PERFORMANCE WORK STATEMENT (PWS)

Antiterrorism Specialist Contractor Support
US Army Acquisition Support Center

PART I

GENERAL INFORMATION

1. **GENERAL:** This is a non-personnel services contract to provide Antiterrorism Program Support. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Antiterrorism Program support 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.

1.2 Background: The Antiterrorism Program Support Specialist reports to the Security and Protection Chief, performing Antiterrorism (AT) duties for the US Army Acquisition Support Center (USAASC), a Direct Reporting Unit (DRU) under the Assistant Secretary of the Army for Acquisition, Logistics, and Technology (ASA(ALT), providing expertise in a wide range of Antiterrorism disciplines.

1.3 Scope: Antiterrorism Program Support. *Services include* assessment, planning, and policy development.

1.5 Period of Performance: See Section F

1.6 General Information

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The contractor will deliver the QCP within 30 days after contract award. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

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

1.6.3 Recognized Holidays: The contractor is not required to perform services on holidays.

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

1.6.4 Hours of Operation: The contractor is responsible for conducting business between the hours of 0800-1630, Monday through Friday or flex schedule as an option (40 hours per week with every other Friday RDO) except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons.

The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at government facilities.

1.6.6 Type of Contract: The government will award a Firm Fixed Price Contract.

1.6.7 Security Requirements: Contractor personnel performing work under this contract must have a SECRET at time of the proposal submission and must maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD Form 254.

1.6.7.1 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

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

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

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

1.6.7.3 Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.6.8 Special Qualifications: The contractor is responsible for ensuring all employees on this contract possess and maintain current Antiterrorism Level II certification during the execution of this contract; possess a minimum experience level of 5 years in the antiterrorism specialty; have completed, or have the ability to complete the US Army Antiterrorism Level II course; be proficient in Microsoft Word, Excel, and PowerPoint; and possess Secret Clearance.

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

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

1.6.11 Key Personnel: NA.

1.6.12 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.13 Contractor Travel Contractor will be required to travel CONUS and within the NCR during the performance of this contract to attend meetings, conferences, and training. The contractor may be required to travel to off-site training locations in support of this PWS. Contractors will be authorized for travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR.

1.6.14 Other Direct Costs. NA

1.6.15 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

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

1.6.17 PHASE IN /PHASE OUT PERIOD: NA

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

2.1.1. 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.

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

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

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

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

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

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

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

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

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

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

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

2.1.12. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

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

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

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. <u>GOVERNMENT FURNISHED ITEMS AND SERVICES</u>:

3.1. Services: NA

3.2 Facilities: The Government will provide the necessary workspace for the contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

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

3.4 Equipment: The Government will provide all required equipment for the contractor's use in performance of tasks outlined in this PWS.

3.5 Materials: The Government will provide all required equipment for the contractor's use in performance of tasks outlined in this PWS.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. <u>CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES</u>:

4.1 General. Secret Facility Clearance: The contractor shall possess and maintain a SECRET facility clearance from the Defense Security Service. The Contractor's employees, performing work in support of this contract shall have been granted a SECRET security clearance from the Defense Industrial Security Clearance Office. The DD Form 254 is provided as an attachment. See Section

PART 5
SPECIFIC TASKS

5. SPECIFIC TASKS:

5.1. Basic Services. The contractor shall provide the following services:

5.1.1. Assessment.

5.1.1.1. Coordinates and conducts staff visits, inspections, assessments, and reviews of Program Executive Officer (PEO) (and PEO subordinate) operations and facilities to determine overall effectiveness of the DRU Protection Enterprise. Coordinates all pre-assessment activities and requirements, provides administrative support during assessment, conducts selected assessments, and drafts assessment reports for Protection and Operations Chief approval. Develops and updates assessment policy documents and procedures. Develops and maintains tracking mechanism for all assessment findings to ensure they are mitigated. Develops and maintains long-range assessment calendar.

5.1.1.2. Provides higher-headquarters oversight of all facilities, to include Stand-alone facilities (SAF) throughout the DRU Protection Enterprise. Establishes a database of all facilities, ensuring the footprint of the DRU is captured and monitored. Ensures SAF assessments are conducted in accordance with the Department of Homeland Security Interagency Security Committee standards. Coordinates with other commands regarding shared SAFs.

5.1.1.3. Provides higher-headquarters oversight of all Special Events throughout the DRU Protection Enterprise. Develops and updates Special Event assessment policy documents and procedures. Maintains long-range calendar of all Special Events for planning and intelligence support efforts.

5.1.1.4. Prepare for and coordinates all facets of the HQDA Army Protection Program Assessment received by USAASC once every three years. Serves as a liaison between the HQDA and the USAASC to coordinate the visit and facilitate the assessment process.

5.1.2. Planning and Policy development.

5.1.2.1. Provides advice, guidance, and oversight to the HQ USAASC, PEOs, and DRPMs to ensure successful integration of work and ensure that these subordinate units develop holistic, comprehensive AT programs. Studies and interprets directives, regulations, and policies of higher echelon, as well as policies, procedures, organizational structures, staff patterns, space allotments, and resources to ensure the USAASC and subordinate commands consider all possible problems in developing their AT plans as part of the overall Protection mission. Represents the USAASC at AT meetings, conferences, and seminars. Develops and implements clearly articulated AT program requirements for the USAASC and subordinate commands. Incumbent is a technical authority on AT policies, plans and operations. Provides guidance and assistance as necessary for the HQ USAASC, PEO, and DRPM ATOs to successfully conduct vulnerability, threat vulnerability and risk analysis. Create and produce briefings and reports as required.

5.2. CONTRACTOR MANAGEMENT REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address https://Contractormanpower.army.pentagon.mil. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title

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

5.3. AT LEVEL 1 TRAINING. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable and annually thereafter. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 05 calendar days after completion of training by all employees and subcontractor personnel.

5.4. ACCESS AND GENERAL PROTECTION/SECURITY POLICY AND PROCEDURES. Contractor and all associated sub-contractors' employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

5.5. COMMON ACCESS CARD (CAC). Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

5.6. iWATCH TRAINING. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 05 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

5.7. ARMY TRAINING CERTIFCATION TRACKING SYSTEM (ATCTS) REGISTRATION FOR CONTRACTOR EMPLOYEES WHO REQUIRE ACCESS TO GOVERNMENT INFORMATION SYSTEMS (IS). All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and must successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

5.8. CYBER AWARENESS (INFORMATION ASSURANCE/INFORMATION TECHNOLOGY) TRAINING. All contractor employees and associated sub-contractor employees must complete the DoD Cyber awareness training before issuance of network access and annually thereafter. All contractor employees working in IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

5.9. HANDLING AND ACCESS TO CLASSIFIED INFORMATION. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to comply with— (1) The Security Agreement
(DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); (2) any revisions to DOD 5220.22-M, notice of which has been furnished to the contractor.

5.10. THREAT AWARENESS REPORTING PROGRAM. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a counterintelligence agent or other trainer as specified in 2-4b of AR 381-12.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

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

PART 7
TECHNICAL EXHIBIT LISTING

7. TECHNICAL EXHIBIT LISTING:

7.1 Technical Exhibit 1 – Performance Requirements Summary
7.2 Technical Exhibit 2 – Contract Deliverables Schedule

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 (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1. Coordinate and conduct and provide written report of staff visits, inspections, assessments, and reviews of Program Executive Officer (PEO) (and PEO subordinate) operations and facilities. PWS paragraph 5.1.1.1.	1. Pre-visit actions completed NLT 30 days prior to visits. 2. Final draft report published NLT 30 days after each visit. 3. Reports will be error-free.	<10% deviation from time standard. No more than 2 grammar, spelling and/or factual corrections per report.	Periodic direct observation. Periodic inspection. Progress meetings.
PRS # 2 Develop and update policy documents and procedures. PWS paragraph 5.1.2.1.	1. Draft policy published 30 days after assignment. 2. Documents will be error free.	<10% deviation from time standard. No more than 2 grammar, spelling and/or factual corrections per policy document.	Periodic direct observation. Periodic inspection. Progress meetings.
PRS # 3 Establishes a data base of all facilities, ensuring the footprint of the DRU is captured and monitored. PWS paragraph 5.1.1.2.	1. Initial database completed 90 days after arrival. 2. Database updated for accuracy every 60 days. 3. Database will be error-free.	<10% deviation from time standard. No more than 2 grammar, spelling and/or factual corrections per 60-day review.	Periodic direct observation. Periodic inspection. Progress meetings.
PRS # 4 Develops and maintains long-range assessment calendar. PWS paragraph 5.1.1.1.	1. Initial calendar drafted 30 days after arrival. 2. Calendar updated every 30 days. 3. Calendar will be error-free.	<10% deviation from time standard. No more than 2 grammar, spelling and/or factual corrections per 30-day review.	Periodic direct observation. Periodic inspection. Progress meetings.
PRS # 5 Create and produce briefings and reports as required. PWS paragraph 5.1.2.1.	All presentation material accurately portrays the organization with the approved brand identity and provides factually accurate information.	No more than 2 grammar, spelling and/or factual corrections per 30-day review.	Periodic direct observation. Periodic inspection. Progress meetings.

TECHNICAL EXHIBIT 2

CONTRACT DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Assessment reports PWS paragraph 5.1.1.1.	Final draft report. 5-8 per year.	1 copy. Published NLT 30 days after each visit.	MS Word via email	Protection and Operations Branch Chief
Policy documents and procedures. PWS paragraph 5.1.2.1.	Draft policy published. 2-3 per year.	30 days after assignment.	MS Word via email	Protection and Operations Branch Chief
Data base of facilities. PWS paragraph 5.1.1.2.	1. Initial database. 2. Updated database.	1. One copy. 90 days after arrival. 2. Every 60 days.	1. MS excel via email or SharePoint List. 2. MS excel via email or SharePoint List.	1. Protection and Operations Branch Chief 2. Protection and Operations Branch Chief
Long-range assessment calendar. PWS paragraph 5.1.1.1.	1. Initial calendar. 2. Updated calendar.	1. 30 days after arrival. 2. Updated every 30 days.	1. MS excel via email or Outlook. 2. MS excel via email or Outlook.	1. Protection and Operations Branch Chief 2. Protection and Operations Branch Chief
Briefings and reports. PWS paragraph 5.1.2.1.	1. Briefings. 2. Reports	1. 30 days after assignment. 2. 30 days after assignment.	1. MS Word or MS PowerPoint via email. 2. MS Word via email.	1. Protection and Operations Branch Chief 2. Protection and Operations Branch Chief