Evidence Collection Equipment & Services

For the

Laboratory Division

Statement of Work

3/10/2026

1 Scope

This is a request for a base year Indefinite Delivery, Indefinite Quantity contract with four option years to procure equipment, supplies and services as it pertains to surveying equipment to include Total Station (TS), Small Unmanned Aerial Systems (sUAS) & Simultaneous Localization & Mapping (SLAM) Light Detection & Ranging (LiDAR) to the Federal Bureau of Investigation (FBI), Laboratory Division (LD). This is a non-personal services contract. The Government shall not exercise any supervision or control over contractor employees 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

TS, sUAS & LiDAR technology allow the ERTs to provide detailed documentation of crime scenes and produce verifiable measurements down to an accuracy of 2mm. The level of accuracy is critical to measurements that will be used for conducting scientific analysis of evidence collected by the ERTs to ensure admissibility into court room proceedings.

Due to the technical & sometimes delicate nature of the equipment to be acquired under this SOW and the operational tempo that the ERT program requires, the selected vendor must be located within one hundred miles of the Laboratory Division HQ. This is required to prevent the possible damage of equipment in transportation to and from the vendor and to ensure the vendor can quickly respond in person to technical issues.

Because the process to ensure calibrations of each piece of equipment can be varied, the selected vendor must utilize manufacturer approved calibration and repair facilities and personnel. These facilities and personnel must follow any manufacturer specified processes for the calibration and repair of equipment.

The environments that the ERP program operate in are routinely unplanned and often chaotic in nature. The ERP must ensure that all equipment is able to function properly to successfully conduct the tasks that are required. Because of this, the selected vendor must have tech support available twenty-four hours a day, 7 days a week for any equipment that is still under warranty.

The selected vendor must be able to provide equipment repairs and calibrations, that are conducted by equipment manufacturer trained and certified individuals. The expectations of this contract include:

- Calibration & Repair of TopCon Total Station Equipment
- Calibration & Repair of SLAM LiDAR Equipment
- Software Licenses Acquisition
- Maintenance of Perpetual Software Licenses
- Equipment & Supplies

1.2 Background

The mission of the Evidence Response Team Unit (ERTU), Evidence Response Program (ERP) is to enable FBI field office Evidence Response Teams (ERTs) to collect evidence supporting FBI priority investigations in a professional, competent and systematic manner, by providing ERTs with training, equipment, and forensic expertise. As forensic science investigative techniques become farther reaching and increasingly more complex, the methods and procedures for documenting those investigations need to expand and progress as well.

These priority investigations span the entire range of the FBI's jurisdictional priorities. Furthermore, the locations of these crime scene responses span the globe. ERT teams are routinely called to remote locations under difficult situations and asked to perform their mission in extreme conditions. Although the working environment is difficult, ERT personnel perform their duties efficiently and professionally.

During a criminal investigation, one of the most important processes in documenting a crime scene is the comprehensive and accurate documentation of the scene. This requires meticulous measurement and documentation of all items located within the scope of the scene. Historically, this crime scene measurement was performed with two tape measures and a piece of paper with handwritten notes. While adequate for some very small scenes, this process is very time consuming and labor intensive. It leaves a large margin for possible error and can be virtually impossible on extremely large scenes.

The latest tools on the market for measuring and documenting crime scenes include Robotic Total Station units, Small Unmanned Aerial Vehicles & SLAM LiDAR. For over ten years the Evidence Response Program has utilized these technologies to document crimes scenes to a much higher level of accuracy than was traditionally possible. This higher level of accuracy has come to be expected of crime scene documentation through all levels of the FBI and the legal system.

Total station theodolites are precision surveying instruments used in crime scene documentation to record the exact three-dimensional location of evidence items. The instrument combines an electronic theodolite (which measures horizontal and vertical angles) with an electronic distance meter (EDM), allowing investigators to calculate precise coordinates for any point within a scene. During documentation, the total station is placed on a tripod at a known reference location and leveled. Investigators then use a reflective prism or prism pole positioned directly over pieces of evidence—such as shell casings, bloodstains, weapons, or points of entry. The total station emits a laser or infrared beam to the prism and measures both the distance and angles to that point. From these measurements, the instrument calculates the X, Y, and Z coordinates of each item with millimeter-level accuracy. Each recorded point is stored digitally and later imported into forensic mapping or reconstruction software to generate scaled diagrams, three-dimensional scene models, and accurate courtroom demonstratives. Because every item is captured relative to the same coordinate system, investigators can precisely recreate spatial relationships within the scene, supporting trajectory analysis, reconstruction, and clear visual presentation for investigators, attorneys, and juries. In short, total stations allow investigators to turn a complex crime scene into a precise, measurable digital map, preserving the location of evidence long after the scene itself has been cleared.

Small Unmanned Aerial System or Drones allow sensors such as optical cameras and other sensors to be mounted and carried airborne, allowing imagery to be captured from an invaluable aerial perspective. Previously, this type of imagery was only available through the use of traditionally piloted fixed and rotary wing aircraft, which was both expensive and in limited supply. Recent advances in sUAS sensor technology have given the sUAS systems capabilities in excess of traditional cameras from only a few years ago. Software and flight control algorithms have advanced to a point that even a relatively novice operator can safely and effectively operate the aircraft. For most missions, ERP utilizes photos taken from the sUAS's to create two-dimensional orthomosaics and three-dimensional point clouds & textured meshes of the mission area. To create these products, the sUAS program uses Post Processing Photogrammetry Software.

Simultaneous Localization & Mapping, Light Detection & Ranging or SLAM LiDAR is a non-contact, non-destructive technology that digitally captures the shape of physical objects using a laser to measure the distance to objects within the device's line of sight. The data collected can then be processed utilizing software to create point clouds of data. For crime scene documentation, this data can be utilized to produce two-dimensional drawings, three-dimensional models, or digital models.

The ERP has been operating 3D Laser Scanners for the last several years. However, the current model must remain stationary during each scan, each of which can last ten minutes or longer. With the introduction of SLAM technology, the 3D Laser Scanners can be used as a mobile device, carried around crime scenes by a trained operator to document crime scenes much quicker than the current generation of 3D Laser Scanners. Additionally, SLAM LiDAR can be attached to an Unmanned Aerial System (UAS) to gather crime scene data utilizing Government owned aerial platforms.

2 Applicable Documents

None

3 Requirements

3.1 Services

3.1.1 Calibration & Repair of TopCon GT-600 Series Robotic Total Station

- The contractor must be able to repair defects, perform required maintenance and perform yearly calibrations to TopCon GT-600 Series Robotic Total Station
- Repairs, maintenance & calibrations must be performed by individuals that have received training and are certified from TopCon to conduct the repairs, maintenance, or calibrations
- Repairs, maintenance and calibrations must be conducted in a TopCon certified calibration facility
- On request the contractor must provide documentation of certification.

3.1.2 Calibration & Repair of TopCon GT-700 Series Robotic Total Station Equipment

- The contractor must be able to repair defects, perform required maintenance and perform yearly calibrations to TopCon GT-700 Series Robotic Total Station
- Repairs, maintenance and calibrations must be perform by individuals that have received training and are certified from TopCon to conduct the repairs, maintenance or calibrations.
- Repairs, maintenance and calibrations must be conducted in a TopCon certified calibration facility
- On request vendor shall provide documentation of certification.

3.1.3 Calibration & Repair of Faro GeoSlam Zeb Horizon SLAM LiDAR

- The contractor must be able to have repairs of defects, perform required maintenance and perform yearly calibrations to Faro GeoSlam Zeb Horizon.
- Repairs, maintenance, and calibrations must be performed by individuals that have received training and are certified from Faro to conduct the repairs, maintenance or calibrations
- Repairs, maintenance, and calibrations must be conducted in a Faro certified calibration facility
- On request vendor shall provide documentation of certification

3.1.4 Calibration & Repair of Faro Orbis SLAM LiDAR

- The contractor must be able to have repairs of defects, perform required maintenance and perform yearly calibrations to Faro GeoSlam Zeb Horizon
- Repairs, maintenance, and calibrations must be performed by individuals that have received training and are certified from Faro to conduct the repairs, maintenance or calibrations
- Repairs, maintenance, and calibrations must be conducted in a Faro Certified Calibration facility
- On request vendor shall provide documentation of certifications

3.2 Software Licenses Acquisition

3.2.1 TopCon Magnet Field

- The contractor must be able to supply the acquisition of new software licenses for the TopCon Magnet Field software

3.2.2 Pix4D Matic

- The contractor must be able to supply the acquisition of new software licenses for the Pix4D Matic software

3.2.3 Faro Connect

- The contractor must be able to supply the acquisition of new software licenses for the Faro Connect software

3.2.4 Faro Scene

- The contractor must be able to supply the acquisition of new software licenses for the Faro Scene software

3.2.5 TopNet Live

- The contractor must be able to supply the acquisition of new licenses for the TopNet Live Global Navigation Satellite System (GNSS) Correction service

3.2.6 GeoSlam Draw

- The contractor must be able to supply the acquisition of new software licenses for the GeoSlam Draw software

3.3 Maintenance of Perpetual Software Licenses

3.3.1 TopCon Magnet Field

- The contractor must be able to supply yearly maintenance to previously purchased perpetual software licenses for Pix4D Matic software. Perpetual software maintenance shall provide access to software updates not available through the original perpetual software license agreement

3.3.2 Pix4D Matic

- The contractor must be able to supply yearly maintenance to previously purchased perpetual software licenses for Pix4D Matic software. Perpetual software maintenance shall provide access to software updates not available through the original perpetual software license agreement.

3.3.3 Faro Connect

- The contractor must be able to supply yearly maintenance to previously purchased perpetual software licenses for Pix4D Matic software. Perpetual software maintenance shall provide access to software updates not available through the original perpetual software license agreement.

3.3.4 Faro Scene

- The contractor must be able to supply yearly maintenance to previously purchased perpetual software licenses for Faro Scene software. Perpetual software maintenance shall provide access to software updates not available through the original perpetual software license agreement

3.3.5 GeoSlam Draw

- The contractor must be able to supply yearly maintenance to previously purchased perpetual software licenses for GeoSlam Draw software. Perpetual software maintenance shall provide access to software updates not available through the original perpetual software license agreement

3.4 Equipment

3.4.1 TopCon GT-705 Robotic Total Station

- The contractor must be able to supply TopCon GT-705 Robotic Total Stations, item number GT-705
- During any equipment warranty period, vendor must be able to provide equipment technical support on a twenty-four hour a day, seven days a week basis.

3.4.2 TopCon HiPER XR GNSS Receiver

- The contract must be able to supply TopCon HiPER VR GNSS Receivers, item number HiPER VR.
- During any equipment warranty period, vendor must be able to provide equipment technical support on a twenty-four hour a day, seven days a week basis

3.4.3 TopCon FC-6400 Rugged Tablet

- The contractor must be able to supply TopCon FC-6400 Rugged Tablet, item number FC-6400
- During any equipment warranty period, the contractor must be able to provide equipment technical support on a twenty-four hour a day, seven days a week basis.

3.4.4 Faro orbis Premium Mobile Scanner Kit

- The contractor must be able to supply Faro Orbis Premium Mobile Scanner Kit, item number MLS-0030-000-U
- During any equipment warranty period, vendor must be able to provide equipment technical support on a twenty-four hour a day, seven days a week basis

3.4.5 Wingtra Ray Mapping Drone & PPK Bundle

- The contractor must be able to supply Wingtra Ray Mapping Drone and PPK Bundle, item number WR-BUNDLE_INCL_PPK

3.4.6 Wingtra SURVEY 61 Camera Payload

- The contractor must be able to supply Wingtra SURVEY 61 Camera Payload for the, item number WR-ADD-MAP1

3.4.7 Wingtra RGB Professional 61 Camera Payload

- The vendor must be able to supply Wingtra RGB Professional 61 Camera Payload, item number RGB61-ADD-GEN2

3.4.8 Wingtra LiDAR Payload

- The contractor must be able to supply Wingtra LiDAR Payload, item number WR-ADD-LIDAR-INCL1Y

3.4.9 Emlid Reach RS3 Base & Rover Essentials Kit

- The contractor must be able to supply Emlid Reach RS3 Base & Rover Essentials Kit
- The Kit must contain two (2) each Emlid Reach RS3 GNSS Receivers, one (1) each Hard Carrying Case, one (1) each Aluminum Rover Rod, one (1) each Carbon Fiber Bipod, one (1) each Heavy Duty Fiberglass Tripod, one (1) each Tribrach with Optical Plummet, one (1) each Tribrach Adapter and one (1) each Extension Pole.

3.4.10 Emlid Reach RS4 Base & Rover Essentials Kit

- The contractor must be able to supply Emlid Reach RS4 Base & Rover Essentials Kit
- The Kit must contain 2 each Emlid Reach RS4 GNSS Receivers, 1 each Hard Carrying Case, 1 each Aluminum Rover Rod, 1 each Carbon Fiber Bipod, 1 each Heavy Duty Fiberglass Tripod, 1 each Tribach with Optical Plummet, 1 each Tribrach Adapter and 1 each Extension Pole.

3.4.11 Emlid Reach RS4 Pro Base & Rover Essentials Kit

- The contractor must be able to supply Emlid Reach RS4 Pro Base & Rover Essentials Kit
- The Kit must contain 1 each Emlid Reach RS4 Pro GNSS Receiver, 1 each Emlid Reach RS4 GNSS Receiver, 1 each Hard Carrying Case, 1 each Aluminum Rover Rod, 1 each Carbon Fiber Bipod, 1 each Heavy Duty Fiberglass Tripod, 1 each Tribach with Optical Plummet, 1 each Tribrach Adapter and 1 each Extension Pole

3.5 Supplies

3.5.1 SitePro Salamander RHIV Robotic Dual Clamp Fiberglass Tripod

- The vendor must be able to supply SitePro Salamander RHIV Robotic Dual Clamp Fiberglass Tripod, item number 01-RHIVIZ20-B or equivalent.

3.5.2 SitePro Tripod 25" Stabilizer Floor Guide

- The vendor must be able to supply SitePro Tripod 25" Stabilizer Floor Guide, item number 01-TFG2 or equivalent.

3.5.3 SitePro Flo-Orange Salamander Wiskers

- The vendor must be able to supply Site Pro Salamander Flo-Orange Wiskers, item number 19-SDW6-FO or equivalent.

3.5.4 SitePro 30mm x 30mm Reflective Retro Targets

- The vendor must be able to supply SitePro 30mm x 30mm Reflective Retro Targets, item number 03-RT30MM or equivalent.

3.5.5 TopCon TR-11 Robotic Tribach with Optical Plummet (Brand Name only)

- The vendor must be able to supply TopCon TR-111 Robotic Tribrach with Optical Plummet, item number 307796006.

3.5.6 Sokkia Tribach with Laser Plummet

- The vendor must be able to supply Sokkia Tribrach with Laser Plummet, item number 724034

3.5.7 Sokkia Tribach Adapter with Friction Stop

- The vendor must be able to supply Sokkia Adapter with Friction Stop, item number 724042 or equivalent

3.5.8 Sokkia RS232C Data Transfer Cable

- The vendor must be able to supply Sokkia RS232C Data Transfer Cable, item number 1001550-01 or equivalent

3.5.9 Sokkia Mini Prism System Side Vial 25MM

- The vendor must be able to supply Sokkia Mini Prism System Side Vial 25MM, item number 724862 or equivalent.

3.5.10 TopCon Carbon Fiber Prism Pole Bipod

- The vendor must be able to supply TopCon Carbon Fiber Prism Pole Bipod, item number 1009274-01 or equivalent

3.5.11 TopCon Robotic Pole Carbon Fiber (Brand Name only)

- The vendor must be able to supply TopCon Carbon Fiber Pole, item number 60218.

3.5.12 TopCon Single Prism W/ Target

- The vendor must be able to supply TopCon Single Prism W/Target, item number 60857 or equivalent

3.5.13 TopCon Heavy Duty Aluminum Tripod

- The vendor must be able to supply TopCon Heavy Duty Aluminum Tripod, item number 1030652-01 or equivalent

3.5.14 TopCon Prism ATP2 360 Degree Round (Brand Name only)

- The vendor must be able to supply TopCon Prism ATP2 360 Degree Round, item number 210152700

3.5.15 TopCon BDC72 Li-Ion Battery (Brand Name only)

- The vendor must be able to supply TopCon BDC72 Li-Ion Battery, item number 1038706-01

3.5.16 Seco Thumb Release Tripod

- The vendor must be able to supply Seco Thumb Release Tripod, item number 5218-02-YEL or equivalent

3.5.17 Seco 62MM Blinking Strobe Prism

- The vendor must be able to supply Seco 62mm Blinking Strobe Prism, item number 6416-00 or equivalent

3.5.18 Seco Single Prism Bag

- The vendor must be able to supply Seco Single Prism Bag, item number 8070-00-ORG or equivalent

3.5.19 Seco Prism Pole Hard Case

- The vendor must be able to supply Seco Prism Pole Case, item number 8160-20-BLK-L or equivalent

3.5.20 Seco Prism Pole Point

- The vendor must be able to supply Seco Point with Removable Tip, item number 5194-00 or equivalent

3.5.21 Seco 230mm Scanner Sphere

- The vendor must be able to supply Seco 230MM Scanner Sphere, item number 6704-001 or equivalent

3.5.22 Seco Magnet with 5/8 x 11 Stud

- The vendor must be able to supply Seco Magnet with 5/8 x 11 Stud, item number 6704-002 or equivalent

3.5.23 Seco Carrying Case Solo

- The vendor must be able to supply Seco Carrying Case Solo, item number 6704-10-CASE or equivalent

3.5.24 Seco Hard Case & Three 230MM Scanner Spheres

- The vendor must be able to supply Seco Hard Case & Three 230MM Scanner Spheres, item number 6704-10 or equivalent.

3.5.25 Seco 10 Piece Scanner Sphere and Magnet Kit in Hard Case

- The vendor must be able to supply Seco 10 Piece Scanner Sphere and Magnet Kit in Hard Case, item number 6703-11 or equivalent

3.5.26 Seco Quick Releasae Adapter for Trimble TX5 & Faro Focus 3D

- The vendor must be able to supply Seco Quick Release Adapter for Trimble TX5 & Faro Focus 3D, item number 6703-015 or equivalent

3.5.27 Seco 100mm Scanner Sphere with Magnet

- The vendor must be able to supply Seco 100mm Scanner Sphere with Magnet, item number 6703-10 or equivalent

3.5.28 Seco 6 Piece 100mm Sphere Kit with Soft Case

- The vendor must be able to supply Seco 6 Piece 100mm Sphere Kit with Soft Case, item number 6703-20 or equivalent

3.5.29 Seco Scanner Sphere Mini Tripod

- The vendor must be able to supply Seco Scanner Sphere Mini Tripod, item number 6703-008 or equivalent

3.5.30 Seco Soft Case for 100mm Scanner Spheres

- The vendor must be able to supply Seco Soft Case for 100mm Scanner Spheres, item number 8082-01-ORG or equivalent

3.5.31 Seco Wall Washer Adapter

- The vendor must be able to supply Seco Wall Washer Adapter, item number 6703-007 or equivalent

3.5.32 Seco Magnet with ¼ x 20 Stud

- The vendor must be able to supply Seco Magnet with ¼ x 20 Stud, item number 6703-002 or equivalent

3.5.33 Seco Pelican Case for 100mm Spheres

- The vendor must be able to supply Seco Pelican Case for 100mm Spheres, item number 6703-014 or equivalent

3.5.34 Seco Tilting Target 6” B/W

- The vendor must be able to supply Seco Tilting Target 6” B/W, item number 6705-10 or equivalent

3.5.35 Seco Adhesive Target 150x200mm B/W

- The vendor must be able to supply Seco Adhesive Target 150x200mm B/W, item number 6705-20 or equivalent

3.5.36 Brunton Omni-Slope Clinometer

- The vendor must be able to supply Brunton Omni-Slope Clinometer, item number F-OMNISLOPE or equivalent

3.5.37 ChrisNik 6" Mag Hub

- The vendor must be able to supply ChrisNik 6 Inch Mag Hub, item number 23MAGHUB6 or equivalent

3.5.38 ChrisNik 1-1/2" Mag Nail

- The vendor must be able to supply ChrisNik 1 ½ Inch Mag Nail, item number 241500 or equivalent

3.5.39 ChrisNik 6" Mag Spike

- The vendor must be able to supply ChrisNik 6 Inch Mag Spike, item number 256MAGSPIKE or equivalent

3.5.40 Presco 6" Marking Whiskers – 25 Bundle

- The vendor must be able to supply Presco 6" Marking Whiskers – 25 Bundle, item number W6*0G or equivalent

3.5.41 Lufkin Series 1000 25" Engineer's Power Return Tape

- The vendor must be able to supply Lufkin Series 1000 25" Engineer's Power Return Tape, item number PHV1425DN or equivalent

3.5.42 Keson Engineer's Folding Wood Ruler

- The vendor must be able to supply Keson Engineer's Folding Wood Ruler, item number WR1810 or equivalent

3.5.43 Rothbucher System Laser Scanner Targets

- The vendor must be able to supply Rothbucher System Laser Scanner Target, item number RSL301 and RSL322 or equivalent

3.5.44 Rothbucher System Laser Scanner Target Foldable

- The vendor must be able to supply Rothbucher System Laser Scanner Target, item number RSL496 or equivalent

3.5.45 Rothbucher System DiBond Laser Scanner & Drone Sign

- The vendor must be able to supply Rothbucher DiBond Laser Scanner & Drone Sign, item number RSL402 or equivalent

3.5.46 Rothbucher System Laser Scanner Targets with Swifel & Tilt Functions

- The vendor must be able to supply Rothbucher Laser Scanner Targets with Swifel & Tilt Functions, item number RSL420M & RSL422M or equivalent

3.5.47 Rothbucher System Laser Scanner Sphere with Magnetic Base

- The vendor must be able to supply Rothbucher Laser Scanner Spheres with Magnetic Base, item number RSLB10M or equivalent

3.5.49 Nedo Two Way Elevating Tripod

- The vendor must be able to supply Nedo Two Way Elevating Tripod, item number 210 710 or equivalent

3.5.50 Nedo Carbon Tripod for Laser Scanners

- The vendor must be able to supply Nedo Carbon Tripod for Laser Scanners, item number 210 700 or equivalent

3.5.51 Nedo Adaptor for Laser Scanner – Faro Focus 3D

- The vendor must be able to supply Nedo Adaptor for Laser Scanner – Faro Focus 3D, item number 660 040 or equivalent

3.5.52 Sola Metron 60 BT

- The vendor must be able to supply Sola Metron 60 BT, item number 71027101 or equivalent

4 Key Personnel

Not Applicabble

5 Place of Performance

The services in relation to this contract request are for calibration and repair of equipment. For equipment that requires calibration or repair, the FBI field office location will be send equipment to the vendor's location where calibration and repair will be performed. The vendor will return the equipment to the FBI field office location.

6 Deliverables

6.1 Services

6.1.1 The contractor must calibrate and repair equipment as listed in section 3.1 upon receipt of a funded order. The vendor will provide documentation of calibration.

6.2 Software License Acquisition

6.2.1 The contractor must provide new software licenses as listed in section 3.2 upon receipt of a funded order

6.3 Maintenance of Perpetual Software License

6.3.1 The contractor must provide yearly maintenance for previously purchased perpetual licenses as listed in section 3.3 upon receipt of a funded order.

6.4 Equipment

6.4.1 The contractor must provide specific equipment listed in section 3.4 upon receipt of a funded order

6.5 Supplies

6.5.1 The contractor must provide specific supplies listed in section 3.5 upon receipt of a funded order

7 Electronic Invoicing Requirements

The Federal Bureau of Investigation (FBI) requires vendors to submit invoices and supporting documentation electronically through the Invoice Processing Platform (IPP). IPP is a secure, web-based electronic invoicing system provided by the U.S. Department of the Treasury's Bureau of the Fiscal Service (Treasury) in partnership with the Federal Reserve Bank of St. Louis (FRSTL). IPP is available at no cost to any commercial vendor or independent contractor doing business with a participating government agency. To learn more about IPP, please visit IPP.gov.

Invoice Submission

Vendors are required to create and submit electronic invoices using the IPP system. Invoices submitted by email will not be accepted. This requirement applies immediately upon contract award. For contract-specific questions, please contact the designated contracting officer for your contract.

Obtaining IPP Access

If your company has already enrolled in IPP:

You will not be required to re-register. Please contact your company's IPP account administrator so that he/she may add you as an additional user to your company's IPP Collector account.

If your company has NOT enrolled in IPP:

Your company will be auto-enrolled for IPP using information from your SAM.gov account. Your company's Primary Electronic Business Point of Contact (POC) will be designated as an IPP administrator. This POC will be contacted by email to register when the FBI initiates the enrollment process through IPP. To prevent enrollment delays, please ensure your designated Electronic Business POC in SAM.gov is up to date.

Your company's IPP administrator will be responsible for initial account registration as well as creating and managing your company's IPP users and permissions. Please note that due to U.S. Department of the Treasury guidelines, IPP cannot set up User IDs using a shared email address.

How to register for IPP:

1. Once FBI initiates the enrollment process, your company's designated Electronic Business POC in SAM.gov will receive two emails from IPP Customer Support (ipp.noreply@mail.eroc.twai.gov):
    - The first email contains the initial administrative IPP User ID
    - The second email, sent within 24 hours of receipt of the first email, contains a temporary password
    - You must log in with the temporary password within 30 days
2. Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided and accepts the IPP rules of behavior. Additional user accounts, including administrators, can be created after initial login.

Training

Vendor training materials, including a first-time login tutorial, are available on the IPP.gov website. Once you have logged in to the IPP application, you will have access to user guides that provide step-by-step instructions for all IPP capabilities ranging from creating and submitting an invoice to setting up email notifications.

Additional Support

IPP Customer Support Team is available Monday through Friday from 8:00 am to 6:00 pm EST

•Phone: (866) 973-3131 or Email: IPPCustomerSupport@fiscal.treasury.gov

•For answers to frequently asked questions, visit the Vendor FAQ page on the IPP.gov web site.

8 Government Furnished Equipment or Information

The Government will not provide any government-furnished equipment, government-furnished property, or government-furnished information for the performance of this contract. All resources, material, tools, and information required to fulfill the contract requirements shall be supplied by the contractor.

9 Personnel Availability

Not Applicable

10 Security Requirements

FBI-0021 Providing Deoxyribonucleic Acid (DNA) sample for elimination

FBI employees, contractors, and service providers may interact with evidence or federal deoxyribonucleic acid (DNA) database samples in Laboratory Division (LD) space, or their work requires them to enter LD examination areas where evidence or DNA database samples are processed or examined. As a result, evidence may inadvertently become contaminated with their DNA. Per the Federal Bureau of Investigation Laboratory Elimination Deoxyribonucleic Acid Database Policy Directive (1149D), LD is collecting DNA samples to identify FBI employee, contractor, or service provider DNA profiles in the event of sample contamination via the Form FD-1176, "Federal Bureau of Investigation Deoxyribonucleic Acid (DNA) Sample Collection Acknowledgment Form."

A contractor or service provider funded by this procurement action is required to provide a DNA sample which will be processed for DNA and used to detect contamination on forensic evidence. The DNA results will be protected, i.e., anonymized, maintained in a secure database with controlled access, and used only by authorized DNA personnel for the sole purpose of detecting contamination. The remaining collected sample will be stored in a secure location for potential processing with future DNA technologies, if appropriate. If the contractor or service provider's DNA profile is detected during evidence analysis, it will be identified as sample contamination rather than reported as a possible perpetrator to law enforcement.

(End of clause)

FBI-0029 Public Release of Information

The FBI requires that contractors shall not divulge, publish, or disclose information or produce material related to the contract award, or acquired in or derived from the performance of their duties without prior written consent of the FBI.

For purposes of this Clause, "Information" shall include but not be limited to any or all written or spoken language or recordings made public, including: web sites or social media platforms, including X (formerly Twitter), Instagram, TikTok, etc.; publications, studies, books, and theses;

photographs and videos/films; and public announcements and press releases describing any part of the subject matter of this contract or any phase of any program hereunder, except to the extent such information is:

1) Already known to the Contractor prior to the commencement of the contract; or

2) Required by law, regulation, subpoena or government or judicial order to be disclosed, including the Freedom of Information Act.

No release of information shall be made without the prior written consent of the Office of Public Affairs and/or the Contracting Officer of the FBI. Information should be sent to: Knhaley@fbi.gov. The FBI will make every effort to review proposed publications in a timely manner. Public disclosure of information without prior FBI approval could result in financial penalties or a termination for default of the contract.

Where appropriate, in accordance with established academic publishing practices, the FBI reserves the right to author/co-author any publication derived from this contract.

These obligations do not cease upon completion of the contract.

(End of clause)

FBI-0030 Organizational Conflict of Interest

(a) Purpose: The purpose of this clause is to ensure that:
   i. The Contractor is rendering impartial assistance and advice to the Government at all times under this contract and related Government contracts
   ii. The Contractor's objectivity in performing work under this contract or related Government contracts is not impaired; and
   iii. The Contractor does not obtain an unfair competitive advantage by virtue of its access to non-public Government information, or by virtue of its access to proprietary information belonging to others.

(b) Scope: The Organizational Conflict of Interest (OCI) rules, procedures and responsibilities described in FAR 9.5 "Organizational and Consultant Conflicts of Interest", FAR 3.101-1 "Standards of Conflict – General, and in this clause area applicable to the prime Contractor (including any affiliates and successors-in-interest), as well as any co-sponsor, joint-venture partner, consultant, subcontractor or other entity participating in the performance of this contract. The Contractor shall flow this clause down to all subcontractors, consulting agreements, teaming agreements, or other such arrangements which have OCI concerns,

while modifying the terms "contract", "Contractor", and "Contracting Officer" as appropriate to preserve the Government's rights.

(c) Access to and Use of Nonpublic Information: If in performance of this contract the contractor obtains access to nonpublic information such as plans, policies, reports, studies, financial plans, or data which has not been released or otherwise made available to the public, the Contractor agrees is shall not use such information for any private purpose or release such information without prior written approval from the Contracting Officer.

(d) Access to and Protection of Proprietary Information: The Contractor agrees to exercise due diligence to protect proprietary information form misuse or unauthorized disclosure in accordance with FAR 9.505-4. The Contractor may be requested to enter into a written non-disclosure agreement with a third party asserting proprietary restrictions, if required in the performance of the contract.

(e) In accordance with FAR 3.101-1, the Contractor shall also take all appropriate measures to prevent the existence of conflicting roles that might bias the Contractor's judgement, give the Contractor an unfair competitive advantage, and deprive the FBI of objective advise or assistance that can result from hiring former Government employees. (See Health Net Fed. Svcs, B-401652.3)

(f) OCI Disclosures: The Contractor shall disclose to the Contracting Officer all facts relevant to the existence of an actual or potential OCI, prior to award and any time after award. In the proposal submission, contractors must certify that they have not participated in the development of the solicitation in any capacity and must provide a list of any former FBI employees. OCI Disclosures after award must address any listed in this clause or FAR 9.5. This disclosure shall include a description of the OCI and the action the Contractor has taken or plans to take to avoid, neutralize or mitigate the OCI.

(g) Remedies and Waiver:

i. If the contractor fails to comply with any requirements of FAR 9.5, FAR 3.101-1, or this clause, the Government may terminate this contract for default, disqualify the Contractor from subsequent related contractual efforts if necessary to neutralize a resulting organizational conflict of interest, and/or pursue other remedies permitted by law or this contract. If the Contractor discovers and promptly reports an actual or potential OCI subsequent to contract award, the Contracting Officer may terminate this contract for convenience if such termination is deemed to be in the best interest of the Government or take other appropriate actions

ii. The parties recognize that the requirements of this clause may continue to impact the contractor after contract performance is completed, and that it is impossible to foresee all future impacts. Accordingly, the Contractor may at any time seek an OCI waiver from the FBI Head of Contracting by submitting a written waiver request to the Contracting Officer. Any such request shall include a full description of the OCI and detailed rationale for the OCI waiver

(End of Clause)

FBI-0033 Legal Holidays, Government Dismissals and Closures, and Furlough

(a) Definitions

Compensated personal absence means any absence from work for reasons such as illness, vacation, holidays, jury duty, military training, or personal activities for which an employer pays compensation directly to an employee in accordance with a plan or custom of the employer.

Fringe benefits are allowances and services provided by the contractor to its employees as compensation in addition to regular wages and salaries. Fringe benefits include, but are not limited to, the cost of vacations, sick leave, holidays, military leave, employee insurance, and supplemental unemployment benefit plans. Except as provided otherwise in FAR subpart 31.2, the costs of fringe benefits are allowable to the extent that they are reasonable and are required by law, employer-employee agreement, or an established policy of the contractor.

Furlough is the placing of a contract on a temporary hold because of lack of work or funds. In the event that funds are not available through an appropriations law or continuing resolution, a "shutdown" furlough occurs. A shutdown furlough is necessary when an agency no longer has the necessary funds to operate and must shut down those activities which are not excepted pursuant to the Antideficiency Act (31 U.S.C. 1341-1342).

Holiday means any calendar day designated as a holiday by Federal Statute, Executive Order, or Presidential Proclamation.

Hours Worked ordinarily include all the time during which an employee is required to be on the employer's premises, on duty, or at a prescribed workplace.

(b) Holidays

(1) The United States Government observes the following days as holidays:

- New Year's Day (January 1).
- Birthday of Martin Luther King Jr. (Third Monday in January)
- Washington's Birthday (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth National Independence Day (June 19)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

(2) In addition to the days designated as holidays, the Government observes the following days:
- Any other day designated by Federal Statute
- Any other day designated by an Executive Order
- Any other day designated by the President's Proclamation

(3) When New Year's Day, Juneteenth National Independence Day, Independence Day, Veterans Day or Christmas Day falls on a Sunday, the following Monday is observed; when it falls on Saturday, the preceding Friday is observed.

(4) Observance of holidays by Government personnel shall not be cause for additional period of performance of the contract.

(5) Observance of holidays by Government personnel shall not be cause for additional compensation and are not considered hours worked by the contractor. If the contractor's employee(s) work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost to this contract. Contractors are not authorized to "make up" hours worked to compensate for observance of holidays. Compensated personal absences form work for reasons such as illness, vacation, holidays, jury duty, military training, or personal activities are absences for which an employer pays compensation directly to any employee in accordance with an employer plan or customary practices of the employer. These benefits are generally a matter of agreement between an employer and an employee (or the employee's representative).

If the contractor is required to work for mission critical requirements, the contractor will be notified by the Contracting Officer to perform work on the holiday and work will be recognized as hours work and will be an allowable charge to the contract.

(c) Government Dismissals and Closures

The FBI may issue a dismissal for closure of the government offices during emergencies, severe weather conditions, natural disasters, and other incidents or hazards that cause disruptions to Federal Government operations.

When the FBI issues a dismissal to its Government employees, assigned contractor personnel in Government facilities shall also be dismissed. For the continuity of operations, contractor personnel are required to telework at an approved alternative worksite unless the contract does not allow telework. In those instances where telework is not allowed, the contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of critical tasks already in operation or scheduled and shall be guided by the instructions issued by the Contracting Officer or his/her duly authorized Contracting Officer Representative.

(d) Firm Fixed Price contract deductions

For fixed-price contracts, if services are not required or provided because the building is closed due to inclement weather, unanticipated holidays declared by the President, failure of Congress to appropriate funds, or similar reasons, deductions will be computed as follows:

(1) The deduction rate in dollars per day will be equal to the per month contract price divided by 21 days per month.
(2) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will made by the contracting officer to ensure that the contractor is compensated for services provided.

(e) Furloughs

In the event the Government goes into furlough status, the Contracting Officer will provide notification to the Contractor to either 1) continue work or 2) that the Contractor is in a furlough status and should cease work until authorized to continue. The notification from the Contracting Officer ***will not be provided to the contractor until the next business day following the government furlough status, no prior notifications will occur.*** If the contractor is authorized to continue work, the contractor is only authorized to continue work until such point that the period of performance of the contract has expired or all funding has been expended. The contractor is not authorized to perform services when funding is not available.

Contractors are not authorized to work during a furlough unless specifically directed to work by the Contracting Officer.

(f) Administrative Leave – Excusable Delays

If administrative leave is granted to contractor personnel as a result of conditions stipulated in any "Excusable Delays" clause of this contract, it will be without loss to the contractor. The cost of salaries and wages to the contractor for the period of any such excused absence shall be a reimbursable item of direct cost hereunder for employees whose regular time is normally charged, and a reimbursable item of indirect cost for employees whose time is normally charged indirectly in accordance with the contractor's accounting policy.

(End of clause)

11 Government Representatives

11.1 Contracting Officer Representative

The COR will be identified via letter of COR delegation authority for this contract. The COR is responsible, as applicable, for: receiving all deliverables, inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract;

providing direction to the Contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

The COR does not have the authority to alter or modify the Contractor's obligations, contract terms, conditions, specifications, or cost. If as a result of technical discussions, it is in the Government's best interest to alter/change contractual obligations or the Scope of Work, the CO shall issue such changes.

11.2 Contracting Officer

This contract will be administered by:

Kayla Haley
Knhaley@fbi.gov

12 Travel and Other Direct Costs

Local travel is defined as any government-requested travel occurring within 50 miles of the assigned duty station. All costs associated with such local travel shall be fully incorporated into the contractor's original bid price, and the government will not reimburse local travel under any circumstances. The contractor shall not bill the government for any travel or travel-related expenses beyond what was included in the original bid. Travel shall occur only when the government requests and requires the contractor to hand-deliver equipment calibrated within the contractor's facility back to the government. No other travel obligations are authorized.

Other Direct Costs (ODCs) are not authorized.