PERFORMANCE WORK STATEMENT (PWS)

Office of the Under Secretary of War for Personnel & Readiness (OUSW(P&R)) Office of Drug Demand Reduction (ODDR)

Drug Demand Reduction Program Quality Assurance Services

May 28, 2026

Part 1

GENERAL INFORMATION

1. INTRODUCTION: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Drug Demand Reduction Program (DDRP) Quality Assurance Support Services 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.

1.1. BACKGROUND: The DoW mandates urine drug testing for all Service members. The program was established in December 1981, and the technical requirements are codified under DoW Instruction 1010.16, "Technical Procedures for the Military Personnel Drug Abuse Testing Program". The program is administered by the Office of Drug Demand Reduction (ODDR) within the Office of the Under Secretary of War for Personnel and Readiness (OUSW(P&R)), herein termed the Government. Current drug testing operations include >25,000 worldwide collection sites; five accredited Forensic Toxicology Drug Testing Laboratories (FTDTL); one support lab, and >4 million urine specimens tested annually for a panel of >25 drugs, including fentanyl, LSD, psilocin, and synthetic cannabinoids.

1.2. DESCRIPTION OF SERVICES: The Contractor shall provide forensic toxicology quality assurance (QA) support services in support of the Department of War (DoW) military drug testing laboratories. These services shall ensure that DoWs drug testing program is forensically sound, scientifically supportable, and efficient. These services shall include proficiency testing, inspection and evaluations of the five joint service military drug testing laboratories, reference materials, and consultation services. The services provide by the Contractor are in the capacity of an Independent Contractor. 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.

The ODDR is responsible for technical oversight and accreditation of all military drug testing laboratories. This includes maintaining an external quality assurance program to monitor the quality and accuracy of the analysis performed at each FTDTL. The quality assurance program was historically an internally governed program; however, to reduce costs and better align with National Laboratory Standards, a contract is being established for independent, external QA services.

DDRP Quality Assurance Services includes the open and blind proficiency program, inspection and evaluation of five FTDTLs, inspection coordination, reference material services, and consultation services. The support services under this contract will encompass the labor, materials, and equipment necessary to support the accreditation of the DoW FTDTLs per guidelines set forth by DoW Instruction 10101.6 and ODDR policies.

1.3. OBJECTIVES:

DRAFT

- Management of the blind proficiency testing program, which includes the manufacture and distribution of blind proficiency specimens to all five participant laboratories (100 blind specimens per laboratory) as well as compiling and analyzing submitted results and report generation in accordance with DoW requirements.
- Management of the open proficiency testing program, which includes the manufacture and distribution of open proficiency specimens to all participant laboratories as well as compiling and analyzing submitted results and report generation in accordance with DoW requirements.
- Accreditation inspections, which include inspecting, evaluation, and assessment of all laboratory processes for forensic soundness, scientific supportability, and compliance with DoW requirements.
- Coordination of accreditation inspections, which includes scheduling, document preparation, inspection checklist maintenance, and trend analysis of inspection findings in accordance with DoW requirements.
- Reference material services to include the manufacture, distribution, and analysis for quality control materials to support validation of new methods or challenges to existing methods in accordance with DoW requirements.
- Scientific consultation to support forensic requirements for new instrumentation, testing methodologies, interference testing requirements.

1.4. SCOPE: The scope of the external QA services requirements ensures that FTDTL laboratory results are accurate, and procedures meet the required forensic, scientific, and quality standards established by the Government. The services specified in this contract shall be performed in accordance with current DoW requirements and the principles and ethics of the forensic toxicology profession. The quality of services provides shall meet or exceed the current recognized standards established by applicable Federal laws, ANSI/ASB standard 153-23, by the American academy of Forensic Sciences (AAFS), American Board of Forensic Toxicologists, Inc (ABFT), DoW Drug Demand Reduction Program, and those other professional associations that specify standards of performance for forensic toxicology such as the Society of Forensic Toxicologists. The Government may evaluate the quality of both professional, technical, and administrative services for purposes of contract inspection and acceptance. All functions will be conducted in accordance with the following:

- DOW Instruction 1010.01, "Military Drug Abuse Testing Program" (latest revision) (Attachment 1).
- DOW Instruction 1010.16, "Technical Procedures for the Military Personnel Drug Abuse Testing Program" (latest revision) (Attachment 2).
- Placeholder: need an ODDR issued version of the DoWQA inspection SOP (Attachment 3)
- The Contractor must demonstrate flexibility to adjust and accommodate to a dynamic work environment such as schedule changes, or interruptions resulting from weather or government shutdown.

1.5. PERIOD OF PERFORMANCE: The period of performance shall be for a phase-in period of 60 days, one (1) base period of 12 months and four (4) 12-month option periods.

1.6. CONTRACT TYPE: The Government will award a hybrid contract that includes Firm Fixed Price (FFP), Contract Line Items (CLINs) for daily supplies and support, and optional Time and Material (T&M) CLINs for additional supplies and support.

DRAFT

1.7. PLACE OF PERFOMANCE: The work to be performed under this contract will be performed at the Contractor's primary site location with the exception of 5.4 and 5.6, which require work to be performed at a Government facility. Operating hours for the Government facilities are 7:00 AM to 5:00 PM, Monday through Friday.

1.8. TELEWORK: The COR will determine whether the work to be performed can be successfully accomplished offsite. Teleworking must be accomplished at no additional cost to the Government and with no detrimental impacts to contract performance. Contractor personnel may be required to report on onsite to a government facility to perform services at any time as required by the KO or COR.

1.9. HOURS OF OPERATION: The Contractor is responsible for providing services, between the hours of 7:00 AM to 5:00 PM Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the Contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential. To ensure accessibility by appropriate Government representatives, the Program Manager (PM) or a designated alternate PM will be available by telephone for same day response within the hours of 0730-1630 Eastern Time (ET). The PM shall maintain the ability to immediately communicate with the Contractor's workforce (inspectors) for situations requiring immediate response to requirements under this contract.

1.10. RECOGNIZED HOLIDAYS: Government personnel observe the following holidays as governed by 5 U.S.C. § 6103. Government facilities will be closed and unavailable to Contractor personnel:

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

*If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

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 Executive Order
- Any other day designated by the President's Proclamation

1.11. QUALITY CONTROL/ASSURANCE

1.11.1 Quality Control: The Contractor shall prepare and adhere to a Quality Control Plan (QCP). The QCP shall document how the Contractor will meet and comply with the quality standards specified in the PWS, Quality Assurance Surveillance Plan (QASP), and the DDRP. At a minimum, the QCP must include a self-inspection plan, an internal staffing plan, and an outline of the procedures that the Contractor will use to maintain quality, timeliness, responsiveness, customer satisfaction, and any other requirements set forth in this solicitation. The QCP shall be submitted to the Contracting Officer (KO) and Contract Officer Representative (COR) within 30 days after contract award and within 5 working days when changes are

DRAFT

made thereafter. After acceptance of the QCP, the Contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

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

1.12. PERSONNEL MATTERS

1.12.1 Key Personnel: Before replacing any Contractor employee designated as key personnel, the Contractor shall notify the COR and KO in writing at least 30 calendar days in advance. The Contractor's request shall include a written justification along with the resume of the proposed key personnel substitution. All proposed personnel substitutions shall possess qualifications that are equal to or exceed the minimum requirements of PWS. The Contractor shall not unilaterally change its key personnel without written approval from the KO.

1.12.2 The following personnel are considered key personnel by the government: Program Manager (PM) The PM possesses the skills, knowledge, training, and certification(s) required to satisfactorily perform all services required by the contract.

1.12.3 The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the Contracting Officer. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 0730-1630 Eastern Time (ET), Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Qualifications for all key personnel are listed below:

TASK	KEY POSITION	# OF FTES	QUALIFICATIONS
5.1, 5.2, 5.3, 5.4, 5.5	Program Manager (PM)	1 FTE	**Education**: Bachelor's Degree in a relevant scientific field **Security:** Secret **Minimum Qualifications**: • Minimum of five (5) years of relevant experience as a forensic toxicologist. • Minimum of five (5) years of experience in the DoW Joint-Service Biochemical Testing Program environment, including knowledge of policy regulations pertaining to military drug testing, laboratory inspections, and drug testing laboratories. • Minimum of five (5) years of operational experience with all aspects of a

DRAFT

			Quality Assurance Program for drug testing, laboratory testing and reporting procedures for drugs of abuse. • Hold a current Fellow or Diplomate status from the American Board of Forensic Toxicology (F-ABFT or D-ABFT). **Highly Preferred Qualifications**: • Minimum of five (5) years of experience managing a Quality Assurance Program to include proficiency testing, laboratory inspections, and laboratory certification. Minimum of five (5) years leading accreditation inspections for DDRP

1.12.4 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 or 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.

1.12.5 Special Qualifications: Within five (5) days after award of this contract or after new employment five days of employment, the Contractor shall ensure that all Contractor employees complete and sign a Non-disclosure Agreement (NDA), and Contractor Conflict of Interest Form as identified in Technical Exhibit 2- Deliverable Table. The non-disclosure agreement and Contractor Conflict of Interest Form shall be signed by all Contractor employees supporting this effort and forwarded to the Contracting Officer's Representative (COR).

1.12.6 The following training is required for onsite Contractor personnel: The Contractor shall submit certificates of completion for each affected Contractor employee and Subcontractor employee, to the COR or to the Contracting Officer. This training shall be completed and reported to the COR within 30 calendar days of contract award and annual refresher training for the remaining contract duration.

1.13. SECURITY

1.13.1 The contractor is not required to have a Secret Facility Clearance from the Defense Counterintelligence and Security Agency (DCSA). No classified materials will be accessed, and no classified performance will occur at the contractor's facilities.

1.13.2 Key personnel and the alternate referenced in 1.12.3 performing work under this contract shall have a secret clearance at time of the end of the transition period and shall maintain the level of

DRAFT

security required for the life of the contract. The security requirements are in accordance with the attached DD254 (The unit security monitor is responsible for initiating this form).

1.13.3 On-site FTDTL inspections will require the Contractor's compliance with DoW Agency's personnel security regulations identified in Part 6, Applicable Publications. Contractor personnel performing on-site inspections must be able to obtain building/installation passes and meet any additional personnel security requirements for building/installation access.

1.13.4 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. The Contractor shall establish appropriate administrative, technical, and physical safeguards to protect any and all Government data, to ensure the confidentiality, integrity, and availability of Government data. At a minimum, this shall include provisions (as applicable) for personnel security, electronic security and physical security as listed in the following sections:

- Personnel Security: The Contractor shall comply with DoW Directive 8500.01E, "Information Assurance (IA)," October 24, 2002; DoW Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003; DoW Directive 5400.11, "DoW Privacy Program," DoW 6025.18-R; DoW 5200.2-R, "Personnel Security Program Requirements," January 1987 with change 3 February 23, 1996. Contractor responsibilities for ensuring personnel security include meeting the following requirements:

- Initiate, maintain, and document personnel security investigations appropriate to the individual's responsibilities to include the ability to acquire a Common Access Card (CAC).

- Immediately report to the OUSW (P&R) Privacy Office if a Contractor employee filling a sensitive position receives an unfavorable adjudication, if information that would result in an unfavorable adjudication becomes available, or if directed to do so by the appropriate government representative for security reasons.

- Ensure that all Contractor personnel receive information assurance (IA) training before being granted access to DoW information and data as related to this requirement.

- Files Security: All non-DoW (vendor) information systems that process, store, or transmit DoW information, including PII and PHI must be safeguarded in accordance with all basic security and safeguarding requirements and cyber incident reporting in NIST SP 800-171" Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations" and DFARS 252.204-7012. These requirements extend to any external cloud service providers used by the Contractor. Contractors are required to complete Level II Cybersecurity Maturity Model Certification assessments annually. In addition to the abovementioned requirements, Contractor-owned IT software / IT Systems shall be maintained and updated to accurate reflect documentation of file records and reports as required under the terms of this contract (such as Chain of Custody forms) and HHS guidelines. The Contractor shall not allow access to the files by any Government agency, non-Government agency or individual unless specifically authorized by the COR, KO, or DoW Policy. Files will be made available to the KO, or the COR upon request. The automated data files are the property of the Government and will be turned over to the KO or the COR at the completion or termination of this

DRAFT

contract. A daily backup of computer records and files shall be performed. Multifactor authentication procedures shall be used for all donor and research records. Information systems must provide adequate security for unclassified information not intended for public release, to include PII and PHI.

- Documentation: Documents, data files, reports, correspondence, and all other documents and writings, together with any charts, graphs, tables, illustrations, photographs, images, and other illustrative explanatory, historical documents related thereto or independent thereof, regardless of the medium (or media) by which they were produced, preserved, stored, or created in connection with or for purpose(s) of work performed under this PWS and contract, are property of the Government and shall be delivered to the COR promptly, upon request.

- The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which is not considered public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for purposes and to the extent authorized herein. The Contractor shall not release any information related to this contract to the public, media or other unauthorized persons or organizations unless the government has conducted the appropriate security review and granted written approval (e.g. posting information to a public website). The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government. To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases pertaining to the requirements listed in this PWS. If either the Government or the Contractor discovers new or unanticipated threats or hazards, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

- The Contractor shall retain all Government data acquired and produced in the normal course of business in accordance with DoWI 1010.16 and ODDR requirements according to the following schedule:

Document	Length of Time Retained (years)
Blind Monthly Proficiency Reports	5
Operating Procedures	5
Results of Blind QCs *(data provided by ODDR)*	1
Open Proficiency Reports	5
Certified Laboratories' Open data *(data submitted by the labs)*	1
Contractor Monthly Open Proficiency Testing Data	3
Certification and Challenge Sets Summarized Results & Data	5
Summary and Data of Special Testing Projects *(Consultation services)*	5

DRAFT

Control preparation and certification results & data	3
Inspection Reports	5
Inspection trend analysis	5

1.14. CONTRACT ADMINISTRATION

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

1.14.2 Phase-In/Phase-Out Period: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the 60 calendar days phase-in period and during 90 calendar days phase-out period. During the phase-in period, the incoming Contractor shall become familiar and execute with performance requirements in order to commence full performance of services on the contract start date for the PWS task areas described in Section 5. The Contractor shall follow its transition plan submitted as part of their proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The Contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-out period. During the phase-out period, the exiting Contractor shall coordinate with incoming Contractor as necessary to ensure a smooth transition of performance.

- The Contractor is responsible for executing the phase-in plan previously submitted. The plan must be detailed and include start-up activities required to transition to full operational capability to successfully assume all duties under this PWS. The transition plan must be provided to the government at proposal submission, and at a minimum, the contract shall provide a detailed transition methodology in logical sequence to ensure a smooth transition of all tasks/subtasks of the contract without interruption or degradation of service levels; a timeline for completion; and identification of all associated risk, issues and risk mitigation strategies.
- The Contractor shall submit a phase-out plan to include the transfer of work control, delineating the method for processing and assigning tasks during the phase-out period. The succeeding Contractor must observe operations and performance methods of the Contractor. The Contractor must allow the succeeding Contractor reasonable, finite access to the Contractor’s laboratory/site facility to the degree deemed necessary to ensure the orderly transfer of specimens, materials, and functions. The phase-out period shall not exceed 90 calendar days. The Contractor must not defer any requirements or transfer such responsibility to the succeeding Contractor before the end of the last performance period.

DRAFT

- Unless the COR specifies otherwise, during the phase-out period, the Contractor shall complete the testing and reporting of all samples on hand. A complete inventory of all records, specimens, and materials on hand and on order will be provided to the COR.

- All records supporting every proficiency specimen, certification set, challenge set, and inspection documentation belong to the government. The government may require all records be transferred to the succeeding Contractor.

1.14.3 Monthly Invoice Reports: The Contractor shall provide electronic (PDF format) copies of invoices on a monthly basis to the COR for audit review of charges. The COR may reject or require correction of any deficiencies found in the invoice or receiving report. In the event of a rejected invoice or receiving report, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor is responsible for properly preparing and forwarding to the appropriate Government official, invoices and receiving report for payment. The Contractor shall invoice in accordance with the Wide Area Workflow (WAWF) invoicing instructions.

1.14.4 Monthly and Periodic Reports: The Contractor will provide reports based on the schedule below. Note: the COR may request to receive these reports on a more frequent basis. All reports will be submitted electronically via email and the email address will be provided upon contract award.

Report	**Timeline**	**Min. Elements**
Monthly Blind PT Report	15 days after the end of the month	See task 5.1
Quarterly Blind PT Report	45 days after the end of the quarter	See task 5.1
Monthly Open PT Report	15 days after the result reporting deadline	See task 5.2
Quarterly Instrument Performance Report	30 days after the end of the quarter	See task 5.2
Inspection Reports	15 days after the last day of the inspection	See task 5.4
Post-Inspection Cycle Trend Reports	30 days after the closing of each tri-annual inspection cycle	See task 5.5
Special Reports	30 days	See task 5.3 and 5.6

1.15. TRAVEL/TDY/DEPLOYMENT

1.15.1 Contractor Travel: All travel to/from sites specified in Technical Exhibit 5 is included in the price of this contract. 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. Travel associated with inspection and evaluation of military drug testing labs and consultant services shall be conducted in accordance with Joint Travel Regulations (JTR) as prescribed by the General Services Administration (http://www.defensetravel.DoW.mil/site/travelreg.cfm). For the purposes of this contract, travel is defined as all inclusive of transportation, lodging, and per diem costs associated with inspection and evaluation of the sites and consultant services. Salaries are not included in travel. All travel requires prior Government approval/authorization and notification to the COR.

DRAFT

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.).

1.15.4 Synchronized Pre-deployment Operational Tracker (SPOT): (USE ONLY WHEN APPLICABLE). PLEASE REMOVE THIS PARAGRAPH IF NOT APPLICABLE. If Outside Continental United States (OCONUS) travel is required, the Contractor shall register and maintain an account in the Synchronized Pre-deployment and Operational Tracker (SPOT) web-based system (https://spot.dmdc.mil/privacy.aspx). The Contractor shall identify a Company Administrator (CA). The CA is an individual who works for the company and provides support under the contract. The CA is required to update and maintain personal information on all deployed Contractor personnel, including subcontractors, throughout their deployment or temporary duty travel (TDY). This includes maintaining Contractor personnel duty status, permanent duty location and closing out all deployments or TDYs. It is the CA's duty to ensure that appropriate communication channels are established with deployed personnel to maintain this information in an accurate and timely manner. The CA shall enter all required information before deployment/TDY and maintain data for all Contractor personnel to include subcontractors. The Contractor/CA shall use SPOT to enter and maintain the data.

1.15.5 If OCONUS travel is required, the COR shall advise the Contractor of any authorized Government services (which are identified in the table below) and complete the following information in SPOT.

CONTRACTOR STATUS ☐ CAAF ☐ NON-CAAF	
AUTHORIZED GOVERNMENT SERVICES*	
☐WEAPON**	☐MILITARY ISSUED CLOTHING
☐BILLETING	☐MILITARY ISSUED EQUIPMENT
☐CAC	☐MWR FACILITIES
☐LOCAL ACCESS BADGE	☐MILITARY EXCHANGE
☐DINING FACILITY (DFAC)	☐COMMISSARY
☐GOVT FURNISHED MEALS (GFM)	☐MILITARY BANKING
☐APO/FPO/POSTAL SERVICES	☐EXCESS BAGGAGE
☐DIPLOMATIC POST OFFICE (DPO)	☐MILAIR

DRAFT

☐PRIMARY CARE***	☐TRANSPORTATION (other than MILAIR)
☐OTHER (SEE REMARKS FIELD)	☐NONE

Authorized Government Services does not necessarily mean that the Government provides these services to contractors on a non-reimbursable basis. For certain categories of authorized services, the contractor may be required to reimburse the government IAW applicable Federal, DOW or CCMD regulations/policies and/or the contract terms and conditions. The indicated Authorized Government Services on this LOA are only applicable for the designated countries to be visited during the deployment; however, if the services vary between countries, the contracting officer shall specify which services may be authorized in each country. If the country to be visited has a Status of Forces Agreement (SOFA) in place that governs the categories of services to be authorized, then the terms of the SOFA take precedence over the terms of this LOA.

**Combatant Commander (CCDR) authorization is required IAW FAR Clause 52.225-26 for a contractor to be authorized to carry a weapon.

***Resuscitative/Emergency Care is the default level of care. Unless specifically negotiated in the contract, ALL medical care is reimbursable to the U.S. Government.

Contractors Authorized to Accompany the Force (CAAF) personnel are granted a Letter of Authorization (LOA) by the KO, authorizing them to accompany the military. Non-CAAF contractor personnel do not have this LOA. Contractor personnel shall receive authorized services based on CAAF or Non-CAAF status as defined in DFARS 252.225-7040, Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States.

The Contractor is responsible to close out the deployment of personnel, including subcontractor employees, at the end of the contract completion period and to release the personnel in the SPOT database in accordance with DFARS 252.225-7040. The release of employee information must be accomplished no more than 30 calendar days after the end of the contract completion date.

Accountability of Prime and Subcontractor Personnel: The Contractor shall be responsible for ensuring that any Contractor personnel deployed or TDY for purposes of performing work under this contract, shall be returned to their point of origin/home once the deployment or TDY is completed. Failure by the Contractor to ensure its personnel, (including subcontractor personnel at any tier) return home after deployment or TDY could result in the Contractor being placed on the Excluded Parties List System (EPLS) and being barred from being awarded future contracts with the U.S. Government.

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

1.16.1 Other Direct Costs: The Contractor will be required to provide supplies as identified in Technical Exhibit 6, Collection and Laboratory Supplies. The Contractor may incur costs associated with the procurement of the collection and laboratory supplies required to meet the requirements of PWS Tasks 5.1, 5.2, and 5.3 in accordance with the guidelines identified in Technical Exhibit 6, Collection and Laboratory Supplies. The Other Direct Costs for collection and laboratory supplies will be procured under a Time and Material (T&M) CLIN. The Contractor shall comply with the FAR clause 52.212-4 Alt 1 requirements pertaining to materials, to include “obtaining materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials,” and the submission of “[a]ny invoices or subcontract agreements substantiating material costs.”

DRAFT

1.17. DATA RIGHTS:

1.17.1 Data Rights: Refer to FAR Clause 52.227-14 "Rights in Data – General" and Defense Federal Acquisition Regulation Supplement (DFARS) 252.227-7015 "Technical Data – Commercial Products and Commercial Services." The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not considered public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for purposes and to the extent authorized herein. The Contractor shall not release any information related to this contract to the public, media or other unauthorized persons or organizations unless the Government has conducted the appropriate security review and granted written approval (e.g., posting information to a public website).

1.17.2 Data and Artificial Intelligence: The use of public, non-enterprise AI tools (e.g. public ChatGPT, Gemini, Claude, Copilot) with any government data, reports, and documents is effectively prohibited per FAR 52.204-21, FAR 52.239-1.

1.17.3 Data Use Agreement: A Data Use Agreement (DUA) is a contractual agreement between outside entities and the DoW to ensure that Protected Health Information (PHI) or Personal Identifiable Information (PII) is used appropriately and is not disclosed to unauthorized individuals or organizations. Any Contractor, non-DoW-organization, or non-DoW Agency requesting a data extraction from systems belonging to the Military Health System (MHS) should formally request a DUA, which must be approved by the ASD (HA) in accordance with the requirements of the HIPAA Privacy Rule and the DoW 6025.18-R, "DoW Health Information Privacy Regulations", January 24, 2003, Section C8- "Special Rules and Other Requirements Relating to Uses and Disclosures of Protected Health Information". DUAs are active for one year, after which the Contractor must submit a renewal request or provide a Certificate of Data Destruction (CDD) to the ASD (HA) Office.

1.17.4 Privacy Impact Assessment: The Contractor shall provide for the completion of a Privacy Impact Assessment (PIA) for any applicable system that maintains Protected Health Information (PHI) or Personal Identifiable Information (PII) and systems that retrieve such PII through the use of personal identifiers. The PIA will be prepared according to the DoW PIA format, which is specified in DoW Instruction 5400.16, "DoW Privacy Impact Assessment (PIA) Guidance," February 12, 2009. Completed PIAs will be sent to the ASD (HA) Privacy Office.

1.18. CONFLICT OF INTEREST

1.18.1 Organizational Conflict of Interest/Personal Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5 as well as Personal Conflicts of Interest. Using the Contractor OCI/COI Disclosure Form, the Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential conflict and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such conflict.

1.18.2 The Contractor's mitigation plan will be reviewed and accepted/rejected solely at the discretion of the Government, and in the event the Government unilaterally determines that any such

DRAFT

conflict 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 conflict.

1.18.3 In addition, Contractors shall conduct internal reviews as necessary to identify financial interests and determine if any personal conflicts of interest exist or may arise. The Contractor shall ensure that the organization has analyzed each financial disclosure to determine whether actual or potential conflicts exist. Information should be gathered and analyzed for all governing body members (e.g., board of directors, trustees, etc.) and principals of the organization as defined by FAR 52.203-13 and for each manager and key personnel who would be or are involved with the performance of the contract.

1.18.4 All Contractor and Subcontractor employees supporting this contract shall sign the WHS AD non-disclosure agreements.

PART 2

DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1 DEFINITIONS

2.1.1. BUILDING. A permanent structure, with a roof, that is used for a variety of purposes, such as offices or manufacturing. Buildings are real property.

2.1.2. COMMANDER/COMMANDING OFFICER. The senior Officer who is responsible for the operation of the drug-testing laboratory.

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

2.1.4. 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.

- Contracting Officer Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both

DRAFT

the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially regarding changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

2.1.5. 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.

2.1.6. CONTRACTOR PERSONNEL. A person employed by or under contract to the Contractor to provide services under this contract.

2.1.7. CREDENTIALS. Record of education, clinical experience, medical or professional licenses, professional performance and continuing education that confirms that an individual is professionally competent.

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

2.1.9. DELIVERABLE. Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.10. INDEPENDENT CONTRACTOR. The services provided by the Contractor are rendered in the capacity as an independent, non-personal services Contractor. The Government may evaluate the quality of professional, technical, and administrative services for the purposes of contract inspection and acceptance. The Government retains no direct control of the Contractor or their personnel and how they render services. The Contractor shall be solely responsible for any and all liability caused by acts or omissions of its agents or personnel. The Contractor shall not in any manner represent or infer that it is an instrument or agency of the United States Government. The Contractor shall recognize that the Commanding Officer of the laboratory maintains administrative and operational responsibility for all activities at the laboratory. This includes taking such actions as necessary to preserve and maintain the integrity of the command, subject to the limitations prescribed by law and DoW regulations.

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

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

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

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

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

2.1.16. SUBCONTRACTOR. One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

DRAFT

2.1.17. TRAVEL. For the purposes of this contract, travel is defined as all-inclusive of transportation, lodging, and per diem costs associated with inspection and evaluation of the sites, and consultation services. Salaries are not included in travel.

2.1.18. WORKDAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.19 WORK WEEK. Monday through Friday, unless specified otherwise

2.2 ACRONYMS

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
ANSI/ASB	American National Standards Institute/Academy Standards Board
AR	Army Regulation
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DDRP	Drug Demand Reduction Program
DOI	Department of the Interior
DFARS	Defense Federal Acquisition Regulation Supplement
DOW	Department of War
FAR	Federal Acquisition Regulation
FTDTL	Forensic Toxicology Drug Testing Laboratory
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
HIPAA	Health Information Portability and Accountability Act ID Identification
KO	Contracting Officer
LSD	Lysergic acid diethylamide
MS	Microsoft
OSHA	Occupational Safety and Health Administration
OUSD (P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PDF	Portable Document Format
PHI	Protected Health Information
PIPO	Phase In/Phase Out
PL	Public Law
PM	Program Manager
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan

DRAFT

QC	Quality Control
QCP	Quality Control Program
QASP	Quality Assurance Surveillance Plan
SSN	Social Security Number
TE	Technical Exhibit

PART 3

GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVIES:

3.1. Services: The Government will provide basic services, such as access to the restroom while working in Government facilities.

3.2. Facilities: The Government will provide basic facilities such as workspace that includes a desk/table and chair while working in Government facilities.

3.3. Utilities: The Government will provide electricity while working in Government facilities; however, wireless internet may not be available at all Government facilities.

3.4. Equipment: The Government will not provide laboratory equipment and instrumentation.

3.5. Materials: In the context of this contract, Government Furnished Information (GFI) shall be accessible via the government-provided, electronic platform(s) for the DoW's drug testing program. Access to the system shall be provided by the government to the Contractor (under the terms of this contract) and throughout the performance of this effort. The Government may also provide information or records to fulfill the contract requirements.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. **CONTRACTOR FURNIHSED ITEMS AND RESPONSIBLITIES:**

4.1. General**:** The Contractor shall ensure access to records of proficiency testing drug results, FTDTL inspection reports, and that associative personnel identifiers are secured. The Contractor shall establish processes consistent with the Privacy Act of 1974, and applicable DoW Directives or Instructions. Access to records and data files shall also be accessible to designated DoW Drug Demand Reduction Program (DDRP) management personnel.

4.1.2. Personnel: The Contractor shall furnish all personnel required to perform work under this contract, in addition to providing all necessary personal supplies (e.g. office supplies, etc.). The Contractor shall comply with the Workers Compensation Insurance Laws of the state in which they are incorporated.

4.1.3. Secret Facility Clearance: Not Applicable

DRAFT

4.1.4. Equipment: The Contractor must provide all necessary laboratory equipment, instrumentation, and supplies, which includes but is not limited to refractometers, immunoassay analyzers, liquid chromatography tandem mass spectrometry and other equipment utilized in forensic drug testing. All instrumentation must be validated and maintained by the original equipment manufacturer (OEM) or an OEM certified person.
4.1.5. Standard Operating Procedures: The Contractor must have established operating procedures for all tasks to include: preparation and certification of urine pools, calculations for drug spike volumes, negative blind, positive blind, and intentional discrepant blind preparation, pouring, and shipping, preparation of reference materials, analytical testing methods, instrument operation and maintenance, and conduct of accreditation inspections. Standard Operating Procedures (SOPs) must be version controlled, up-to-date, and provided to the government upon request.

4.1.6. Training: The Contractor shall provide training to ensure that all employees have been properly trained and are qualified to perform assigned tasks associated with laboratory instrumentation and equipment and urine specimen preparation under this PWS in accordance with DoWI 1010.01 and DoWI 1010.16. Contractor personnel will be trained annually in accordance with Federal privacy guidelines associated with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), Privacy Act System of Records Notice, and DoW information assurance and security regulations.

4.1.7. On-site Facility: The Contractor will ensure that the laboratory facility is a well-designed, secure, highly organized, and equipped with instruments and technologies necessary for testing drugs of abuse in urine. The facility's layout should be optimized for safety and workflow, with designated areas for different processes such as specimen preparation, analysis, and data handling. The facility must adhere to strict safety protocols, including proper ventilation, fire suppression systems, and the availability of personal protective equipment (PPE). The facilities, records, and SOPs shall be made accessible to the Government upon request for inspection. The Government anticipates one annual on-site inspection annually conducted by the COR, ODDR, and key DDRP personnel.

4.1.8. Urine: The Contractor must use human matrix urine for all specimens with a minimum specific gravity of 1.002 or greater. Proficiency samples must be prepared from pH-appropriate urine pools to prevent degradation, interconversion, or loss of target analytes during the proficiency testing cycle. The Contractor must add a positive identification marker(s) to proficiency testing urine pools to provide a unique chemical fingerprint, detectable by LC/MS/MS or GC/MS, that verifies specimen authenticity and ensures the correct PT sample was analyzed without affecting analytical performance. Sodium azide or other preservative agents must be used to inhibit microbial growth. All urine pools must be certified to contain no drugs or analytes on the current DoW testing panel prior to use, and the Contractor must reserve aliquots of all urine pools for at least 1 year to support investigations.

4.1.9. To qualify for this contract and throughout the performance of the contract, the Contractor laboratory must be certified in accordance with the American Board of Forensic Toxicologists (ABFT) and participate in College of American Pathologists (CAP) forensic toxicology urine proficiency testing for the analytes on the DoW drug testing panel.

4.2 Staffing Levels Inspectors and Consultants

4.2.1 The Contractor shall have a sufficient number of qualified personnel to perform inspections and serve as consultants. Their credentials must be approved by the COR and ODDR prior to working under this contract. A minimum of eight (8) and a maximum of eighteen (18) inspectors will be approved under this

DRAFT

contract by the COR and ODDR. Of the inspectors submitted, a minimum of four (4) inspectors shall meet the qualifications for the Lead Inspectors and a minimum of four (4) inspectors shall meet the qualifications for the Secondary Inspectors as stated under paragraph 4.11 Personnel Qualifications. This is to ensure continuity and familiarity with laboratory specific issues and operating procedures. Inspectors shall adhere to the inspection schedule, arrive on time and remain for the entire inspection.

4.2.2 The Contractor shall provide to the COR an original signed statement from each contract personnel certifying that they now meet and will continue in the future to meet the personnel qualifications as stated under paragraph 4.3 Personnel Qualifications.

4.2.3 The Contractor shall ensure that personnel providing services under this contract are able to read, write, and speak English fluently, and to enunciate with sufficient clarity, in order to effectively communicate and be understood by all personnel.

4.2.4 It is unlawful to hire for employment in the U.S. an individual without verifying that individual's employment authorization. 8 CFR 274a.2 VERIFICATION OF EMPLOYMENT ELIGIBILITY identifies the official documents that establish employment eligibility.

4.2.5 The contractor shall submit complete credentials documentation, no later than fifteen (15) days prior to their provision of services, to the COR.

4.2.6 All replacements shall require prior approval by the COR and ODDR prior to participation in any laboratory inspection or consultation services under this solicitation. The contractor shall remove individuals who are not approved from the inspection listing.

4.3 Inspection and Consultant Personnel Qualifications

4.3.1 Lead inspectors shall:

- Possess a doctorate (Ph.D.) degree in Toxicology, Chemistry, Pharmacology or one of the natural sciences from an accredited college or university;
- Certificate of Qualification (Board certification) as a Fellow of the American Board of Forensic Toxicology (F-ABFT);
- A minimum of having conducted at least three forensic laboratory inspections within the past five years with the latest inspection to have been within the past three years; and
- Proof of attendance at one professional meeting/seminar/conference (e.g. Society of Forensic Toxicologists, AAFS, etc.) within the previous year, to keep abreast of current issues/trends related to drug testing operations.

4.3.2 Secondary inspectors shall:

- Possess at a minimum, a bachelors (B.S.) degree in Toxicology, Chemistry, Pharmacology or one of the natural sciences from an accredited college or university;
- Certification of Qualification (Board certification) as an American Board of Forensic Toxicology Diplomat or similar board certification.
- A minimum of five years' experience working in a forensic toxicology laboratory;
- A minimum of having conducted at least one forensic laboratory inspection within the past three years.

4.3.3 Consultants shall:

DRAFT

- Possess a doctorate (Ph.D.) degree in Toxicology, Chemistry, Pharmacology or one of the natural sciences from an accredited college or university;
- Certificate of Qualification (Board certification) as a Fellow of the American Board of Forensic Toxicology (F-ABFT);
- A minimum of having conducted at least three forensic laboratory inspections within the past five years with the latest inspection to have been within the past three years; and
- Proof of attendance at one professional meeting/seminar/conference (e.g. Society of Forensic
- Toxicologists, AAFS, etc.) within the previous year, to keep abreast of current issues/trends related to drug testing operations.
- Consultants shall be part of the submitted Lead Inspectors.

4.3.4 Personnel that have been paid legal consultants and/or scientific experts for military legal cases involving drug testing 24 months prior to the contract award date or during the contract period are not eligible to be inspectors or consultants.

4.4 Inspection and Consultant Personnel General

4.4.1 Contract personnel shall maintain a standard of personal hygiene and grooming such that their image as professionals is compatible with the expectations of the professional community.

4.4.2 Eating, drinking, or smoking by a Contractor personnel is permitted only in designated areas. Smoking is strictly prohibited inside DoW (Government) spaces.

4.4.3 The Contractor shall return any locally required security/visitor pass identification furnished for Contractor personnel to the Commander/Commanding Officer or his/her authorized representative immediately when such personnel are no longer performing services under this contract.

4.4.4 Pursuant to DoW and Military Service policy applicable to both Government and contractor personnel, measures shall be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

4.4.5 Contractor personnel using privately-owned vehicles on DoW installations, to include rental vehicles, shall have proper operating licenses and permits for entry onto the installations. All vehicles shall comply with the vehicle operation regulations that govern installations. All vehicles are subject to search while on DoW installations.

4.4.6 The contractor shall pay all fines, fees, point assessment, and other costs associated with traffic violations, parking violations, or accidents that occur in the performance of work under this contract.

4.4.7 The Contractor shall be responsible for payment of all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits. In addition, the Contractor is also responsible for professional liability insurance premiums, contributions to insurance and pension or other deferred compensation plans including, but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc., and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. The Contractor shall indemnify and hold the Government harmless from and against all claims by Contractor personnel for the payment or filing of any of the foregoing compensation. The Contractor agrees to pay all applicable federal, State, and local income taxes, including any and all other Governmental fees, taxes, or expenses levied against it.

4.5 Inspector and Consultant Standard Liability Insurance

DRAFT

4.5.1 The following types of insurance are required in accordance with the clause entitled, FAR 52,228-5, Insurance Work On a Government Installation and shall be maintained in the minimum amounts shown:

- (a) Comprehensive General Liability: $ N/A per person and $500,000 per accident for bodily injury.
- (b) Automobile Insurance: $200,000 per person and $500,000 per accident for bodily injury and $20,000 per accident for property damage.
- (c) Property Damage Liability Insurance: Comprehensive policy coverage of at least $500,000.00 per occurrence. The Contractor shall be required to have property damage liability insurance to cover damage to any government property which results from actions on the part of the Contractor or his sub-contractors in accordance with FAR 28.306.
- (d) Standard Workman's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of $100,000.
- (e) Aircraft public and passenger liability: $N/A per person and $ N/A per occurrence for bodily injury, other than passenger liability; $ N/A per occurrence for property damage. Passenger bodily injury liability limits of $N/A per passenger, multiplied by the number of seats or number of passengers, whichever is greater.

PART 5 SPECIFIC TASKS

5. Specific Tasks

5.1 Basic Services. The Contractor shall provide DOW Drug Demand Reduction Program (DDRP) Quality Assurance Program Services based on the following tasks listed below. Supplies will be required for approximately 9,540 proficiency and certification set specimens and 10 inspections. As needed, the government can exercise a time and materials option for up to 1020 additional proficiency testing services and certification set services and 2 additional inspections.

5.1.1 Start of Services. The Contractor shall recognize the importance of a successful start-up of contract services and the timely recruitment of qualified personnel in sufficient numbers to meet all contract requirements. The Contractor shall perform all start-up activities required by this section. The Contractor shall provide timely, effective and complete start-up of performance of services with a maximum lead time of 60 days.

5.2 TASK 1 – BLIND PROFICIENCY TESTING SERVICE

5.2.1 The Contractor shall provide a monthly blind proficiency program. The proficiency program is designed to evaluate the five DoW FTDTLs performance in routine forensic specimen handling, testing, and reporting. To facilitate this evaluation, the Contractor will send quality control (QC) urine samples with known concentrations drugs/drug metabolites and/or errors in specimen preparation or packaging that may be indicative of tampering or adulteration to the FTDTLs for analysis. The QC urine samples are blind to the FTDTLs because specimen bottles are disguised as routine military specimens. This program was developed to ensure that service members' urine samples are accurately processed and reported throughout the military forensic drug testing program.

5.2.2 All specimens in the blind proficiency program will be prepared from certified drug-free human matrix urine. Positive urine samples shall be spiked with Certified Reference Material drugs and/or drug metabolites at clinically relevant concentrations, which elicit a positive immunoassay screening result

DRAFT

based on the cutoffs established in DoWI 1010.16. Each FTDTL will receive 100 samples per month, of which approximately 47% are positive, 47% are negative. An additional 6 percent of samples are negative but have intentional deviation(s) (discrepancies) in the proper specimen collection and/or submission as detailed in DoWI 1010.16. While the composition of positive and discrepant blind proficiency testing specimens shall differ each month, all FTDTLs will receive an identical set of specimens for any given month. Analytes and discrepancies with greater prevalence or programmatic relevance will be tested at increased frequency within the monthly blind program. Because these data are sensitive, they will be provided upon award of the contract. Technical Exhibit 7 details the analytes by drug class.

5.2.3 The Contractor will ship blind proficiency samples directly to the FTDTLs using the protocols of designated military installations (submitting units). The blind proficiency samples must be in DoW approved specimen bottles, with labels, tamper tape, memorandum requesting additional testing (for pulse tested drugs), and packing supplies approved by the DoW. The submitting units' information includes the unit addresses, base area codes, unit identification codes and other identifying information and will be provided by ODDR. The blind proficiency testing program is designed so that all proficiency specimens and associated packaging are indistinguishable from standard submissions, allowing them to move through the workflow exactly as routine specimens. Each specimen must contain a minimum of 35 mL of urine. There should be a minimum of 3 shipments per FTDTL per month with no less than 5 business days between shipments. Bottles must be shipped in the DoW approved boxes (no more than 12 bottles per box) and boxes cannot be consolidated into larger boxes. The Contractor should ensure the specimens in each box have variations in urine volume and coloration.

5.2.4 Labs will test and report all blind proficiency samples using their normal procedures. Results will be Downloaded from the Laboratory Information Management System (LIMS) and sent to the Contractor weekly. The Contractor will evaluate whether the FTDTLs correctly identified intentional discrepancies and positive and negative specimens based on the established testing cutoffs, and for positives whether the correct analyte(s) were reported. The Contractor shall notify the COR within 8 hours of reported false positives or false negatives.

5.2.5 Any reported result that is different from the intended result, to include missed or incorrect discrepancies, will be investigated by the Contractor. The Contractor must keep a duplicate bottle of each specimen as well as the stock solution to support any investigations and retesting as applicable. For intentional discrepancies, the Contractor must retain digital images of the bottle, label, accompanying memo, and/or package, as appropriate to support discrepancy reporting investigations. Investigations should be completed and resolved within 30 days, and the Contractor will notify the COR, FTDTL Program Managers (PM), ODDR, and Laboratory officials of the outcome of all investigations.

5.2.6 Blind proficiency reports will be generated monthly and quarterly as a record of the FTDTLs' performances. At a minimum, these reports will include the number reported, reported correct, reported incorrect by analyte as well as by discrepancy. Additionally, monthly reports will document any outstanding specimens, which are specimens shipped to the labs but not yet reported. For all incorrectly reported specimens, reports will also include the investigation summaries and conclusions. The Contractor will send the report to the COR for approval before distributing to the PMs and FTDTLs. Monthly reports are due within 15 days of the end of month, and quarterly reports are due within 45 days of the close of the quarter.

5.3 TASK 2 – OPEN PROFICIENCY TESTING SERVICES

5.3.1 The Contractor shall provide a monthly open proficiency program. The proficiency program provides an independent, external evaluation of a laboratory's ability to produce accurate results by comparing to

DRAFT

peer performance. To facilitate this evaluation, the Contractor will send quality control (QC) urine samples with drugs and/or drug metabolites to the FTDTLs for analysis. The QC urine samples are clearly identified as proficiency samples and labs must handle and test open proficiency samples in the same manner as routine submitted specimens.

5.3.2 The Contractor will prepare a set of urine samples for each drug class based on the schedule provided (Technical Exhibit 7). Five identical replicates are provided for each required drug class and spiked with a known concentration of the analyte(s) in the drug class. All samples shall be made using Certified Reference Materials and certified negative human matrix urine and must contain a minimum of 35 mL. The concentrations vary from month to month and typically range from 50% of the cutoff to 3-4 times the cutoff. All specimens must be labeled with a unique identifier to enable reporting and instructions, and reporting forms must be provided.

5.3.3 Open proficiencies require coordinated, overnight shipments and synchronized testing such that samples are received and tested during the same window at all participating labs. Samples shall be packaged and shipped using DoW approved supplies, and sealed boxes shall be consolidated into larger 18" X 14" X 4" shipping boxes.

5.3.4 The Contractor is also a participating laboratory and must test and report following the same requirements as the military drug testing laboratories. Testing must include screening and confirmation analytical methods validated in accordance with DoW1010.16 or ABFT standards. The Contractor shall maintain separation of function such that personnel performing the testing are not involved in sample preparation and have no knowledge of the sample composition. The Contractor can bill under the same CLIN for their participation.

5.3.5 Labs will submit all required data to the Contractor electronically by the designated deadline. For each drug, the Contractor will evaluate the submitted screening and confirmation data as well as their own data to calculate individual laboratory mean and laboratory standard deviation as well as the group mean, group standard deviation, and laboratory percent deviation from group mean. Each FTDTL's results are compared to the group mean for the corresponding analyte. The Contractor shall notify ODDR and/or COR of unsatisfactory results in accordance with DoWI 1010.16 within 8 hours. The Contractor must keep a duplicate bottle for each drug class replicate as well as the stock solution to support any investigations and retesting as applicable.

5.3.6 A monthly report will be prepared by the Contractor, which summarizes each FTDTLs' screening and confirmation results for the current month as well as for the three previous months the drug was analyzed. The Contractor will send the report to ODDR within 15 days of the laboratory submission deadline for distribution to the Program Managers and FTDTLs.

5.3.7 Once a quarter, the Contractor must provide sufficient additional volume (minimum of 65 mL/replicate bottle) for each drug class to enable testing on the lab's primary instrument and up to 2 additional instruments. This cross-check program is designed to monitor performance on all instruments on a routine basis. The schedule is provided as Technical Exhibit 7.

5.3.8 A quarterly instrument performance report will be prepared by the Contractor, which includes peer group and intralaboratory instrument comparisons for screening and confirmation instrument performance. The Contractor will send the report to ODDR within 30 days of the laboratory submission deadline for distribution to the Program Managers and FTDTLs.

5.4 TASK 3 – REFERENCE MATERIAL SERVICES

DRAFT

5.4.1 The Contractor will provide reference materials as requested to support new analytical method development and certification, method re-certification, and challenge existing methods in accordance with DoWI 1010.16. The Contractor will also supply certified control material and certify lab-prepared control material as requested in accordance with DoWI 1010.16.

5.4.2 Certification sets are used to evaluate new analytical methods or to validate the accuracy and precision of existing methods and consist of drug free human matrix urine and urine containing the analyte(s) at various concentrations, typically 6, surrounding the DoW cutoff, including concentrations that allow for the assessment of carryover. The specific composition of the certification set varies by drug(s) requested and will include five replicates for each drug concentration. Certification sets require a minimum of 3 participating labs. The Contractor shall serve as a participating laboratory if requested, and the Contractor can bill under the same CLIN for their participation. Sets shall be shipped to the labs within 10 days of request for drugs currently on the DoW panel and 20 days for new drugs.

5.4.3 Challenge sets are used to verify the performance of existing analytical methods and consist of negative, drug free human matrix urine samples and urine containing the analyte(s) at various concentrations, typically 6, surrounding the DoW cutoff in addition to known interferences or matrix components to assess ion suppression/enhancement or high concentrations of analyte(s) that allow for assessment of carryover. The specific composition of the challenge sets varies by drug(s) requested and will include five replicates for each drug concentration. Challenge sets are usually sent to all FTDTLs. Sets shall be prepared and shipped to labs within 15 days of request.

5.4.4 The Contractor will evaluate the results of certification, re-certification, and challenge sets in accordance with the minimum requirements set forth by DoWI 1010.16 and send a summary report to ODDR with certification recommendations and details of any discrepancies within 15 days of receiving the testing results from the labs.

5.4.5 The Contractor will provide certified controls upon request in accordance with DoWI 1010.16 to support the development of analytical testing methods for new drugs and drug metabolites. Controls may contain one or more analytes depending on the drug class. All quality control materials will be formulated using drug-free human matrix urine and Certified Reference Materials, certified per DoWI 1010.16 requirements, and must be stable at room temperature or controlled conditions for at least 6 months. Each control requested should have a final volume of 1000 mL. Materials shall be shipped to the lab(s) within 30 days of request.

5.4.6 The Contractor will certify quality control material, including calibrators, controls, or stock material, prepared by and shipped from FTDTLs upon request. The Contractor will test and certify five (5) replicates of the material per DoWI 1010.16 using a validated analytical method that meets DoWI 1010.16 or ABFT guidelines. Certification results will be provided to the lab and COR within 15 days of receipt.

5.5 TASK 4 – LABORATORY INSPECTION

5.5.1 The Contractor shall inspect and evaluate five FTDTLs twice per year at predetermined times between October and May.

5.5.2 The Contractor shall inspect, evaluate, and provide, to the COR and ODDR, a written report with recommendations on the drug testing laboratories to include (but not limited to) the following:

- Specimen receiving
- Specimen processing and aliquot handling

DRAFT

- External and internal quality controls
- Security and safety
- Information management to include specimen records documentation, maintenance, and storage
- Quality Assurance
- Specimen Screening Procedures
- Personnel training Maintenance and calibration records for all laboratory equipment
- Validation of analytical methodologies utilized to test all specimens
- Laboratory administration and management
- Supply procedures and operations
- Other aspects of laboratory operations that may affect the forensic soundness and scientific supportability of the DoW drug testing program.

5.5.3 For laboratory inspections conducted under the contract, the Inspection Team will consist of a minimum of five (5) inspectors – three (3) shall be provided by the Contractor with one (1) serving as the Lead and two (2) Secondary Inspectors, and the remaining members will be provided by the Government. The Government will provide a thirty (30) day notification via individual task order prior to the Contractor for laboratory inspections.

5.5.4 The inspection period for the five military drug-testing laboratories will be three (3) consecutive business days and include the inspection process itself and the out brief by the Contractor to the Commanding Officer/Director of the Laboratory. The formal out-brief summary will be conducted no earlier than 1600 hours on the final inspection day. A daily discussion of the day's inspection activities shall be conducted with the Laboratory point of contact to ensure timely communication and discussion of recommendations and/or findings.

5.5.5 The Contractor shall conduct an out briefing to the Commanding Officer/Director of the Laboratory at the conclusion of each inspection. The Contractor Lead Inspector shall provide a written Executive Summary report to be available on the last inspection day for the out brief that summarizes the inspection's major findings and/or recommendations. The Executive Summary report shall be incorporated into the Quality Assurance Report as an attachment.

5.5.6 The Lead Inspector (Contractor) shall provide a written, detailed Quality Assurance Report to the COR within fifteen (15) working days after the conclusion of each inspection. The Quality Assurance Report is a detailed report of each inspection, including an evaluation of the inspection, and recommendations for improvement on all aspects of laboratory operations in accordance with applicable DoW instructions.

5.5.7 The Quality Assurance Report in a narrative format shall include, but is not limited to, the following: general information about the laboratory (e.g., laboratory identifier information); standard operating procedures; security and chain-of-custody issues; personnel qualifications and training; equipment management; specimens and receiving; and general safety information. Additionally, the Quality Assurance Report shall assess compliance with DOW Instruction 1010.01, "Military Drug Abuse Testing Program" (latest revision); DOW Instruction 1010.16,"Technical Procedures for the Military Personnel Drug Abuse Testing Program" (latest revision); and DOW Drug Testing Program Quality Assurance (DOWQA) Standard Operating Procedures (SOP). The Contractor shall include in their report suggestions and/or recommendations as well as requirements on findings identified in their inspection. All findings of non-compliance shall include sufficient detail, including examples of observed problems, to support the findings.

DRAFT

5.5.8 The report shall meet the formatting and content standards as established by the Government:

- Have all corresponding tabs correctly labeled and indexed.
- Redact social security numbers (SSN), DoW Electronic Data Interchange-Personal Identifiers (EDI-PI) and any other privacy or health protected information contained in any enclosure or attachment to such reports.
- Not identify specific laboratory personnel by name within the inspection findings (identification shall use position titles, e.g. Initial Laboratory Certifying Official (ILCO), etc.); and
- Be a consolidated report that combines the input from all participating Contractor inspection staff as well as the input of other inspection team members during the inspection. The quality of the report shall meet the above-mentioned criteria without personal bias.

The report format and content shall include the following sections:

- Introduction
- Definitions
- Executive Summary
- Findings and Discussion
- Management/Administration
- Forensic/Technical
- Response to Previous Inspection Report

5.5.9 The Government will review and return the Quality Assurance Report to the Contractor within ten (10) business days after the initial receipt of the Quality Assurance Report with recommended changes if the Contractor fails to meet the above-mentioned criteria. The Contractor will then have five (5) business days to submit a revised copy with the applicable changes to the COR.

5.5.10 The inspection shall be considered complete within ten (10) working days after the final report is received and approved by the COR and ODDR.

5.6 TASK 5 – LABORATORY INSPECTION COORDINATION

5.6.1 The Contractor shall provide coordination of accreditation inspections to include scheduling, document preparation, inspection communication, inspection checklist maintenance, and trend analysis of inspection findings for the five FTDTLs and all inspections. Each FTDTL is inspected a total of three times a year, twice by the Contractor and once by the DoW, specifically ODDR.

5.6.2 The Contractor will develop an annual inspection calendar/plan based upon the fiscal year and work with ODDR to identify a minimum of three to five DoW inspectors for each laboratory inspection. All inspections will be conducted for three full business days, Tuesday through Thursday. Inspection calendar should be finalized 60 days prior to the start of the fiscal year and inspection teams should be identified 60 days prior to the start of the inspection.

5.6.3 The Contractor will coordinate the dissemination of or access to pre-inspection materials to all designated inspectors at least 30 business days in advance, including Operating Procedures, QA nonconformances and memorandum, QA monthly reports, blind and open proficiency reports for that inspection period. The Contractor will provide the positive data package pull-list 15 business days in advance to the lead inspector. The Contractor will provide the FTDTL inspection checklist and ensure it is updated in accordance with DoDI 1010.16 and best forensic practices.

DRAFT

5.6.4 The Contractor ensures the inspection reports are received within 15 business days and will coordinate with the COR and ODDR to get the reports approved and disseminated. The Contractor will track the timely receipt of all inspection responses.

5.6.5 The Contractor will track inspection findings in order to support triennial post-inspection meetings to discuss reoccurring findings across multiple labs or significant findings at a single site with FTDTL leadership and ODDR. Inspection findings must be tracked over the duration of the contract and an electronic copy provided to the COR and ODDR at the end of the contract period.

5.7 TASK 6 – SCIENTIFIC CONSULTATION

5.7.1 The Contractor shall provide forensic toxicology consultation for the following: drug testing technologies, policies and procedures of drug testing operations to include method development, and quality assurance investigations.

5.7.2 The COR will provide the Contractor with a written notification at least seven (7) days prior to any requests for onsite or remote consultation services

5.7.3 Any reports required as part of the consultation are due within 30 days of the request date.

5.7.4 Includes travel as requested and as defined in 1.6.13.

5.8 TASK 7 – PROGRAM MANAGEMENT SUPPORT SERVICES

5.8.1 The Contractor Program Manager will be the ultimate Contractor point of contact to address and resolve issues, concerns, and problems related to Contractor performance.

5.8.2 Program Management responsibilities include: (1) ensuring that proficiency specimens, laboratory inspection coordination, reference material services, scientific consultation, and all associated tasks are managed consistently with overall contract requirements, and (2) ensure timely and accurate submission of invoices and reports.

5.9 TASK 8 - OPTIONAL SUPPLIES AND LABORATORY CERTIFICATION SERVICES

5.9.1 The Government reserves the right to not exercise any of the following optional tasks or task areas listed below (5.7.2-5.7.6).

5.9.2 Optional Time and Material Task: Additional BLIND PROFICIENCY TESTING: The Contractor shall perform additional effort required in accordance with Task 5.1 and subtasks listed above for 5.1.

5.9.3 Optional Time and Material Task: Additional OPEN PROFICIENCY TESTING: The Contractor shall perform additional effort required in accordance with Task 5.2 and subtasks listed above for 5.2.

5.9.4 Optional Time and Material Task: Additional REFERENCE MATERIAL SERVICES FOR CHALLENGE OR CERTIFICATION SAMPLES: The Contractor shall perform additional effort required in accordance with Task 5.3 and the subtasks listed above for 5.3 to include 5.3.1, 5.3.2, 5.3.3, 5.3.4.

5.9.5 Optional Time and Material Task: Additional REFERENCE MATERIAL SERVICES FOR QUALITY CONTROL MATERIAL CERTIFICATION: The Contractor shall perform additional effort required in accordance with Task 5.3 and the subtasks listed above for 5.3 to include 5.3.1, 5.3.6.

5.9.6 Optional Time and Material Task – Additional LABORATORY ACCREDIDATION INSPECTIONS:

DRAFT

The Contractor shall perform additional effort required in accordance with Task 5.4 and subtasks listed above for 5.4.

5.9.7 Optional Time and Material Task – Additional SCIENTIFIC CONSULTATION:

The Contractor shall perform additional effort required in accordance with Task 5.6 and subtasks listed above for 5.6.

5.9.8 Optional Time and Material Task- Additional TRAVEL FOR SCIENTIFIC CONSULTATION: The Contractor shall perform additional effort required in accordance with Task 5.6.

PART 6 APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The Contractor must abide by all statutes, applicable regulations, publications, manuals, and federal policies, procedures.

6.1.1 The primary documents related to this PWS are:

- DoD Instruction 1010.01, "Military Personnel Drug Abuse Testing Program (MPDATP)," February 14, 2018
- DoD Instruction 1010.16, "Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)," June 20, 2020

6.1.2 Other documents of relevance to this PWS are:

- "The Health Insurance Portability and Accountability Act of 1996" Pub. L. 104-191, 110 Stat. 1936, enacted Aug. 21, 1996
- FAR Section 37.101 "Definitions" and FAR Subpart 37.4 "Non-personal Health Care Services."
- FAR Section 2.101"Definitions" and FAR Subpart 7.5 "Inherently Governmental Functions."
- National Laboratory Certification Program Manual for Urine Laboratories, October 01, 2010 (Revised November 2015)
- Defense (DoD) 6025.18-R, "DoD Health Information Privacy Regulation," January, 2003
- 5 U.S.C. 552a, the Privacy Act of 1974
- OMB Circular A-130, Management of Federal Information Resources, Revised November 30, 2000.
- DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007
- DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007.
- DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance," February 12, 2009.
- DoD 6025.18-R, "DoD Health Information Privacy Regulations", January 24, 2003, Section C8- "Special Rules and Other Requirements Relating to Uses and Disclosures of Protected Health Information."

DRAFT

- DoD Directive 8500.01E, "Information Assurance (IA)," October 24, 2002.
- DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2003.
- DoD 5200.2-R, "Personnel Security Program Requirements," January 1987 with change 3 February 23, 1996.
- DoD Directive 5500.07, "Standards of Conduct" November 29, 2007
- DoD Instruction 8510.01 DoW Information Assurance Certification and Accreditation Process (DIACAP), November 28, 2007.
- MHS Automated Information System (AIS) Security Policy Manual, Version 1.3, and Feb 12, 2003.
- DoD Directive 7045.1, "The Planning, Programming, and Budgeting System (PPBS)", May 22, 1984.
- Health Affairs and TRICARE Management Activity Records Management Reference Handbook 2011.
- Glossary of Defense Acquisition Acronyms and Terms (2011) Website (http://www.dau.mil/pubs/glossary/preface.asp)
- Software Assurance Guidebook, NASA-GB-A201, Website http://www.hq.nasa.gov/office/codeq/doctree/87398.htm)
- Defense Contract Audit Agency (DCAA) Website (www.dcaa.mil/main.html)
- DoD Instruction 8582.01 Security of Non-DoW Information Systems Processing Unclassified DoD Information

PART 7

ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

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 – Firm Fixed Price

7.4. Attachment 4/Technical Exhibit 4 – Estimated Workload Data – Time & Material

7.5. Attachment 5/Technical Exhibit 5 – Laboratory Inspection Sites – Locations of Laboratories

7.6. Attachment 6/Technical Exhibit 6 – Collection and Laboratory Supplies

7.7. Attachment 7/Technical Exhibit 7 – Open Proficiency Testing Schedule

DRAFT

7.1 TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

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

Performance Objective	Standard	Performance Threshold (This is the maximum error rate. It could possibly be "Zero deviation from standard")	Method of Surveillance
PRS # 1 Blind Proficiency Program (PWS 5.1): Contractor shall provide blind proficiency specimens monthly to all FTDTLs	Contractor ships each FTDTL 100 blind proficiency specimens per month over a minimum of 3 shipments using the protocols of designated military installations. Approximately 47% are positive, 47% are negative and 6% are negative with intentional deviations in proper collection and/or submission termed discrepancies (5.1.2, 5.1.3).	Specimen preparation, labeling, packing, and shipping is 100% error-free in accordance with DoW requirements with the exception of intentional discrepancies; specimens are 100% blind and appear to be normal military submissions; 100% of contents have been certified to be negative or positive to include analytes present and concentrations; 95% of shipments arrive undamaged and on schedule	QASP, Monthly and quarterly reports to the COR and ODDR, and laboratory feedback
PRS #2 Blind Proficiency Program (PWS 5.1): Contractor will immediately notify when a false negative or false positive is reported.	ODDR and/or COR will be notified within 8 hours when a false negative or false positive is reported.	100% of required notifications are within 8 hours or less	QASP, monitoring of telephonic and email communications.
PRS # 3 Blind Proficiency Program (PWS 5.1): Contractor will investigate any nonconformances (testing and reporting discrepancies) from the intended result(s) and provide a summary of the root cause and corrective actions.	All nonconformances reported by the FTDTLs will be investigated and resolved within 30 days and summarized in the monthly report (5.1.5, 5.1.6).	98% of investigations are thorough to include a root cause analysis, on schedule, and error free.	QASP, monitoring of email communications, and monthly and quarterly reports.
PRS # 4 Blind Proficiency Program (PWS 5.1): Contractor creates a consolidated monthly and quarterly report summarizing FTDTL results and nonconformances.	Blind proficiency reports will be generated monthly and quarterly as a record of laboratory performance within 15 and 45 days, respectively. The Contractor will send the report to ODDR and the COR (5.1.6).	95% of monthly and quarterly reports are reported on schedule, thorough, and error free.	QASP, Monthly and quarterly reports to the COR and ODDR, and laboratory feedback

DRAFT

PRS # 5 Open Proficiency Program (PWS 5.2): Contractor provides open proficiency specimens monthly to all FTDTLs/SFTDTL. Contractor will also participate in the testing of open proficiency specimens.	Contractor prepares and ships each participating lab 5 replicates per drug class based on the open proficiency schedule. (5.2.2, 5.2.3).	100% of replicates are identical in composition across the set; 98% shipments are received on schedule; 95% of shipments arrive undamaged.	QASP, Monthly and quarterly reports to the COR and ODDR, and laboratory feedback
PRS # 6 Open Proficiency Program (PWS 5.2): Contractor is a participating laboratory and must test and report following the same requirements as the FTDTLs and SFTDTL	Contractor tests and reports open proficiency samples using validated analytical methods (5.2.4).	95% of replicates are acceptable per DoWI 1010.16	QASP, Monthly and quarterly reports to the COR and ODDR
PRS # 7 Open Proficiency Program (PWS 5.2): Contractor will immediately notify when laboratory results are unacceptable per DoWI 1010.16.	ODDR and/or COR will be notified within 8 hours when laboratory results are unacceptable per the requirements (5.2.5).	100% of required notifications are within 8 hours or less	QASP, monitoring of telephonic and email communications.
PRS # 8 Open Proficiency Program (PWS 5.2): Contractor creates and provides open proficiency monthly report of FTDTL/SFTDTL results.	Open proficiency reports will be generated monthly as a record of the FTDTLs' performances. The Contractor will send the report to ODDR and/or the COR for review (5.2.6).	98% of monthly reports submitted on schedule and error free.	Data submission on monthly reports to the COR and/or ODDR.
PRS # 9 Open Proficiency Program (PWS 5.2): Contractor will investigate any discrepancies from the intended result(s) and provide a summary of corrective actions.	Any discrepancies reported by the FTDTLs/SFTDTL will be annotated, investigated, and closed in the separate report (5.2.4). FTDTL/SFTDTL recertification, if applicable, is thorough and complete (5.2.5).	98% of investigations are comprehensive with attainable corrective actions.	Notification upon discovery of a discrepancy. Report submission after action closure to the COR and/or ODDR.
PRS # 10 Open Proficiency Program (PWS 5.2): Additional volume provided quarterly for each drug class to support testing on the lab's primary instrument and up to 2 additional instruments, including summarizing data in a quarterly report	Once a quarter, at least 50 mL provided per replicate sample/ drug class to enable additional testing on all certified laboratory instruments. Results are summarized in a quarterly report due 30 days after data submission.	98% of quarterly reports submitted on schedule and error free; 100% of applicable replicates meet the additional volume requirements	QASP, submission of quarterly reports
PRS # 11 Reference Material Services (PWS 5.3): Contractor will provide certification sets and challenge sets to the FTDTLs/SFTDTL as requested.	The Contractor will ship certification sets, consisting of negative, analyte-free, urine samples and urine containing the analyte(s) at various concentrations surrounding the DoW cutoff and concentrations that allow for the assessment of carryover, matrix effects, and/or method precision and accuracy. The specific contents of the certification set are determined by the drug(s) requested and will include five replicates for each drug concentration (5.3.3, 5.3.4).	100% of Certification sets shipped within 10 business days (current panel drugs) or 15 days (new drugs) of the request with no errors in analyte concentrations; 100% of Challenge sets shipped within 15 days of the request with no errors in analyte concentrations.	Data submission on monthly reports to the COR and/or ODDR.

DRAFT

PRS # 12 Reference Material Services (PWS 5.3): Contractor will evaluate the results of certification sets and challenge sets from the FTDTLs/SFTDTL.	Contractor will prepare a summary report to ODDR with certification recommendations and details of any discrepancies within 15 days of receiving the testing results from the labs (5.3.4)	100% of reports received within 15 and error free with appropriate recommendations.	Data submission on monthly reports to the COR and/or ODDR.
PRS # 14 Reference Material Services (PWS 5.3): Contractor will provide control material as requested	Control material to include calibrators or controls are prepared from negative human matrix urine and spike with requested analyte(s). All control material is certified in accordance with DoWI 1010.16 (5.3.5)	100% of requested control material is prepared, certified, and shipped to the lab(s) within 30 days	Data submission on monthly reports to the COR and/or ODDR.
PRS # 15 Reference Material Services (PWS 5.3):Contractor will certify control material provided by the lab(s)	The Contractor will certify quality control material, including calibrators, controls, or stock material, provided by the FTDTLs upon request and in accordance with DoWI 1010.16. Certification results will be provided to the lab and COR within 15 days of receipt of material.	100% of requested control certification are completed with results reported within 15 days of receipt of material.	Data submission on monthly reports to the COR and/or ODDR.
PRS # 16 Laboratory Inspection (PWS 5.4): Contractor will inspect and evaluate five military drug labs twice a year between October and May	The Contractor will provide a Lead Inspector and two (2) Secondary Inspections for each inspection location for a period of three consecutive days (5.4.3, 5.4.4)	100% of inspections are manned	QASP, submission of quarterly reports
PWS # 17 Laboratory Inspection (PWS 5.4): The Contractor provides an inspection outbrief	The Contractor will provide the Commanding Officer/Director of the Laboratory an formal inspection outbrief that summarizes the inspection's major findings and/or recommendations on the last day no earlier than 1400 (5.4.5)	100% of inspections include a formal outbrief	QASP, submission of quarterly reports
PWS # 18 Laboratory Inspection (PWS 5.4): The Contractor provides a written inspection report	The Contractor Lead Inspector will provide a written report to the COR as described in 5.4.7, 5.4.8, and 5.4.2 within 15 days of the conclusion of the inspection.	95% of inspection reports are received on time and meet the requirements	Receipt of the report by the COR.
PRS # 16 Laboratory Inspection Coordination (5.5): The Contractor will schedule, assign inspection teams, and coordinate delivery of pre-inspection documents	The Contractor is responsible for inspection scheduling for all labs, assignment of inspection teams, and coordination and delivery of pre-inspection documents in accordance with current requirements (5.4.1, 5.4.2, 5.4.3)	100% of inspection calendars are completed 60 days prior to the start of the fiscal year; 100% of inspection teams are identified 60 days prior to the inspection; 100% of pre-inspection documents are provided to inspectors at least 30 days before the inspection.	QASP, monitoring of electronic communications
PRS # 17 Laboratory Inspection Coordination (5.5): The Contractor ensures timely receipt and dissemination of inspection reports	Contractor ensures lead inspectors provide inspection reports within 7 days and supports the review and dissemination of reports (5.4.4).	80% of inspection reports are received and disseminated within 7 days.	Receipt of the final report. Data submission on monthly reports to the COR and/or ODDR.

DRAFT

PRS # 18 Laboratory Inspection Coordination (5.5): The Contractor will track inspection findings and hold triennial post-inspection meetings to discuss trends.	The Contractor establishes a system for tracking inspection findings and analyzing trends for quality improvement and provide a summary of trends and findings 3 times a year within 30 days of the last inspection in the cycle (5.4.5).	100% of triennial post-inspection meets are conducted within 30 days of the close of each inspection cycle to include a comprehensive summary of unique findings and trends	Receipt of the summary. Data submission on monthly reports to the COR and/or ODDR.
PRS #18 Scientific Consultation (5.6): The Contractor shall provide forensic science analytical consultation as requested.	The Contractor will provide scientific consultation as needed to include supporting forensic requirements for new instrumentation, testing methodologies, interference testing requirements, method development, and onsite or remote assistance quality assurance initiatives and investigations. Any reports required as part of the consultation are due within 30 days of the request date (5.5.1).	90% of consultation services requiring a report are submitted within 30 days of the request date.	Data submission on monthly reports to the COR and/or ODDR.
PRS # 19 Program Manager (PWS 5.7, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6): The Contractor Program Manager will be the Contractor point of contact to address and resolve issues, concerns, and problems related to Contractor performance.	PM ensures that proficiency testing, FTDTL/SFTDTL certifications, inspections, and all other tasks meet overall contract requirements, and invoices (1.6.17.2) and reports (1.6.17.3-4.) are submitted timely and accurately.	Proficiency testing, FTDTL/SFTDTL certifications, and inspections tasks meet contract requirements and performance thresholds cited above. Invoices and reports are accurate and submitted on time. 90% of quarterly reports and annually reports are provided within 30 days of the end of the quarter and year, respectively.	Annotated customer complaints that reach the COR and/or ODDR.

DRAFT

7.2 Technical Exhibit 2

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Inspection Calendar (5.4.2)	Initial and Annually	One (1)	MS Excel	Delivered to COR via email
Quality Control Plan (1.6.1)	With Proposal	One (1)	MS Word	Delivered to COR via email
Non-Disclosure Agreement (1.6.8)	Within 5 days of contract award or after new employment	One (1)	MS Word	Delivered to COR via email
Contractor Conflict of Interest Form (1.6.8)	Once - Within 5 days after contract award or after new employment	One (1)	MS Word	Delivered to COR via email
Level II Cybersecurity Maturity Model Certification assessments (1.6.15.5.4)	Annually	One (1)	MS Word	Delivered to COR via email
Privacy Impact Assessment (1.6.16)	Once	One (1)	MS Word	Delivered to COR via email
Data Use Agreement (1.6.15)	Within 10 days of contract award and prior to the start of each option year	One (1)	MS Word	Delivered to COR via email
Monthly Reports (1.6.19)	Monthly	One (1)	MS Word	Delivered to COR via email
Monthly Invoice Reports (1.6.18)	Monthly	One (1)	MS Word	Delivered to COR via email
Annual Reports (1.6.20)	Annually	One (1)	MS Word	Delivered to COR via email
Phase-In Plan (1.6.17)	Once	One (1)	MS Word	Delivered to COR via email
Phase-Out Plan (1.6.17.2)	Once	One (1)	MS Work	Delivered to COR via email
Licensure and Certifications (4.5.1)	Initial and Annually	One (1)	MS Word	Delivered to COR via email
Inspection Reports	15 days after inspection	One (1)	MS Word / PDF	Delivered to COR via email

DRAFT

Inspector Qualifications	30 days prior to first inspection	One (1)		

DRAFT

7.3. Technical Exhibit 3

ESTIMATED WORKLOAD DATA – FIRM FIXED PRICE (FFP)

Technical Exhibit 3 provides estimated data for completing the Performance Work Statement (PWS) requirements. The Contractor is responsible for determining appropriate staffing levels using sound judgement and business practices to meet all PWS requirements.

PHASE-IN PERIOD (60 DAYS)

PWS SECTION	DESCRIPTION	UNITS/ HOURS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	0	0
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	0	0
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	0	0
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	0	0
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	0	0
5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	0	0
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	0	0
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	0	0
5.0.1, 5.7	Transition		
5.6, 5.7	Scientific Consultation Travel	0	0

BASE PERIOD (12 Months)

PWS SECTION	DESCRIPTION	UNITS/ HOURS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	60	6000 samples
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	672	1280 samples
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	2	2 controls prepared and certified
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	2	2 premade control certified
5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	10	10 inspections
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	3	3 inspections
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	20	20 hours
5.6, 5.7	Scientific Consultation Travel		

OPTION PERIOD ONE (12 Months)

PWS SECTION	DESCRIPTION	UNITS/ HOURS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	60	6000 samples
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	672	1280 samples
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	2	2 controls prepared and certified
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	2	2 premade control certified
5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	10	10 inspections
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	3	3 inspections
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	20	20 hours
5.6, 5.7	Scientific Consultation Travel	1	1 travel to FTDTL

OPTION PERIOD TWO (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	60	6000 samples
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	672	1280 samples
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	2	2 controls prepared and certified
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	2	2 premade control certified

DRAFT

5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	10	10 inspections
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	3	3 inspections
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	20	20 hours
5.6, 5.7	Scientific Consultation Travel	1	1 travel to FTDTL

OPTION PERIOD THREE (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	60	6000 samples
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	672	1280 samples
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	2	2 controls prepared and certified
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	2	2 premade control certified
5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	10	10 inspections
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	3	3 inspections
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	20	20 hours
5.6, 5.7	Scientific Consultation Travel	1	1 travel to FTDTL

OPTION PERIOD FOUR (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.1, 5.7	Proficiency Testing (blind; 1 unit = 100 samples)	60	6000 samples
5.2, 5.7	Proficiency Testing (open; 1 unit = 5 replicate samples)	672	1280 samples
5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.3.1, 5.3.5, 5.7	Quality Control material preparation and certification (1 unit = 1000 mL control)	2	2 controls prepared and certified
5.3.1, 5.3.6, 5.7	Quality Control material certification (1 unit =2analysis of 5 replicated)	2	2 premade control certified
5.4, 5.7	Laboratory Accreditation Inspections (1 unit = 1 inspection)	10	10 inspections
5.5, 5.7	Laboratory Accreditation Inspections Coordination (1 unit = 1 inspection)	3	3 inspections
5.6, 5.7	Scientific Consultation (1 unit = 1 hr)	20	20 hours
5.6, 5.7	Scientific Consultation Travel	1	1 travel to FTDTL

7.4. Technical Exhibit 4

ESTIMATED WORKLOAD DATA – TIME & MATERIAL (T&M)

Technical Exhibit 4 provides estimated workload for each Time & Materials (T&M) Task and Optional Task, by Supply and Services. Each PWS Task # has an estimated quantity number needed to accomplish the requirements listed in the referenced PWS section for the T&M CLINs.

DRAFT

BASE PERIOD (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.9, 5.6, 5.7	OPTIONAL Travel for Scientific Consultation	1	1 travel to FTDTL

OPTION PERIOD ONE (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection

DRAFT

5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.9, 5.6, 5.7	OPTIONAL Travel for Scientific Consultation	1	1 travel to FTDTL

OPTION PERIOD TWO (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.9, 5.6, 5.7	OPTIONAL Travel for Scientific Consultation	1	1 travel to FTDTL

OPTION PERIOD THREE (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	6	180 samples
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.5, 5.3.1, 5.3.5,	OPTIONAL Quality Control material preparation	5	5 control prepared and certified

DRAFT

5.7	and certification (1 unit = 1000 mL control)		
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.9, 5.6, 5.7	OPTIONAL Travel for Scientific Consultation	1	1 travel to FTDTL

OPTION PERIOD FOUR (12 Months)

PWS SECTION	DESCRIPTION	UNITS	QUANTITY
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.2, 5.1, 5.7	OPTIONAL -Proficiency Testing (blind; 1 unit = 1 sample)	90	90 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.3, 5.2, 5.7	OPTIONAL Proficiency Testing (open; 1 unit = 5 replicate samples)	48	240 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	5	150 samples
5.8.4, 5.3.1, 5.3.2, 5.3.3, 5.3.4, 5.7	OPTIONAL Challenge or certification samples (1 unit = 1 set of 30 samples	5	150 samples
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.5, 5.3.1, 5.3.5, 5.7	OPTIONAL Quality Control material preparation and certification (1 unit = 1000 mL control)	5	5 control prepared and certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.6, 5.3.1, 5.3.6, 5.7	OPTIONAL Quality Control material certification (1 unit = analysis of 5 replicated)	5	5 premade controls certified
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.7, 5.4, 5.7	OPTIONAL Laboratory Accreditation Inspections (1 unit = 1 inspection)	1	1 inspection
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.8, 5.6, 5.7	OPTIONAL Scientific Consultation (1 unit = 1 hr)	10	10 hours
5.8.9, 5.6, 5.7	OPTIONAL Travel for Scientific Consultation	1	1 travel to FTDTL

DRAFT

7.5. Technical Exhibit 5

LABORATORY INSPECTION SITES – LOCATIONS OF LABORATORIES

Locations at which on-site inspections occurred during FY 2025. Inclusion of this Exhibit does not imply that future year on-site inspections will occur at these sites.

LISTING OF FTDTL LOCATIONS FOR	Acronym	Blind Proficiency Testing ?	Open Proficiency Testing?	Inspected?	Certified Reference Materials?	Consultation?

THE DDRP QUALITY ASSURANCE PROGRAM SERVICE CONTRACT						
Navy Drug Screening Laboratory-Great Lakes, IL	FTDTL-Great Lakes	Yes	Yes	Yes	Yes	Yes
Navy Drug Screening Laboratory-Jacksonville, FL	FTDTL-Jacksonville	Yes	Yes	Yes	Yes	Yes
U.S. Army Forensic Toxicology Drug Testing Laboratory-Fort George Meade, MD	FTDTL-Meade	Yes	Yes	Yes	Yes	Yes
U.S. Army Forensic Toxicology Drug Testing Laboratory-Tripler Army Medical Center, HI	FTDTL-Tripler	Yes	Yes	Yes	Yes	Yes
U.S Air Force Drug Testing Laboratory-Lackland AFB, TX	FTDTL-Lackland	Yes	Yes	Yes	Yes	Yes
Special Forensic Toxicology Drug Testing Laboratory-Fort George Meade, MD	SFTDTL - Meade	No	Yes	Yes *(co-located in FTDTL Meade)*	Yes *(co-located in FTDTL Meade)*	Yes *(co-located in FTDTL Meade)*
Forensic Drug Testing Laboratory, Armed Forces Medical Examiner System-Dover AFB, DE	AFMES	No	Yes	No	No	No

DRAFT

7.6. Technical Exhibit 6 –

COLLECTION AND LABORATORY SUPPLIES

The Contractor shall provide collection supplies for proficiency testing and certification sets which will include an ODDR-approved collection kit that consists of bottles, 12-pack boxes, taper tape, bags, and absorbent pads. The ODDR-approved collection kits can be found at: https://www.alphapointeonline.org/Products/Bottle--Urine-Specimen-w-cap--includes-collection-supply-pack-NSN-6640-01-681-3575--MPN--BOT5000__BOT5000.aspx.

The Contractor shall provide laboratory supplies and reagents for preparation and testing of proficiency testing specimens and certification sets.

7.7 Technical Exhibit 7 –

OPEN PROFICIENY TESTING SCHEDULE

Drug Class	Analyte	Participating Labs	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
6AM	6-AM	FTDTL x5+CTR		* **X**			X			* **X**			X	
COC	benzoylecgonine	FTDTL x5+CTR		* **X**	X		X	X		* **X**	X		X	X
THC	Δ-9-THC-COOH	FTDTL x5+CTR	X	X	* **X**	X	X	X	X	X	* **X**	X	X	X
	Δ-8-THC-COOH	FTDTL x5+CTR		X	* **X**		X	X		X	* **X**		X	X
AMP	d-amphetamine	FTDTL x5+CTR		X	* **X**		X	X		X	* **X**		X	X
	d-methamphetamine	FTDTL x5+CTR		X	* **X**		X	X		X	* **X**		X	X
Design AMP	MDA	FTDTL x5+CTR		X	* **X**		X	X		X	* **X**		X	X
	MDMA	FTDTL x5+CTR		X	* **X**		X	X		X	* **X**		X	X
OPI	codeine	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
	morphine	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
OXY	oxycodone	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
	oxymorphone	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
HYDRO	hydrocodone	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
	hydromorphone	FTDTL x5+CTR		X	X		* **X**	X		X	X		* **X**	X
BENZO	α-hydroxyalprazolam	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
	oxazepam	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
	lorazepam	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
	nordiazepam	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
	temazepam	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
FENT	fentanyl	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
	norfentanyl	FTDTL x5+CTR		X	X		X	* **X**		X	X		X	* **X**
LSD	LSD	FTDTL x5 +CTR+SFTDTL+AFMES		* **X**	X		X	X		* **X**	X		X	X

DRAFT

	OH-LSD	FTDTL x5 +CTR+SFTDTL+AFMES		***X**	X		X	X		***X**	X		X	X
PSIL	psilocin	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		X	***X**		X	X		X	***X**
SYCAN	4MBTN	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	5FADB	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	5MPCA	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	ABFUB	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	ADBTN	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	M4PIN	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	MFUBN	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X
	4MBUT	FTDTL x5 +CTR+SFTDTL+AFMES		X	X		***X**	X		X	X		***X**	X

*X indicates months requiring open proficiency testing by analyte; ***X** indicates months requiring extra volume to enable testing on all instruments*

4MBTN: 4-fluoro MDMB-BUTINACA butanoic acid metabolite

5FADB: 5-fluoro MDMB-PINACA metabolite 7 (5-fluoro ADB-metabolite 7)

5MPCA: 5-fluoro MDMB-PICA 3,3-dimethylbutanoic acid (5-fluoro MDMB-PICA metabolite 7)

ABFUB: FUB-AMB 3-methylbutanoic acid (MMB-FUBINACA 3-methylbutanoic acid

ADBTN: ADB-BUTINACA N-butanoic acid metabolite

M4PIN: MDMB-4en-PINACA butanoic acid metabolite

MFUBN: MDMB-FUBINACA 3,3-dimethylbutanoic acid (MDMB-FUBINACA metabolite 1)

4MBUT: 4-fluoro-MDMB-BUTICA N-(4-hydroxybutyl) metabolite

DRAFT