operating Files and Logs. The Contractor shall maintain operating logs and an operating log file on equipment. The Contractor shall use standard Government forms, charts, and logs as described and referenced herein. The Contractor shall maintain operating logs for a minimum of two years unless otherwise specified herein and these documents shall be available for COR review. All operating files and logs shall be turned over to the Government upon contract completion or termination.

5.1.4.9 MANUFACTURER's MANUALS. The Contractor shall obtain electronic copies of manufacturer's manuals on all new equipment installed by the Contractor. The Contractor shall notify the Government of the electronic file location. These manuals and operating instructions shall become the property of the Government at the expiration or termination of the contract.

5.1.4.10 INPUT/UPDATES TO FACILITY AS-BUILT DRAWINGS. The Contractor shall provide maintenance and repair related updates (red-lines) for facility as-built drawings to the government or other designated service provider responsible for the drawings maintenance as part of the services under the contract. All repairs, component replacements, modifications, alterations, and additions to all security systems and components shall be electronically redlined as well as submitted for notation to the hard copy drawings upon completion of work. The Contractor shall redline annotate all components replaced during the period of the contract and annotate all items removed from service. Hard copy markups and electronic redlines shall be delivered to the Government at the completion of each major project as identified by the Government, or quarterly. The contractor shall submit ALL changes from contractor maintenance or repairs performed for integration into the master data set of as-built drawings maintained for the Government. The Contractor shall validate all drawings for accuracy and content. All electronic data and hard copy products remain the property of the Government and shall be turned over to the Government upon the completion of the contract.

5.1.4.11 OPERATIONS and Maintenance (O&M) Manuals and Job Specifications. The Contractor shall be responsible for maintaining and updating O&M manuals and project specifications as part of the services under this contract. Operating manuals and specifications shall be filed, indexed, and cross referenced to corresponding project plans and as-built drawings in the drawing files.

5.1.5 General Maintenance and Repair. The Contractor shall perform all work required by the Contract to maintain and provide services to the NGIC Nicholson Building and NGIC BOULDERS-1 lease space and other NGIC- occupied facilities or areas within the Rivanna Station vicinity for Work Levels I and II as defined below. The Contractor shall perform general maintenance and repair work in all functional areas described below.

5.1.5.1 Level-I PREVENTIVE MAINTENANCE (PM) SCHEDULING. Within thirty (30) calendar days after contract award, and prior to the start of work, the Contractor shall submit to the COR, for approval, a detailed PM schedule for all functional areas specified in this PWS. The schedule shall clearly differentiate between each functional area and shall reference the specific equipment item being maintained by equipment identification

number or building number, equipment name and equipment location. The PM program shall be executed in compliance with the checkpoints identified in each functional area of the specification. Lists of equipment to be maintained are provided with each functional area description. Work on this contract shall not commence until this schedule has been approved. The program shall be designed to minimize future repair requirements and to keep each system or component operating properly. Due to operational requirements, the schedule shall be subject to change or revision at any time during the contract as directed by the COR. If a schedule change is to take place, the Government will notify the Contractor at least five (5) working days prior to the change. The Contractor shall adhere strictly to the scheduled PM dates to facilitate Government verification inspections. If the Contractor finds it necessary to reschedule a PM, a formal written or email request shall be made to the COR detailing the reasons for the request at least five working days prior to the originally scheduled PM date. No scheduled PM dates shall be changed without prior approval of the SSO or COR. All PM services are provided under the Level I portion of the contract.

5.1.5.1.1 Level-I Preventive Maintenance (PM) Records. The Contractor shall maintain PM records. Sample forms for documenting the PM shall be submitted within fifteen (15) calendar days of contract award to the COR for approval. These records shall be available to the COR upon request and shall be provided to the Government upon expiration/ termination of this contract.

5.1.5.1.2 PM After Action Reports. After a PM inspection is made, the Contractor employee performing the PM shall make all required entries in the CMMS for each PM action performed.

5.1.5.1.3 Defects or Deficiencies. Defects or deficiencies identified but not corrected by the Contractor during a scheduled PM shall be written up and submitted to the COR within three (3) working days of completion of the PM for correction through Service Order or appropriate Level of work. The COR will approve or disapprove the work. If approved, the Contractor shall proceed under Service Order or approved level of work.

5.1.6 Equipment Replacement (Government Property). If an item of Government property is determined by the Contractor to be beyond economical repair, the Contractor shall recommend to the COR in writing (see section 5.1.7) that such equipment be replaced. Substantiating data to support the recommended replacement shall be included. If the Government decides that such equipment should be replaced or repaired, and replacement or repair is authorized, the Contractor shall accomplish the work in accordance with the appropriate work level criteria. Disposal instructions will be provided by the COR.

5.1.7 New Equipment Documentation. The Contractor shall provide justification documents with recommendations to purchase new or replacement equipment (Government property). The Contractor's justification shall comply with the FAR and shall include the following information:

- \* Minimum two quotes in addition to Contractor's own quote
- The age (purchase date) and original cost of the equipment recommended for replacement.
- Maintenance Control Designator (MCD).
- Cost Benefit Analysis (repair vs. replace)
- The rationale for replacement rather than repair.
- Whether or not the new equipment will fit into the existing/available space, perform the required function, and operate on available installed utility services.

5.1.8 Salvage. The Government retains all salvage rights to replaced property of value. The Government will determine the value of the property. Items of no value shall be disposed of at the Contractor's expense. For items of value, and for all Government equipment regardless of value, the Contractor shall prepare DD Form 1348-1 for property disposal.

5.2. Security Systems Maintenance Services: Nicholson and Boulders-1 Buildings: Level-I (Preventive) Maintenance. The contractor shall deliver all level-I maintenance services IAW the general guidelines defined in PWS section 5.1.1 and original equipment manufacturers' (OEM) guidance for all security equipment items listed on the PWS attachment 1 List of Equipment to be Maintained. The Contractor shall provide all personnel, equipment, tools, materials and other items necessary to perform inspection, maintenance, routine testing and repair/emergency repair on all components of the security system installed in the Nicholson Building and in

Boulders - 1 (leased facility) 2nd, 3rd and 4th floors and other NGIC-occupied buildings or areas with installed security systems and devices used or operated by the NGIC workforce. Systems shall include Closed Circuit TV (CCTV) interior and exterior devices, all security cameras, intrusion alarms, access controls, SCIF access turn stiles and doors, glass breaks, electric strikes, access badge card readers, and a badge making system. The Contractor shall provide all specified maintenance, repair, and facilitate warranty service (IAW section 6.1.9) for the Lenel system. Maintenance shall include any proprietary service provided by manufacturer approved and certified Lenel technicians. The Contractor shall conduct 100% semi-annual alarms testing with Government as well as presenting limited training/assistance to NGIC Security staff on the security system operation/administration. All PM services shall be included in the Firm Fixed Price (FFP) basic contract services. All incidental supplies and materials required to deliver these specified services shall be included in the FFP cost for this service category.

5.2.1 EMERGENCY SERVICE RESPONSE (SCIF): Emergency Service Calls affecting SCIF security systems shall be initiated by the Special Security Officer (SSO) or the security officer and staff (S-2) representative when the security system is not functioning properly or causes a security risk. This invoice will be submitted and paid by ODC funds.

5.2.2.1 The Contractor shall provide approved security system repair services on call 24/7/365 throughout the duration of the contract. The Contractor shall be available to receive security system emergency calls immediately by phone, pager, or other means.

5.2.2.2 The Contractor service personnel shall be at the work site within 15 minutes during duty hours and within two (2) hours after duty hours following security system emergency call that is received by the Contractor.

5.2.2.3 The SSO, the S-2 representative or the security forces representative as directed by the S-2 representative shall initiate a service order request with the Contractor.

5.2.2.4 The Contractor shall open a service order in the work control system database which will include date and time of notification, who made the notification, building and room number, short statement of problem, time and date of repair and who made the repair, corrective actions and job task code involved in the repair.

5.2.3 SECURITY SYSTEM ACTIVITY REPORT: The Contractor shall provide a proposed format for the security activity report at contract award for government review and approval. Contractor shall record all maintenance work performed on the security system as required by ICD 705.

5.2.4 SECURITY SOFTWARE MAINTENANCE: The Contractor shall provide and install all software updates to the security system as they are released by the manufacturer. Software updates shall be coordinated with NGIC security, IT, and the COR two week in advance. All software updates shall be submitted to the government for approval prior to installation. The Contractor is responsible for insuring all systems updates and revisions are made in accordance with the manufacturers written instructions and that database information, system configurations and settings, and all systems operations are fully functional as a part of the update activity.

5.2.5 SECURITY SYSTEMS OPERATIONS: The Contractor shall provide technical support quarterly to defrag all security systems operations, maximize system performance by cleaning redundant files, ID/clear cause of alarms, update system configurations, set up audit trails, and set up replication activities for badge, operator, customer and subscriber accounts. Technical support shall be provided by technician's company certified to work on the NGIC security access system, (Lenel) as specified by the system warranty or OEM guidance.

5.2.6 SECURITY SYSTEM INFRASTRUCTURE OUTSIDE THE FACILITY: The Contractor shall perform repairs to CCTV infrastructure devices outside of the Nicholson Building and BOULDERS 1. Line of Sight (LOS) clearing for security cameras or compliance with force protection requirements shall be included in infrastructure maintenance. Outside infrastructure shall include all camera power and communications, circuit/lighting protection, conduit, service cords, and other cable/wire carrier and access systems above or below ground (all inclusive). Work shall include all excavation and repairs to grounds as required to make repairs and correct the root cause. Repair work may include connection to other Station infrastructure if the work is required to correct the root cause (non-

exclusive example: connect or redirect water to storm drain system in order to properly drain manholes or hand holes).

5.2.7 LEVEL-II (Service Order) Maintenance. The Contractor shall perform Service Orders on the Nicholson Building and BOULDERS 1 Building Security Systems defined or described in section 5.2.1 in compliance with section 5.1.2. of this contract. (HDV II (Service Order) costs of \$0 to \$29,999 for non preventative maintenance items)

5.2.8 Level III HDV maintenance. The Contractor shall perform maintenance, repair, and associated services on the Nicholson Building and BOULDERS 1 Building Security Access Systems defined or described in section 5.2.1 and/or as ordered and defined under section 5.1.3 High Dollar Value (HDV)) Maintenance requests. (HDV III costs of \$30K to \$150K for non preventative maintenance items)

5.3 MISSION EQUIPMENT MAINTENANCE SUPPORT: The services described in this category typically shall be performed as level-I Preventive Maintenance Services.

5.3.1 LMR Radio Maintenance: The Contractor shall schedule and perform monthly preventive maintenance on all LMR system components as needed listed in Attachment 1 List of Equipment to be Maintained for the Nicholson Building LMR radio system. Contractor shall request Government approval with level-2 or level-3 funding for any recommended repairs to or replacement of the components. The Contractor shall provide PM services to and recommendations for any repairs needed to maintain continuous and uninterrupted operation (24/7/365). No subcontractor service maintenance agreement (SMA) will be required for the existing LMR system components.

5.3.2 Cargo & Personnel Screening Machine Maintenance. The Contractor shall inspect, maintain, and repair one each X-Ray machine and one walk-through metal detector if / when located in the Nicholson and BOULDERS 1 Building Lobby. Inspections and maintenance shall be performed IAW MIL-STD-453 and the manufacturer's written specifications and operating manuals. Maintenance includes all measurements for unsafe levels of X-Rays. Maintenance includes preventative services and repairs or replacement of all protective panels, batteries, controls, cords, conveyors, and major tubes and other source components. The Contractor shall apply labels on the equipment indicating dates that inspections were performed. The Contractor shall provide a report of all Level-2 service order repairs performed and any outstanding maintenance requirements exceeding the level of service order work.

5.3.3 Protective Distribution System (PDS) (COMMS Manholes Alarms) – The Contractor shall provide maintenance and repair of all NGIC-controlled communication manholes alarms and associated PDS controls inside the Nicholson Building Communications Monitoring Station (CMS).

5.3.3.1 The Contractor shall inspect PDS system external components monthly, and provide a report IAW the contract deliverables schedule. The Contractor shall insure that all covers are secure and for evidence of tampering and insure all tamper-evident caps are in place.

5.3.4 LEVEL-II (Service Order) Maintenance. The Contractor shall perform Service Orders on systems and equipment in the Nicholson Building in compliance with section 5.1.2 of this contract.

5.3.5 Level III HDV maintenance. The Contractor shall perform Level-3 maintenance, repair, or life cycle replacement and associated services on all listed mission systems and equipment in NGIC occupied facilities as ordered under HDV maintenance requests, and as described in section 5.1.3.

5.4. CONTRACTOR MANPOWER REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <https://Contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also know as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of

Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

## PART 6 PROGRAM MANAGEMENT

### 6.1. PROGRAM MANAGEMENT:

6.1.1 CONTRACTOR MANAGEMENT: The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management shall include, as a minimum, planning, scheduling, coordinating, organizing, cost accounting, report preparation, establishing and maintaining records, and quality control. Contractor shall conduct all work in a manner that seeks to establish an effective balance between maximizing productivity and minimizing waste while fully complying with all applicable compliance documents, laws, regulations, and terms and conditions of this contract. Contractor shall ensure that all work meets or exceeds performance standards included in this PWS and referenced documents.

### 6.1.2. QUALITY CONTROL PROGRAM

6.1.2.1. CONTRACTOR QUALITY CONTROL PLAN (QCP): The Contractor shall develop and maintain an effective quality control plan to ensure services are performed in accordance with this contract. Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. Contractor's quality control program is the means by which the Contractor assures the work accomplished complies with the requirements of this contract. As a minimum, the Contractor shall develop quality control procedures that address the areas identified in Section 4.0. Contractor shall submit the detailed QCP for government review within 30 days of contract award. The Government will review and provide comments, if any, within 30 days of receipt of the QCP.

6.1.2.2 The Contractor shall maintain adequate records of all inspections to indicate, at a minimum, the nature of the work (when, where, what, why, who, how, how much); the applicable compliance documents used to accomplish the work being inspected; and number of inspections made; the name of the inspector; the number, location, type of deficiencies found, and corrective action taken for deficiencies.

6.1.2.3 The Contractor shall maintain QCP documentation throughout the contract performance period and provide it to the COR or designated representative upon request.

6.1.2.4. CORRECTIVE ACTIONS: The Contractor's corrective actions shall address all deficiencies and all actions to prevent the same or similar deficiencies from reoccurring. Additional inspection(s) are not considered a corrective action.

6.1.2.5. CHANGES TO PLAN: The QCP shall be evaluated for adequacy and changed or updated by the Contractor as a part of all corrective actions. The Contractor shall submit proposed changes to the current QCP to the government for review as required prior to implementation of any changes. The government will provide the results of their review and as appropriate any applicable comments or recommendations within 30 days of receipt. The Contractor shall review the QCP in its entirety at least once a year to ensure that the plan is current and complete. Results of the review and changes to the plan shall be submitted in writing to the Contracting Officer for review.

6.1.3. INSPECTIONS BY INTERNAL AND EXTERNAL AGENCIES: The Contractor shall cooperate with visiting government personnel conducting official inspections or assessments. These activities may be scheduled or unscheduled. The Contractor shall ensure adequate personnel accompany inspectors and provide access to facilities as necessary. The Contractor shall notify the COR or designated representative of planned visits or inspections within three working days of notification and shall provide a reminder of an upcoming inspection one week prior to the visit. The Contractor shall verbally notify the COR or designated representative within 30 minutes of any unannounced or surprise visits. Contractor shall retain copies of all inspection documents and reports and shall forward a copy to the COR or designated representative within two working days of receipt.



6.1.4. REQUIRED STAFFING, CONFERENCES AND MEETINGS: The Contractor shall be required to attend administrative and coordination meetings as required by the COR or designated representative.

6.1.4.1 The Contractor shall maintain an adequate staffing level to support all requirements in this contract.

6.1.4.2 ON-CALL STAFFING: The Contractor shall maintain access to qualified staff to perform all inspection, operation, sustainment, maintenance, repair, restoration, and modernization activities in accordance with the terms of this contract on a 24/7/365 capacity.

6.1.4.3 The Contractor shall attend a weekly meeting to advise the government of the status of work in progress, work that is Command Interest, and future work out to the 60th calendar day as of the report date. The information will be grouped by work classification, work type, and priority stages within each work classification.

6.1.5. PERMITS AND LICENSES: The Contractor shall obtain all permits, licenses, and authorizations as necessary to perform work under this contract and comply with all the applicable compliance document criteria, federal, state, and local laws and regulations.

6.1.5.1 The Contractor shall provide to the KO evidence of such permits and licenses before any work commences and at other times as requested by the KO, COR, or designated representatives.

6.1.5.1.1 The government will assign the amount of damages as a monetary deduction calculated as one thirtieth (1/30) of the monthly invoice in which required permits or licenses are not in force during an invoice period.

6.1.5.2 The Contractor shall maintain a current listing of all Contractor employees holding a required permit or license used to perform the services under this contract. The Contractor list shall include issue, expiration, and renewal dates.

6.1.6. RECORDS AND WORKLOAD DATA: The Contractor shall maintain accurate and complete records, files, and libraries of data to include applicable compliance document criteria, Federal, State, and local regulations, codes, laws, technical manuals, and manufacturer's instructions and recommendations, which are necessary and related to the functions being performed under this contract. The Contractor shall compile historical data, prepare reports, and submit information as specified herein and as directed by the KO, COR, or designated representative.

6.1.6.1. STANDARD OPERATING PROCEDURES: The Contractor shall be responsible for operations IAW Rivanna Station and Contractor developed SOPs. The Contractor SOPs shall be developed from applicable compliance document criteria. SOPs are due no later than 30 days after contract award.

6.1.6.2. COST ACCOUNTING: Cost Accounting information shall be maintained in compliance with the specific requirements set forth in the references contained in applicable compliance document criteria. The cost accounting information shall be submitted with, and is considered part of proposals for HDV maintenance and capital improvement and repair projects.

6.1.6.3. FINANCIAL REPORTING REQUIREMENTS FOR CAPITAL IMPROVEMENT PROJECTS: The Contractor shall record all direct and indirect costs associated with each capital improvement project including those done in whole or in part by subContractor. The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.4 The Contractor shall record all direct costs associated with each sustainment project including those done in whole or in part by subContractor. The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.5 The cost recording system shall be capable of generating financial data by individual project to support auditable financial reports.

6.1.6.6 The Contractor shall comply with the applicable provisions of the Statement of Federal Financial Accounting Standard No. 6 (Accounting for Property, Plant, and Equipment) and the DoDI 7000-14R Financial Management Regulation Volume 4, Chapter 6, to include any subsequent revisions of the above documents.

6.1.6.7 The invoice cost data shall distinguish completed work using the work classifications in DA PAM 420-11 by means of separate line items. Multiple project costs shall not be combined as a single line item.

6.1.6.8 The Contractor shall provide written and verbal status reports, briefings, and updates as requested by the COR or a designated representative.

6.1.6.9 The Contractor shall receive and verify requests, coordinate execution efforts, execute tasks, and monitor activities to resolution, in the broad general categories of Security.

6.1.6.10 Anticipated workload data is expected to fluctuate based on mission requirements.

6.1.7. REPORTING: The Contractor shall report the following immediately (within 30 minutes) to the COR or designated representative:

6.1.7.1. Incidents that would adversely affect the Contractor's performance of work required under this contract.

6.1.7.2. Any circumstance which may affect performance of contract work due to unhealthy or hazardous conditions, or any delays or interference of work by employees of the government.

6.1.7.3. All suspicious activities and conditions related to criminal activity.

6.1.7.4. The Contractor personnel shall report to an appropriate authority, any information or circumstances of which they are aware that may pose a threat to the security of Rivanna Station personnel, Contractor personnel, resources, and classified or unclassified defense information.

6.1.7.5. The Contractor personnel shall report to an appropriate authority any suspected situations of Fraud, Waste, and Abuse or other intentionally dishonest conduct against the government observed during or in the performance of this contract.

6.1.8. VEHICLE OPERATIONS: NA

6.1.9. WARRANTY PROGRAM: The Contractor shall establish and maintain a Warranty Program to manage care for all equipment, parts, and components, where the manufacturers provide a warranty and for which warranty actions shall be exercised for the duration of this contract. The Contractor shall provide the COR with a copy of the warranty and manual for each item of equipment which the Contractor installs. Equipment components, parts, and infrastructure systems, other than that installed under this contract, shall not be removed, replaced or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the COR or designated representative. All defects in material or workmanship, defective parts, or improper installation and adjustments found by the Contractor shall be reported to the COR or designated representative so that necessary action may be taken. Contractor shall be knowledgeable of the equipment, parts, and infrastructure systems that are covered by warranty and the duration of such warranties. Available warranty information will be furnished to the Contractor during execution of the Phase-In Plan, and shall be verified by the Contractor during the initial inventory of equipment to be maintained. The Contractor shall input and maintain all existing and new warranty information within the work management system for each item of equipment, which the Contractor installs or maintains.

6.2 Publications and forms applicable to this Performance Work Statement are listed below. The publications and forms have been coded as mandatory or advisory. The Contractor shall comply with those publications and use those forms coded as mandatory to the extent (that is, a specific procedure in a paragraph, section, chapter or volume) specified in the Performance Work Statement. The Contractor shall be guided by those publications or use those

forms coded advisory to the extent necessary to accomplish requirements in the Performance Work Statement. The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures

6.2.1 SECURITY SUPPORT SERVICES:

- DoD Manual 5200.2-R, Personnel Security Program
- DoD Manual 5220.22-M, National Industrial Security Program Operating Manual (NISPOM)

6.2.2 INTRUSION DETECTION & ALARM SYSTEM OPERATION & MAINTENANCE:

- Applicable compliance document criteria TM-5-692-2 Chapter 24
- OEM Specifications
- ICD 705

6.2.3 ACCESS CONTROL SYSTEM OPERATION & MAINTENANCE:

- Applicable compliance document criteria, TM-5-692-1, Chapter 26
- Applicable compliance document criteria, TM-5-692-2, Chapter 24
- OEM Specifications

**TECHNICAL EXHIBIT 1****Performance Requirements Summary**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
Within thirty (30) calendar days of contract start date, the Contractor shall physically inventory the property and facilities described in this PWS and the List of Equipment to be maintained and confirm the categories and quantities of equipment items to be maintained	Survey all NGIC facilities and physically inventory and label, and record on equipment list all property to be maintained or operated by type and quantity; COR MS Excel approved format.	100% compliance; omissions or additions will be added to inventory list as discovered/procured.	100% Inspection
IAW PWS Section: 1.4.1			
The contractor shall provide a complete and comprehensive QCP to the KO and COR within 30 days after award.	The QCP shall implement specific procedures to identify, prevent, and ensure nonrecurrence of defective services and demonstrate to the Government that contractor's internal quality control process minimizes defective performance reoccurrences.	100% compliance at 30 days	100% Inspection
IAW PWS Section: 1.7.1			

<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
The contractor shall (must) maintain an adequate workforce, at all times, for the uninterrupted performance of all tasks defined within the PWS when the Government Facility is not closed.	No uninterrupted performance of all tasks defined within the PWS when the Government Facility is not closed.	Proposed and accepted Full-Time-Equivalent (FTE) manning levels at time of award shall not fall below 90% each month and proposed subcontractor's shall have a 90% on time response each month.	Unscheduled observations within rating period and/or Customer complaints.
IAW PWS Section: 1.7.3			

Contractor personnel performing work under this contract shall maintain a DoD TS security clearance with SBI and indoctrinated for SCI at the time of performance.	100% of contractor's employees working inside the SCIF shall have a DoD TS security clearance with SBI and indoctrinated for SCI.	100% compliance at all times.	100% inspection
IAW PWS Section: 1.7.7			
<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
Maintenance Management. Contractor shall plan, program, coordinate, estimate, respond to the Government schedule, and evaluate resources for work requests approved by the COR.	The Contractor shall prepare, input, and maintain Contractor-generated data in the government provided or approved work management system/s databases	No more than 4 defects within a rating period (month)	Random sampling and/or Unscheduled observations within rating period.
IAW PWS Section: 5.1.4			
Schedules- Contractor shall schedule, control, and perform all work described herein in accordance with contract. Contractor shall develop and provide plans and schedules for daily, weekly, bi-weekly, monthly, quarterly semi-annual, annual, start-up and shutdown work. Contractor's schedule shall be divided by functional area	The Contractor shall keep the schedules current. Maintenance work shall be scheduled by the 21st day of each month for the following month and provided to the Government in approved electronic and paper format.	No more than 4 defects within a rating period (month)	Random sampling and/or Unscheduled observations within rating period.
IAW PWS Section: 5.1.4.4			

**DELIVERABLES SCHEDULE**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Monthly progress reports.	At the end of each 30 days after the award of the contract, a progress report discussing the progress made in the previous 30 days in writing chapters.	1	Electronic file by e-mail as an MS Word attachment.	COR
The contractor shall provide a complete and comprehensive QCP to the KO and COR within 30 days after award.	The QCP shall implement specific procedures to identify, prevent, and ensure nonrecurrence of defective services and demonstrate to the Government that contractor's internal quality control process minimizes defective performance reoccurrences.	1	Electronic file by e-mail as an MS Word attachment.	KO, COR
The Contractor shall maintain individual Work Order files on each active Work Order, regardless of maintenance level. The Contractor shall retain the all Work Order files for five (5) years and shall make these files available for the COR's review	All forms submitted shall be accurately filled out showing actual start and completion dates, total labor hours expended, and cost of equipment and materials utilized. Copies of any material receipts, letters of authorization, sales slips, invoices, etc., relating to the job order shall be retained by the Contractor in the equipment/facility file as a maintenance and repair history	1	Electronic file by e-mail as an MS Word attachment.	COR

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	12	Months	\$37,859.20	\$454,310.40

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NET AMT	\$454,310.40
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ACRN AA W26MT900702001A2OGFY	\$454,310.40
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	1	Lot		\$5,000.00 NTE

ESTIMATED COST	\$5,000.00
ACRN AB W26MT900702001A2YNKI	\$5,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063	1	Lot		\$10,000.00 NTE

ESTIMATED COST	\$10,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301	Funding Only for CLIN 0003 FFP Funding Only for CLIN 0003 PURCHASE REQUEST NUMBER: W26MT900702001A2				\$0.00
NET AMT					\$0.00
ACRN AA W26MT900702001A2TDZZ					\$6,727.46
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000302	Funding Only for CLIN 0003 FFP Funding Only for CLIN 0003 PURCHASE REQUEST NUMBER: W26MT900702001A2				\$0.00
NET AMT					\$0.00
ACRN AB W26MT900702001A2LRUR					\$3,272.54
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT900702001A2 PSC CD: J063	1	Lot		\$170,000.00 NTE
ESTIMATED COST					\$170,000.00
ACRN AB W26MT900702001A2YOJS					\$170,000.00



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1	Each		NSP

Contract Manpower Reporting

FFP

The contractor shall report all information in the format located at web address "https://contractormanpower.army.pentagon.mil" on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced.

FOB: Destination

PSC CD: J063

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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		1	Lot		\$175,000.00 NTE

ODC LCR Project

COST

ODCs for NGIC LCR Project

FOB: Destination

PURCHASE REQUEST NUMBER: W26MT900702001A2

PSC CD: J063

ESTIMATED COST

\$175,000.00

ACRN AC

\$175,000.00

W26MT900702001A2LGGZ

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months	\$38,401.28	\$460,815.36
EXERCISED OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT910832101 PSC CD: J063				

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NET AMT	\$460,815.36
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ACRN AD	\$460,815.36
W26MT910832101EUGBSJ	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		1	Lot		\$5,000.00 NTE
EXERCISED OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT910832101 PSC CD: J063				

ESTIMATED COST	\$5,000.00
	\$5,000.00

ACRN AD
W26MT910832101EUGBSJ

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		1	Lot		\$30,000.00 NTE
EXERCISED OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT910832101 PSC CD: J063				

ESTIMATED COST	\$30,000.00
	\$30,000.00

ACRN AD
W26MT910832101EUGBSJ

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		1	Lot		\$150,000.00 NTE
EXERCISED OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PURCHASE REQUEST NUMBER: W26MT910832101 PSC CD: J063				
				ESTIMATED COST	\$150,000.00
	ACRN AD				\$150,000.00
	W26MT910832101EUGBSJ				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		1	Each		NSP
EXERCISED OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		1	Lot		\$125,000.00 NTE

NGIC SMSS PED GATE PROJECT  
COST

FOB: Destination

PSC CD: J063

ESTIMATED COST	\$125,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100601					\$0.00

FUNDING FOR CLIN 1006

COST

PURCHASE REQUEST NUMBER: W26MT910832101A2

ESTIMATED COST	\$0.00
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ACRN AE

\$109,900.00

W26MT910832101A2GZMQ

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
100602					\$0.00

FUNDING FOR CLIN 1006

COST

PURCHASE REQUEST NUMBER: W26MT910832101A2

ESTIMATED COST	\$0.00
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ACRN AD

\$15,100.00

W26MT910832101A2MKKY

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		1	Lot		\$75,000.00 NTE

A2008 SCIF Buildout

COST

Level III Maintenance Project - A2008 SCIF Updates/Maintenance IAW material request/quote dated 15 September 2021.

FOB: Destination

PURCHASE REQUEST NUMBER: W26MT910832101A3

PSC CD: J063

ESTIMATED COST	\$75,000.00
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ACRN AD

\$75,000.00

W26MT910832101A3FBBL

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	\$38,967.18	\$467,606.16
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				
NET AMT					\$467,606.16

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				
ESTIMATED COST					\$5,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
ESTIMATED COST					\$30,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	\$39,549.70	\$474,596.40
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$474,596.40
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address “https://contractormanpower.army.pentagon.mil” on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	\$40,160.53	\$481,926.36
OPTION	NGIC SMSS FFP NGIC SMSS labor costs. All services shall be performed in accordance with the PWS. FOB: Destination PSC CD: J063				

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NET AMT	\$481,926.36
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		1	Lot		\$5,000.00 NTE
OPTION	Emergency Response COST Emergency response service in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$5,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		1	Lot		\$30,000.00 NTE
OPTION	Level II Service COST Level II Service costs in accordance with the PWS. FOB: Destination PSC CD: J063				

ESTIMATED COST	\$30,000.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		1	Lot		\$150,000.00 NTE
OPTION	Level III Costs COST Level III service costs in accordance with the PWS. FOB: Destination PSC CD: J063				
				ESTIMATED COST	\$150,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		1	Each		NSP
OPTION	Contract Manpower Reporting FFP The contractor shall report all information in the format located at web address "https://contractormanpower.army.pentagon.mil" on an annual basis. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. The Contractor shall report all CLASSIFIED information to the U.S. Army Force Management Support Agency (FMSA) at their SIPRNET address (POC: Steve Croall at (703) 805-4188). This CLIN is Not Separately Priced. FOB: Destination PSC CD: J063				

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NET AMT

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	N/A
000302	N/A	N/A	N/A	N/A
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government

0006	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
100601	N/A	N/A	N/A	N/A
100602	N/A	N/A	N/A	N/A
1007	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 30-JUN-2020 TO 29-JUN-2021	N/A	CDR, HQUSAINSCOM (NGIC) TINCHER, BRIAN K. 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911 521-1661 FOB: Destination	W911W5
0002	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
0003	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
000301	N/A	N/A	N/A	N/A
000302	N/A	N/A	N/A	N/A

0004	POP 30-JUN-2020 TO 29-JUN-2021	N/A	CDR, HQUSAINSCOM (NGIC) TINCHER, BRIAN K. 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911 521-1661 FOB: Destination	W911W5
0005	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
0006	POP 30-JUN-2020 TO 29-JUN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1001	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1002	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1003	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1004	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1005	POP 30-JUN-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
1006	POP 11-AUG-2021 TO 29-JUN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
100601	N/A	N/A	N/A	N/A
100602	N/A	N/A	N/A	N/A
1007	POP 24-SEP-2021 TO 29-JUN-2022	N/A	CDR, HQUSAINSCOM (NGIC) BRIAN K. TINCHER 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911-8318 (434) 951-1661 FOB: Destination	W26MT9
2001	POP 30-JUN-2022 TO 29-JUN-2023	N/A	CDR, HQUSAINSCOM (NGIC) TINCHER, BRIAN K. 2055 BOULDERS ROAD CHARLOTTESVILLE VA 22911 521-1661 FOB: Destination	W911W5
2002	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2003	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5

2004	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
2005	POP 30-JUN-2022 TO 29-JUN-2023	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3001	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3002	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3003	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3004	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
3005	POP 30-JUN-2023 TO 29-JUN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4001	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4002	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4003	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4004	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5
4005	POP 30-JUN-2024 TO 29-JUN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W911W5

## ACCOUNTING AND APPROPRIATION DATA

AA: 21 0 2020 00000252049 11303400000 2571 46BEG3 W26MT900702001 BEG346 030093  
AMOUNT: \$461,037.86

AB: 21 0 2020 00000252049 41102900000 2571 46BCA8 W26MT900702001 BCA846 030093  
AMOUNT: \$178,272.54

AC: 21 0 2020 00000252049 41102900000 2571 46BCN9 W26MT900702001 BCN946 030093  
AMOUNT: \$175,000.00

AD: 21 1 2020 0000 025 2049 11303400000 2571 46BEG3 W26MT910832101 BEG346 030093  
AMOUNT: \$735,915.36

AE: 21 1 2020 0000 025 2049 41130290000 2571 46BAK2 W26MT910832101 BAK246 030093  
 AMOUNT: \$109,900.00

ACRN	CLIN/SLIN	CIN	AMOUNT
AA	0001	W26MT900702001A2OGFY	\$454,310.40
	000301	W26MT900702001A2TDZZ	\$6,727.46
AB	0002	W26MT900702001A2YNKI	\$5,000.00
	000302	W26MT900702001A2LRUR	\$3,272.54
	0004	W26MT900702001A2YOJS	\$170,000.00
AC	0006	W26MT900702001A2LGGZ	\$175,000.00
AD	1001	W26MT910832101EUGBSJ	\$460,815.36
	1002	W26MT910832101EUGBSJ	\$5,000.00
	1003	W26MT910832101EUGBSJ	\$30,000.00
	1004	W26MT910832101EUGBSJ	\$150,000.00
	100602	W26MT910832101A2MKKY	\$15,100.00
	1007	W26MT910832101A3FBBL	\$75,000.00
AE	100601	W26MT910832101A2GZMQ	\$109,900.00

#### CLAUSES INCORPORATED BY REFERENCE

52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2018
52.212-5	Contract Terms and Conditions Required to Implement	MAR 2020
	Statutes or Executive Orders--Commercial Items	
252.223-7004	Drug Free Work Force	SEP 1988
252.232-7003	Electronic Submission of Payment Requests and Receiving	DEC 2018
	Reports	

#### CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (DEVIATION 2018-O0021) (MAR 2020)

(a) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b)(1) Notwithstanding the requirements of any other clauses of this contract, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (b) (1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (OCT 2015) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (JAN 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).

(iv) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (AUG 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).

(v) 52.219-8, Utilization of Small Business Concerns (OCT 2018) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(vi) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(vii) 52.222-21, Prohibition of Segregated Facilities (APR 2015).

(viii) 52.222-26, Equal Opportunity (SEP 2016) (E.O. 11246).

(ix) 52.222-35, Equal Opportunity for Veterans (OCT 2015) (38 U.S.C. 4212).

(x) 52.222-36, Equal Opportunity for Workers with Disabilities (JUL 2014) (29 U.S.C. 793).

(xi) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).

(xii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xiii) 52.222-41, Service Contract Labor Standards (AUG 2018) (41 U.S.C. chapter 67).

(xiv)(A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xv) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xvi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (MAY 2014) (41 U.S.C. chapter 67).

(xvii) 52.222-54, Employment Eligibility Verification (OCT 2015) (E.O. 12989).

(xviii) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015).

(xix) 52.222-62 Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xx)(A) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

(B) Alternate I (JAN 2017) of 52.224-3.

(xxi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (OCT 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor MAY include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within **30 days prior to expiration**.

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.



(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **66 months.**

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

#### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area Workflow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

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(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

### COMBO

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0302
Issue By DoDAAC	W50NH9
Admin DoDAAC**	W50NH9
Inspect By DoDAAC	_____
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	W26MT9
Service Acceptor (DoDAAC)	W26MT9
Accept at Other DoDAAC	_____

LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Brian.k.tincher.civ@mail.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)