DRAFT PERFORMANCE WORK STATEMENT (PWS)

Information Management and Information Access Support Services

March 5, 2026

PART 1: GENERAL INFORMATION

1. INTRODUCTION: This is a non-personal services contract to provide Information Management and Information Access Operations Services. 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 BACKGROUND: Washington Headquarters Services (WHS) – Executive Services Directorate (ESD) provides comprehensive information management services and business solutions to the Office of the Secretary of Defense (OSW), WHS, and 14 DoW Agencies and Field Activities in addition to all DoW Federal Advisory Boards, Commissions, Task Forces (BCTFs). ESD executes lawfully and federally mandated regulatory programs regarding information access, use, storage, retention, and transparency within DoW, externally to Executive Branch Agencies and Departments, and the general public. These programs require management and improvement of insulated and integrated OSW business processes. ESD provides business process support internally to the Department of War (DoW) and externally to other Federal Departments/Agencies in support of efforts that directly impact the general public. This PWS details support required for thirteen tasks combined to provide ESD with enterprise-wide, cradle-to-grave information and content management and general mission support.

1.2 DESCRIPTION OF SERVICES: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Information Management and Information Access Support Service as defined in this Performance Work Statement except for those items specified as government furnished property and services. The Contractor shall perform to the standards in this contract.

1.3 OBJECTIVES: The following objectives are required in support of the Information Management and Information Access Support Services requirement:

1.3.1 Provide Directorate Operations and Mission Support Services
1.3.2 Provide Automatic/Systematic Declassification Support Services.
1.3.3 Provide Mandatory Declassification Review (MDR) Support Services
1.3.4 Provide Freedom of Information Act/Privacy Act (PA) Support Services
1.3.5 Provide Pre-Publication and Security Review Support Services
1.3.6 Provide Records and Information Management Support Services
1.3.7 Provide Information Collections Support Services
1.3.8 Provide DoW Issuances and Program Support Services

1.3.9 Provide DoW Forms Support Services
1.3.10 Provide Correspondence Management Support Services
1.3.11 Provide Graphics Development Support Services
1.3.12 Provide SharePoint Support
1.3.13 Provide Technological Solutions

1.4 SCOPE: The Contractor shall support the implementation, assessment, compliance, and reporting of the following Federal government's programs: Internal Directorate Mission and Business Processes; OSW Automatic/Systematic Declassification Review (ADR) Program; OSW/JS Mandatory Declassification Review (MDR) Program; DoW Foreign Relations of the United States (FRUS) Declassification Review Program; OSW/JS Freedom of Information Act (FOIA) Program; DoW Security Review; OSW Records and Information Management (RIM) Program; Information Collections; Graphics; and Correspondence Management.

1.5 PERIOD OF PERFORMANCE: The period of performance shall be for a five-year ordering period from February 17, 2027 - February 16, 2032.

1.6 CONTRACT TYPE: The Government will award an Indefinite Delivery - Indefinite Quantity (IDIQ).

1.7 PLACE OF PERFORMANCE: The work to be performed under this contract will be performed at the Government and Contractor's facilities within the NCR. The current Government facilities are located at the Pentagon, Washington, DC; Mark Center, Alexandria, VA; Suffolk Building, Arlington, VA; International Point, Centreville VA; National Declassification Center (NDC), U.S. National Archives, College Park, MD. Additionally, the COR may designate other areas of performance in the NCR region such as Crystal City, VA; Washington, DC; Fort Belvoir, VA; or Bethesda, MD. Specific and any additional places of performance will be identified at the task order level. The contractor's facilities must be located within 30 miles of the Pentagon.

1.8 TELEWORK: Information regarding telework will be identified in specific task orders.

1.9 HOURS OF OPERATION: The Contractor is responsible for conducting business, between the hours specified in specific task orders except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. 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.

1.10 RECOGNIZED HOLIDAYS:

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

1.11 QUALITY CONTROL/ASSURANCE:

- 1.11.1 Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which the contractor ensures performance complies with the requirement of the contract. At a minimum, the Contractor shall develop a quality control plan (QCP) that addresses the areas identified in Technical Exhibit 1 "Performance Requirements Summary." The QCP shall be delivered via electronic mail within 30 days of contract award to the CO (Contracting Officer) and Contracting Officers Representative (COR). Amendments/changes to the QCP shall be delivered to the COR and KO within five business days following any change. After acceptance of the Quality Control Plan, the contractor shall receive the Contracting Officer's acceptance in writing of any proposed change to the QC system.

- 1.11.2 Quality Assurance: The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. 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).

1.12 PERSONNEL MATTERS:

- 1.12.1 Key Personnel: Key personnel labor categories and qualifications will be identified in specific task orders.

- 1.12.2 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 documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

- 1.12.3 Special Qualifications: The Contractor shall support the disposition of all records (regardless of format and classification) under the cognizance of customer organization to comply with the regulations set forth by the DoW, Washington Headquarters Services, and the National Archives Records Administration (NARA). Administrative Instruction 15, "OSW Records and Information Management Program," current edition, shall be the records management regulation that the contractor shall use for the proper disposition of records and information created and received in support of this contract and OSW components. The disposition of records and information will be authorized by written consent of the "COR" or the "program office the contractor is assigned to". The DoW and its contractors are responsible for preventing the alienation or unauthorized destruction of records and information, including all forms of mutilation.

  Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

  The Contractor shall provide record-keeping and file management in accordance with (IAW) the following items for all records generated in execution of this contract:

  1. Citations to pertinent laws, codes and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1220 through Part 1237.
  2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public-interest.
  3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
  4. Contractor shall not create or maintain any record containing any Government Agency records that are not specifically tied to or authorized by the contract.
  5. Contractor shall comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. The Government must identify those policies and regulations the contractor is required to comply with. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

6. No disposition of documents will be allowed without the prior written consent of the COR or the program office the contractor is assigned to. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

- 1.12.4 Training: When applicable each task order will identify contractor personnel required to successfully pass and furnish a copy of the Historical Records Restricted Data Reviewers (HRRDR) certification to the Government upon request for the HRRDR course conducted and certified by the Department of Energy (DOE) and receive refresher training for certification every three (3) years as required by DOE.
- 1.12.5 COR Directed Meetings: The Contractor shall attend any and all pertinent meetings for all Tasks delineated in this contract as directed by the COR. to include Bi-Weekly Contract Status meetings with the COR and semi-annual Contract Status Briefs to ESD leadership. The COR shall determine and inform the contractor if contractor attendance is required. The Contractor shall provide a report of all meetings directed to attend by the Government. The report shall include as a minimum, a copy of any presentation materials provided to the attendees, attendees list with contact information, a summary of the discussion and any actions/recommendations for WHS.

1.13 <u>SECURITY:</u>

- 1.13.1 Security Requirements: At the time of proposal, the Contractor shall have an active Top Security Facility Security Clearance (FCL) with Top Secret safeguarding; accredited for storage of Sensitive Compartmented Information (SCI). Additionally, the Contractor shall have an IT network certified by the Defense Counterintelligence Security Agency (DCSA) and Sensitive Compartmented Information Facility (SCIF) accreditation by the Defense Intelligence Agency (DIA) and shall maintain this level of security requirements throughout the life of the contract. All automated processing of Top Secret, Secret and Classified information shall be accomplished on DCSA-approved information systems. In addition, all SCI information shall be processed at the appropriate Government facility. Contractor personnel Security requirements will be identified at the task order level.
- 1.13.2 Physical Security: The Contractor shall be responsible for safeguarding all Government equipment, information and property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured in accordance with pertinent Government laws and regulations.

1.14 CONTRACT ADMINISTRATION:

- 1.14.1 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, 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.
- 1.14.2 Phase-in/Phase-out Period: Phase-in and phase out will be identified in specific task order.

1.15 TRAVEL/TDY/DEPLOYMENT:

- 1.15.1 Contractor Travel: Contractor may be required to travel during the performance of this contract to attend meetings, conferences, and training. The Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires prior Government approval/authorization and notification to the COR.
- 1.15.2 The Contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the FAR 31.205-46 "Travel Costs." Requests for approval of costs in excess of maximum per diem rates in accordance with the procedures contained in FAR 31.205-46(a)(3) must be submitted to the COR for final approval prior to commencement of travel.
- 1.15.3 All local travel in support of this contract (i.e., any travel within a 50-mile radius of the NCR) is included in the price of this contract and is not reimbursable. All local travel costs shall be borne by the Contractor, nor will the Government reimburse Contractor personnel commuting costs (i.e., parking expenses, public transportation fares such as Metro, Virginia Rail Express, vanpool or bus, and/or highway tolls, etc.).

1.16 OTHER DIRECT COST (T&M and LH):

1.17 DATA RIGHTS: Please see Solicitation/Contract for FAR Clause 52.227-14, Rights in Data-General.

1.18 CONFLICT OF INTEREST:

- 1.18.1 Organizational Conflict of Interest (OCI): 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 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 affect 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.

PART 2: DEFINITIONS & ACRONYMS

2.1. DEFINITIONS:

- CONTRACTOR: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.
- 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.
- 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.
- DEFECTIVE SERVICE: A service output that does not meet the standard of performance associated with the Performance Work Statement.
- DELIVERABLE: Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.
- 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.
- PHYSICAL SECURITY: Actions that prevent the loss or damage of Government property.

- QUALITY ASSURANCE: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.
- QUALITY ASSURANCE SURVEILLANCE PLAN (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.
- QUALITY CONTROL: All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.
- SUBCONTRACTOR: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.
- WORKDAY: The number of hours per day the Contractor provides services in accordance with the contract.
- WORK WEEK: Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

Acronym	Definition
ACOR	Alternate Contracting Officer's Representative
ADR	Automatic/Systematic Declassification Review
ARCIS	Archives and Records Centers Information System
ATO	Authorization to Operate
BCTF	Boards, Commissions, and Task Forces
CAC	Common Access Card
CATMS	Correspondence and Task Management System
CFR	Code of Federal Regulations
CMD	Correspondence Management Division
CONUS	Continental United States
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
CRM	Certified Records Manager
DA&M	Director of Administration and Management
DD	Directives Division
DCSA	Defense Counter Intelligence Security Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DIA	Defense Intelligence Agency
DMDC	Defense Manpower Data Center
DO&C	Directorate for Oversight and Compliance
DOE	Department of Energy
DOW	Department of War

DOPSR	DoW Office of Prepublication and Security Review
DPCLTD	Defense Privacy Civil Liberties and Transparency Division
EA	Executive Archive
eMASS	Enterprise Mission Assurance Support Service
ERA	Electronic Records Archive
ESD	Executive Services Directorate
FAR	Federal Acquisition Regulation
FCL	Facility Security Clearance
FFP	Firm-Fixed Price
FOIA	Freedom of Information Act
FRD	Formerly Restricted Data
FRUS	Foreign Relation of the United States
FTE	Full Time Employee
GFE	Government Furnished Equipment
GPD	Graphics Presentation Division
HIPAA	Health Insurance Portability and Accountability Act of 1996
HRRDR	Historical Records Restricted Data Reviewers
IA	Information Assurance
ISSO	Information System Security Officer
IT	Information Technology
ITAR	International Traffic in Arms Regulations
JSP	Joint Service Provider
KO	Contracting Officer
MDR	Mandatory Declassification Review
MSR	Monthly Status Report
NARA	National Archives Records Administration
NCR	National Capital Region
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States
ODC	Other Direct Costs
OIG	Office of Inspector General
PA	Privacy Act
PFPA	Pentagon Force Protection Agency
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRA	Paper Reduction Act
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
RD	Restricted Data
RDD	Records and Declassification Division
RIM	Records and Information Management
RM	Records Management
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
TE	Technical Exhibit |
WHS	Washington Headquarters Services

PART 3: GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES:

- 3.1 Facilities: The Government will provide on-site the necessary workspace for contractor staff to provide the support outlined in the PWS. Specific facility requirements will be identified at the task order level.
- 3.2 Utilities: The Government will provide all utilities at the Government's on-site facility for Government on-site contractors in order for them to perform all tasks outlined in the PWS.
- 3.3 Equipment: The Government will provide the necessary equipment to the contractor or contractor staff to provide the support outlined in the PWS. Specific equipment requirements will be identified at the task order level as, applicable.
- 3.4 Materials: Specific material requirements will be identified at the task order level, as applicable.

PART 4: CONTRACTOR FURNISHED ITEMS AND SERVICES:

- 4.1 General: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials necessary to perform work under this contract that are not listed under Part 3 of this PWS.
- 4.2 Top Secret/SCI Facility Clearance: The Contractor shall possess an active TOP SECRET (TS) FCL with TS safeguarding accredited for storage of SCI at time of the proposal submission and must maintain the TOP SECRET/SCI facility clearance for the life of the contract. The facility must be certified by DCSA for the processing and temporary storage of material up to the Top-Secret level and DIA accreditation for the temporary storage of SCI material per National Industrial Security Program Operations Manual.

The facility must include the following features:

- Top Secret Closed Area capable of storing 6 million pages (paper)
- DIA Accredited SCIF capable of storing up to 30 archival boxes
- Restricted Area cleared for processing Top Secret (and below) material
- Must obtain DCSA-certified Secret network for up to 35 users within 6 months of award
- DCSA-certified Top Secret network for up to 35 users
- Unclassified network for up to 35 users

PART 5: SPECIFIC TASKS:

- 5.1. Task 1: Directorate Operations and Mission Support: The Contractor shall provide project management support to and provide analytic evaluations and policy development, strategic planning, program development, business process analysis and recommendations for improvement, subject matter expertise, technical and administrative management support, and supervisory skills sufficient for the accomplishment of each task.

- 5.2. Task 2: Automatic/Systematic Declassification Program Support: The Contractor shall review and recommend declassification action on documents 25 years of age in all media formats in in accordance with sections 3.3. and 3.4 of Executive Order (E.O.) 13526; ISOO Directive No. 1 on Classified National Security Information; Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD);" Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD;" DoWM 5200.01 "DoW Information Security Program: Overview, Classification, and Declassification Volumes 1-3;" the OSW Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSW Declassification Guide; and the OSW Records Disposition Schedule. In addition, the Contractor shall review and recommend declassification action on record material referred to OSW by other Federal Agencies. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The majority of this task will be performed at the contractor facility with the remaining work performed at NDC, College Park, MD, and NCR.

- 5.3. Task 3: Mandatory Declassification Review (MDR) and Foreign Relations of the United States (FRUS) Program Support: The Contractor shall be responsible for administrative support, reviews, and recommendations regarding declassification action in accordance with section 3.5 of Executive Order (E.O.) 13526; ISOO Directive No. 1 on Classified National Security Information; Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD);" Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD;" DoW 5230.30-M "DoW Mandatory Declassification Review (MDR) Program;" DoWM 5200.01 "DoW Information Security Program: Overview, Classification, and

Declassification Volumes 1-3;" the OSW Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSW Declassification Guide; and the OSW Records Disposition Schedule. The Contractor support requirement for drafting and implementation of declassification plans, policies, procedures, and solutions as delineated in Task 2 apply to this task. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. PWS Section 5.3 Task 3 may include the following subtasks that will be detailed at the task order level:

- Mandatory Declassification Reviews (MDRs)
- MDR Correspondence
- FRUS
- FRUS Correspondence
- Maintenance of Records

- 5.4. Task 4: Freedom of Information Act/Privacy Act (PA) Program Support: The Contractor shall support all processing requirements for FOIA/PA requests in accordance with 5 U.S.C 552 (Freedom of Information Act); 5 U.S.C. 552a (Privacy Act); and DoWM 5200.01 "DoW Information Security Program: Overview, Classification, and Declassification Volumes 1-4." This includes case initiation, record searches and audits, reviews, redacting documents, drafting correspondence, case filing and mailing, case scanning, case destruction, data entry for case and workflow tracking, courier support and support of the FOIA Requestor Service Center. The Contractor shall support records management of FOIA/PA cases by archiving and determining dispositions through established procedures. The Contractor shall ensure that personally identifiable information (PII) is protected. This work is performed principally on Government site. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

- 5.5. Task 5: Pre-Publication and Security Review: The Contractor shall conduct the security and policy reviews for clearance of official DoW information proposed for official public release by the DoW and its employees (military and civilian). This supports the Security Review Program by conducting reviews of proposed testimony before congressional committees, book manuscripts, International Traffic in Arms Regulations (ITAR) potentially export-controlled technical data that was generated under non-DoW contracts, and material submitted by sources outside the DoW for such review. Based on security and policy requirements, the Contractor shall recommend content of proposed material that should NOT be released or recommend approval of release. Work includes daily courier support (minimum of two courier requirements per day), case scanning, and periodic case processing involving staffing work to information equity holders, collecting review comments, preparing closure documentation and any required formal correspondence, and recommending case closure conclusion to Team Lead for

approval/signature. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The Security Review Program is performed on Government site.

- 5.6. Task 6: Records and Information Management: The Contractor shall develop, implement, and validate the program and its practices and procedures for WHS and OSW information content throughout its life-cycle life-cycle – from creation to disposal of temporary content and archiving/transferring permanent content to the National Archives IAW 44 U.S.C. Chapter 31 and 33, 36 CFR Parts 1220-1239, 41 CFR Part 102-193, OMB/NARA M-19-21 Directive *Transition to Electronic Records*, DoWI 5015.02 DoW Records Management Program, AI-15 OSW Records and Information Management Program, and the OSW Records Disposition Schedule. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task shall be primarily performed on Contractor site with frequent support (weekly/bi-weekly) at various Government offices locations in the NCR. The Contractor shall support the integration of identified best practices into processes and procedures and cultivate compliance through the creation and formalization of governances. PWS Section Task 6 may include the following subtasks that will be detailed at the task order level.
    - Records Management Support Services
    - Records Management Analysis/Reviews
    - Training
    - Electronic Records Ingestion
    - Temporary Records Storage
    - Records Research and Discovery
    - Image Capture
    - Courier Services

- 5.7. Task 7: DoW Information Collections: The Contractor shall provide analytical support for the processing of DoW Information Collections cases. The contractor will analyze data, coordinates with clients and trains users to ensure compliance with the Paperwork Reduction Act (PRA). The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

- 5.8. Task 8: DoW Issuances: The Contractor shall support the following areas: issuances processing and compliance and quality review (compliance analyst support); website issuance content development and maintenance; database management; education; and program planning. Program planning includes concept development, resource identification, concept validation, change management, implementation, coordination, and quality control.

- 5.9. Task 9: DoW Forms: In accordance with DoW Forms Program, contractor will design and develop forms, revise current forms, and cancel outdated forms. The Contractor shall provide administrative and programmatic support to the Government in the execution of this task.
- 5.10. Task 10: Correspondence Management: The Contractor shall provide daily and continuous analytical and technical support to the Correspondence Management Division (CMD) in its support of OSW. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task may require contractor support during Government shutdowns
- 5.11. Task 11: Graphics Development: The Contractor shall consult with OSW customers and design and produce graphic products in support of the Office of the Secretary of Defense special events and communications campaigns, publications, briefing charts, displays and exhibits, signage, presentations, etc. The Contractor may meet with division leaders, team members, and customers on a regular basis, requiring excellent verbal and written communications.
- 5.12. Task 12: SharePoint Support: The contractor shall advise and support integration of technical best practices and efficiencies with SharePoint Online and Microsoft 365 solutions through optimization and automation using the Power Platform (Power Automate, Power Apps, Power BI, Power Virtual Agent, etc.) and other Microsoft 365 applications, such as OneDrive and Teams. Using industry best practices for SharePoint Online and Power Platform, the contractor shall capture requirements, plan, develop, test, implement, and support SharePoint Online sites. Design visually appealing and functional sites, pages, and web parts using Government-provided SharePoint Online and Microsoft 365 products, to deliver to the WHS SharePoint site. Develop graphic design solutions for customer facing SharePoint site design/branding. Manage SharePoint permissions and create lists, document libraries, dashboards, forms, and complex automated tools and workflows. Integration support with other Microsoft 365 applications, such as OneDrive and Teams. Migrate content from legacy Government systems and legacy SharePoint versions and communicate progress with stakeholders. Support 508 Compliance for all SharePoint changes that require review to ensure documents, capabilities, tools, and workflows are compliant. Create and/or update required documentation such as user guides, job aids, Standard Operating Procedures, Service Level Agreements, and project documentation. Provide knowledge management support to include ensuring documentation is complete, up to date, and stored according to office policy. Advise on technical best practices and efficiencies with SharePoint Online and Microsoft 365 solutions through optimization and automation using the Power Platform (Power Automate, Power Apps, Power BI, etc.). Will develop, generate, and maintain routine and ad hoc reports and performance metrics to support program oversight and decision-making. The Contractor shall analyze operational data to identify trends,

anomalies, and emerging problem areas, and shall provide the Government with clear, data-driven findings and recommended corrective actions. The Contractor shall ensure the accuracy, completeness, and integrity of all reporting products and shall deliver analytical updates at intervals specified by the Government.

- 5.13. Task 13: Technological Solutions: The contractor shall either: 1) provide technological solutions that are either commercial off the shelf (COTS) products and tools or 2) utilize provided government off the shelf (GOTS) products and tools that can be applied to any Task outlined in this IDIQ that support automation of all manual efforts related to each Task. The contractor shall advise and support the integration of technical best practices in identifying COTS/GOTS products and tools including, but not limited to emergent technologies such as, Robotic Process Automation (RPA), Agentic RPA, Artificial Intelligence, and/or Machine Learning that can operationalize manual tasks and reduce administrative burden and human level of effort. The contractor shall ensure any COTS/GOTS technical solutions that are identified or recommended possess a current and valid Authority to Operate (ATO) and meet any/all federal and Department of War (DoW) information technology requirements. If the contractor recommends COTS/GOTS technical solutions that do not possess a current and valid ATO, the contractor will support all paperwork and technical requirements that must be met for processing under the DoW Risk Management Framework (RMF) and Cybersecurity Maturity Model Certification (CMMC) and other DoW information technology requirements. The contractor shall have expert knowledge in the integration, application, and operation of the technological solutions recommended and support the operation of government-approved solutions utilized for specified Tasks.

PART 6: APPLICABLE PUBLICATIONS:

- 6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. Specific regulations may be identified at the Task Order level.

PART 7: ATTACHMENT/TECHNICAL EXHIBIT LISTING:

- 7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary
- 7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule
- 7.3. Attachment 3/Technical Exhibit 3 – Estimated Workload Data

Technical Exhibit 1

Performance Requirements Summary

Performance Requirements Summary will vary by task order and will be defined in specific task orders.

Technical Exhibit 2

Deliverables Schedule

TECHNICAL EXHIBIT 3

ESTIMATED WORKLOAD

DATA

The estimated workload will vary with each Task Order. Table A list the labor categories that may be necessary to perform the requirements listed in the Performance Work Statement.

TABLE A

PWS Item	Labor Category	FTEs	Hours
5.1-5.12	Program and Project Manager		
Task 2 5.2	Auto Declassification Task/Team Lead Auto Declassification SME Senior Auto Declassification Analyst Auto Declassification Analyst Junior Declassification Analyst		
5.1-5.13	Mandatory Declassification Task/Team Lead Senior Mandatory Declassification Analyst Mandatory Declassification Analyst Junior Mandatory Declassification Analyst		
5.1-5.13	Senior FOIA Analyst FOIA Analyst Junior FOIA Analyst		
5.1-5.13	Senior Security Review Specialist		
5.1-5.13	Records Task/Team Lead Records SME Senior Records Analyst Junior Records Analyst System Admin System Engineer IT Specialist		
5.1-5.13	Management Analyst		
5.1-5.13	Technical Writers Management Analyst		

	Management Analyst Task/Team Lead Website Administrator		
5.1-5.13	Management Analyst		
5.1-5.13	Senior Correspondence Analyst Correspondence Specialist Junior Correspondence Analyst		
5.1-5.13	Senior Graphics Specialist		
5.1-5.13	Sharepoint Support		
5.1-5.13	Technological Support		