PERFORMANCE WORK STATEMENT (PWS)

USAG-Italy (Vicenza and Livorno) Security Guard Services
As of 07 June 2026

Part 1

General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction: This is a non-personal services contract to provide armed security personnel employed under this contract. These personnel will provide installation access control, roving security patrols, monitoring of Electronic Security Systems (ESS), monitoring of the Access Control Points (ACP), Entry Control Points (ECP), pass and badge control, vehicle inspections, static security, and any other security-related function(s) associated with the protection of U.S. Government installations, materials, property, and personnel. The Government will 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 is responsible to the Government.

1.2 Background: The U.S. Government requires the contractor to provide armed security guard services to ensure compliance with DOD and U.S. Army mandates for physical security on Army installations in Italy, including host nation policies and directives.

1.3 Scope: The Contractor shall provide non-personal armed security guard services as specified in this PWS and applicable Special Guard Orders for each Access Control Point (ACP) throughout United States Army Garrison - Italy (USAG-Italy) installations. The Contractor is responsible for providing all personnel, tools, materials, transportation, equipment, labor, and supplies, except for items identified as U.S. Government Furnished Property. This PWS, along with workload data and Special Guard Orders, details the duties, guard post locations, operating hours, required service levels, equipment, and facilities to be provided by the Contractor.

1.4 Objectives: These guard services shall be performed to prevent unauthorized access to installations, designated facilities, mission activities, or critical assets. The specific goal is to prevent criminal activity such as damage, sabotage, espionage, and theft. The contractor shall ensure that only properly vetted persons (see paragraph 5.17 of this PWS) are permitted unescorted access to U.S. Government installations and facilities. The contractor shall apply the instructions in the Special Guard Orders (provided by the receiving activity) developed for each specific post with the mission of only allowing authorized people access to areas where the guard orders allow

1.5 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the KO, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the KO. The designation letter 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. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work.

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 notify both the KO and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel. To ensure proper oversight, the Contracting Officer (KO) may appoint multiple Contracting Officer Representatives (CORs). In cases where multiple CORs are appointed, each will receive an appointment letter specifying their unique roles and responsibilities.

1.6 General Information: All reports, forms, and correspondence required by this PWS and generated by the contractor shall be prepared in the English language. Reports, forms, and correspondence shall be clear, concise, accurate, and in the proper format.

1.6.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to prevent, identify, and reconcile defective service performance. The Contractor's QCP is the intended reference by which the vendor ensures the work provided consistently complies with the requirements of the contract.

The Contractor’s Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer’s Representative (COR) for review within thirty (30) days after the date of contract award. The Government (COR and Quality Assurance Specialist, KO) will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within ten (10) days. If the Government has provided comments, the Contractor shall then have three (3) days to submit a Final QCP. After receipt of the Final QCP, the Contractor will receive the Contracting Officer’s acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the KO (through the COR) no later than thirty (30) days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance for proposed changes. At a minimum, the QCP shall include and answer the following to be acceptable:

a. A chart showing the organizational structure and lines of authority, the names, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team.

b. How the Contractor will monitor work to ensure that performance consistently complies with all deliverables (timelines, deadlines, goals, etc.)

c. How the Contractor will monitor work to ensure that performance complies with all specifications and requirements of the contract, including clauses.

d. How the Contractor will monitor and ensure staff qualifications remain current with processes/approvals throughout contract performance.

e. How the Contractor will ensure all keys issued will remain controlled items (Paragraph 1.24 Key Control).

f. How the Contractor will inventory and track maintenance [if required] of all Government Furnished Equipment (GFE), documents and other items and information that are provided to the contractor and are considered to be required to perform the services.

g. How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future.

h. How the Contractor will file and save all Quality Control related documents for the life of the contract plus five (5) years.

DELIVERABLE #1: Quality Control Plan

1.6.1.1 Optional addendum to the QCP: An analysis of quality control and timeliness of submittals (i.e., deliverables) shall be provided to the COR within thirty (30) days upon completion of each option period or Task Order.

DELIVERABLE #2: Quality Control Plan Analysis

1.6.1.2 Quality Issues: The Contractor shall inform the COR of any issues or potential issues that might affect performance within 24 hours of identification. Verbal reports shall be followed up with written reports within five (5) days.

1.6.1.3 Quality Assurance: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan focuses on ensuring the Contractor performs in accordance with the performance standards, defining how those standards will be applied, the frequency of surveillance, and acceptable quality levels (performance thresholds).

1.7 Place of Performance: Work under this contract will be performed at locations identified below and detailed in Appendix 3. The U.S. Government reserves the option to open or close operating locations based on requirements from the National Command Authority. Any new locations within Italy requiring performance in support of the U.S. Army will be considered within the scope of this contract unless specifically excluded.

1.7.1 Vicenza Military Community (VMC). Guard services in this location shall be performed at Caserma Ederle, Caserma Del Din, Villaggio Military Housing Community, Caserma Matteo Miotto, Ammunition Support Activity #7 (Tormeno), Torri Di Quartesolo Compound, and Lerino Compound.

1.7.2 Darby Military Community (DMC). Guard services in this location shall be performed at Camp Darby (Livorno), U.S. Army Depot (Livorno), and the Pisa Ammunition Storage Area (PASA).

1.8 Operating Hours: Government facility office hours, facility operating hours, and Contractor support hour requirements may differ. See the following details.

1.8.1 Military Work Schedule: The military work schedule may affect access to facilities. Coordination with occupants (through the COR) will be necessary for scheduled work or access, or work in affected facilities shall be rescheduled.

1.8.2 Contractor Support Hours: The Contractor is responsible for conducting business between 0001 and 2400, Monday through Sunday. The Contractor shall maintain an adequate workforce for

uninterrupted performance of all tasks defined in this PWS when U.S. Government facilities are not closed. Workforce stability and continuity are essential when hiring personnel.

1.8.2.1 Under no circumstances shall an employee work longer than the maximum hours specified in Legislative Decree No. 66/2003. The Contractor shall comply with any updates to these laws and notify the COR of changes affecting performance.

1.8.3 Recognized Holidays: If submittal deadlines fall on a holiday, the closest workday prior to the holiday will apply.

1.8.4 U.S. Holidays: Work shall be performed on U.S. holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. Holidays falling on Saturday or Sunday will be observed on the preceding Friday or following Monday, respectively.

New Year's Day	January 1st	M. L. King Day	3rd Monday in January
Presidents Day	3rd Monday in February	Memorial Day	last Monday in May
Juneteenth	June 19th	Labor Day	1st Monday in September
Independence Day	July 4th	Veteran's Day	November 11th
Columbus Day	2nd Monday in October	Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th		

1.8.5 Host Nation Holidays: Work shall be performed on Italian Holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer, including Patron Holidays (22 May Santa Giulia Livorno & 17 June Saint Ranieri Pisa) / 8 September Saint Mary Vicenza).

New Year's Day	January 1st	Epiphany (Three Kings Day)	January 6th
Easter Sunday		Easter Monday	
Liberation Day	April 25th	International Worker's Day	May1st
Republic Day	June 2nd	Assumption Day	August 15th
All Saints' Day	November 1st	Immaculate Conception	December 8th
Christmas Day	December 25th	St Stephen's Day	December 26th

1.8.6 Training Holidays: RESERVED

1.8.7 Government Facility Office Hours: RESERVED

1.8.8 Government Facility Operating Hours: RESERVED

1.9 Contractor Work Plan: The Contractor shall develop and submit a comprehensive work plan (schedule) detailing workforce allocation, including employee assignments, shifts, locations, and timelines for all tasks in this PWS. Submit to the COR within 30 days of award for approval. Update quarterly or as changes occur, and maintain as an official record for accountability and transparency.

DELIVERABLE #3: Contractor Work Plan

1.10 Pre-Employment documents: The Contractor shall submit pre-employment documents to the COR within ten (10) days of contract award. This contract is governed by and must strictly comply with this Performance Work Statement (PWS), the qualification standards outlined in AR 190-56, and all applicable Italian Laws. All contract personnel, regardless of nationality, must possess the legal authorization to work in Italy in accordance with the Consolidated Text on Immigration (Legislative Decree No. 286 of 25 July 1998) and be fully qualified as a 'Guardia Particolare Giurata' (GPG) under

the terms of the Consolidated Public Security Act (Testo Unico delle Leggi di Pubblica Sicurezza, Royal Decree No. 773 of 18 June 1931), and all other applicable Italian laws and regulations. Proof of legal authorization to work in Italy (e.g., Passport, National Identification Card, or residence/work permit) shall be provided to the Contracting Officer's Representative (COR) prior to an employee beginning duties under this contract. All guards must possess a valid "Guardia Particolare Giurata" weapon permit issued by the competent Italian authority for their assigned work area. This applies to all military areas owned by the Italian state and granted use to the U.S. Defense Department by the Italian Ministry of Defense.

DELIVERABLE #4: Pre-Employment Documents

1.11 Phase In /Phase Out Period: The Contractor shall submit a Phase-In Plan to the Government in accordance with the solicitation. The Phase-In plan shall encompass the entire 90-day Phase-In schedule. During the Phase-In period, the Contractor shall become familiar with performance requirements to commence full performance of services on the contract performance start date after the 90-day Phase-In period.

DELIVERABLE #5: Phase-In Plan

1.12 Mobilization Plan: The contractors accepted mobilization plan is summarized below (NOTE: "A" is the Award date and "+"# is the number of days beyond the award date. Example: If contract is awarded on January 01, 2026, then A+1 would be January 02, 2026):

1.12.1 A+0 – Award Date, full transition begins

1.12.2 A+4 – Pre-performance Conference. Government provides Access Control Procedures

1.12.3 A+7 – AM meeting to discuss new requirements

1.12.4 A+30 – Submit Quality Control Plan to the COR for review and acceptance

1.12.5 A+60 – PWS Deliverables, as required

1.12.6 A+90 – Prepared to begin services

1.13 Post Award Conference: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5 and Army Regulation 70-13. The KO, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the KO will apprise the Contractor of how the Government has assessed the Contractor's performance and the Contractor shall 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 Security Requirements: The following information is provided on security-related matters.

1.14.1 <u>Security Program</u>: Contractor personnel performing work under this contract are not required to hold a U.S. government security clearance.

1.14.2 <u>Personnel Security Clearance Requirements</u>: RESERVED

1.14.3 <u>Background Checks</u>: The Contractor shall provide all information required for background checks to meet installation-access requirements to be accomplished by USAG-Italy and Italian counterparts through the Director of Emergency Services. The Contractor workforce shall comply with all personal identity verification requirements as directed by DOD, HQDA, U.S. Army Europe and Africa as well as USAG Italy 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 U.S. Government may require changes in contractor security operational and administrative processes. The Contractor shall follow these instructions and referenced directives for completing background checks for all persons working on this contract. [Or as otherwise determine by the U.S. Government].

1.14.3.1 All background checks will be initiated automatically by the Installation Access Control Office (IACO) upon submission of required installation pass requests IAW AER 190-16.

1.14.3.2 If results of any security checks reveal derogatory information, the Installation Security Manager will evaluate the information and determine if the employee may work under this contract. If negative and/or derogatory information is found during any subsequent security check, the Contractor shall immediately remove the employee from work under this contract. There is no obligation for the U.S. Government to disclose any derogatory findings to an individual or the contracting company when a removal is required for “background issues.” A renewal background investigation must be conducted every three years as long as a contractor employee is performing duties outlined in Part 5 of this PWS. Contract employees who perform administrative duties outside VMC or DMC do not require an installation access request.

1.14.3.3 <u>Special Checks</u>: If more specific checks are required, they will be identified and the procedures provided by the COR.

1.14.4 United States Citizen Vetting Requirements: This paragraph applies exclusively to U.S. citizen employees. In addition to meeting all Italian legal and vetting requirements necessary to obtain ‘Guardia Particolare Giurata’ (GPG) status, all U.S. citizen candidates must undergo a favorable U.S. background check prior to and throughout their employment on this contract.

a. Required Checks: The U.S. Government will conduct a National Crime Information Center (NCIC) check with Interstate Identification Index (III) and an Army in Europe (AE) Form 190-45D, Military Police Record Check, in accordance with AR 190-56.

b. Contractor Action: For each prospective U.S. citizen employee, the Contractor shall provide the full name, social security number, and date and place of birth to the COR to initiate the checks.

c. Condition of Employment: A U.S. citizen shall not commence work under this contract until a favorable result has been received from all required checks. The results of these checks will be used by the U.S. Government to determine the employee's reliability and trustworthiness.

d. Adverse Findings and Recertification: If any initial or subsequent check reveals derogatory information, the Contractor shall immediately remove the employee from performing duties under this contract upon notification from the Contracting Officer. These checks shall be repeated at least every three years for the duration of the employee's performance on the contract.

1.14.5 Local Nationals and Third Country Nationals: Local Nationals and Third Country Nationals: Forwarding correspondence from the Contractors shall identify the associated contract number. Local nationals and third country nationals agree to the same employee termination provisions as stated for U.S. Citizens (see paragraph 1.14.4 above, in particular, same requirements to replace the employee (and within timeframe noted) when results of background check are unfavorable).

1.15 Installation Access: Access to U.S. installations and controlled areas are limited to personnel who meet applicable security criteria and are authorized by Italian and European Union law to work in Italy, including compliance with Italian Immigration Law (D.Lgs. 286/1998) for work and residence permits and EU Directive 2004/38/EC for free movement of EU citizens. Failure to submit required information/data and obtain required documentation or clearances in accordance with Army in Europe (AE) Regulation 190-16 (AE Reg 190-16) Installation Access Control or (AE) Regulation 604-1 for Italy specific contracts, will be grounds for denying access to U.S. installations and controlled areas. The Contractor shall ensure that any subcontractors used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any subcontractor utilized by the Contractor, are made aware of and comply with these requirements. Should anything in this paragraph conflict with AE Regulation 190-16 or AE Regulation 604-1, the regulation takes precedent.

1.15.1 The Contractor shall be aware of and comply with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control System (IACS) processing requirements.

1.15.2 Installation Pass. The Contractor shall be able obtain and maintain a Defense Biometrics Identification System (DBIDS) installation access pass once installation access is approved. The Contractor will have five (5) days to obtain a DBIDS pass upon time of installation access approval.

1.15.2.1 Installation Pass Log: In addition, the Contractor shall provide the Contracting Officer, via the COR, an Initial Installation Pass Log within five (5) days after contract award. The log must at a minimum contain the following information: Full name, date of birth, place of birth, country of citizenship, ID Type, ID #, start date. The log shall be updated "in-real-time" as employees are added or removed. The contractor shall maintain a current Installation Pass Log and submit updates to the COR within five (5) days after any changes.

DELIVERABLE #6: Installation Pass Log

1.15.2.2 Installation Pass Collection: The Contractor shall collect Defense Biometrics Identification System (DBIDS) installation access passes the same day employment of an individual has expired or

has been terminated. The contractor shall return installation access pass to the issuing office within three (3) days. The contractor shall maintain a turn-in receipt for at least one (1) year or IAW company's policies if retention is more than one (1) year. The contractor shall submit turn-in receipt to the COR by the 25th day of each month.

1.15.3 Common Access Cards (CAC): The Contractor shall be able to obtain and maintain a CAC. The Contractor shall submit the Mission Partner Identity and Access Management (MP ICAM) registration request (provided by the COR) to the COR within fifteen (15) calendar days after award (unless circumstances require otherwise and as directed by the KO). The Contractor shall ensure safeguarding of Personally Identifiable Information (PII) and comply with requirements under paragraph 1.29.7. Web site https://mpartnerspnrweb.dmdc.osd.mil/mpartnerspnrweb/app/.

DELIVERABLE #7: MP ICAM Registration Request

1.15.3.1 Common Access Card Log: The Contractor shall provide a CAC log to the COR within the first 30 days after contract award and within five (5) days after changes have been made unless circumstances require otherwise and as directed by the Contracting Officer. The COR will provide format and content for the log during the post award meeting. Note - CACs are US Government property and shall be accounted for.

DELIVERABLE #8: Common Access Card Log

1.15.3.2 Common Access Cards Collection : The Contractor shall collect CAC's the same day employment of an individual has expired or has been terminated. The contractor shall return installation access pass to the issuing office within three calendar (3) days.

1.15.5 Contractor Identification: Contractor personnel shall be easily identifiable through the display of badges IAW AR 190-56. Contract personnel shall wear the installation pass provided by the U.S. Government for access, as outlined above, while on duty at all times. These badges shall be worn in a uniform manner on the outer garment in full view. Badges may be attached to the outer shirt or jacket pocket by means of a clip or button or worn around the neck secured by an appropriate identification card chain. Installation passes shall be utilized in accordance with AR 190-13, AR 190-16, AR 190-56, and DoDM 5200.08 Vol 3, and shall be used only during the duty period of the particular guard. The contractor is also responsible for returning 100% of issued badges of personnel who no longer employed under this contract [within 24 hours of employment terminations] as well as at the end contract completion. Contractor and all associated sub-contractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by COR).

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

1.16 Key Personnel: The following personnel are considered key personnel by the Government:

1.16.1 The contractor shall submit a Key Personnel Roster within five (5) calendar days of contract award. The U.S. Government considers the following personnel to be Key Personnel: Program/Contract Manager, Quality Manager, Area Manager, and Supervisor. All Key Personnel shall meet the minimum requirements outlined in Para 5.7. They will be fluent (Level 4, as described in Appendix 5 of this PWS) in English and in the Italian language and be well versed with the requirements of this contract. The contractor shall submit written notice to the KO, via the COR, thirty (30) calendar days before removing or replacing any key personnel on this contract. Proposed substitutes shall have the same equivalent characteristics, experience, and credentials. The contractor shall notify (in writing) KO through the COR ten (10) calendar days prior to any scheduled substitution. The written notification shall include a justification.

1.16.2 Program Manager (Chief of Guards): The Contractor shall provide a person to serve as Program Manager. The Program Manager will have oversight of both VMC and DMC. The Program Manager shall be the central point of contact with the COR and be stationed in the VMC. Program/Contract Manager, and Area Manager in their absence, shall be responsible for the management and have full authority to act for the Contractor on all matters relating to the operations of this contract. The name of this person, and any alternates who shall act for the Contractor when the manager is absent, shall be designated in writing to the COR and prior to permanent replacement of the primary at any time during the execution of this contract. The Program Manager or alternate shall be readily available between 0800 – 1600, Monday thru Friday except Italian holidays and will have email capability during office hours. The Program Manager shall have a minimum of five (5) years of armed security experience in the armed forces, civilian police, or commercial armed security agencies within the last five (5) years to successfully perform this requirement. The Program Manager is responsible for contract performance described within this PWS. The Program Manager is responsible to coordinate with the Area Managers (one within the VMC and one within the DMC) to ensure all available guards, including the Program Manager, are physically assisting with ACP access control operations during high volumes of traffic (when and where identified) ensuring traffic flow thru the ACPs has no disruption and little to no impact for the community, responsible for effectively managing the security operations and training described within this PWS.The Program Manager shall be able to speak, read, and write in English and Italian at a Level 4 (as described in Appendix 5 of this PWS), as well as have a good knowledge of terminology used in this contract, U.S. military access control regulations, and of the Italian legislation.

1.16.3 Quality Manager: The Contractor shall provide a Quality Manager responsible for the development, implementation, and oversight of the Quality Control Plan (QCP). This individual will ensure compliance with all performance standards, conduct internal audits and inspections, and manage all corrective and preventative actions.

a. Qualifications: The Quality Manager shall have a minimum of three (3) years of experience in a quality assurance role on contracts of similar size and scope, with demonstrated experience in security or service contracts. Relevant professional certifications (e.g., ISO 9001 Lead Auditor) are required. The Quality Manager shall be fluent in both English and Italian (Level 4, as defined in Appendix 5).

b. Location and Availability: The Quality Manager shall be based in the vicinity of the Vicenza Military Community (VMC) to ensure daily oversight of the largest area of performance. The position requires routine travel to the Darby Military Community (DMC) and all other places of performance under this contract to conduct audits, validate service quality, and ensure uniform standards are maintained

across all locations. The QM shall be available during normal business hours and have email capability.

1.16.4 Area Manager (Operations/Training Officer): The contractor shall provide one Area Manager at Vicenza Military Community and one Area Manager at Darby Military Community. The Area Manager shall be responsible for contractor performance, training, and guard operations and scheduling at their associated areas of responsibility. Refer to paragraph 1.7 (and subparagraphs) and Appendix 3 for place of performance. The Area Manager shall manage and perform duties that are focused on ensuring the Contractor meets Individual Reliability Program requirements IAW AR 190-56, is prepared for random surveillance of those requirements and shall ensure that all employees within their area of responsibility complete initial, quarterly, annual, and other refresher proficiency training required by this PWS. Area Managers shall have a minimum of five (5) years of armed security experience in the armed forces, civilian police, or commercial armed security agencies within the last five (5) years to successfully perform this requirement. The Area Managers are responsible for coordinating with the Program Manager and Shift Supervisors to ensure all available guards, including the Area Managers, are physically assisting with ACP access control operations during high volumes of traffic (when and where identified) ensuring traffic flow thru the ACPs has no disruption and little to no impact on the community. The Area Managers are responsible for effectively managing the security operations and training described within this PWS and will have email capability in the office. The Area Manager shall be able to speak, read, and write in English and Italian at a Level 4 (as described in Appendix 5 of this PWS), as well as have a good knowledge of terminology used in this contract, U.S. military access control regulations, and of the Italian legislation.

1.16.5 Supervisor: Supervisors shall assume duties of Area Managers and the Program Manager outside duty hours specified in paragraphs 1.16.4 and 1.16.2. Supervisors shall be able to speak, read, and write in English and Italian at a Level 3 (as described in Appendix 5 of this PWS), as well as have a good knowledge of terminology used in this contract, U.S. military access control regulations, and of the Italian legislation. According to this contract, personnel filling in supervisory positions shall have to be qualified and trained as security guards. Supervisors shall have a minimum of two (2) years' armed security experience in the armed forces, civilian police, or commercial armed security agencies within the last five (5) years.

DELIVERABLE #9: Key Personnel Roster

1.17 Periodic Progress Meetings: The Contractor shall: attend, participate in, and provide input to scheduled and unscheduled meetings that relate to the contracted services and operations. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include: the Contractor Manager as well as designated subject matter expert from the contractor team who are needed to ensure efficient and safe security operations. Of note, meetings may start and end outside of regular duty hours. The Contractor shall submit meeting minutes notes to the COR for review within (48 hours) after the day of the meeting. The COR will review and either notify the Contractor in writing of acceptance of the meeting minutes or return with their comments to the Contractor within three calendar (3) days. If the Government has provided comments, the Contractor shall have one (1) day to submit a final meeting minute.

DELIVERABLE #10: Meeting Minutes

1.18 Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a US or Italian Government agency, another Government Contractor, or be of such nature that its dissemination [release] or use other than as specified in this work statement would be adverse to the interests of the US or Italian Government be considered a violation of privacy under EU or US applicable laws. The Contractor and Contractor personnel shall not divulge, or release data or information developed, or obtained under performance of this PWS, except to authorized US Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as specified in this PWS. All documentation showing individual names or other personal information shall be controlled and protected under the provisions of the Privacy Act of 1974, Public Law 93-579, 5 United States Code (U.S.C.) Section 552a.

1.18.1 Non-Disclosure Statements: The Contractor shall provide signed non-disclosure agreements to the COR within ten (10) days of contract award. Disclosure of information by Contractor personnel may result in Contractor personnel removal from performance under this contract.

DELIVERABLE #11: Non-Disclosure Agreements

1.19 Data Rights: The Government has unlimited rights to all documents and materials produced under this contract. All documents and materials, to include the source codes of software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership and copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the KO. 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.

1.20 DoD Commercial Use of Imagery Guidelines: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/, the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

1.21 Physical Security: The Contractor shall safeguard 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 IAW the Army Physical Security Program (AR 190-13).

1.22 Contractor's Workspace: Contractor workspace (staging site, on-site office, desk or work area, etc.) shall contain a sign signifying the space is occupied by Contractor employee(s) to ensure that Government employees and the public know that they are not Government employees. The proposed sign shall be submitted to the Contracting Officer via the COR for review and acceptance ten (10) days after contract award. Workspace sign location shall be coordinated with the COR. Contractor employees shall identify themselves by name and company affiliation when answering the telephone, presenting briefings, conducting or attending meetings, and seminars. All Contractor correspondence (written, facsimile, and email display) shall include their company name. Requirements for Contractor vehicles is addressed under Part 4 paragraph 4.4.

DELIVERABLE #12: Contractor Workspace Sign

1.23 Government Property and Services: RESERVED

1.23.1 Incidental Property:

1.23.1 Incidental Property: Incidental property is defined as Government property that is incidental to the place of performance, when the contract requires contractor personnel to be located on a Government site or installation, and when the property used by the contractor within the location remains accountable to the Government. Items considered to be incidental to the place of performance include, for example, office space, desks, chairs, telephones, computers, and fax machines. The Contractor shall only use the property for performing work in support of this contract. Modifications or alterations of property are prohibited. The Contractor shall not cannibalize property. In the event property is received by the Contractor in a condition not suitable for its intended use, the Contractor shall notify the COR in writing no later than four (4) hours after discovery. (Deliverable #13; Incidental Property Condition Report) The Contractor shall have a process to enable the prompt recognition, investigation, disclosure and reporting of loss of incidental property (meaning unintended, unforeseen or accidental loss, damage, or destruction of Government property that reduces the Government's expected economic benefits of the property. Contractors shall include the control of incidental property in their Quality Control Plan. Appendix 5 contains a list of what the Government is providing to the contractor.

(1) The Contractor shall investigate and report to the COR all incidents of property loss no later than two (2) hours after discovery (Deliverable #14: Incidental Property Loss Initial Report) and full report no later than twenty-four (24) hours after initial notification.(Deliverable #15; Incidental Property Loss Full Report). This process shall include the corrective actions necessary to prevent recurrence. Such reports shall, at a minimum, contain the following information:

(i) Date of incident (if known)
(ii) Lost or Damage (explanation of incident)
(iii) Cause of incident
(iii) Nomenclature
(iv) National Stock Number (NSN) / Part number
(v) Quantity
(vi) Serial Number
(vii) Copies of all supporting documentation
(viii) Last known location

Should it be determined by the Government that the Contractor (or subcontractor) is liable. The Contractor shall reimburse the Government for loss of incidental property as directed by the Contracting Officer. If incidental property is required to leave the installation to meet mission requirements the contractor shall notify the COR and fill out an OPTIONAL FORM 7 (REV. 10/2020) (Deliverable #16; Property Pass Form).

DELIVERABLE #13: Incidental Property Condition Report

DELIVERABLE #14: Incidental Property Loss Initial Report

DELIVERABLE #15: Incidental Property Loss Full Report

DELIVERABLE #16: Property Pass Form

1.24 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. 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. The contractor shall develop and implement a key control plan as required by AR 190-11 and Appendix D of AR 190-51, Security of Unclassified Army Property - Sensitive and Non-sensitive, for accountability and security of all sensitive keys and locks in use under the contract. The Contractor shall immediately report any incidents of lost or duplicate keys/key cards to the KO or COR by submitting a Lost Key Report with the details of the event within one (1) and written follow-up within 24 hours of the event. 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.

DELIVERABLE #17: Lost Key Report

1.25 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to US and Italian Government facility security policies and restrictions. The Contractor shall immediately report suspicious activities to security personnel. Government issued access badges shall not be worn outside designated facilities where visible to the general public.

1.26 Safety: The following provides information pertaining to Safety and Accident Prevention:

1.26.1 Italian Safety Laws and Regulations: The Contractor shall comply with FAR 52.236-13, Accident Prevention (November 1991), the references contained therein (e.g., U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)), and applicable Italian Safety Laws and Regulations, including Italian Safety Law Decreto Legislativo (D.Lgs.) 81/2008.

1.26.2 Accident Prevention: The contractor is responsible for reporting unsafe conditions as they are found. In addition to other requirements for accident prevention specified in this contract, the Contractor shall comply with all Federal, State and Local requirements governing safety and health protection on construction sites and any other applicable occupational safety codes. The Contractor shall coordinate all work at the site, including development of plans and providing advance notices.

1.26.2.1 The Contractor shall indicate its plan for compliance considering conditions of the work described by the design, technical proposal, operational activities of the Government or others in the area of the work, identification of the coordinator, and implementation of all other accident prevention provisions of this contract. For the compliance with Italian laws and regulations, the Contractor shall comply with the non-exclusive list of duties described in this paragraph. If the Contractor determines that additional activities are required to fully comply, the Contractor shall ensure that compliance with the laws is complete. The duties include:

a. The Contractor shall prepare a Safety and Health Protection Plan (SIGE) as required. The Contractor shall submit the SIGE to the COR within thirty (30) days after contract award and prior to the start of the mobilization plan (per 1.12). In addition, the Contractor shall appoint a qualified Safety Coordinator who will ensure that safety measures are implemented during performance. The Safety Coordinator must meet minimum training and experience requirements required under Italian laws.

b. The SIGE will be written in a comprehensive form and explained in language the workers understand and shall contain the following minimum information:

i. Maintenance of tools and equipment.

ii. Provisions for the storage and disposal of materials and waste, particular hazardous materials and substances.

iii. Modifying performance periods for such work, taking into consideration the site conditions.

iv. Organizing cooperation between different employers and Contractors without employees.

v. Interaction between work at the site and other operational activities in the area, on which or near which the first identified work will be performed and taking into consideration the instructions and advice of the coordinator as well as safety and health plans.

1.26.3 Safety Notifications: The Contractor shall report to the Contracting Officer and the US Garrison safety office(s) located on the installations by telephone any accident involving injury, death, damage to Government property, or accidental loss of Government property resulting from the activities of the Contractor, his sub-contractors, his agents, or employees within 24 hours of the occurrence. A written accident report shall be forwarded to the COR immediately upon the occurrence of an accident. In addition, the Contractor shall cooperate and provide data to any follow-up investigation of an accident by the installation or higher command.

1.26.4 Italian Safety Law Decreto Legislativo (D.Lgs) 81/2008: This project falls under the provisions of Italian Safety Law D.Lgs 81/2008 art.26. The Contractor shall submit to the COR all the information requested with Appendix 3 “Suitability of contractor for service contracts – MD0266”, paragraph B2 and B3, within five (5) days after award, for the preparation of the DUVRI by the Italian Safety Office, in accordance with the Italian regulation above. The Contractor shall establish an approved safety plan that can be verified by the COR and KO, in accordance with Safety Law 81/2008 and the operational work plan (Piano Operativo). The safety plan shall be submitted to the KO through the COR for acceptance within thirty (30) calendar days after contract award.

DELIVERABLE #18: Suitability of Contractor

DELIVERABLE #19: Safety Plan

1.27 Environmental Compliance Plan and Program: RESERVED.

1.27.1 Hazardous Material / Substances: RESERVED.

1.28 Special Guard Orders: Special Guard Orders are to be provided by USAG-Italy thru the COR to the contractor. These orders represent the main body of guidance that governs guards’ activities specific to a functional area/location/posting. The Contractor shall refer to Special Guard Orders for

both training and execution of guard duties. At any time, the Contractor finds that the guard order needs to be improved or updated; the Contractor is shall inform the COR within 24 hours or the next duty day in writing for consideration.

1.29 Required Training: The following provides information on training requirements. The Contractor shall ensure that all personnel employed under this contract meet the training requirements of this PWS and shall ensure that personnel are continuously evaluated for proficiency and effectiveness. These proficiency and effectiveness ratings shall be addressed within the contractor's QCP.

1.29.1 Training Record/ Individual Reliability Program (IRP) Packet: The Contractor shall develop and maintain a historically complete training record for each employee. Training records shall be submitted to the KO through the COR within 30 days of contract award and maintained for all new employees throughout the contract period. All Guards and Supervisors shall meet qualifications as a 'Guardia Particolare Giurata' and be issued security guard certification for employment under this contract. A copy of the renewal of the weapon permit shall be provided every two years in accordance with the Italian Questura Office for the province of their assigned military community. A copy of the renewal of the weapon permit shall be kept and filed by the Area Manager and be available for inspection upon COR or the contracting office request. A certified Red Cross training instructor shall teach first aid/CPR training. The training credentials and certification of each instructor shall be provided for review upon request by the COR. The record shall contain the IRP requirements listed in paragraphs 1.10 and 5.7. The training record shall address the subjects listed below and indicate the date that the employee completed each training requirement. The contractor shall ensure verification of accuracy for the training of all employees IAW Army Reg 190-56 and requirements set forth by the local Italian Questura office for armed security guard.

1.29.2 Special Training Requirements: The Contractor shall ensure that all employees have completed all training requirements listed in this PWS prior to assumption of duty. Employees who have performed on other U.S. Government contracts are not excluded from these requirements. Additionally, the Contractor shall provide any additional training as necessary to establish required levels of job proficiency in newly hired personnel prior to their performance of duty under the provisions of this contract. The Contractor shall ensure each guard receives, annually, training in Use of Force IAW local Italian Questura guidance and Special Guard Orders.

1.29.3 Anti-Terrorism (AT) Level I Training: All Contractor employees, including subcontractor employees, who are employed under the contract, shall complete AT Level I Training within thirty (30) days after contract award date or the effective date of incorporation of this requirement into the contract, whichever applies. Completion of AT Level I Training is also required within thirty (30) days after employment of new personnel. Contractor personnel travelling overseas shall complete area of responsibility (AOR) specific AT awareness training for U.S. based Contractor employees and associated subcontractor employees. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee to the COR (or to the KO, if a COR is not assigned) within three (3) days after completion of this training by all employees and subcontractor personnel. AT Level I awareness training is available at https://jkodirect.jten.mil. Contractor personnel shall complete refresher training every twelve (12) months except AOR specific AT Level I training which shall be completed as required by local AT policies.

1.29.3.1 If training cannot be conducted on the website, the Contractor shall coordinate with the COR who will contact the local AT Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance

roster signed by the AT Officer. Verification of the training shall be provided to the COR within thirty (30) days after completion of the training.

DELIVERABLE #20: AT Level I Training Certificates

1.29.4 OPSEC Training: IAW AR 530-1, All Contractor employees, including subcontractors, shall complete Level I OPSEC training within thirty (30) days of employment under this contract after contract award date. Verification of the training shall be provided to the COR within three (3) days after completion of the training. OPSEC Level I training is available at http://www.cdse.edu/catalog/elearning/GS130.html. Contractor personnel shall complete refresher training (IAW AR). Verification of the training shall be provided to the COR within three (3) days after completion of the training.

1.29.4.1 If training cannot be conducted on the website, the Contractor shall coordinate with the COR, who will contact the local OPSEC Officer at their assigned location for classroom training. Contractor personnel completing training in the classroom will receive a certificate or the training attendance roster signed by the OPSEC Officer. Verification of the training shall be provided to the COR within thirty (30) days after completion of the training.

DELIVERABLE #21: OPSEC Training Certificates

1.29.5 iWATCH Training: The contractor and all associated subcontractors will brief all employees on the local suspicious activity reporting 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 will be completed within fifteen (15) days after the contract is awarded and within ten (10) days after new employees commence contract performance, with the results reported to the COR within ten (10) days after completion. Training slides can be found on the Defense Visual Information Distribution Service website: https://www.dvidshub.net/video/583923/iwatch-2018.

DELIVERABLE #22: iWatch Training Certificates

1.29.6 Information Assurance (IA) Training: Reserved

1.29.6.1 Cyber Awareness Training: All Contractor employees, including subcontractors, requiring access to Government information systems shall complete the Department of Defense (DoD) IA Cyber Awareness Training within thirty (30) days after contract award date or effective date of incorporation of this requirement into the contract, whichever applies, or thirty (30) days after employment of new personnel. Verification of the training shall be provided to the COR within three (3) days after completion of the training. Training is available at https://cs.signal.army.mil/, this is a CAC-enabled only site. Users will be required to sign a user agreement.

DELIVERABLE #23: IA Cyber Awareness Training and Acceptable Use Policy

1.29.6.2 Information Technology (IT)/IA: RESERVED

1.29.6.3 Army Training Certification Tracking System (ATCTS): All Contractor employees, including subcontractors, performing services under this contract with access to a Government information system must be registered in the Army Training Certification Tracking System (ATCTS).

The web address is https://atc.us.army.mil/iastar/index.php. Verification of registration shall be provided to the COR within three (3) days after registration. Contractor personnel must complete refresher training every 12 months. Verification of the training shall be provided to the COR within three (3) days after completion of the training. The ATCTS website is a CAC-enabled website.

DELIVERABLE #24: Army Training Certification Tracking System (ATCTS)

1.29.6.4 Network Access Training: The COR will provide the Contractor with the required training for network access within thirty (30) days after contract award. The Contractor shall provide training certificate(s) within thirty (30) days after contract award.

DELIVERABLE #25: Network Access Training

1.29.7 Personally Identifiable Information (PII): Contractor employees, including subcontractors, performing services under this contract with access to PII and Government information shall complete "Identifying and Safeguarding PII" within 30 days of employment. Contractor personnel shall complete refresher training every twelve (12) months from initial completion. The Contractor shall provide the COR a copy of the training certificates for its employees no later than five (5) days after completion. Training is available at https://public.cyber.mil/training/identifying-and-safeguarding-personally-identifiable-information-pii/.

DELIVERABLE #26: PII Training Certificates

1.29.8 Threat Awareness and Reporting Program (TARP): Contractor employees, including subcontractors, performing services under this contract with access to Government installations shall complete TARP training within thirty (30) days of employment. Contractor personnel shall complete refresher training every twelve (12) months. The Contractor shall provide the COR a copy of the training certificate(s) within three (3) days after completion. CORs will need to contact the local military intelligence group to coordinate face-to-face training (https://usacac.army.mil/organizations/902d-military-intelligence-group/annual-training-requirements). If this is not feasible, training (CAC required) is available at: https://learn.atis.army.mil/moodle/.

DELIVERABLE #27: Threat Awareness and Reporting Program (TARP)

1.29.9 Installation Access Control System (IACS) Training (8 hours): The contractor shall conduct four hours of IACS training for all new hires IAW AR 190-16 and provide completion documentation to the COR within thirty (30) days of contract award and/or completion date (if retraining or updated equipment becomes available). The U.S. Government shall provide initial and refresher training (as required) to the Contractor's instructors, who shall then conduct initial training for all personnel and refresher training for employees performing access control functions. IACS training is in addition to those training requirements specified elsewhere in the contract. Attendance of Contractor personnel at U.S. Government-provided training shall be at no extra cost to the U.S. Government. The employees performing these functions shall possess basic computer skills and an understanding of AR 190-16 and local USAG access control policy. The U.S. Government will provide IACS equipment for the Contractor to use to train the employees as outlined in Part 3 of this PWS.

DELIVERABLE #28: IACS Training Completion

1.29.11 <u>Weapons Training:</u> The contractor shall be responsible for providing weapons training to its employees and shall ensure all armed employees meet the safety and proficiency requirements set forth by the local Questura's office. The contractor shall comply with all Italian weapons training requirements, Questura regulations, and AR 190-56. The contractor shall submit verification of all weapons qualifications to the COR within ten (10) calendar days of weapons qualification.

1.29.11.1 In Italy, the right of a security guard to carry a weapon is established by the Testo Unico delle Leggi di Pubblica Sicurezza (TULPS, R.D. 773/1931), including eligibility requirements and licensing per Arts. 42 and 138, and its implementing decree (RD 635/1940, Art. 256).

1.29.11.2 Application & Requirements: The Prefetto (or Questura) grants the license upon request by the security company per TULPS and implementing decree.

DELIVERABLE #29: Weapons Qualification Certificates

1.29.12 <u>Individual Training Tasks:</u> The Contractor shall conduct training and ensure all employees receive the required training listed below, as applicable. This training shall serve as the basis for the subjects to be taught during Quarterly Refresher Training. The Contractor shall develop its own lesson plan outlines containing tasks, conditions, and standards of performance for each subject being trained and submit them to the COR for acceptance within thirty (30) days of contract award. These outlines shall be used to organize and conduct training and shall be available at each training session for the subject being instructed. Any deviation by the Contractor from these outlines, with the exception of Firearms Proficiency, shall be reviewed and accepted by the COR prior to conducting the training. They are applicable to all security guards unless otherwise specified. The training hours listed below supplement any courses mandated by Italian law for security guards.

• Deciding When to Use Force (2 Hours).

• Detain Persons (2 Hours).

• Control Entry/Exit at an Installation (2 Hours).

• Conduct a Vehicle Search (1 Hour).

• Detect Surveillance (1 Hour).

• Perform Patrol Duties (1 Hour).

• Respond to Incidents (1 Hour). This will include (but not be limited to) responding to fires and explosions.

• First Aid and Cardiopulmonary Resuscitation, and defibrillator usage (8 Hours).

• Take Action upon Being Warned of an Explosive Device (0.5 Hour).

• React to Sniper Fire (0.5 Hour).

• Interpersonal Communications Training (1 Hour).

• Authority and Liability (0.5 Hour).

• Situational Training Exercise (STX) (8 Hours).

• CPR (Annual Requirement)

•

DELIVERABLE #30: Individual Training Packet

1.29.13 Refresher Training: The contractor shall provide a minimum of eight (8) hours of formal classroom training semiannually. The contractor shall identify the quarters for Refresher Training at the Post Award Conference. The contractor shall determine the appropriate training subjects based on areas of weakness and/or recommendations from the COR. The training shall be reported to the COR within 10 calendar days after completion.

DELIVERABLE #31: Refresher Training

1.29.14 Training after extended absences: The Contractor shall ensure employees returning from an extended absence (thirty (30) days or more) successfully complete guard training and certification requirements and are advised of any changes to operational policies or procedures and made aware of any change to the threat situation prior to resuming duty.

1.29.15 Situational Training Exercise (STX) : The contractor shall participate in any training exercise deemed necessary by USAG Italy and submit a memorandum format after-action review (AAR) seven (7) calendar days after the STX is concluded.

1.29.15.1 As a minimum, during two non-consecutive quarters of the year, the contractor shall provide one day of STX training. This training shall include classroom theoretical instruction as well as outdoor practice. Prior to preparing the training schedule, the Contractor shall solicit recommendations from the COR regarding STX training subjects; however, the Contractor shall be responsible for the final selection of those subjects. Training logs shall be submitted to the COR within 10 calendar days of completion.

DELIVERABLE #32: STX Training Record

1.30 Notice to Proceed: RESERVED

1.31 Electromagnetic Compatibility Directive: RESERVED

1.32 Contractor Travel: RESERVED

1.33 Other Direct Costs (ODCs): RESERVED

1.34 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to, or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the KO 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 KO to avoid or mitigate any such OCI. The Contractor's

OCI Mitigation Plan will be determined to be acceptable solely at the discretion of the Contracting Officer. 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.

DELIVERABLE #33: Organizational Conflict of Interest (OCI)

1.35 Conventional Forces Europe (CFE) Treaty Verification Inspection: RESERVED

1.36 Works Council Visits: In instances when Works Council officials must conduct health, safety, and welfare inspections of work areas, the responsible Works Council representatives will coordinate the date, time, and location of the inspection with the contractor's management. The contractor's management will then coordinate with the COR for the visit to ensure that there are no conflicts with the safe operation of traffic at a Government installation. These visits will focus on health, safety, and work environment-related issues. Works council members will not be authorized to visit these locations to conduct business beyond this scope. This ensures the security guards are not distracted from their duties. Additionally, for the maintenance of OPSEC and tight control of sensitive information, all Works Councils will meet on the installation.

PART 2

DEFINITIONS & ACRONYMS

2. Definitions and Acronyms:

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Access Control Point (ACP) – Points at the outermost boundary of the installation (or cantonment area of large installations) where security checks can be performed on personnel, vehicles, and materials before potential threats can gain close proximity to Army resources.

Biometrics - A single fingerprint only used in conjunction with a personal 6-8 digit PIN in order to determine identification for access and is deleted within 24 months after employment has terminated.

Contracting Officer (KO) – means a person with authority to enter into, administer, and/or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. Department of Defense Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: "Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, contracting officer's technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line-item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management." In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing support personnel to assist the COR, "These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the KO as alternate CORs."

Contractor – means a supplier or vendor awarded a contract to provide specific supplies or services to the Government. The term used in this contract refers to the prime contractor.

Contractor-acquired property – means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract, and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Deadly Force - Deadly force is destructive physical force directed against a person, such as firing a lethal weapon. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only in self-defense when in imminent danger of death or serious bodily harm. However, the right of self-defense can no longer be

invoked when the perpetrator has not initiated an attack. It also cannot be invoked if the attack ceases, or if the potential offender decides to leave the scene.

Defective Service – means service output that does not meet the standard of performance associated with the Performance Work Statement.

Defense Biometric Identification System – The Defense Biometric Identification System version 5 (DBIDS 5) upgrades the Installation Access Control System (IACS) currently used in Europe to increase installation security and communications by receiving frequent database updates on changes to personnel/credential status, law enforcement warrants, lost/stolen cards, force protection conditions and installation's protective posture overall.

Deliverable – means anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

Efficiency - The ability to achieve an end goal with little waste, low effort, and/or conservation of energy.

Efficacy - The degree to which a method or effort brings about a desired (or agreed upon) specific result is its efficacy.

Entry Control Point - In terms of this contract, entry control is defined as security actions, procedures, equipment, and techniques employed in restricted areas to ensure persons present in the areas at any time have authority and official reason for being present.

Gate/ACP – Access Control Point, refers to a specific location on an installation used to enter or exit the installation, such as the "rear" gate or "main" gate.

Government-furnished property (GFP) – means equipment and property furnished to the contractor by the US Government. It includes, but is not limited to, mission essential equipment, spare pieces, and property provided for repair, maintenance, overhaul, and/or modification. Government-furnished property also includes Contractor-acquired property when the item(s) is purchased by the contractor, as specified in the contract, for use in performance of duties when the items or materials are not consumable.

Government property – means all property owned or leased by the Government. Government property includes both Government-furnished property and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Guardia Particolare Giurata (GPG): Italian-licensed armed private security guard per TULPS Art. 138, required for all armed personnel.

Industrial Property Management Specialist (Property Administrator) – means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project's vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Individual Reliability Program (IRP): AR 190-56 process ensuring personnel trustworthiness via screening, training, and evaluations.

Installation - Refers to the outermost boundary of the installation (or cantonment area of large installations) where security checks can be performed on personnel, vehicles, and materials before potential threats can gain close proximity to Army resources.

Installation Access Control System (IACS) – Refers to the personnel access verification system, which is a central network database linked to all Installation Access Control Offices, selected Central Processing Facilities, MP Stations, and Access Control Points in USAREUR and USAFE, and will produce an installation pass for those authorized access.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Post – A post, or guard post, refers to a location where security duties are required to be executed for a specific period of a 24-hour day. Examples of a post/guard post can be any of the following positions: (i) 1 guard, 24 hours per day, 7 days per week; (ii) 3 guards, 14 hours per day, 7 days per week; or (iii) 4 guards, 12 hours per day, 5 days per week.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to U.S. Government property in the possession of a Contractor.

Quality Assurance (or Government contract quality assurance)- means the various functions, including inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP) – means the key Government-developed surveillance process document and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. The QASP, with very few if any exceptions, is an internal Government document.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Quantity – Quantities given for each Exhibit Line Item (ELIN) are estimates based on historical information and on the best information available to the U.S. Government at the time of solicitation issue. Each quantity is an estimate of the number of hours that may be ordered for a given location; however, actual quantities ordered may be greater or lesser than the estimated quantities.

Special Guard Orders – Post-specific SOPs provided by USAG-Italy detailing duties, equipment, and procedures.

Static Guard Position – A static guard position is defined as one where an individual is expected to work in a specific location for a prescribed period of time.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on “what” is to be accomplished; however, they are not prescriptive in describing “how” the outcome is to be achieved. Each HLO may have several statements to flesh out the areas necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

Tour – Refers to the daily time period of the on-duty post hours for the post. If not stated, the time period is 0000 to 2400 Hours, a total of 24 hours.

Workday – The number of hours per day the Contractor provides services in accordance with the contract.

Work Week – Monday through Friday, unless otherwise specified.

2.2 Acronyms: Although not inclusive of every term used within this PWS, the following provides a list of acronyms used throughout this PWS or commonly used in the acquisition field.

ACOR Alternate Contracting Officer's Representative

ACP Access Control Point

AE Army in Europe

AFARS Army Federal Acquisition Regulation Supplement

ASA Ammunition Supply Area

AOR Area of Responsibility

AQL Acceptable Quality Level

AR Army Regulation

AT Anti-terrorism

ATCTS Army Training Certification Tracking System

CAC Common Access Card

CCE Contracting Center of Excellence

CFE Conventional Forces Europe

CFR Code of Federal Regulations

CLIN Contract Line-Item Number

CONUS Continental United States (excludes Alaska and Hawaii)

COR Contracting Officer's Representative

COTS Commercial-Off-the-Shelf

CS/KS Contracting Specialist

DA Department of the Army

DBIDS Defense Biometric Identification System

DD250 Department of Defense Form 250 (Receiving Report)

DD254 Department of Defense Contract Security Requirement List

DFARS Defense Federal Acquisition Regulation Supplement

DISS Defense Information Security System

DMDC Defense Manpower Data Center

DMDC-E Defense Manpower Data Center- Europe

DoD Department of Defense

ECP Entry Control Point

ELIN Exhibit Line Number

FAR Federal Acquisition Regulation

FPCON Force Protection Condition

FRG Federal Republic of Germany

GFP Government Furnished Property

GPG Guardia Particolare Giurata

HLO High Level Objective

HIPAA Health Insurance Portability and Accountability Act of 1996

IA Information Awareness

IACS Installation Access Control System

IACO Installation Access Control Office

ID Identification

IGE Independent Government Estimate

IRP Individual Reliability Program

IT Information Technology

JTR Joint Travel Regulation

KO/CO Contracting Officer

MP ICAM Mission Partner Identity and Access Management

OCI Organizational Conflict of Interest

OCONUS Outside Continental United States (includes Alaska and Hawaii)

ODC Other Direct Costs

OPSEC Operations Security

PA Property Administrator

PDF Portable Document Format

PII Personally Identifiable Information

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

RA Requiring Activity

RCO Regional Contracting Office

SETAF-AF Southern European Task Force, Africa

SIGE Safety and Health Protection Plan

STD Standard

TE Technical Exhibit

UAV Unmanned Aerial Vehicle

USAREUR-AF United States Army Europe - Africa

UOM Unit of Measure

PART 3

GOVERNMENT PROPERTY (GP) AND SERVICES

3. <u>Government Property and Services</u>: The contractor shall provide all personnel, equipment, vehicles and supplies unless identified as U.S. Government-furnished.

3.1 <u>Services</u>: Government property that is provided to the contractor(s) as incidental to the place of performance shall be documented within the contract. The requiring activity shall document on an attachment to be included in the appropriate section of the contract. At a minimum, the data elements listed below shall be annotated:

3.1.1 The name, part number and description of the item(s).

3.1.2 National Stock Number

3.1.3 Quantity

3.1.4 Unit acquisition cost

3.1.5 Unit of Issue

3.1.6 Unique-item identifier or equivalent (if applicable)

3.1.7 Serial number, if applicable.

3.1.8 Any other data elements the responsible Accountable Property Officer (APO) requires.

3.1.9 Incidental property is not covered under FAR Part 45, Government Property. The control, reporting, inventory requirements, maintenance, repair, disposition and loss shall be annotated by the Requiring Activity within the Performance Work Statement (PWS) and validated via FAR Part 46, Quality Assurance. Additionally, the Requiring Activity shall specify in the PWS whether the Government or the contractor is responsible for maintenance and repair costs, as well as the conditions under which the contractor may be held liable for loss of property.

3.2 <u>Facilities</u>: The U.S. Government will provide:

3.2.1 <u>Contract Guard Workspace</u>: Contract guard workspace that includes: any sentry stations, guard booth or guard houses, reception rooms, or other working space, as identified in this PWS, its appendixes, and Special Guard Orders for the performance of this contract.

3.2.2 <u>Contract Management Workspace</u>: Space on the applicable U.S. Government installations is limited; however, the U.S. Government will provide to the Contractor the IAW Italian law for workspace necessary to perform administrative functions as required by this contract and determined by the U.S. Government. This will include designated space for the Program Manager (within the VMC), Area manager, training office, and storage for training materials (both VMC and DMC locations)….will be provided on ad hoc basis as required……

3.2.3 The Contractor shall not remove office furniture and equipment from U.S. installations.

3.3 Utilities: The U.S. Government will provide:

3.3.1 Heat, lights and toilet facilities, both primary and alternate, for all U.S. Government-provided workspace.

3.3.2 The U.S. Government's heating requirement at access control posts (ACP) is to provide heating to all positions required for ACP operation, including, but not limited to, the ID Check, Search, Overwatch, and Sign-In areas.

3.3.3 The U.S. Government shall also ensure that Contractor personnel at Access Control Points are provided sufficient overhead cover to protect them from the elements while performing their duties.

3.3.4 The Contractor shall instruct employees in utilities conservation practices. The Contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves, light switches and similar utilities after using the required amount to accomplish tasks requiring the use of the utilities.

3.4 Equipment: The U.S. Government will provide to the Contractor, for use in the performance of this contract only, the following property/equipment (paragraphs 3.5 - 3.11). This equipment is incidental to place of performance IAW FAR 45.000(b)(5) and is therefore not subject to FAR Part 45, Defense Federal Acquisition Regulation Supplement (DFARS) Part 45, or Army Federal Acquisition Regulation Supplement (AFARS) Part 45 requirements regarding U.S. Government Furnished Property.

3.4.1 The Contractor shall ensure that a proper inventory and turnover of all equipment is performed prior to each shift/tour of duty, as stipulated in the Special Guard Orders, and that all damaged or lost items are reported to the COR within two (2) hours after identification of deficiency. The contractor shall submit a written follow-up in due within twenty-four (24) hours after the identification.

DELIVERABLE #34: Equipment Inventory Sheet

3.5 IACS: IACS is equipment which the U.S. Government determines is necessary to perform personnel identification and sign-in functions.

3.5.1 IACS Equipment: This equipment includes but is not limited to: Handheld Personal Digital Assistant (PDA); the IACS Computer for the sign-in of visitors; Fingerprint Reader; Pistol Grip Scanner; Passport Reader; Infrared flashlight; and all associated equipment with those items (battery chargers, charging power cords, port extenders, etc.). To facilitate visitor access selected installations shall be equipped with equipment which will create a hard-copy visitor pass with a scan-able zone, unique to the pass. This equipment will include, but will not be limited to a digital camera, accessories (such as suction cups, tripods, power cords, etc.) and printers.

3.5.2 The contractor shall ensure at each shift change, that all PDAs, IACS Laptops, Fingerprint Readers, Pistol Grip Scanners, Passport Scanners, and all associated equipment are checked to ensure these function properly. If any of the equipment is damaged or does not function properly, the employee will record the problem, listing the item and its serial number, and the item's location in the

shift change report, and promptly provide that information to management. The contractor shall provide that information to the garrison/community IACS System Manager and the COR on the day of the incident, during normal duty hours. In the event the damage is discovered/reported during non-duty hours, the contractor shall report the information to the IACS System Manager and the COR at the beginning of the next duty day. The Contractor shall be financially accountable for the damage of any U.S. Government equipment that is attributed to the willful negligence of its employees.

3.5.2.1 Additionally, the contractor shall also maintain the IACS printer to include physically replacing toner cartridges, adding paper, and clearing paper jams.

DELIVERABLE #35: IACS Broken/Damaged Equipment

3.5.3 The U.S. Government will provide equipment to the contractor to train their employees on the use of the Installation Access Control System (IACS), during initial training at a U.S. Government installation nearest the contractor's area of training or on site (ACP) training. These items are intended to be used to train newly hired employees during their initial training on how to operate the IACS before conducting duties.

3.6 Radio Equipment: Radios are communication equipment which the U.S. Government determines is necessary in the performance of this contract. Radios will be provided as primary means of communication between the guard force and the response force.

3.6.1 This equipment includes but is not limited to: Motorola APX 6000 Radios, antenna, battery charging stations and batteries. This does not include the equipment needed to carry the device on their person and the contractor is required to outfit each guard with the proper radio holder.

3.6.2 The contractor shall ensure at each shift change that all radios, antennas, batteries, battery charging stations and all associated equipment are checked to ensure these function properly. If any of the equipment is damaged or does not function properly, the employee will record the problem, listing the item and its serial number, and the item's location in his shift change report, and promptly provide that information to its management. The contractor shall provide that information to the COR within two (2) hours of the incident, during normal duty hours and written response within twenty-four (24) hours, that includes what contractor is doing to correct the issue. In the event the damage is discovered/reported during non-duty hours, the contractor shall report the information to the COR at the beginning of the next duty day. The Contractor shall be financially accountable for the damage of any U.S. Government equipment that is attributed to the willful negligence of its employees.

DELIVERABLE #36: Broken/Damaged Equipment

3.7 Telephones: Telephones are either Class A or Class C, or both. Class A phones can call off-post numbers, while Class C cannot. The U.S. Government will determine the need, location and type of telephones required to support on-site security guard operations.

3.8 Maintenance of U.S. Government facilities is the responsibility of the U.S. Government. The Contractor is responsible for maintenance and upkeep of all Contractor equipment. The Contractor is responsible to submit work orders for Buildings they occupy, and are required to submit those work orders thru https://maintenance.army.mil. Contractor personnel shall be trained on work order submittal process. Each work request submitted by the Contractor shall list the COR as the alternate. Upon termination of the contract, the Contractor agrees to remove all Contractor-

owned/provided equipment and return the property back to its original state less normal wear and tear. The Contractor shall ensure that toilet facilities, which only Contractor employees use, are adequately clean at all times. The Contractor shall provide adequate cleaning materials, and toiletries. If a toilet facility is a communal space used by other than contract personnel, then contract personnel are only required to clean up after themselves.

3.9 All U.S. Government-provided equipment, facilities, supplies, or services (to include testing and inspection) shall be requested by the Contractor in writing (e-mail is acceptable) as to where, what, and why the service has to be rendered and within twenty-four (24) hours of the discovery of the deficiency to allow for timely U.S. Government performance of its responsibilities. A request that does not provide a date that the item or service is required shall not be deemed a valid request. For repetitive requests, one request that provides the complete schedule is adequate.

3.10 Special Tooling and Test Equipment: RESERVED

3.11 Materials: The U.S. Government will provide: access to relevant documentation, Special Guard Orders, standard operating procedures, technical manuals, and data to perform the tasks of this PWS. The U.S. Government will provide paper, toner cartridges, and expendable supplies for creating the paper visitor passes at all ACPs which are so equipped.

PART 4

CONTRACTOR FURNISHED ITEMS AND SERVICES

4. <u>Contractor Furnished Property and Services</u>: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS. The contractor shall remove all CFP from the contract performance area and other supported areas at the end of contract Phase-Out or termination, unless otherwise agreed to in writing by the Contract Officer. Any additional equipment or vehicles not provided as GFP and determined necessary for contract performance by the contractor shall be provided by the Contractor as COCO (Contractor-Owned, Contractor-Operated)/CFP.

4.1 <u>Secret Facility Clearance</u>: RESERVED

4.2 <u>Materials</u>: The Contractor shall provide all necessary cleaning supplies and materials required to maintain U.S. Government-provided facilities used by the Contractor where a U.S. Government cleaning and maintenance contract does not apply. The Contractor shall always maintain guard posts in a clean and sanitary condition.

4.3 <u>Vehicles and Equipment</u>: The Contractor shall provide the following:

4.3.1 <u>Vehicles</u>:

a. The Contractor shall determine, propose, furnish, and maintain a quantity of vehicles sufficient to ensure the uninterrupted performance of all services described in this PWS. The vehicle fleet must, at a minimum, fully support all Key Personnel duties and all simultaneous roving patrol requirements as defined in this PWS. The specific number, type, and allocation of vehicles the Contractor proposes in its technical offer will be incorporated into the contract upon award. This proposed number shall be considered the minimum required quantity of operational vehicles to be maintained throughout the period of performance. All vehicles shall be maintained in a clean, professional, and safe operating condition. All vehicles must meet the traffic, safety, and environmental laws of the Republic of Italy. The COR may inspect vehicles at any time and direct the removal of any vehicle deemed unsafe, unprofessional in appearance, or otherwise non-compliant, at the Contractor's expense.

b. Vehicle Identification and Radios: All vehicles shall be clearly marked on both sides with the Contractor's company name and the words "Security Patrol." All vehicles shall be equipped with a Government-approved, Contractor-provided Enterprise Land Mobile Radio (ELMR) compatible mobile base station.

c. Contractor Responsibilities: The Contractor is solely responsible for all costs associated with the vehicle fleet, including but not limited to:
* Fuel.
* Preventive and corrective maintenance.
* All Italian licensing, registration, and inspection fees.
* Comprehensive vehicle insurance compliant with Italian law, covering property damage, and third-party liability. Proof of insurance shall be provided to the COR upon request.

d. Vehicle Sustainment and Replacement Plan: The Contractor shall develop and submit a Vehicle Sustainment and Replacement Plan. This plan must be submitted to the COR within sixty (60) days after contract award. At a minimum, the plan shall include:

1. A schedule for vehicle lifecycle replacement to ensure the fleet remains in reliable condition.
2. A procedure for providing an emergency replacement vehicle within 12 hours of a primary vehicle becoming non-operational, ensuring no degradation of service.
3. A roster of properly licensed drivers.

DELIVERABLE #37: Vehicle Replacement Plan

4.3.1.1 All Contractor-provided vehicles shall have the company name and the words "Security Patrol" prominently displayed on both sides, and shall constantly maintain a neat, professional appearance. Contractor vehicles and equipment used in the performance of this contract shall strictly comply with all host-nation (Italian) traffic, safety, environmental, and insurance requirements. The Contractor is solely responsible for providing and maintaining all mandatory vehicle insurance. Furthermore, the Contractor shall ensure a sufficient number of personnel hold valid Italian and installation-required driver's licenses to operate these vehicles, ensuring no lapse in PWS shift coverage. The Contractor shall maintain a fleet contingency plan to guarantee the minimum required number of fully mission-capable vehicles is available at all times, including immediate replacements during scheduled maintenance, breakdowns, or accidents. Any vehicles or equipment deemed unsafe by the Government shall be immediately removed from the installation and replaced by the Contractor. The Contractor shall not use any U.S. Government-owned facilities, tools, materials, or parts to maintain or repair Contractor vehicles without prior written approval from the Contracting Officer. The Contracting Officer's Representative (COR) reserves the right to inspect the Contractor's vehicles and equipment at any time to ensure compliance.

4.3.1.2 All vehicles required shall be equipped with an Enterprise Land Mobile Radio (ELMR) compatible mobile base station. This is in addition to hand-held radio equipment issued to and required for the guard force. The Contractor shall ensure they have a replacement vehicle plan to provide emergency replacement vehicles, if necessary.

4.3.2 Weapons: The Contractor shall verify each security guard on duty possesses a standard handgun to perform duties as an armed security guard. The type of handgun shall meet standards in accordance with Italian Questura regulations. The use of shotguns is not authorized under this contract. The Contractor shall obtain and secure all applicable Italian licenses as outlined per the local Questura guidance. Security guards shall be trained and qualified with their assigned firearm. The firearm should be carried with a loaded magazine but without a round in the chamber. The firearm should also be decocked or have the safety engaged (if applicable) unless circumstances justify the use of deadly force.

4.3.3 Ammunition: The Contractor shall verify each security guard on duty possesses all ammunition required for the performance of their duties under this contract. For handguns, security guards will carry at a minimum two (2) fully loaded magazines of ammunition. The specific number of rounds will depend on the type of weapon used. Ammunition for reload shall be in magazines carried on the person in a pouch designed to hold weapon magazines. Only standard ball ammunition (i.e., no hollow-point rounds) shall be used under this contract.

4.3.4 Safety Equipment: The Contractor shall provide flashlights with greater than 150 lumens for each security guard working during the hours of darkness or reduced visibility. The specific type of flashlight shall be commensurate with the post or patrol area where enhanced illumination is required. Reflective safety vests shall be available for all positions. Conditions for wearing the safety vests will be determined locally by the contractor or when USAG-Italy Command deems necessary.

Examples are immediate severe weather conditions, or limited visibility due to blackout situations that may occur.

4.3.5 Search Mirrors: The Contractor shall provide one (1) hand-held mirror device per vehicle lane, equipped with an elongated handle, on wheels, and shall be used to view the undercarriage of vehicles during all required vehicle search operations. The mirror devices shall be a convex mirror where the reflective surface bulges outwards toward the light source, which results in a distorted image but an expanded field of view.

4.3.6 Reserved.

4.3.7 Personal Protective Equipment (PPE): The Contractor shall ensure PPE is available at each guard post for every guard operating the post IAW AR 190-56 para 6-8. This includes all on-duty personnel (e.g., Guard Supervisors, roving patrols, etc.). The Contractor shall also be responsible for the cleaning and maintenance of the PPE.

4.3.8 Ballistic Protective Vest: The Contractor shall meet the "Ballistic Resistance of Body Armor NIJ Standard – 0101.07" or the Italian regulation equivalent for body armor that provides Level 3A protection.

4.3.9 Site Offices/Equipment: The Contractor is responsible for providing the necessary business equipment needed to perform contractual duties, unless the equipment is identified above in this PWS. This includes, but is not limited to, computer systems with e-mail capability, fax, a commercial telephone, necessary file cabinets for records storage, and other administrative supplies essential for efficient security operations and contractual administrative requirements. The Contractor shall provide all paperwork and supplies (not specified as U.S. Government provided) to operate the security office/area.

4.3.10 Training Aids and Equipment: The Contractor shall provide all required training aids and equipment necessary to conduct required training, to include all visual aids; examples are paper handouts, digital graphics, visual projectors, screens, video monitors, audio messages, etc.

4.3.11 Common Access Cards (CAC): RESERVED

4.3.12 Miscellaneous Equipment: RESERVED

PART 5

SPECIFIC TASKS

5. Security Services:

5.1 Specific Tasks, General: The Contractor shall provide the security services listed below to prevent unauthorized access to designated facilities, activities, and assets and to prevent criminal activity (e.g., damage, sabotage, espionage, theft, etc.) against U.S. citizens, personnel, and U.S. Government property. The Contractor shall provide security services for the location as specified in the estimated Workload Data (A 3).

5.1.1 Personnel employed under this contract shall be used to provide static installation access control, visitor processing and vetting, roving security patrols, alarm activation response, static personal security, or any other security-related/access control function, to include special events/missions associated with the protection of U.S. Government personnel, leased installations and buildings, property, assets, and materials.

5.1.2 Screening and Reliability: The Contractor will comply with the provisions of the Individual Reliability Program as defined in Chapter 3 of AR 190-56, *The Army Civilian Police and Security Guard Program*, and Army in Europe Regulation 190-16. The Contractor shall ensure personnel maintain compliance with the Individual Reliability Program per AR 190-56 and AE Regulation 190-16, measured by quarterly audits and incident reports reviewed by the COR. Standards are met through documented adherence to competency, conduct, appearance, and integrity requirements outlined in Special Guard Orders.

5.2 Required Permits and Licenses: The Contractor shall obtain and maintain the following licenses and permits as required under Italian law, to be submitted with their proposal:

5.2.1 Prefettura Authorization (Licenza ex Art. 134, TULPS, R.D. 773/1931): Issued by the Prefetto of the province where the company operates, required before commencing any armed or unarmed security activities, including surveillance, patrolling, guarding, alarm response, and transport of valuables.

5.2.2 Compliance with Ministerial Decree 269/2010 (D.M. 269/2010): Requires minimum organizational, financial, and technical standards, including sufficient capital, insurance coverage, technical infrastructure (control room, armored vehicles, surveillance systems), certified training for Guardie Particolari Giurate, and an appointed internal compliance officer (direttore tecnico).

5.2.3 Anti-Mafia Certification (Dichiarazione Antimafia, D.Lgs. 159/2011): Required to ensure no involvement in criminal activities, applicable to company owners, directors, and partners.

5.2.4 Certificate of Chamber of Commerce (Registrazione al Registro delle Imprese, D.P.R. 581/1995): The company must be registered as a legal business (e.g., SRL, SPA) in the Registro

delle Imprese.

5.2.5 Documento Unico di Regolarità Contributiva (DURC, D.M. 30/01/2015): An official certificate proving the company is up-to-date and compliant with all tax, insurance, and welfare contributions.

5.2.6 Certifications: The Contractor shall maintain current certifications for Quality Management and Health and Safety per International Organization for Standardization (ISO) standards and Italian Standards Body (UNI) standards for private security services:

- **ISO 9001:2015 (Quality Management)**.
- **ISO 45001:2018 (Health and Safety)**.
- **UNI 10891:2022 (Private Security Services in Italy)**.

5.3 Drug Testing: As part of the conditions of employment under this contract, all personnel designated to work as armed security guards and guard supervisors, shall be required to undergo testing for drug abuse, IAW AR 190-56, and AR 600-85. Drug testing shall be included in the Contractor's Quality Control Plan. The Contractor shall arrange and be responsible for testing of all security guards and guard supervisors under this contract. Conditions and frequency of drug abuse testing is as follows:

5.3.1 Pre-employment Drug screening: After contract award date and for the duration of the contract, the contractor shall arrange for all employees to perform an initial drug screening prior to performance under this contract. The contractor shall ensure new employees (including returning employees) receive an initial drug screening with verification being submitted to the COR within thirty (30) calendar days after the screening. The initial test and all subsequent tests will be the responsibility of the contractor and shall be performed by certified medical personnel to conduct the screenings that are being administered. Verification of drug testing shall be submitted to the COR within thirty (30) calendar days of contract award.

DELIVERABLE #38: Drug Testing Verification

5.3.2 Random Drug screening: After initial pre-employment screening of each employee, unannounced and random testing of ten (10) percent of the work force shall be conducted monthly. The contractor shall identify personnel on random selection criteria to ensure unbiased testing is performed.

5.3.3 Mishap/Violation: In the event of mishap or safety/security violation requiring an investigation involving security personnel, the KO will notify the contractor of available courses of action based on the specific circumstances.

5.4 Language: All contractor employees shall have at the minimum a limited knowledge (Level 2, Appendix 5) to read, write and speak the English language and be fluent in the Italian language. (e.g. reporting of emergency situations) in person or by telephone/radio communications, to their management, the COR, and military authorities. Additionally, the employees shall be able to provide clear communications to the customer at the point of service.

5.4.1 In the event a contractor employees cannot communicate clearly with a customer (either unable to understand or unable to articulate), the contractor shall immediately contact the supervisor

to respond to the location for further assistance and guidance. This shall be annotated in contractor's incident reporting.

5.5 Medical Requirements: Contractor employees shall provide a "Certificate of Medical Examination", signed & dated by their Physician (in both English & Italian). The physician shall certify whether the individual is medically fit to perform the essential job functions outlined in the Contract, with or without reasonable accommodation. This shall be provided to the COR within ten (10) calendar days of contract award and within thirty (30) calendar days prior to new employee's commencement of contract performance. This document will certify that: is free of any communicable disease; is in good general health without physical or mental defects or abnormalities that would interfere with the performance of contractual duties; possesses binocular vision (e.g. see in both eyes) correctable to 20/30; is capable of hearing ordinary conversation at 15 feet (4.5m) with either ear, without the benefit of a hearing aid. The "Doctor's Statement" shall also state whether the employee will be medically capable of performing duties wearing a protective vest. The contractor shall maintain these doctor's statements, on file, in the Individual Reliability Program packet, for the duration of the employee's employment.

5.5.1 Under Art. 138 of the Testo Unico delle Leggi di Pubblica Sicurezza (TULPS, R.D. 773/1931), all contractor employees appointed as private security guards (Guardia Particolare Giurata) shall meet the medical and psychological fitness requirements for the weapon permit and appointment, including a medical certificate of physical fitness issued by an authorized public health doctor and a psychological fitness certificate verifying mental health and emotional stability. These certificates shall be provided to the COR within ten (10) calendar days of contract award and within thirty (30) calendar days prior to new employees' commencement of contract performance, maintained in the Individual Reliability Program packet per paragraph 5.5.

DELIVERABLE #39: Certificates of Medical Examination

5.6 Contractor Uniform: The Contractor shall furnish standard security guard uniforms as appropriate for use by security guards in the country of Italy. All contract personnel while on duty shall wear the uniform. The uniform shall support a cloth or metal insignia displaying the Contractor furnished badge. The uniform shall not match any other uniformed activity such as the Italian police, firefighters, Italian military, or U.S. military. The uniform design, pattern and color(s) shall preclude contract personnel being confused with those other uniformed forces. Appropriate shoes or boots shall be worn. Sport/casual shoes are not authorized. Instructions for method and time of wear will be outlined in the Special Guard Orders. The Contractor shall provide uniform clothing and footwear for use during inclement weather. All uniforms shall be "identical", including seasonal clothing, except for items that identify rank or position. All employees on duty shall wear uniform seasonal clothing and shoes and carry identical equipment.

5.6.1 Each guard shall wear a badge, either clipped on uniform or by lanyard, identifying personnel as a contractor. The issued installation pass or CAC cannot be utilized as an exception.

5.6.2 Each guard shall be equipped with these items: a pistol belt which will safely and securely hold; holster, ammunition pouch, additional authorized magazines/ammunition, and radio holster; a whistle; first aid kit/pouch, unless a complete first aid box is placed on the post, which will take the place of the first aid pouch. Handcuffs with keys are authorized but not required.

5.7 Contract Personnel Minimum Requirements: Contract personnel employed in the

performance of this contract performing guard duties shall meet requirements based on local Questura policies to work security guards duties within the Republic of Italy and have the following minimum criteria for employment by the contractor:

5.7.1 Not have a felony (or equivalent) criminal record.

5.7.2 Possess a level of education that satisfies Italy's mandatory schooling requirement (obbligo scolastico) per D.M. 269/2010."

5.7.3 Have a minimum of limited knowledge (Level 2, Appendix 5) to read, write, and speak the English language.

5.7.4 Read, write, and speak the Italian language fluently.

5.7.5 Be able to prepare clear and factually accurate reports.

5.7.6 Satisfactorily pass a medical examination for ability on hearing, eyesight, and finger/hand usage for operations, be of good health, and mentally alert.

5.7.7 Not be barred from USAG-Italy.

5.7.8 Not be an off-duty U.S. Government or military person assigned to, on temporary duty to, or on special duty at USAG-Italy.

5.7.9 Be able to obtain and maintain a Common Access Card.

5.8 **Standards of Conduct:** The Contractor shall ensure that personnel employed as security guards under this contract maintain a high standard of conduct at all times. All personnel performing security guard duties will be continuously evaluated to determine if their character, trustworthiness, and fitness are consistent with the high standards expected of security professionals. The Contractor shall be responsible for taking disciplinary action against personnel as necessary.

5.8.1. The contractor shall initially greet all personnel entering the ACPs with a daily greeting in English or Italian.

5.8.1 **Appearance:** The government requires a favorable image and considers it an asset of protecting the force. The Contractor shall ensure that employee's appearance, attitude, judgement and job proficiency are maintained at all times in an effort to maintain a favorable image. No adornments are allowed that otherwise could be construed to be of a political nature, racially insulting or be made in such a way as to present a safety risk when conducting guard duties. (Sharp edges, square corners, easily broken creating a hazard.)

5.8.2 **Disorderly Conduct:** Use of abusive or offensive language, quarreling, intimidation by words, actions, or fighting is prohibited. Also included is participation in disruptive activities, that interfere with secure and efficient Military/Government operations.

5.9 **Removal of Contractor Employees:** The Contractor shall remove employees from performing under this contract for the following reasons, which impact safety and security on U.S. Government property:

5.9.1 Deliberate falsification, misrepresentation or omission of significant facts or information on the application for employment, alien personal history statement, or any other employment documents produced or signed by the individual.

5.9.2 Criminal, infamous, dishonest, immoral, or disgraceful conduct and any abuse of intoxicant or unlawful drugs.

5.9.3 Mental illness of a nature that causes a deficiency in the employee's judgment or reliability, which is confirmed by a licensed mental health provider.

5.9.4 Any behavior, activity, or association that tends to show that the employee is not reliable or trustworthy. This factor also applies to conduct in all previous employment.

5.9.5 Substandard performance of duty, to include not fulfilling training standards found in this PWS.

5.9.6 Violation of security and safety requirements.

5.9.7 Displaying a lack of respect or cooperation with U.S. or Italian Government officials, as well as individuals entering/exiting installations for otherwise legal purposes.

5.9.8 The U.S. Government reserves the right to remove from working on U.S. Government controlled property under the provisions of this contract any individual deemed unsuitable based on the criteria in paragraph 1.10. The determination on the type of action to be taken will be based on the seriousness of the incident and previous performance record of the employee. For all offenses, the contractor shall be given three (3) workdays to investigate the incident in question. The contractor shall suspend the individual in question from working on this contract until the investigation is completed. If the facts are substantiated, the contractor shall make decision within three (3) workdays whether the individual in question will be removed or re-instated. Note: Once the KO has issued a removal letter, it is final. The contractor shall remove the employee from the contract.

5.9.8.1 All contractor employees, who have been removed from working on any other U.S. Government contract, shall not be considered for employment on this contract, or be allowed employment in any position on this contract.

5.10 <u>Security Awareness</u>: Security guards shall be on alert for and report persons taking photographs, notes, or sketches, or persons inquiring about official matters that are suspicious in nature. This includes reporting the observation of "drones" or other flying conveyances that could be used to collect information on the Bases being guarded or US personnel. In the event of such an approach or observation, the employee shall carefully observe and record, as applicable: (1) date and time of observation; (2) license number, make, and color of the vehicle; (3) number of personnel in the vehicle; (4) their direction of travel; (5) any other pertinent information. The contractor shall report all incidents to its management and the Military Police, IAW Special Guard Orders. These reports shall be recorded on the appropriate forms and logs as specified in Special Guard Orders. In those instances where a digital camera is available to record the incident, the security guard shall photograph the incident and provide the evidence to the Military Police.

5.11 <u>Use of Force</u> The Contractor, in coordination with the COR, shall ensure compliance with Italian law on the use of force, specifically Testo Unico delle Leggi di Pubblica Sicurezza (TULPS, R.D. 773/1931, Art. 42, 138) and R.D. 635/1940, Art. 256, ensuring all employees are trained and certified in these requirements. The Contractor shall include Use of Force training procedures in the

Quality Control Plan (QCP) per paragraph 1.6.1, maintain training rosters, and submit training certifications to the COR within five (5) working days after completion. Security guards shall use force only when necessary to discharge duties, employing the minimum force required, such as verbal persuasion or unarmed self-defense, in strict compliance with Italian law and Special Guard Orders.

DELIVERABLE #40: Use of Force Training Rosters

5.11.1 Security guards shall use force only when necessary to discharge duties, employing the minimum force required, such as verbal persuasion or unarmed self-defense techniques, in strict compliance with Italian law, specifically Testo Unico delle Leggi di Pubblica Sicurezza (TULPS, R.D. 773/1931, Art. 42, 138) and R.D. 635/1940, Art. 256. The Contractor, in coordination with the COR, shall ensure compliance with these laws, maintaining training rosters and submitting Use of Force training certifications to the COR within five (5) working days of completion, as specified in paragraph 5.11. The Contractor shall ensure Use of Force training procedures are addressed in the Quality Control Plan (QCP) per paragraph 1.6.1. Deadly force may only be used as a last resort for self-defense, in strict compliance with Italian law and Special Guard Orders.

5.12 Deadly Force: If, under the circumstances set forth, in paragraph 5.11 it becomes necessary to use a firearm, the following precautions will be observed, providing it is possible to do so consistent with the requirement to prevent death or serious harm.

5.12.1 Give an order to halt before firing.

5.12.2 Do not fire if the shots are likely to endanger the safety of innocent bystanders.

5.12.3 Warning shots are prohibited.

5.12.4 Use of deadly force against children (persons under the age of 14) is not allowed.

5.13 Management and Supervision: The Contractor shall provide all management and supervision of its personnel employed under this contract. A Supervisor shall be on duty to support contractor employees during each shift.

5.13.1 The contractor shall ensure that an adequate number of supervisory personnel are always available during the contract duty performance. A supervisor shall check each guard post, either physically or via communications at least once every eight hour shift 24hours a day and have communications via radio or landline phone, with each post every two hours within an eight hour shift between 2400 and 2359 hours, unless otherwise specified in the Special Guard Orders, and will record all observations noted in the inspection of the area and make record available to the COR if called upon. The supervisor shall have to be physically present on the duty site and will consider the ACP with the highest volume of traffic within their respective communities as their place of duty when no other duties are needed during shift hours. The Supervisor will physically assist in ACP operations during hours of high-volume traffic, 0600-0900. The supervisor shall be easily contacted via telephone or radio communication by Military Police, the security guard force, the COR, and shall be capable of personally responding to emergency calls upon notification. Supervisors shall not perform duties as a regular guard in the absence of other guards. The Program Manager is responsible to coordinate with the Area Managers (one within the VMC and one within the DMC) to ensure all available guards, including the Program Manager, are physically assisting with ACP access control

operations during high volumes of traffic (when and where identified) ensuring traffic flow thru the ACPs has no disruption and little to no impact for the community, responsible for effectively managing the security operations and training described within this PWS, that no shift change for the contract security guards occurs during ACP's high volume of traffic flow (0600 – 0900 Monday thru Friday), and will have email capability in the office.

5.13.2 The Contractor shall identify a primary point of contact (POC) between the guard force and emergency services (e.g., Italian Police, fire department, and ambulance, etc.) in accordance with the USAG-Italy Emergency Management Plan. This POC will be either the Area Manager (during the Area Manager's duty hours) or the Supervisor (when the Area Manager is not available).

5.13.3 The Contractor shall ensure communications between posts are working and reliable in accordance with the Special Guard Orders.

5.13.4 The Contractor shall ensure all required guard posts and patrols are staffed IAW workload and that guard personnel are properly equipped based on requirements in the PWS, including but not limited to the "use of force," changes in the guard mission, threat conditions, and other pertinent information affecting the guard mission.

5.13.5 The Contractor shall routinely check each guard post in the assigned area and conduct other area security checks as required IAW Special Guard Orders.

5.13.6 The Contractor shall direct changes in guard posts and missions when required to meet unforeseen operational requirements and/or threat conditions.

5.13.7 The Contractor shall inspect security work areas (e.g., guard posts, overwatch locations) at the beginning of each shift IAW Special Guard Orders. Results of the inspection and all observations and actions taken will be recorded on the duty log.

5.13.8 The Contractor shall account for all sensitive keys issued and controlled by posted security guards in accordance with AR 190-51 (Security of Unclassified Army Property), Appendix D, and AE Regulation 190-16 (Installation Access Control Systems in Europe). Sensitive keys shall be managed per paragraph 1.24 of this PWS.

5.13.9 The Contractor shall have a Supervisor present on-site to check each guard post at least once every four (4) hours, unless otherwise specified in Special Guard Orders, and record all findings for inspection by the COR.

5.14 <u>Administrative Reporting</u>: The Contractor shall report incidents to the Physical Security Officer(s) and COR as outlined in the Special Guard Orders. The contractor shall submit initial report within one (1) hour of the incident and updates IAW Special Guard Orders. A follow-up or final report is due within twenty-four (24) hours of the incident.

5.14.1 The Contractor shall maintain a Duty Log of all significant events stipulated in the Special Guard Orders during shifts, retaining digitally scanned copies for the contract duration plus five (5) years. The Contractor shall make logs available for COR review upon request and submit copies to the COR quarterly by the 5th day of the month following each quarter (January 5, April 5, July 5, October 5).

Deliverable #41; Duty Log Copies

5.14.2 Maintain a Duty Patrol Log, Daily Staff Journal, or Duty Officer's Log, documenting all serious and significant events that have occurred during the shift, to include MP notifications due to an IACS PDA alert or sign-in alert, communications checks, inspections, relief, key inventories, lock checks, and visits stipulated within the Special Guard Orders.

5.14.3 The Contractor shall report all serious incidents and unusual occurrences using DA Form 1594 (Daily Staff Journal or Duty Officer' s Log), in accordance with local USAG-Italy emergency response procedures and Special Guard Orders. The form shall be maintained electronically as a PDF and emailed to the COR by 1000 hours daily. The COR shall provide the Contractor with access to DA Form 1594 through the Army Publishing Directorate website (https://armypubs.army.mil) or directly at contract start.

Deliverable #42; Daily Staff Journal or Duty Officer's Log

5.14.4 The Contractor shall conduct, and record security checks as prescribed in the Special Guard Orders for each location. The contractor shall report any physical security deficiencies, including but not limited to: inoperable security lights, holes/gaps in the fence line, defective fence top guard, perimeter land erosion, dead or sick animals, fallen trees, and any piece of equipment placed on the fence that could aid an intruder.

5.14.5 The Contractor shall conduct a full briefing between shifts to include information concerning significant activities from the previous shift. At shift change, the Contractor shall ensure all required inspections and reports are completed, documented, and submitted to the COR every Wednesday by 1000 hours.

DELIVERABLE #43: Shift Change Reports

5.14.6 The Contractor shall notify its management and the KO through the COR and others as designated IAW Special Guard Orders of all serious incidents and unusual occurrences. All incidents and occurrences are outlined within the Guards' Special Orders. Examples of incidents that require security force response and reporting include, but are not limited to:

- Fire.
- Theft or pilferage.
- Forcible entry.
- Break in fence.
- Utility/lighting failures.
- Trespass.
- Vandalism.
- Sabotage.
- Bombings, bomb threats and suspicious packages.

• Apprehension.

• Instances of crime.

• Demonstrations.

• Traffic accidents.

• Any unmanned Aerial or Ground Vehicles.

• Other life-threatening situations, including suspicious personnel/incidents of any nature.

DELIVERABLE #44: Security Incident Reports

5.15 **Mission Essential Contractor Services:** The Contractor shall continue to perform mission-essential functions under all circumstances IAW DFARS 252.237-7023, unless otherwise directed by the KO. The following services are considered mission-essential and shall continue during a crisis:

- Access Control Point Operations (Para 5.17)
- Roving Patrol Services (Para 5.18)
- Walking Patrol (Para 5.20)
- Ammunition Supply Activities (ASA) (Para 5.21)
- ESS Response Services (Para 5.21.1)
- Rail and Port Operation Surge (Para 5.21.2)

5.16 Based on unforeseen exigent circumstances, the U.S. Government may require, on short notice, a shift of security posts or personnel to meet immediate and short-term security operational needs within or across the USAG-Italy footprint, as outlined in the USAG-Italy Force Protection Plan and AR 525-13 (Antiterrorism). Personnel shall reposition as required to support these circumstances. During increased FPCON, security guards shall heighten security awareness and implement additional controls per the USAG-Italy Force Protection Plan and Special Guard Orders. If military personnel augment the guard force, the COR shall coordinate with the Emergency Operations Center to provide clear lines of responsibility within the contract scope.

5.17 **Access Control Operations:** The Contractor shall perform access control functions at U.S. Army installations in Italy in accordance with the estimated workload data outlined in Appendix 3 of this PWS. The COR will provide the Contractor with the Special Guard Orders for each location prior to the start of the contract. These Special Guard Orders are unique to the post where the service is delivered, providing specific instructions for operating equipment, calling for assistance, and normal hours of operation. The Contractor shall ensure manning standards and shift relief do not create security vulnerabilities. The contractor shall not allow anyone to loiter in the area and shall report such incidents to the COR. The Contractor shall always assign a senior guard to be overall responsible for operations at each post.

5.17.1 The Contractor shall conduct a check of all guard communication systems at the beginning of each shift and an hourly radio communications check with the Guard Supervisor or Site Control Center thereafter. Radio checks with the MP Desk shall be performed at the beginning of each shift.

Communications checks will be recorded in accordance with the Special Guard Orders.

5.17.2 The Shift Supervisor, in accordance with the Special Guard Orders, shall coordinate radio checks with the MP Desk. Communications checks shall be recorded in accordance with the Special Guard Orders.

5.17.3 The Contractor shall control access of all people, vehicles, and materials entering and exiting the ACPs in accordance with AR 190-13 (The Army Physical Security Program), AR 190-56 (The Army Civilian Police and Security Guard Program), AE Regulation 190-13 (The Army in Europe Physical Security Program), AE Regulation 190-16 (Installation Access Control Systems in Europe), and the USAG-Italy Physical Security Plan for Installation Access (dated [insert date or note as provided by COR]). All local installation access control procedures and policies, provided as appendices to the Special Guard Orders by the COR, shall be followed.

5.17.4 For ACPs with IACS: stop all vehicles and conduct a 100% DoD identification (ID) card, installation pass (IP), and visitor pass (VP) check using the IACS PDA scanners or ensure the person is authorized access IAW AE Reg 190-16. The contractor shall inspect the ID card/IP/VP of each individual seeking entry to the installation, confirming that the photo on the identification matches the person presenting it. The contractor shall follow AE Reg 190-16 Table 1 for PDA alerts and, if required, contact the MP desk for further guidance. For ACPs equipped with the IACS visitor pass, the contractor shall issue the escorted paper visitor pass IAW AER 190-16. The contractor shall be responsible for taking clear photographic images of all visitors. If IACS connectivity is lost or the ACP is not equipped with the IACS visitor pass, the contractor shall sign-in authorized visitor per AER 190-16.

5.17.5 ACPs without IACS: Stop all persons and vehicles to conduct a 100% ID card check, IAW AE Reg 190-16. The contractor shall inspect the ID card/IP/VP of each individual seeking entry to the installation, confirming that the photo on the identification matches the person presenting it. IAW AE 190-16, a second form of identification shall be required prior to access being granted. Individuals who refuse to present their identification to security personnel will be subject to an incident report. Security Guards shall refer to Special Orders for notifications.

5.17.6 Manually log visitor access using the AE Form 190-13H(G) IAW AE Reg 190-13 (forms are provided by the Installation Access Control Office through the COR).

5.17.7 Perform cursory visual inspections of the interior of vehicles as they conduct identification checks of vehicle occupants IAW AER 190-13. When something or someone appears suspicious, the contractor shall conduct a more thorough search IAW the Special Guard Orders.

5.17.8 Follow AE Reg 190-16, and USAG Italy Directorate of Emergency Services (DES) and Carabinieri instructions for coordinated access (e.g., escorted and emergency vehicles).

5.17.9 Ensure that no person, other than signed-in guests, is admitted onto the installation without proper identification. All visitors shall be sponsored and present with proper identification cards IAW the USAG-Italy Physical Security Plan for Installation Access and access control roster IAW AER 190-16, or sponsored by authorized personnel (e.g., Trusted Traveler, IAW AR 190-13). The contractor shall ensure visitors are escorted onto the installation in accordance with local access control procedures. The contractor shall perform access control procedures stipulated in the USAG-Italy Physical Security Plan for Installation Access. Visitors who do not have proper identification as stipulated in the Physical Security Plan for Installation Access shall be denied entry.

5.17.10 The Contractor shall direct all commercial vehicles, including large trucks (e.g., 18-wheelers), to designated vehicle search areas at specific ACPs as outlined in Special Guard Orders and Appendix 3 (Estimated Workload Data). Vehicle searches shall be recorded using the locally provided Personnel/Vehicle Record of Admission form (e.g., AE Form 190-13H or equivalent) as supplied by the Installation Access Control Office in accordance with AE Regulation 190-16.

5.17.11 The Guard Force shall have one patrol vehicle staged at Caserma Ederle Gate 1, one patrol vehicle at Caserma Del Din Main Gate, and Camp Darby Gate 4, to be readily available in order to adjust guard(s) from one ACP to another within a short duration of time (within one hour). Once notified, guard(s) shall report to the designated ACP or Service Gate in order to assist in ACP operations and shall stay until relieved by another guard or supervisor. If the duration of time is within a shift change, the supervisor will facilitate the on-coming shift personnel to the ACP area, then return the off-going guard to their original ACP location.

5.18 Roving Patrol Services: The primary function of the roving patrols is to provide observation and assessment of an AREA in order to ensure the protection of all U.S. Government assets in the designated zone. This also includes vehicle inspections in support of Random Anti-Terrorism Measures Program at ACPs, additional assistance at ACPs when a high volume of traffic is identified (i.e., peak hours), perimeter fence line checks, opening of limited use gates (LUG), IDS response, and mission support to the Area Manager.

5.19 Reserved.

5.20 Walking Patrol Functions: . At designated locations, the Contractor shall conduct walking patrols to monitor areas of responsibility as specified in the Special Guard Orders. The Contractor shall stop and verify the identity of any unrecognized or suspicious persons or vehicles within the installation and report such incidents to the COR in accordance with Special Guard Orders.

5.21 Ammunition Supply Activities (ASA): The Contractor shall perform access control and vehicle search duties for Ammunition Supply Activities (ASA) at road, railhead, or water port entries/exits to facilitate ammunition deliveries and distribution, as specified in Special Guard Orders and Appendix 3 (Estimated Workload Data). All personnel and vehicles entering an ASA shall be screened and searched in accordance with AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), tenant organization policies, and directives provided by the COR.

5.21.1 Respond to IDS alarms IAW Special Guard Orders: The contractor shall be responsible for securing the designated area but is prohibited from entering the structure/facility. The contractor shall remain on-site until relieved by Military Police (MP) / Unit personnel arrive, and the cause of the alarm has been determined IAW AR 190-11 (Physical Security Arms, Ammunition, and Explosives). Upon receiving notification of an IDS alarm activation, the contractor shall immediately contact the DES Physical Security Office for further instructions and details regarding the specific alarm event. The contractor shall respond within the timelines outlined in the Special Guard Orders. The contractor shall submit an incident report within twenty-four (24) hours after the incident has been cleared.

5.21.2 Rail and Port Operation Surge: The contractor shall provide additional roving patrols and personnel in support of rail and port operations in DMC. The specific dates and times will be provided by the U.S. Government through the COR. The surge plan shall be addressed in the contractor QCP. The Contractor shall be granted fourteen (14) days to plan and provide the additional guard personnel required to fulfill the task outlined in the estimated Workload Data, Appendix 3. All vehicles and

containers entering the PASA shall be searched IAW 190-11 (Physical Security of Arms, Ammunition, and Explosives). Any additional requirements for these missions will be within the Special Guard Orders.

5.22 Random Vehicle Inspections: At designated locations, the Contractor shall conduct random vehicle inspections and security checks of perimeters, buildings, special events, bunkers and/or facilities and perform security duties IAW Special Guard Orders. The contractor shall halt and verify any personnel or vehicles on the installation IAW Special Guard Orders or those exhibiting suspicious behavior. The contractor shall detain unauthorized personnel and shall notify the COR when safe to do so IAW Special Guard Orders. ASA/PASA security checks shall be conducted IAW AR 190-11.

5.23 Special Events: Throughout the calendar year, special events may necessitate short-term adjustments to guard services. These events could lead to a refocusing of existing security personnel or create a need for additional resources beyond routine/daily requirements. These requirements include, but are not limited to, access control and search requirements for fests, conferences, or access to alternate routes due to construction activities, etc. Minor changes and major changes are considered non-permanent, temporary increases of manning at one or more sites. The U.S. Government will always attempt to apply minor changes before executing major changes.

5.23.1 Minor Changes. USAG-Italy may reallocate resources for operational needs, requiring minor adjustments to post manning, such as extended gate hours or special event support. The Contractor shall implement these changes within thirty (30) days of written notification from the COR, reallocating personnel as directed by the Requiring Activity and COR at no additional cost to the U.S. Government. No additional hours will be required.

5.23.2 Major Changes. Based on unforeseen exigent circumstances, in addition to ordering special events guard services IAW PWS 5.23.1, the U.S. Government will request additional personnel to meet immediate and short-term security operational needs in coordination with the contractor. These adjustments include, but are not limited to, large events or increased ACP Operations. This allows sufficient time to schedule and deploy additional personnel. Before assigning any guard posts not already outlined in the estimated workload data (Appendix 3) of this PWS, the RA and COR will review and approve the proposed guard postings. Any major change of the terms of the task order will be implemented via signed modification.

5.23.3 The U.S. Government will provide the contractor with ninety (90) days' notification for any permanent changes to access control points, including the establishment of new points or closure of existing ones.

5.24 Lost or Found Property: All lost and found property shall be turned over to the Military Police and logged into the Post activity log.

5.25 Service Contract Reporting (SCR)A:

5.25.1 Service Contract Reporting (SCR): The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for USAG Italy via a secure data collection site. The Contractor is required to completely fill in all required data fields through the following web address: www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall

be reported no later than the date identified in FAR 52.204-14b. Contractors may direct questions to the help desk by clicking “View Assistance for SAM.gov” which is located at the top of the SAM.gov website. From there, you can select “Contact Our Service Desk” which will allow you to contact SAM.gov directly. If the contract period of performance ends prior to September 30, the Contractor has 30 calendar days from the end date of the contract to complete the SAM SCR requirement.

5.25.2 Steps for Submitting a Service Contract Report (SCR):

1. Go to www.sam.gov and log in.

2. Select “Entity Registrations” and then select “Service Contract Reporting.”

3. SAM displays your entities that have service contracts and meet the reporting criteria. Select “View by entity” to see the service contracts for each entity.

4. Next, select “Add” for the service contract against which you want to create a Service Contract Report. Each service contract meeting the FAR Subpart 4.1703 reporting thresholds is displayed.

5. You will be taken to the “Complete Service Contract Report” page. SAM displays the contract details and allows you to report. You are required to enter the following information:

a. Total Amount Invoiced: Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include prime and any subcontract amounts).

b. Prime Contractor Hours Expended: Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full-Time Employee (FTE) equivalent, displayed under “Prime Contractor Hours Expended” as “Prime Contractor FTEs.”

c. Report any required Tier 1 subcontractor information by selecting the “Add Tier 1 Subcontract Information” button.

d. When you are ready to submit the report, select “Submit.” This saves your report and returns you to the “Select Service Contract” page where you can create other SCRs or edit an existing SCR.

5.25.3 Steps for Editing a Submitted Report:

a. Follow steps 1-4 above. Any previously submitted SCR will have a “View/Edit” button instead of an “Add” button.

b. Select “View/Edit.” You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

c. STD: All information provided by the Contractor shall be accurate, complete, and submitted by the suspense dates noted in the corresponding paragraphs above.

d. AQL: 100% Compliant

PART 6

APPLICABLE PUBLICATIONS

6. <u>Applicable Publications (Current Editions)</u>: Publications and forms applicable to this PWS are listed below. Additional publications and forms may be prescribed in the future. The Contractor is required to follow those publications and use those forms that are mandatory to the extent (that is, a specific procedure in a paragraph, section, chapter or appendix) specified in this PWS. The U.S. Government will provide either the original publications and/or forms required by the PWS, or an electronic link to the publications/forms. The U.S. Government will maintain all listed publications. Supplements or amendments to listed publications and forms from any organizational level may be issued during the life of this contract. The Contractor shall implement those changes in publications and forms authorized by the COR. The contractor is required to provide all copies of required forms as required by the PWS.

6.1 The U.S. Government will provide Special Guard Orders for each guard post/position. The Special Guard Orders are available at each guard post. The Contractor shall translate Special Guard Orders into the Italian language (initially within 90 days of the start date of services and as required thereafter) to ensure contractor employees thoroughly understand these instructions. When issues of meaning or interpretation arise, the English language version of the Special Guard Orders will be the definitive version. The Special Guard Orders may be carried in a vehicle or displayed at their post and shall include instructions on the use of force. The Contractor shall ensure that each guard thoroughly understands the Special Guard Orders and associated instructions for his or her post before assuming duty. The U.S. Government will ensure Special Guard Orders and instructions are kept current.

6.2 The Special Guard Orders, instructions, procedures, are subject to changes depending on the area or situation and new operational requirements. Changes shall be implemented by the Contractor at no additional cost to the U.S. Government provided such changes do not constitute an increase in the Contractor's labor workload or require additional training/qualifications or equipment not already required by this contract.

6.3 For operational security (OPSEC) reasons, the below listed U.S. Government security publications and procedures, to include Special Guard Orders for each post/position are not included in the PWS. These publications and procedures are essential to day-to-day guard performance under this contract and shall be provided to the Contractor at the start of the contract.

6.4 USAG-Italy Physical Security Plan, Access Control Plan/Procedures/Instructions.

6.5 Installation key control procedures.

6.6 Situation Report.

6.7 Security requirements during increased force protection conditions. (FPCON)

6.8 Local emergency response procedures/telephone numbers.

6.9 Physical security inspection procedures.

6.10 Map detailing security checks/patrol routes.

6.11 List of vulnerable/sensitive areas or assets requiring special security checks.

6.12 Random Anti-Terrorism Measures (RAM) procedures/schedule.

6.13 Duty/Patrol Log (DA Form 1594)

6.14 Army Publications and Forms:

6.14.1 AR 25-2, Army Cyber Security

6.14.2 AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

6.14.3 AR 190-13, The Army Physical Security Program.

6.14.4 AR 190-14, Carrying of Firearms and Use of Force for Law Enforcement and Security Duties.

6.14.5 AR 190-51, Security of Unclassified Army Resources (Sensitive and Nonsensitive)

6.14.6 AR 190-56, The Army Civilian Police and Security Guard Program.

6.14.7 AR 525.2, The Army Protection Program.

6.14.8 AR 525.13, Antiterrorism.

6.14.9 AR 525-27, Army Emergency Management Program.

6.14.10 AR 530-1, Operations Security

6.14.11 AR 600-8-14, Identification Cards for Members of the Uniformed Services, their family members, and other eligible personnel

6.14.12 AR 600-85, The Army Substance Abuse Program.

6.14.13 AR 735-5, Property Accountability Policies

6.14.14 DA Form 1594 Daily Staff Journal or Duty Officer's Log

6.14.15 DA Form 2823, Sworn Statement, needed by the Military Police when an official investigation my Military Police is taking place

6.14.16 DA Form 4930-R, Alarm/Intrusion Detection Record

6.14.17 DA Form 5019, Condition of Employment for Certain Civilian Positions Identified Critical Under the Department of the Army Drug-Free Federal Workplace Program.

6.14.18 DA Form 5513-R, Key Control Register & Inventory.

6.14.19 DA Form 7708, Personnel Reliability Screening and Evaluation.

6.15 <u>Army Technical Publications</u>:

6.15.1 ATP 3.39.32, Physical Security

6.16 Army in Europe Publications:

6.16.1 AE Regulation 190-13, The Army in Europe Physical Security Program.

6.16.2 AE Regulation 190-16, Installation Access Control Systems in Europe.

6.16.3 AE Regulation 190-45, Law Enforcement Reporting in Europe.

6.16.4 AE Regulation 600-700 Identification Cards and Individual Logistic Support.

6.16.5 AE Form 190-16A, Application for Installation Access.

6.16.6 AE Form 190-16B, Receipt for Confiscated ID Card.

6.16.7 AE Form 190-16F, Installation Access Control System (IACS) Access Roster Request

6.17 Department of Defense Publications

6.17.1 DoD Instruction 5525.15, Law Enforcement (LE) Standards and Training in the DoD.

6.17.2 DoD Instruction 5200.48, Controlled Unclassified Information (CUI).

6.17.3 DoD Manual 5200.08 Volume 3, Physical Security Program: Access to DoD Installations

6.17.4 DoD Manual 5220.22, Industrial Security Program Operating Manual

6.17.5 DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program.

6.17.6 DD Form 254, Department Of Defense Contract Security Classification Specification.

6.17.7 DD Form 441, Department of Defense Security Agreement.

6.17.8 Standard Form 701, Activity Security Checklist.

6.17.9 Standard Form 702, Security Container Check Sheet.

6.18 Non-Standard Forms

6.18.1 DoD Instruction 5525.15, Law Enforcement (LE) Standards and Training in the DoD.

PART 7

APPENDIX LISTING

7.1 Appendix 1: Performance Requirements Summary

7.2 Appendix 2: Deliverables Schedule

7.3 Appendix 3: Estimated Workload Data

7.5 Appendix 4: Government Furnished Property (GFP) RESERVED

7.6 Appendix 5: Language Fluency Clarification

APPENDIX 1

Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	PERFORMANCE THRESHOLD/ACCEPTABLE QUALITY LEVELS (AQLs)
1.10. Pre-Employment Documents, All contract personnel shall be citizens of Italy or European Union (EU) member countries.	*All contract personnel shall be citizens of Italy or European Union (EU) member countries.*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) Results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of monthly metrics.*
1.29.1 The Contractor shall develop and maintain an overall training record for each employee.	*The contractor shall ensure currency of training for all employees IAW Army Regulation (AR) 190-56 and applicable Italian law requirements.*	*a) 95% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) Results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of monthly metrics.*
3.4.1 Government Property and Services, The Contractor shall comply with PWS provisions relating to property inventory prior to each shift / tour of duty.	*The contractor shall maintain an equipment inventory sheet and report any identified damaged or lost items to the COR immediately after identification.*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) 100% Inspection Using COR Inspection Checklist and Surveillance Summary Report.*
3.5.2 Access Control Equipment, The contractor shall ensure at each shift change, that all PDAs, IACS Laptops, Fingerprint Readers, Pistol Grip Scanners, Passport Scanners and all associated equipment are checked to ensure these function properly	*The contractor shall ensure during each shift change that all access control equipment is present, functional, and any issues reported to the COR IAW PWS time standards.*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) 100% Inspection Using COR Inspection Checklist and Surveillance Summary Report*
4. Contractor Furnished Items and Services, The Contractor shall furnish all supplies, equipment, facilities and services	*All Contractor provided vehicles and equipment shall have the company name prominently displayed on both sides*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.*

required to perform work under this contract that are not listed under Section 3 of the PWS.	*of the vehicle, and the words "Security Patrol" and present a neat, professional appearance.*	*b) 100% Inspection Using COR Inspection Checklist and Surveillance Summary Report*
5.1 Specific Tasks, General The Contractor shall comply with PWS provisions relating to Specific Tasks as outlined in section 5 of the PWS.	*Inspection Checklist and Surveillance Summary Report criteria.*	*a) 95% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) Results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of monthly metrics.*
5.14 Reporting, The Contractor shall ensure reporting of all incidents to the Security Officer, Commander or COR, as outlined in the Special Guard Orders.	*Inspection Checklist and Surveillance Summary Report criteria IAW Current Special Guard Orders and applicable Security Incident report.*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) Results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of monthly metrics.*
Part 6. Applicable Publications (Current Editions) *The Contractor shall comply with PWS provisions relating to Applicable Publications and Forms.*	*The Contractor is obligated to follow publications and use of the forms that are mandatory to the extent specified in the PWS. Special Guard Orders are translated into Italian within 90 days of contract start date and any subsequent changes.*	*a) 100% This metric will be inspected monthly by the COR / ACOR and annotated in the COR MSR.* *b) Results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of monthly metrics.*
5.25 Enterprise-Wide Contract Manpower reporting Application (eCMRA), The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site.	*All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph.*	*a) 100% compliant* *b) 100% Inspection, checking the website*

APPENDIX 2

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
#1 Quality Control Plan Para 1.6.1	*Within 10 calendar days after contract award*	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#2 Quality Control Plan Analysis Para 1.6.1.1	*30 Days from completion of each option period or Task Order*	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#3 Contractor Work Plan Para 1.9	Within 30 days of contract award	Updates quarterly	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#4 Pre-Employment Documents Para 1.10	*Within 10 days of contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#5 Phase-In Plan Para 1.11	With Proposal submission; revised plan within 5 days if comments provided	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#6 Installation Pass Log Para 1.15.2.1	*Within 5 calendar days of contract award*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
#7 MP ICAM Registration Request Para 1.15.3	*Within 15 days of contract award*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#8 Common Access Card Log Para 1.15.3.1	*Within 30 days of contract award*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#9 Key Personnel Roster 1.16.1	*Within 5 days of contract award*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#10Meeting Minutes Para 1.17	*Within 10 days of the meeting*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#11 Non-Disclosure Agreements Para 1.18.1	*Within 10 days of contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#12 Contractor Workspace Signs Para 1.22	*Within 10 days after contract award*	*One each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#13 Incidental Property Condition Report Para 1.23.1	Within 4 hours of discovery	*One (1) each*	Electronic delivery via email using	*COR*

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
			Microsoft Office or Adobe	
#14 Incidental Property Loss Initial Report Para 1.23.1	Within 2 hours of discovery	*One (1) each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#15 Incidental Property Loss Full Report Para 1.23.1	Within 24 hours of initial notification	*One (1) each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#16 Property Pass Form Para 1.23.1	When incidental property leaves installation	*One (1) each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#17 Lost Key Report Para 1.24	*Immediately*	*One (1) each*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#18 Suitability of Contractor Para 1.26.4	*Within 5 days of contract award*	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#19 Safety Plan Para 1.26.4	*Within 30 days after contract award*	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
#20 AT Level 1 Training Certificates Para 1.29.3	*With 30 days after contract start date and 3 calendar days of employment of new personnel*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#21 OPSEC Training Certificates Para 1.29.4	*Within 3 calendar days after completion of training*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#22 IWatch Training Certificates Para 1.29.5	*Within 30 days after contract award and 10 days after hiring new employees*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#23 IA Cyber Awareness Training and Acceptable Use Policy Para 1.29.6.1	*Within 3 days of contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#24 Army Training Certificate Tracking System Para 1.29.6.3	*Within 3 days after completion of initial training and refresher annually*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#25 Network Access Training Para 1.29.6.4	*Within 30 days after contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#26 PII Training Certificates Para 1.29.7	*NLT 5 days after completion*	*One each per Guard*	Electronic delivery via email using	*COR*

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
			Microsoft Office or Adobe	
#27Threat Awareness and Reporting Program Para 1.29.8	*Within 3 days after completion, annually after initial training*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#28 IACS Training Certificates Para 1.29.9	*Within 30 calendar day of contract award or on completion date*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#29 Weapons Qualification Certificates Para 1.29.11	*Within 10 calendar days of contract award; new employees* Within 10 days of qualification	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#30 Individual Training Packet Para 1.29.12	*Within 30 calendar days of contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#31 Refresher Training Para 1.29.13	*Within 10 days after completion*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#32 STX Training Records Para 1.29.15.1	*Within 15 days after completion*	*Once after every STX*	Electronic delivery via email using Microsoft Office or Adobe	*COR*

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
#33 Organizational Conflict of Interest (OCI) Para 1.34	*Immediately*	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*Contracting Officer*
#34 Equipment Inventory Sheet Para 3.4.1	*Within 2 hours of deficiency;* follow-up within 24 hours	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#35 IACS Broken/ Damaged Equipment Para 3.5.2	*On the day of the incident during normal duty hours*	*One each per damaged Equipment*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#36 Broken Damaged Equipment Para 3.6.2	*Within 2 hours of the incident during normal duty hours*	*One each per damaged Equipment*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#37 Vehicle Replacement Plan Para 4.3.1	*Within 60 days of contract award*	*One each per vehicle replacement*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#38 Drug Testing Verification Para 5.3.1	*Within 30 days of contract award*	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#39 Certificates of Medical Examination Para 5.5.1	*10 days of contract award and within 30 days of new employee*	*One each per Guard as verified by the contractor*	Certification via email from contractor using Microsoft	*COR*

			Office or Adobe	

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
			Microsoft Office or Adobe	
#40Use of Force Training Certifications & Rosters Para 5.11	Within 5 working days of training completion	*One each per Guard*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#41 Duty Log Copies Para 5.14.1	Quarterly by January 5, April 5, July 5, October 5;	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#42 Daily Staff Journal or Duty Officer's Log Para 5.14.3	Daily by 1000 hours	*One (1)*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#43 Shift Change Reports Para 5.14.5	*During every shift change*	*One per every shift change*	Electronic delivery via email using Microsoft Office or Adobe	*COR*
#44 Security Incident Reports Para 5.14.6	*Within 2 hours of an incident occurring*	*One per every identified incident*	Electronic delivery via email using Microsoft Office or Adobe	*Appropriate Authority / COR*

APPENDIX 3

ESTIMATED WORKLOAD DATA

Area	Installation Name	Proponent	Gate #	Security Guards Needed	Hours	Days	Operational Hours
All	Vicenza and Livorno	IMCOM	Program Manager	1	8	260	Mon-Fri 0800-1600
			Quality Assurance Manager	1	8	260	Mon-Fri 0800-1600
VMC	Vicenza	IMCOM	Area Manager	1	8	260	Mon-Fri 0700-1500
			Supervisor	1	24	365	Mon-Sun 0001-2359
	Ederle	IMCOM	**Main Gate, Gate 1**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			VCC	1	18	365	Mon-Sun 0600-2359
			Search Lane	1	10	260	Mon-Fri 0500-1500
			Search Lane	1	10	260	Mon-Fri 0500-1500
			Gate 2 (Chapel Gate)				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			Gate 4				
			ID Check	1	10	260	Mon-Fri 0700-1700
			Overwatch	1	10	260	Mon-Fri 0700-1700
	Del Din	IMCOM	**Main Gate, Del Din**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			VCC	1	18	365	Mon-Sun 0600-2359
			Search Lane	1	10	260	Mon-Fri 0500-1500
			Search Lane	1	10	260	Mon-Fri 0500-1500
	Villaggio	IMCOM	**Villaggio**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			VCC	1	18	365	Mon-Sun 0600-2359
			Search Lane	1	8	260	Mon-Fri 0700-1500
			Search Lane	1	8	260	Mon-Fri 0700-1500
	Matteo Miotto	IMCOM	**Caserma Matteo Miotto**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
	Torri Warehouse	IMCOM	**Torri Gate**				
			ID Check	1	11	260	Mon-Fri 0700-1800
			Overwatch	1	11	260	Mon-Fri 0700-1800
	LerinoWarehouse	IMCOM	**Lerino Gate**				
			ID Check	1	10	260	Mon-Fri 0730-1730
			Overwatch	1	10	260	Mon-Fri 0730-1730
	ASA-7	21st TSC	**VMC ASA - 7**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			Roving Patrol	1	24	365	Mon-Sun 0001-2359
		SETAF-AF	**SETAF-AF Roving Patrol / IDS**				
			Roving Patrol	1	24	365	Mon-Sun 0001-2359
			Roving Patrol	1	24	365	Mon-Sun 0001-2359
			IDS Overwatch	1	24	365	Mon-Sun 0001-2359
[redacted]							
DMC	Livorno	IMCOM					
			Area Manager	1	8	260	Mon-Fri 0700-1500
			Supervisor	1	24	365	Mon-Sun 0001-2359
DMC	Camp Darby	IMCOM	**Camp Darby, Gate 4**				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			VCC	1	8	260	Mon-Fri 0800-1600
			Search Lane	1	10	260	Mon-Fri 0500-1500
			Search Lane	1	10	260	Mon-Fri 0500-1500
	Camp Leghorn	IMCOM	Gate 27				
			ID Check	1	24	365	Mon-Sun 0001-2359
			Overwatch	1	24	365	Mon-Sun 0001-2359
			Search Lane	2	8	260	Mon-Fri 0500-1300
	PASA	21st TSC	**DMC PASA**				
			ID Check / Overwatch	3	24	365	Mon-Sun 0001-2359
			Roving Patrol	3	24	365	Mon-Sun 0001-2359
			Search Lane	2	12	260	Mon-Fri 0600-1800
			Roving Patrol / Vehicle (Escort)	3	12	260	Mon-Fri 0600-1800
			Electronic Security System Response	5	24	30	Surge
			SURGE RAIL PORT / Stationary	2	16	30	Surge
			SURGE RAIL / PORT Roving Patrol	2	16	30	Surge

APPENDIX 4

GOVERNMENT FURNISHED PROPERTY (GFP)

RESERVED

APPENDIX 5

Language Fluency Clarification

LEVEL 1 Rudimentary Knowledge
At this level an employee is, at most, required to have a rudimentary verbal understanding of a very limited English vocabulary, such as might be required in understanding and following instructions of the type that might be given to a motor pool chauffeur. This level of understanding is typically not required for positions such as laborer and trades occupations where contacts are primarily with other local employees.

LEVEL 2 Limited Knowledge
At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. An employee at this level would be expected to understand and carry out verbal instructions of a repetitive character, and to be able to prepare simple reports of the type that might be expected of a motor pool dispatcher.

LEVEL 3 Good Working Knowledge
At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons.

LEVEL 4 Fluent
At this level an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning.

LEVEL 5 Professional Translator/ Interpreter or Equivalent
This level is essentially limited to professional translators and interpreters whose proficiency in written and spoken English truly matches that of a well-educated native speaker. This includes the ability to deal effectively with highly technical and sophisticated terminology in which fine nuances of meaning may at times assume major importance in negotiations. At this level an employee should be capable of simultaneous translation, as in the case of conference reporting. An equivalent level of difficulty and responsibility relates to those employees who are required to be fluent in two or more foreign languages, or two or more distinctly different and complex native dialects.