DRAFT

STATEMENT OF WORK (SOW)

Huntsville Architect Engineering Support Indefinite Delivery Contract (HAESI)

07 May 2026

C.1. **GENERAL**

C.1.1 OBJECTIVE: This contract is to provide architectural and engineering services in support of the various divisions and programs within the U.S. Army Engineering & Services Center, Huntsville. Work will involve design,survey, analysis services and studies related to both new and existing facilities and physical infrastructure. The Contractor shall provide all labor, materials, logistical, and administrative support in the performance of the task orders awarded under this contract. Perform and deliver all work in keeping with commonly accepted practices, quality, and professional standards for the architect-engineer industry and in keeping with all applicable local, installation, state, federal, and host-nation requirements.

C.1.2 LOCATION OF WORK: Requirements will primarily involve Department of Defense (DoD) clients but may also include projects in other federal departments. Work may involve projects in the United States and its Territories, Germany, Italy, Japan, and the Republic of Korea. The work will, in some cases, necessitate travel to work sites and Government installations for the purposes of data collection, meetings, etc. However, much of the work is anticipated to be performed in the home offices of the A-E Firm.

C.1.3 DESCRIPTION OF SERVICES: Specific requirements for the Huntsville A-E Support IDC (HAESI) include the following: Expert facility architecture, engineering, and planning services to support new construction, renovation, additions, alterations, commissioning, and demolition of facilities. The type of work performed will be for secure and nonsecure sites and will include: planning, programming, feasibility studies, geotechnical investigations, permitting, charrettes, master planning, Value Engineering, engineering studies, design services (drawings and specifications), estimating, surveying, site/field investigation, analysis, CADD/BIM drawing and document preparation and review, design review, operability and maintenance review of designs, construction and or equipment installation- phased services, commissioning, studies, economic analysis, specification and criteria updates and reports.

C.2. **TASK ORDERING**

C.2.1 The general requirements outlined in the contract will be implemented by the Government's issuance of task orders under this contract. Each task order will provide specific requirements and supplemental information in the execution of the work. Task orders will be firm-fixed price (FFP), which will include all labor, travel, and other direct costs (ODCs) for each task order. Each task order will include (at a minimum):

a. Details of specific tasking, expectations, and deliverables;

b. Task order schedule and milestones;
c. Points of contact;
d. Government-furnished information helpful or necessary for the execution of the project;
e. Format of deliverables, number of copies, and delivery addresses.

The most technically qualified firm will be selected for each task order in accordance with IAW EP 715-1-7.

C.2.2 Whenever the Government shall invite the A-E Firm to submit a proposal for the preparation of specified Architect-Engineer services, the KO shall furnish to the Architect-Engineer preliminary criteria together with thedesired period of time for completion of the work.

C.2.3 The A-E Firm shall submit to the KO within the time required in the proposal request a list of the personnel needed, an estimate of the time required by each of such personnel for performance of the work and an itemized listof the cost of materials and travel. He shall at the same time submit his proposal for the work, including the time forits completion.

C.2.4 The KO shall issue a task order setting forth the completion date and a lump sum price for the work which are mutually agreeable.

C.2.5 Profit for each task order will be evaluated using weighted guidelines.

C.2.6 Selection of an A-E Firm under this IDC will be based on qualifications among those who have been awarded this IDC.

C.2.7 Unless otherwise expressly stated in the task order issued, all work performed under each task order will abide by the requirements of this base contract. Where there is a conflict, the requirements of the task order will take precedence over the requirements of the base contract.

C.2.8 The A-E shall initiate the services within ten (10) calendar days after the task order is issued, unless otherwise indicated on the order, and shall complete all work and services under each task order within the period of performance (PoP) specified in the task order. During the execution of the work the A-E shall promptly notify the KO in writing of any discrepancies, ambiguities, or lack of clarity in the materials or instruction furnished. Such notification shall be made in writing within ten (10) days of the event.

C.2.9 The performance schedule and required delivery date for each product produced under this contract will bereflected in the appropriate task order. Optional services may be exercised in accordance with the schedule established for each project under each task order.

C.3. TECHNICAL CRITERIA AND STANDARDS

C.3.1 All work shall be in full compliance with the most current version of all codes, criteria, standards, and regulations at the time of task order award, as relevant and applicable to each project. Additional references may beprovided in the scope of each task order for the purpose of bringing awareness to A-E Contractor. This will not preclude the Contractor from the responsibility of possessing, acquiring, understanding, and applying a professionalunderstanding

of codes, criteria, and regulations associated with the tasking.

C.3.2 The Whole Building Design Guide and tools to be used for projects awarded under this contract, as applicable. Two specific sources that must be consulted include the Unified Facilities Criteria and the Unified Facilities Guide Specifications. Both can be found at: www.wbdg.org.

C.3.3 Additionally, the U.S. Army Corps of Engineers maintains a repository of Engineering Technical Letters (ETL's), Construction Technical Letters (CTL's), Technical Manuals (TM's), Technical Instructions (TI's), Engineering Regulations (ER's), etc. which may be applicable to work performed under this contract. Also, the USACE Huntsville Design Center Design Manual (CEHNC 1110-1-1) will be an important resource for design requirements. The following link contains follow-on links to the information mentioned above:

http://www.hnc.usace.army.mil/Missions/EngineeringDirectorate/TECHINFO.aspx

C.3.4 The following information and criteria are made a part of this contract by reference. Some applicable Federal, state/commonwealth, and industry standards are referenced below. All applicable standards, including those that arenot referenced or listed, constitute criteria for designs delivered under this contract:

a. U.S. Army Corps of Engineers, Engineering and Support Center, Huntsville Design Manual, CEHNC 1110-1- 1 (version 8) or the District Design Manual for Military Construction for the geographic USACEdistrict, including all applicable publications listed in the Design Manual

b. Architecture, Engineering, and Construction (A/E/C) CADD Standards (https://cadbimcenter.erdc.dren.mil)

c. Base Installation Design Guides

d. Federal Acquisition Regulation (FAR) (http://farsite.hill.af.mil/)

e. Core Unified Facilities Criteria (UFC)'s listed in UFC 1-200-01 DoD Building Code (General BuildingRequirements)

f. UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings.

g. UFC 3-600-01, Fire Protection Engineering for Facilities

h. IFC 1-200-02, High Performance and Sustainable Building Requirements

i. National Fire Protection Association (NFPA) standards and codes

j. Americans with Disabilities Act Accessibility Guidelines (ADAAG)

k. Uniform Federal Accessibility Standards (UFAS)

l. Headquarters, U.S. Army Corps of Engineers Standard Detail No. 40-06-04, and changes thereto,February 1991, Lighting fixtures (STD DET 40-06-04).

m. American National Standards Institute/Electronic Industries Alliance/Telecommunication IndustriesAssociation.(ANSI/EIA/TIA) standards

n. U.S. Army Corps of Engineers Engineer Technical Letters (ETL's), Construction Technical Letters (CTL's) Technical Manuals (TM's), Technical Instructions (TI's) and Engineering Regulations (ER's).

o. U.S. Green Building Council, LEED Rating Systems. https://new.usgbc.org/

p. UFC 3-340-02 Structures to Resist the Effects of Accidental Explosions

C.3.5 In the event that a code, criteria, standard, regulation, or instruction changes during design, the A-E Contractor will make a reasonable attempt to accommodate the changes as the design progresses. If such a change requires significant re-work of the design, the A-E Contractor shall first contact the COR or KO to discuss possible resolution options, to include task order modification. In some cases, a particular standard may be replaced by something more relevant to the service, customer or installation. In these cases, the substitution will be specifically addressed in the task order.

C.3.6 Other documents identified as necessary to the performance of this contract will be called out in specific task orders. Such documents may include, but not be limited to, standards, specifications, host nation agreements and other reference documents needed to identify and clarify the specific work tasks or deliverable products.

C.3.7 The Contractor shall assure that all designed systems be compatible and integrate with existing or proprietarygovernment systems, as applicable.

C.3.8 The A-E shall participate in Value-Engineering (VE) studies of facility designs developed by the A-E thathave a construction working estimate of $2M or more.

C.4. MANAGEMENT & ORGANIZATION

C.4.1 A-E PROGRAM MANAGER: The Contractor designates a Company Officer or Responsible Representative as A-E Program Manager (PgM). The A-E PM is responsible for the complete coordination and execution of all work under this contract to include work provided by sub-contractors and consultants.

C.4.2 PROJECT MANAGER: The Contractor must designate a Project Manager (PM) for each task order awarded.The Project Manager is responsible for the coordination and execution of all work under each task order to include work provided by subcontractors and consultants.

C.4.3 CONTRACTOR KEY PERSONNEL REPLACEMENT: The Contractor shall not replace

any labor discipline personnel without the written concurrence of the KO. Prior to utilizing other than previously specified personnel in awarded task orders, the Contractor shall notify the Government KO and the COR for that task order. This notification shall be no later than ten (10) calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on task order performance. Substitute personnel qualifications shall be equal to, or greater than those of the personnel being substituted. If the Government KO and the COR determine that the proposed substitute personnel are unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the contract, the Contractor may be subject to default action.

C.4.4 ORGANIZATIONAL CONFLICTS OF INTEREST: The work to be performed may create an actual orpotential organizational conflict of interest in future acquisitions. Contractors should refer to FAR subpart 9.5 – ORGANIZATIONAL AND CONSULTANT CONFLICTS OF INTEREST. An organizational conflict of interest can arise when a contractor possesses an economic incentive that renders it unable, or potentiallyunable, to provide impartial assistance or advice; or an unfair competitive advantage in obtaining a contract as a result of access to nonpublic information about a competitor or procurement. When an organizational conflict of interest arises it can have serious implications for the Contractor that can range from disclosure obligations to disqualification from an award. (Refer to FAR subpart 9.5 – Organizational and Consultant Conflict of Interest).

C.5. **QUALITY CONTROL**

C.5.1 QUALITY CONTOL: The A-E Contractor is responsible for the professional quality, technical accuracy, and coordination of all designs, drawings, specifications, and other work or materials produced and furnished by the A- E's Contractor's staff as well as that of any sub-consultants. Quality is defined as the effective mitigation of conflicts, errors, and omissions of requested deliverables. Accomplish all work with adequate internal controls and review procedures to ensure quality and technical adequacy of all deliverables in accordance with ER 1110-1-12 Engineering Quality Management. Correct or revise any error or deficiencies in the work, regardless of review, approval, acceptance, or payment by the Government. The responsibility to ensure product quality continues even after final payment is made to the A-E Contractor. Corrections and changes resulting from review of the submitted work are for the A-E Contractor to correct without additional compensation. The A-E Contractor may be liable for damages to the Government caused by negligent performance, pending a review of the situation. The submittals willbe reviewed by appropriate Government agencies to evaluate conformance and A-E Contractor's effective quality control. The A-E Contractor will conduct all project reviews in the Dr. Checks system. Dr. Checks is a part of the ProjNet database and can be accessed at https://www.projnet.org. The A-E Contractor shall provide written notification of resolution actions for each comment in the Dr. Check system.

C.5.2 QUALITY MANAGEMENT PLANS: Within 60 days of base contract award, submit a Quality ManagementPlan (QMP) for review and acceptance by the KO. The QMP shall broadly describe the processes by which the A-EContractor intends to ensure quality with respect to broad product lines that may be required of this contract. The QMP shall be written with

sufficient detail as to determine fault, generate lessons learned, and recommend internal improvement in the event that a failure in quality occurs. The QMP shall be reviewed annually and resubmitted as improvements are made and submitted for acceptance by KO. A task order-specific QMP shall be written and submitted within fifteen (15) days of task order award. It will discuss the items described in the base QMP, but with details specific to how the A-E intends to ensure quality on the task order. Work will not begin until the task-level QMP is approved and accepted by the COR.

C.5.3 GOVERNMENT REVIEW AND EVALUATION: The Government will review project submittals and work processes in accordance with each task order's Quality Assurance Surveillance Plan (QASP). The purpose of this review is to evaluate the adequacy of the Contractor's quality control system as applied to the products and methods employed on each task order. No less than annually, and at the conclusion of each task order, the COR will evaluate the Contractor's performance though the Contractor Performance Assessment Reporting System (CPARS) in the following categories (as applicable): Management, Quality, Schedule, and Cost. Other factors may be evaluated as applicable.

The A-E shall implement, maintain, and control a system for identification, preparation, reproduction, distribution, and maintenance of all documentation, data, and information necessary for the A-E's internal management as well asGovernment management of this project.

Each task order will define the submittals of draft, progress, and final deliverables that will be reviewed by appropriate Government agencies to evaluate conformance and A-E Firm's effective quality control. The time framefor Government review varies; however, this process is typically completed within 14-21 calendar days. At the conclusion of the Government's review, the A-E Firm shall evaluate each comment and provide written notificationof resolution actions for each comment in DR Check system. After a complete evaluation of each comment, a design review meeting will be held (either in-person or telephonically) to review the disposition of each comment and how it will be addressed. A submittal with a significant number of errors may necessitate a complete re- submission in lieu of review. All comments are expected to be addressed and resolved in the next submission.

This will necessitate a Government back check of old comments as well as a review for new comments (except for the final revised submittal which should only require back check). The A-E Firm may choose to perform work, at itsown risk, during the Government review and comment resolution period, however, comments resulting from that review must be incorporated into the design prior to the next submittal. In the event a subsequent design phase is not authorized, the A-E Firm shall incorporate all available review comments into the design to complete the current phase. The lack of review or quality of review by the Government does not preclude the A-E Firm from being completely responsible for the quality of all deliverables.

C.5.4 CERTIFICATION OF WORK: All design drawings and specifications submitted under the contract shallcontain the seal of a professional engineer registered in the state in which the A-E work was performed. Other documentation shall contain certification required by the state in which the work was performed.

C.6. **COMMUNICATION**

C.6.1 MEETINGS AND TELECONFERENCES: Periodic meetings shall be scheduled whenever requested by the A-E Contractor or directed by the KO or COR for the resolution of questions or problems encountered in the performance of the work. The A-E Contractor and/or the appropriate representative(s) shall be required to attend andparticipate in all conferences, working groups, and committees pertinent to the work required under this contract as directed by the KO or the COR. The A-E Contractor and/or the appropriate representative(s) shall be required to attend and participate in all conferences, working groups, and committees pertinent to the work required under this contract as directed by the KO.

C.6.2 PROACTIVE COMMUNICATION: When responding to RFPPs and during the prosecution of the work the A-E Contractor shall promptly advise the KO of any discrepancies, ambiguities, or lack of clarity in the materials or instruction furnished.

C.6.3 WRITTEN RECORDS: Maintain (and provide upon request) a written record of all significant conferences, meetings, discussions, verbal directions, telephone conversations, etc., with Government representative(s) relative to this contract per task order in which the A-E Contractor and/or a designated representative(s) participates. These records shall be dated and shall identify the contract number, the task order number, and the SOW paragraph references, if applicable, participating personnel, subject discussed, and conclusions reached. Minutes of significant meetings shall be provided to participants.

C.6.4 MONTHLY STATUS REPORTS: Provide a monthly progress report of each task order currently in progress no later than the 5th calendar day of every month. Include a copy of the report as an attachment to each official invoice and electronically transmit copies to the A-E Contracts & Criteria Branch, USACE, as well as the Government Project Managers (PMs) and Contracting Officer Representatives (CORs) associated with the individual task order. Status must include:

a. Salient project information (project title, description, task order number, and location);
b. Period of performance of the task order,
c. Name of project team members, their role, and contact information;
d. A concise narrative on the current status;
e. Current schedule (major milestones only);
f. Areas of risk or concern;
g. Requested government actions and due outs;
h. Recommendations for problem resolution; and
i. 30-day look ahead

Electronically transmit copies of the reports to the A-E Contracts & Criteria Branch, USACE, as well as the Government Project Managers (PMs) and CORs associated with the individual task orders currently in progress.

C.6.5 CRITICAL ISSUES: If, during the execution of work, the A-E Contractor becomes aware of critical information which has an immediate, significant, and compelling impact to the project in terms safety, scope, schedule, cost, quality, or timely execution, as soon as practical,

inform the Government PM, COR, and/or KO of the concern and its potential impacts. While such communication is immediate, its distribution must be limited. Thisis to ensure the concern is properly vetted before a broader discussion takes place.

C.6.6 CONTRACTUAL DIRECTION & AUTHORIZED CHANGES TO THE CONTRACT/TASK ORDER: ONLY the KO may authorize changes to the scope of the base contract or awarded task order. The A-E Contractor shall immediately notify the COR or KO in the event that anyone except the KO requests that work be performed that is contrary to, in excess of, or less than the scope and intent of the awarded task order. The A-E Contractor shall not execute such changes unless concurrence is given by the KO, normally through a task order modification. The Government PM, or COR is authorized to coordinate routine technical matters. The A-E Contractor shall consult the COR or KO before proceeding with any work where it is unclear whether a request is within the scope of the task order.

C.6.7 PUBLIC DISCLOSURE OF INFORMATION: The A-E Contractor shall make no public announcement ordisclosure relative to information contained or developed under this contract, except as authorized by the KO.

C.7. **SUBMITTAL FORMATTING**

C.7.1 REPORTS & STUDIES: Formal narrative and tabular data shall be typed and printed on 8-1/2 x 11- inch sheets with fold outs for maps, sketches, schematics, charts, graphs, and other illustrative material, as necessary. Generally, all formal narrative text shall be typed in lines perpendicular to the longest axis of the sheet. Data, which cannot be clearly described in narrative form, shall be graphically shown. Legible reproducible drawings and sketches exceeding 8-1/2 x 11 inches shall be submitted to CEHNC in the number of copies stated in the individual task order. Typed and formal documents 11 x 17 inches or less in size shall be securely bound in hard paper or a flexible material in a durable and attractive manner. The title of the document shall appear on the cover of all submittal documents. All final documents shall be bound in a manner which will facilitate repeated disassembly andreassembly, and the title shall appear on the bound edge, in a secure manner, as well as on the cover. Narrative contents of the document(s) shall be arranged in a logical sequence and organized by sections, unless otherwise specified. A table of contents and index are required for each document. Tabs and/or dividers shall clearly and distinctly divide sections, subsections, appendices, etc. Pages, paragraphs, charts, and graphs shall be numbered withmaster pagination across all pages of the document. References to information contained elsewhere within the contents of the document(s) will be properly noted. All data sources used in preparing the information presented in the document(s) shall be appropriately referenced.

For each study, investigation, or analysis, the A-E shall document its findings in a report that includes an executive summary, the approach, descriptions of each alternative considered, assumptions, rationale, costs, back-up data, andrecommendations. Data sources shall be identified. Assumptions shall be clearly stated, adequately justified and provided with each required submittal.

C.7.2 DESIGN DELIVERABLES: All CAD and Geographic Information Systems (GIS) data

for formal submittals shall be provided on a compact disk (CD). With prior approval, other digital media may be used for the submissions. All final drawings shall be computer generated, plotted and provided in a format and medium that will permit their loading, storage, and use without modification or additional software on workstations running MicroStation or AutoCAD latest version as specifically directed in each individual task order. The A-E shall furnish drawings in compliance with the Tri- Service CADD Standards. Final drawings shall also be delivered in a compatible format. Each submittal shall contain an index of all drawings and shall be viewable in MicroStation or AutoCAD latest version as specifically directed in each individual task order. All reference files shall be included in the submittal with appropriate pointers allowing the files to be run on a standalone computer with no requirement for other data files to be resident on the hard drive. Submittals shall not contain any irrelevant drawings or extraneous elements and shall have all necessary files in the correct directories as required by the index sheet. Additionally, the A-E shall furnish drawings in the size formats indicated in the individual task order. CDs shall be labeled on the front of the CD and on the spine of the jewel case.

C.7.3 SPECIFICATIONS: Current United Facilities Guide Specifications (UFGS) shall be the basis of project specifications provided under this contract. All specifications shall be processed and delivered using SpecsIntactsoftware. The automation features of SpecsIntact shall be fully utilized for production of associated registers andreports.

C.7.4 DESIGN ANALYSIS AND PROJECT INFORMATION SHEET: The design analysis for each designsubmittal phase shall contain information as required by CEHNC 1110-1-1.

C.7.5 COST ESTIMATES: Cost estimates must be prepared using PC Cost, Parametric Cost Engineering System (PACES), and/or the Corps of Engineers Micro Computer Aided Cost Estimating System (MCACES) as appropriatefor each task order.

C.7.6 ELECTRONIC BID SETS: Plans and specifications shall be provided, as required in a task order, in theelectronic formats that are compatible with the Government's electronic solicitation protocol.

C.8. **SAFETY & ACCIDENT REPORTING**

The A-E Contractor shall adhere to safe work practices and to local safety rules for each site. Prior to the performance of any work on site, the A-E Contractor shall prepare, submit, and will have obtained approval on the appropriate type of Accident Prevention Plan as specified in each task order. These plans are to be prepared and executed in accordance with the EM 385-1-1 as appropriate. There are three potential types of plans:

a. Site-Visit Abbreviated Accident Prevention Plan (SV-AAPP): This plan would be used when the firm is visiting either an actual construction site or data-gathering location only for the purposes of data-gathering or meetings. There would be no direct participation in construction activities and interaction with hazardous equipment.

b. Limited Scope Abbreviated Accident Prevention Plan (AAPP-LS): This plan would

be used when the firm is visiting an actual construction site and where there may be some limited interaction with construction and associated equipment. This could include regular involvement at the site's resident office, and some commissioning activities.

c. Accident Prevention Plan (APP): This plan would be used when the firm is fully involved in a number of construction-related activities. This could include continuous involvement at the construction site, the performance of hazardous materials surveys, and measurement & verification work involving commissioning activities.

A template of each Accident Prevention Plan type is included as an attachment to this base IDC, but it is the Contractor's responsibility to verify that the current/up to date form is used.

The contractor shall be required to comply with all federal, state and local SOH requirements, to include OSHA standards and EM 385-1-1 (whichever is the most stringent) other measures as necessary. Also, the contractor is required to conform to installation safety requirements and will adhere to them.

C.9. ANTITERRORISM (AT)/OPERATIONS SECURITY (OPSEC) PROVISIONS

This section applies only to projects associated with a U.S. Army installation in accordance with the most current signed AT-OPSEC Class Approval for General AE Services. Otherwise, anti-terrorism and security provisions willbe specifically provided in the language of each task order, as applicable.

Paragraphs 9.1 through 9.8 apply to all task orders for which contractor employees have an area of performancewithin a U.S. Army-controlled installation, facility or area. Paragraphs 10.9 through 10.10 apply to all task orders requiring U.S. based contractor employees and associated sub-contractor employees to travel overseas. Additional security requirements may be delineated in individual task orders.

C.9.1 E-VERIFY PROGRAM. The Contractor must pre-screen Candidates using the E-Verify Program (http://www.uscis.gov/e-verify) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-Verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than three (3) business days after the initial contract award.

C.9.2 Anti-Terrorism (AT) LEVEL 1 TRAINING. All contractor employees, to include subcontractor employees,requiring access to DoD installations, facilities, controlled access areas, or require network access, shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation ofthis requirement into the contract, whichever is applicable. Upon request, the contractor shall submit certificates ofcompletion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within five (5) calendar days after completion of training by

all employees and subcontractor personnel. At Level I awareness training is available at the following website: http://jko.jten.mil/courses/atl1/launch.html; or it can be provided by the RA Anti-terrorism Officer (ATO) in presentation form which will be documented via memorandum.

C.9.3 ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES. All contractors and all associated sub-contractors' employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government Representative). TheContractor shall also provide all information required for background checks to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or SecurityOffice. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204- 9, Personal Identity Verification of Contractor Personnel) as directed by DoD, Headquarters Department of the Army (HQDA) and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government mayrequire changes in Contractor's security matters or processes.

C.9.4 COMMON ACCESS CARD (CAC). The contractor and all sub-contractors employees will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, toDoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD- approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an interim CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

C.9.5 The Government will provide a CAC to a core group of individuals working under this contract who wouldbe expected to visit military installations on a regular basis. The Contractor shall provide a list of names and duties to the COR for review and approval. Additional CACs may be provided based upon individual task order requirements. To obtain or renew a CAC, contact the COR for an electronic copy of CEHNC's "Request for CAC" form and instructions on where to send completed form(s). The following information shall be required to obtain a CAC: Full name, Social Security Number, Date and Place of birth, task order number, and the name of the Huntsville Center COR for the task order. Also include the name and phone number of the Contractor agency's Security Manager.

C.9.6 The CAC is the property of the U.S. Government and is issued by Huntsville Center's Security and LawEnforcement Office (CEHNC-SL) in accordance with HSPD-12 for the period of contract performance. A CAC issued as a requirement of this contract shall not be used on any other contract or to the personal benefit of theassigned individual. The KO, COR or CEHNC-SL may at any time require that a CAC be returned and the Contractor shall comply within 48 hours. For all CACs issued as a result of this contract, the contractor shall:

a. Maintain comprehensive roster of all individuals (including team members) who have beenissued a CAC as a requirement of this contract.
b. The information should include name, primary duty location, date issued, expiration

date, and CAC number;

c. Conduct a physical inventory of issued CACs by card number on a regular basis (but at leastevery 6 months) and report the results to the COR;
d. Immediately report any CAC that is lost, stolen, damaged or otherwise not available to the KO, COR and/or CEHNC-SL. CAC reporting shall be in accordance with DD Form 1423-1, DIN A014.

C.9.7 Secure and return to the Government the CAC of any individual who leaves the employ of thefirm (including team members), is reassigned to duties not involving this contract or is not required the continued use of the CAC to perform duties associated with this contract. The contractor shall return all CACs issued at the termination or expiration of the contract.

C.9.8 For contractors who do not require CAC, but require access to a DoD facility or installation, the Contractorand all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by Government Representative, as NCIC and TSDB are available), or, at locations Outside the Contiguous United States, in accordance with status of forces agreements and other theater regulations.

C.10. SUSPICIOUS ACTIVITY REPORTING TRAINING (e.g. iWatch, Corps Watch, or See Something, Say Something). The Contractor and all associated sub-contractors shall receive a brief/training (provided by the RA) onthe local suspicious activity reporting program. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the project manager, security representative or law enforcement entity. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance with the results reported tothe COR no later than (NLT) five (5) calendar days after the completion of the training.

C.11. CONTRACTOR EMPLOYEES WHO REQUIRE ACCESS TO GOVERNMENT INFORMATION SYSTEMS. All contractor employees with access to a government info system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete theDoD Information Assurance Awareness prior to access to the information systems and then annually thereafter in accordance with personnel security standards listed in AR 25-2 (Information Assurance), an appropriate backgroundinvestigation will be conducted prior to accessing the government information systems.

C.12. OPSEC TRAINING. All new contractor employees will complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee to the COR or to the contracting officer (if a COR is not assigned), within five (5) calendardays after completion of training. OPSEC awareness training is available at the following websites:

https://www.iad.gov/ioss/ or http://www.cdse.edu/catalog/operations-security.html; or it can be provided by the RAOPSEC Officer in presentation form which will be documented via memorandum.

C.13. EXPOSURE TO CLASSIFIED AND/OR SENSITIVE MATERIALS AND/OR SENSITIVE RESTRICTED AREAS. All contract employees, including subcontractor employees who are not in possession of the appropriate security clearance or access privileges, will be escorted in areas where they may be exposed to classified and/or sensitive materials and/or sensitive or restricted areas.

C.14. AT AWARENESS TRAINING FOR CONTRACTOR PERSONNEL TRAVELING OVERSEAS. All U.S. based contractor employees and associated sub-contractor employees traveling overseas will receive the government provided area of responsibility (AOR) specific AT awareness training. The documentation of training completion must be provided to the COR prior to departure.

C.15. CONTRACT REQUIRING PERFORMANCE OR DELIVERY IN A FOREIGN COUNTRY. All non- local contracting personnel will comply with theater clearance requirements and allow the combatant commander to exercise oversight to ensure the Contractor's compliance with combatant commander and subordinate task forcecommander policies and directives.

C.16. CONTRACTOR MANPOWER REPORTING. The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secureArmy data collection site where the Contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor is required to completely fill in all the information in the format using the following web address https://www.ecmra.mil/Default.aspx. The required information includes:

a. Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
b. Contract number, including task and delivery order number;
c. Beginning and ending dates covered by reporting period;
d. Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
e. Estimated direct labor hours (including sub-contractor);
f. Estimated direct labor dollars paid this reporting period (including subcontractor);
g. Total payments (including subcontractor);
h. Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
i. 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);
j. 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 providedon website);

k. Presence of deployment or contingency contract language, and,

l. Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply withthis reporting requirement. 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.

Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XMLdirect transfer is a format for transferring files from a Contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site. Information from the secure web site is considered to be proprietaryin nature when the contract number and Contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the Contractor name and contract number associated with the data. For internal Army analysis, the reports and queries from the database shall not contain proprietary data.

C.17. **MISCELLANEOUS REQUIREMENTS**

C.17.1 ELECTRONIC FILE STORAGE AND TRANSMISSION: The A-E Contractor shall provide a web base project information system to manage the storage and transmission of project deliverables with stakeholders and theProject Delivery Team (PDT). Access to relevant data and databases shall be available online to the Government.

C.17.2 PERMITS: The Contractor is responsible for identifying, obtaining and renewing all permits from Federal,state, local, or installation agencies to carry out the requirements specified in this contract or detailed on an individual task order.

C.17.3 GOVERNMENT FURNISHED PROPERTY: Furnished Government property shall be determined at the task order level. If provided, the Government will furnish property to the Contractor through hand-receipt. Upon completion of the task actions, the Contractor shall turn in the Government furnished property back to the Government hand-receipt officer in same condition as received. The Contractor shall be liable for any damages toGovernment furnished personal computer.

C.17.4 GOVERNMENT FURNISHED INFORMATION: Government furnished information such as criteria, study information, and other assistance will be determined prior to issuing a task order. The A-E shall check the items furnished for adequacy and accuracy prior to utilization. The Government will furnish necessary data or information relating to the particular work required. The Contractor shall prepare and submit a missing, incomplete or ambiguous data report to ensure that the Government has provided complete and usable material for the task order. The Government-furnished data must be returned upon completion of the contract.

C.17.5 UNLIMITED RIGHTS: In accordance with DFARS Part 227 (Patents, Data, and Copyright), DFARS 252.227-7025 (Limitation on the Use or Disclosure of Government Furnished Information Marked with Restrictive Legends) and DFARS 252.204-7000 (Disclosure of Information), the Government shall have unlimited rights, in alldrawings, designs, specifications, notes and other works developed in the performance of this contract, including the right to use the same on any other Government design or construction without additional compensation to the Contractor.

END OF DOCUMENT