FEDERAL BUREAU OF INVESTIGATION

FINANCE DIVISION | PROCUREMENT SECTION

Services to Support Training Development and Delivery

For the

Counterterrorism Division,

Development and Preparedness Unit

Statement of Work

6/30/2026

1 Scope

This is a contract to provide training development and delivery to the Federal Bureau of Investigation (FBI) Development and Preparedness Unit (DPU) courses and workshops. This is a non-personal services contract. The Government shall not exercise any supervision or control over contractor employees performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction

Contractor shall provide subject matter expertise to the FBI. More specifically, contractor shall provide expertise and instruction related to clandestine laboratory safety, explosive precursor chemicals (EPC), and hazardous material investigations. In addition, contractor shall provide Weapons of Mass Destruction (WMD) chemical, biological, radiological, nuclear, and explosive (CBRNE) threat lectures to support DPU as it conducts training. Contractor shall also support DPU at various Continental US (CONUS) and Outside the Continental US (OCONUS) events as a subject matter expert. The FBI will compensate the contractor for their time and for associated travel costs.

1.2 Background

The FBI DPU provides training to prevent WMD threats from becoming a reality. Under this focus, DPU invests heavily in projects designed to improve and expand upon domestic and international partners' ability to detect and deter emerging WMD threats.

DPU has identified a requirement that would support existing training classes offered, as well as the opportunity to develop curriculum regarding clandestine laboratory safety, EPCs, hazardous material investigations, and threat detection.

The WMD threat mitigation strategy incorporates prevention, preparedness, and response. The chemical threat includes the use of toxic industrial chemicals (TIC) and/or explosive precursor chemicals (EPC) in a criminal or terrorist attack. DPU has developed and established several programs to address this threat relating to CBRNE components.

2 Applicable Documents

None.

3 Requirements

The contractor shall perform tasks to support all DPU programs specific to CBRNE.

The contractor:

- Shall attend all training events as tasked by the Government at various locations, which include events (CONUS and OCONUS) as a subject matter expert (SME).

- Shall use lectures, case studies, demonstrations, tours, tabletop exercises and hands-on laboratory exercises to teach chemical, biological, and explosive science, security, threats and agent characteristics and production up to Government standards.

- Shall provide classroom and scenario-based training on improvised explosives (IE), identifying different types of clandestine lab detection, including synthetic drug labs, and a variety of clan lab detection equipment.

- Shall assist in setting up simulations and demonstrations of WMD mock laboratory exercises.

- Shall assist with briefing on emerging and evolving CBRNE threats and trends and participate in panels as directed.

- Shall present information about IEs, EPCs, the use of TICs, hazardous material investigations, and the syntheses of chemical and biological agents.

- Shall assist with teaching proper safety procedures when working with CBRNE materials, biosecurity lab principles and policy, and how to conduct field screening on various substances.

- Shall work with the DPU's industry partners to increase collaboration and strengthen the knowledge of WMD among federal, state, local, tribal, the private sector, academia, and its international counterparts.

- Shall provide expertise in support of developing new and updating existing curriculum.

4 Key Personnel

The contractor must:

- Possess a Doctor of Philosophy (PhD) in a relevant discipline.

- Have currently or previously have been a certified Bomb Technician, certified Explosive Ordnance Disposal Badge holder/ technician, or a licensed commercial blaster.

- Have proven experience in chemical trace analysis and advanced analytical method development and techniques for scientific experiments.

- Have experience in curriculum development, implementation, and training on the EPC/TIC threat and hazardous material investigations.

- Be an expert in IE with an emphasis on synthesis and detection of relevant materials.

- Be an expert on the topic of clandestine laboratories and post blast demonstrations.

5 Place of Performance

The place of performance is to be determined by DPU and shall differ based on wherever the training class being supported at that time is being held. It shall range from FBI and DOJ facilities in the Washington, D.C. metropolitan area, to include Northern Virginia and Southern Maryland, to Florence, Alabama and other FBI Field Office areas of responsibility (AORs) for regional iterations. Any work done at the contractor's facility must receive prior authorization from the Government.

6 Deliverables

The Contractor shall:

- Provide curriculum development support for all updates of CBRNE course material on a quarterly basis, or as the Government requires.

- Submit status reports to the Contracting Officer (CO) and the Contracting Office Representative (COR). The format shall be agreed to by the Contractor and COR at the start of performance, but the contents shall contain the following, at a minimum: Staffing Summary, Hours and Labor performed, Current Management and Administrative problems, and Action items.

- Submit invoices at the conclusion of each training event attended and the peer review report to the Invoice Processing Platform (IPP).

Deliverable Title	Deliverable Date	SOW Reference
Status Reports	1 Month Prior to the Start of a New Course Iteration	6.0
Curriculum Development Notes	Quarterly, as Needed by the Government	6.0
Invoices	In IPP Within 1 week After the End of a Course Iteration	6.0

7 Government Furnished Equipment or Information

It is not expected or required that the Government need to provide the Contractor with any information or equipment, except those items that are normally found for course delivery and instruction.

8 Personnel Availability

The Contractor's normal workday shall typically be within the hours of 6:00 a.m. and 6:00 p.m. Core work hours are 9:00 a.m. through 3:00 p.m. Flexibility within the normal workday shall be coordinated with the COR. The Contractor's hours of operation are at its discretion, except to meet deliverables which include course delivery and instruction, curriculum development, attendance at events (CONUS and OCONUS) as directed by the Government as a SME, and invoices.

9 Security Requirements

Performance under this Agreement does not require a security clearance currently. The FBI reserves the right to revoke access to information, facilities, or property where such access is no longer consistent with the FBI's mission and responsibilities.
Work or tasking of an UNCLASSIFIED nature may be performed at the Contractor's facility or other locations as necessary to meet requirements specified.

10 Government Representatives

The functions inherent to this contract shall be performed by the designated Contracting Officer. The duly assigned COR shall ensure all actions pertaining to this contract are requested via the Contracting Officer.

10.1 Contracting Officer Representative(s)

Stephanie Moore-Doman
Primary COR
CTD/DPU
Building 4910, Desk E411.003
Redstone Arsenal, Alabama 35898
771-230-6665 (office)
Smoore-doman@fbi.gov

The COR shall be identified via letter of COR delegation authority for this contract. The COR is responsible, as applicable, for: receiving all deliverables, inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the Contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual Scope of Work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

The COR does not have the authority to alter or modify the Contractor's obligations, contract terms, conditions, specifications, or cost. If because of technical discussions, it is in the Government's best interest to alter/change contractual obligations or the scope of work, the CO shall issue such changes. The Primary COR for this contract is Stephanie More-Doman and can be reached at the above listed information.

10.2 Contracting Officer

This contract shall be administered by:

The Contracting Specialist:
Courtney M. Brown
cmbrown7@fbi.gov

The Contracting Officer
Ashley L. Jonhson
Finance and Facilities Division/PSAU
aljohnson5@fbi.gov

The CO is the appointed authority to bind the Government to the extent of the authority delegated. Direction that shall modify the scope, schedule, terms and conditions, funding, or any other action that may modify the agreement as originally entered into with the Government must be given only by the CO.

11 Travel and Other Direct Costs

When required and authorized by the Government, travel must be conducted in accordance with Federal Travel Regulations (FTR). Contractor personnel must receive authorization from the Government Program Manager and CO/COR before traveling. All travel must be pre-approved in writing and conducted in accordance with the FTR and established by the General Services Administration (GSA). Travel must be compliant with government travel policy and utilize GSA per diem rates for lodging, meals, and incidental expenses. Local travel shall not be reimbursed. Local travel is defined as

within 50 miles of assigned duty station at the request of the Government. Travel to work and home does not constitute reimbursable travel. Airfare more than the lowest price airfare available, via the airfare city tool in GSA, must be substantiated by one of the exceptions listed in FAR 31.205-46(b). To facilitate approval, travelers shall include the criteria identified in FAR 31.205-46(c) and identify the cost differences associated the travel request. CORs and program officials shall still be able to approve coach class travel, but all business and first-class travel shall require Procurement Section approval.