SOW Access Control System

Version 1

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SECTION I

1.0 Background

The 16th Electronic Warfare Squadron (16 EWS) is constructing Building 1448 at Eglin Air Force Base to expand operational and administrative capability in support of its electronic warfare mission. The facility contains controlled areas and a Sensitive Compartmented Information Facility (SCIF) that require installation of a compliant Access Control System (ACS) prior to accreditation and occupancy. This requirement provides for the design, furnishing, installation, configuration, testing, commissioning, documentation, and training necessary to deliver a fully operational, stand-alone ACS that meets applicable Department of Defense and Intelligence Community security requirements.

The system shall use commercially available equipment configured to meet applicable security and safety requirements, including ICD 705, DoDM 5200.01, UL 294, FIPS 201-3, NFPA 70/72, and NDAA Section 889.

SECTION II

2.0 Scope

The contractor shall provide all labor, supervision, materials, equipment, transportation, programming, documentation, tools, testing services, training, and incidental support necessary to furnish and install a complete Access Control System for Building 1448 located at Eglin Air Force Base. Award will be based on total project cost for all required products and services.

The contractor shall validate site conditions and coordinate with Government representatives to ensure that the installed system meets operational requirements and accreditation standards. The ACS shall provide credential-based access control at designated entry points, support CAC/PIV authentication in accordance with FIPS 201-3, comply with ICD 705 SCIF requirements, maintain auditable access records, and provide local administrative capability for credential management. Exterior security cameras shall be installed at designated building entrances to support monitoring requirements.

It is the responsibility of the contractor to verify actual site conditions and coordinate with the Government to ensure the system is compatible with existing infrastructure and facility constraints.

2.1 Period of Performance

The period of performance for this requirement shall be ninety (90) calendar days from issuance of the Notice to Proceed (NTP). All work, including design, procurement, installation, configuration, testing, commissioning, training, and submission of final documentation, shall be completed within this period unless otherwise modified in writing by the Contracting Officer. No work shall begin prior to issuance of the NTP.

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SECTION III

3.0 Description of Work:

The contractor shall coordinate and manage all personnel, equipment, materials, and services required to design, deliver, install, and commission the Access Control System within Building 1448. The contractor shall be responsible for all personnel, supervision, tools, equipment, storage, transportation, and incidental services necessary to provide a complete and operational system.

The contractor shall comply with all applicable federal, state, local, Department of Defense, Air Force, and installation-specific requirements. The contractor shall provide a Contract Manager responsible for overall performance of the work and a Project Manager experienced in electronic security system installations to manage scheduling, coordination, and on-site execution. The names of these individuals shall be provided in writing to the Contracting Officer after award.

Customer service shall be provided during normal duty hours of 0730 to 1630, Monday through Friday, excluding Federal holidays. When work outside normal duty hours is required, the contractor shall submit a written request for approval prior to performance.

Compliance with all regulations shall be demonstrated through submittals, testing, and final documentation.

3.1 Design work.

The contractor shall provide system design services necessary to support procurement and installation of the Access Control System. Design services shall include site verification of controlled doors and SCIF entry points, confirmation of door hardware types, verification of available power and infrastructure pathways, and development of complete system layouts.

The contractor shall prepare and submit design documentation for Government review and approval prior to installation. Documentation shall include device locations, wiring diagrams, riser diagrams, controller and power supply locations, door hardware schedules, and sequence of operations. Product data sheets demonstrating compliance with UL 294, FIPS 201-3, and ICD 705 requirements shall be included. All documentation shall be submitted electronically unless otherwise specified.

The contractor shall notify the Government of any discrepancies between field conditions and design assumptions. Drawing changes required due to contractor error shall be corrected at no additional cost to the Government.

3.2 Equipment and Materials

All equipment provided under this contract shall be new, commercially available electronic security equipment meeting applicable industry and federal standards. Equipment shall comply with ICD 705, DoDM 5200.01, UL 294, FIPS 201-3, NFPA 70, NFPA 72, and NDAA Section 889 requirements.

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The contractor shall furnish credential readers compatible with CAC/PIV credentials, door position switches, request-to-exit devices, electric locking hardware, controllers, power supplies with battery backup, associated cabling, enclosures, and exterior security cameras. Equipment shall be installed in accordance with manufacturer instructions and applicable codes.

All documentation, including operating manuals, warranty information, configuration documentation, and maintenance instructions, shall be provided to the Government upon completion of installation.

3.3 Installation Work

The contractor shall install the Access Control System in accordance with approved design drawings and applicable codes and standards. Installation services shall include mounting and securing devices, installation and termination of wiring, labeling of cables and equipment, configuration of system components, and integration of all required hardware.

The contractor shall protect existing facility finishes and maintain clean and orderly work areas. Any damage to Government property caused by contractor personnel shall be repaired at the contractor's expense. All packaging materials and installation debris shall be removed from the site upon completion of work.

The contractor shall ensure that installation does not compromise SCIF boundary integrity. Any penetrations required for system installation shall be coordinated with appropriate Government representatives.

3.4 Testing and Commissioning

The contractor shall perform functional testing and commissioning of the installed system to verify proper operation. Testing shall confirm credential authentication, lock actuation, request-to-exit operation, door position monitoring, alarm generation, audit log capability, and system response during power-loss conditions.

The contractor shall document test results and provide them to the Government for review. The contractor shall support Government witnessing system testing and correct any deficiencies identified during testing prior to final acceptance.

3.5 Inspection/Acceptance

A post-installation walkthrough shall be coordinated between the contractor and the Government representative. Any deficiencies shall be documented in a punch list and corrected prior to final acceptance. No payment shall be authorized while punch list items remain open. Final acceptance shall occur only after all deficiencies have been corrected, all required documentation has been submitted and approved, and the Government provides written notification of system acceptance. The Government reserves the right to withhold final payment until all contractual requirements have been satisfied.

SECTION IV

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4.0 System Requirements

The Access Control System shall authenticate CAC/PIV credentials in accordance with FIPS 201-3 and shall support PIN authentication where required. The system shall maintain auditable access logs and support credential activation and deactivation through a local administrative workstation. SCIF entry and exit points shall comply with ICD 705 ingress and egress requirements, including two-factor authentication where applicable and forced-door monitoring.

Exterior cameras installed under this effort shall provide monitoring capability at designated building entrances and shall be installed in accordance with manufacturer requirements and applicable codes. The contractor shall provide a minimum one-year warranty covering parts, labor, and installation. Warranty coverage shall begin upon Government acceptance.

SECTION V

5.0 Government Support

The Government will provide reasonable access to Building 1448 during normal duty hours to support installation activities. Available utilities, including electrical power and lighting, will be provided during scheduled work periods. The Government will designate a Contracting Officer's Representative to coordinate scheduling, access, and acceptance activities.

SECTION VI

6.0 Site Conditions

Standard site conditions include clear access to designated installation areas, available electrical infrastructure, and completion of other construction activities necessary to allow system installation. The contractor shall notify the Contracting Officer of any deviations from these conditions that may affect performance.

SECTION VII

7.0 Program Safety

The contractor shall comply with OSHA regulations, Air Force safety policies, and Eglin AFB installation safety requirements. A Quality Control Plan shall identify procedures for ensuring compliance with safety and health standards and for correcting identified deficiencies.

SECTION VIII

8.0 Base/Installation Specifics

All contractor personnel and delivery vehicles shall comply with Eglin AFB entry procedures and Security Forces requirements. Contractor personnel shall present valid identification and

comply with installation access policies. Firearms are prohibited. Contractor personnel shall not sponsor unauthorized individuals onto the installation.

SECTION IX

9.0 Deliverables

The contractor shall provide all required deliverables in electronic format unless otherwise directed by the Contracting Officer. Deliverables shall be submitted to the Contracting Officer's Representative (COR) for review and acceptance. Deliverables shall not be considered complete until written acceptance is provided by the Government.

Within fifteen (15) calendar days of Notice to Proceed, the contractor shall submit a complete design and submittal package for Government review and approval. Installation shall not begin until written approval of the design package is received.

Prior to commencement of system commissioning, the contractor shall submit a functional test plan identifying testing procedures, validation steps, and acceptance criteria. Upon completion of testing, the contractor shall submit a functional test report documenting results and confirming compliance with contract requirements.

Within ten (10) calendar days following completion of installation, the contractor shall submit complete as-built drawings reflecting final installed conditions, including device locations, wiring paths, controller configurations, and updated system documentation.

At project closeout, the contractor shall provide warranty documentation, administrator training confirmation, configuration backups, equipment inventories, and a final acceptance package. Final payment shall not be authorized until all deliverables have been received and accepted.

SECTION X

10.0 Performance Requirements

This requirement is issued as a Statement of Work for the procurement and installation of a compliant Access Control System supporting controlled and SCIF-designated areas. Contract performance shall be evaluated based on the contractor's adherence to technical requirements, regulatory compliance, completion of required deliverables within the period of performance, and successful completion of Government witnessed testing and final acceptance inspection. Failure to meet contract requirements may require corrective action at no additional cost to the Government.

SECTION XI

11.0 Administrative Requirements

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The 16th Electronic Warfare Squadron (16 EWS) is the requirement owner and operational end user of the Access Control System. The 16 EWS will provide facility access, identify SCIF boundaries, review design submittals, participate in testing, and validate operational performance of the installed system.

Facility Management (FM) will coordinate scheduling, installation access, and building interface requirements. FM will assist in coordinating electrical infrastructure, access to mechanical spaces, and facility constraints affecting installation activities.

The Air Force Installation Contracting Center (AFICC), Eglin AFB, is responsible for contract award, contract administration, modification authority, and invoice approval. Only the Contracting Officer (CO) has authority to modify the contract or direct changes in scope.

The Civil Engineer (CE) Squadron will provide coordination and oversight related to electrical tie-ins, conduit penetrations, wall or floor modifications, and any work affecting building infrastructure.

The Accrediting Official (AO) will review final system documentation and testing results necessary to support SCIF accreditation. Accreditation authority remains solely with the Government.

11.1 Location.

The primary place of performance shall be Building 1448, Eglin Air Force Base, Florida. Contractor personnel may perform limited off-site design, documentation, or configuration activities as required; however, all installation, testing, and commissioning activities shall occur on site.

11.2 Travel

No travel outside Eglin Air Force Base is anticipated under this contract. If travel becomes necessary, it must be authorized in writing by the Contracting Officer prior to incurring costs. Authorized travel shall comply with the Joint Travel Regulations (JTR) and shall be reimbursed at actual cost not to exceed applicable per diem limits.

11.3 Identify Known or Possible Conflicts of Interest

Performance under this contract may present a potential Organizational Conflict of Interest (OCI) as defined in FAR Subpart 9.5. The contractor shall continuously monitor for actual or potential OCI conditions and shall immediately notify the Contracting Officer in writing if any such condition is identified during proposal submission or contract performance.

If an OCI is identified, the Government may require mitigation, restrict performance, suspend work, or terminate the contract if the OCI cannot be adequately resolved. Failure to disclose a known OCI may result in termination or other contractual remedies.

11.4 Security and Training Requirements

All work performed under this contract will occur within controlled areas of a facility being prepared for accreditation. Contractor personnel are not required to hold active security clearances; however, all personnel shall be U.S. citizens and shall comply with all Eglin AFB installation access, badging, and escort requirements applicable at the time of performance.

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Contractor personnel shall complete any mandatory Information Assurance (IA), cybersecurity, or site-specific training required prior to being granted access to Government systems or facilities. All personnel shall comply with base security procedures, including escort requirements, while performing work in restricted or controlled areas.

11.5 Data Rights

The copies of any Contractor generated records, files, documents, data, and work papers, provided to the Government in performance of this task order shall become and remain Government property and shall be maintained and disposed of IAW Air Force Manual 33-363, Management of Records, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System; and other regulations, as applicable. The copies of any Government generated records, files, documents, data, and work papers, provided to the Contractor in performance of this task order, or derivatives thereof, are and shall remain Government property, and shall be returned to the Government at the completion of this contract. Software licensing terms shall not conflict with Federal law or regulation. In accordance with the Defense Federal Acquisition Regulation Supplement 239.7602-1, "DoD shall acquire cloud computing services using commercial terms and conditions that are consistent with Federal law, and an agency's need. Contracting officers shall incorporate any applicable service provider terms and conditions into the contract by attachment or other appropriate mechanism." The Government shall not be bound by any licensing terms or other restrictions on the use, modification, reproduction, release, performance, or disclosure of software not incorporated by attachment or other appropriate mechanism.

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SECTION XII

12.0 APPENDIX – DEFINITIONS, ACRONYMS AND ABBREVIATIONS

12.1 DEFINITIONS

- Access Control System (ACS) - A system used to regulate entry to controlled areas by validating credentials, monitoring door conditions, and recording access events.
- Acceptable Quality Level (AQL) - The maximum number of defects or errors allowed before a deliverable or task is considered unacceptable.
- Card Reader / Credential Reader - An electronic device capable of reading CAC/PIV cards or other access credentials for identity verification.
- CLIN – Contract Line Item Number - A contract structuring tool used to separate phases of work, funding, and deliverables for clarity and financial control.
- Contracting Officer (CO) - The Government official authorized to award, administer, and modify contracts.
- Contracting Officer's Representative (COR) - The individual designated by the CO to provide technical oversight and monitor contractor progress.
- Door Position Switch (DPS) - A device that monitors whether a door is open, closed, or forced, and reports the condition to the ACS controller.
- DoDM 5200.01 - The DoD Manual governing physical security, access control, restricted areas, and SCIF protection requirements.
- FIPS – Federal Information Processing Standard - A set of government standards for securing information systems, including PIV/CAC credentialing (FIPS 201-3).
- Forced-Door / Door-Held-Open Alarm - An alarm condition triggered when a door is forced open or remains open beyond a programmed time threshold.
- ICD 705 - The Intelligence Community directive governing SCIF construction, access control, alarm monitoring, and security requirements.
- NDAA Section 889 - A federal prohibition on procuring certain telecommunications and security equipment from restricted manufacturers.
- NTP – Notice to Proceed - Formal authorization provided to the contractor to begin work.
- Personal Identity Verification (PIV) - A federal credential used for secure identification and access control, compliant with FIPS 201-3. (CAC is a DoD implementation of PIV.)
- Request-to-Exit (REX) - A device that detects authorized egress from a secured area, allowing the system to unlock the door without triggering an alarm.
- SCIF – Sensitive Compartmented Information Facility - A specially constructed area accredited for the processing, discussion, or storage of Sensitive Compartmented Information (SCI).
- UL 294 - The Underwriters Laboratories standard governing performance and reliability of access control system equipment.

12.2 ACRONYMS AND ABBREVIATIONS

ACS – Access Control System
AQL – Acceptable Quality Level
BDOC – Base Defense Operations Center
CAC – Common Access Card
CE – Civil Engineering
CLIN – Contract Line Item Number
CO – Contracting Officer
COR – Contracting Officer's Representative
DPS – Door Position Switch
DoD – Department of Defense
DoDM 5200.01 – Department of Defense Manual for Physical Security
ESS – Electronic Security Systems (Security Forces functional area)
FAR – Federal Acquisition Regulation
FIPS – Federal Information Processing Standard
ICD 705 – Intelligence Community Directive 705
IA – Information Assurance
JTR – Joint Travel Regulations
NDAA – National Defense Authorization Act
NTP – Notice to Proceed
PIV – Personal Identity Verification
REX – Request-to-Exit
SCIF – Sensitive Compartmented Information Facility
SCI – Sensitive Compartmented Information
SOW – Statement of Work
SFS – Security Forces Squadron
UL 294 – Underwriters Laboratories Standard 294 (Access Control System Units)