PERFORMANCE WORK STATEMENT (PWS)

INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEM (ICIDS) PREVENTATIVE MAINTENANCE AND REPAIR

Part 1
General Information

1. General: General: This is a non-personal services contract to provide Preventative Maintenance and Repair Services required to maintain all components of the Integrated Commercial Intrusion Detection System version V (ICIDS V) at Tobyhanna Army Depot (TYAD). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform maintenance, repair, replacement, removal and the installation of ICIDS compliant alarm equipment throughout sixty-five (65) zones (see Paragraph 1.3). No Government furnished property/equipment will be provided in this requirement. Examples of components include, but are not limited to, all software, sensing devices, annunciators, batteries and all associated equipment necessary to make a complete and useable system to meet all security requirements of Tobyhanna Army Depot as defined in this Performance Work Statement. The contractor shall perform to the standards stated.

1.2 Background: ICIDS is an Integrated Commercial Intrusion Detection System that includes, but is not limited to, one or all of the following intrusion detection components; DAQ Electronics LLC, StarWatch Security Management Solution (SMS), Remote Area Data Controller (RADC), Balance Magnetic Sensor (BMS), Passive Infrared (PIR), fence sensor, vibration sensors, and duress switches. Any components to be installed will be fully compatible with the current installation Risk Management Framework (RMF) and DAQ StarWatch SMS architecture and is currently the Department of Army's Integrated Commercial Intrusion Detection System (ICIDS) system of record, manufactured by DAQ Electronics LLC, http://www.daq.net/products/starwatch-sms/, DAQ Electronics, Piscataway Corporate Center, 262B Old New Brunswick Road, Piscataway, NJ 08854 USA. An Intrusion Detection System provides early warning of an intruder; precludes unauthorized entry; and prevents the introduction of harmful devices, materiel, and components. If vulnerable activities are not protected by IDS, Arms Rooms and SCIFs would have to provide armed guards for their areas.

Controlled by: Tobyhanna Army Depot
Controlled by: 43500
CUI Category: PHYS, OPSEC
Limited Dissemination Control: FED CON
POC: Planning Branch

1.3 Scope: The Contractor shall provide non-personal service(s). Perform inspections, maintenance, routine testing, installation, and repair/emergency repair on all components of the ICIDS Intrusion Detection Systems at Tobyhanna Army Depot. Contractor shall be able to provide, install, commission, and test ICIDS compliant hardware.

1.4 Objectives: The objective of this contract is to provide service and preventive maintenance for all ICIDS systems at TYAD in order to be sustained in a fully operational state. Currently there are sixty-five (65) ICIDS zones at TYAD.

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The Contractor shall develop and maintain a QCP to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which it assures that the work provided 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 ten (10) days after date of contract award. *Deliverable D.01*

The Government 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 ten (10) days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than ten (10) 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 must include and answer the following to be acceptable:

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

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

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses;

(d) How the Contractor will monitor and ensure staff qualifications remain current and valid including Department of Defense (DoD) Contractor Personnel Office (DOCPER) processes/approvals throughout contract performance;

(e) How the Contractor will ensure all keys issued will remain controlled items (Paragraph 1.7 Key Control);

(f) How the Contractor will inventory and track maintenance of all Government Provided Equipment / Materials;

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

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

1.5.1.1 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.

1.5.1.2 Reserved

1.5.2 <u>Quality Assurance</u>: The Government will evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels (performance thresholds).

1.5.3 <u>Recognized Holidays:</u> The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 <u>U.S. Holidays:</u> Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1st
Presidents Day 3rd Monday in February
Juneteenth June 19th
Labor Day 1st Monday in September
Veteran's Day November 11th
Christmas Day December 25th

M. L. King Memorial Day 3rd Monday in Jan
Memorial Day last Monday in May
Independence Day July 4th
Columbus Day 2nd Monday in October
Thanksgiving Day 4th Thursday in November

1.5.3.2 Reserved

1.5.4 <u>Operating Hours</u>: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 <u>Government Facility Office Hours</u>: The Government facility office hours are 0700 – 1530, Monday through Friday, except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 <u>Government Facility Operating Hours</u>: The Government facility operating hours occur twenty four (24) hours a day / seven (7) days a week. The Government facility is open for operations during the recognized U.S. Holidays identified in paragraph 1.5.3.1 above. The Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings and will be communicated by the COR. . For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.The Government facility operating hours occur between the hours of 0700 – 1530, Monday through Friday.

1.5.4.3 <u>Contractor Support Hours</u>: The Contractor shall provide support between the hours of 0700 – 1530, Monday through Friday. The Contractor shall maintain an adequate workforce at all times, for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.4.3.1 <u>Contractor Work Plan</u>: The Contractor shall prepare and maintain a Work Plan. The plan, as a minimum, shall identify regularly scheduled work (to include location, work to be completed, timeline, etc.). The Contractor's proposed Work Plan shall be submitted to the Contracting Officer via the COR for review within thirty (30) days after date of contract award. The Government will review and either accept or return their comments to the Contractor within ten (10) days. The Contractor shall then have three (3) days to submit a Final Work Plan. Any proposed change to the accepted Final Work Plan is required to be resubmitted via the COR for review and acceptance by the Contracting Officer at a minimum thirty (30) days prior to implementation. The timeline noted above shall apply for review and acceptance for proposed changes. *Deliverable D.02*

1.5.5 <u>Training Holidays:</u> Reserved

1.5.6 <u>Place of Performance</u>: The work to be performed under this contract will be performed at Tobyhanna Army Depot (TYAD), 11 Hap Arnold Blvd., Coolbaugh Township, PA 18466.

1.6 Security Requirements: Contractor personnel performing work under this contract must have a completed background check prior to start of any work to be performed and must maintain the level of security required for the life of the contract.

See the separately attached pdf titled "Security Requirements Insert for All SOWs and PWSs Updated 20260401" for the current TYAD Security Requirements. See Part 6, "Applicable Publications", Section 6.1.13 .

1.7 Key Control: Reserved

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor 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.

1.8.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.9 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. 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 notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

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

1. David Hudak, Contracting Officer Representative (COR).

The Contractor shall provide a Program/Contract Manager who shall be responsible for the performance of the work. The name of this person and an Alternate Program/Contract Manager, who shall act for the Contractor when the Program/Contract Manager is absent, along with a Curriculum Vitae (CV) for each of these individuals, shall be provided in writing to the Contracting Officer no later than no later than five (5) days after contract award. *Deliverable D.03*

1.11 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, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are 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.

1.12.1 If applicable, 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 as requested 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

1.12.2 Contractor Identification Badges: Reserved

1.13 Contractor Travel: Reserved

1.14 Other Direct Costs (ODCs): Reserved

1.15 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 Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.16 Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a Government agency, another Government Contractor, or of such nature that its dissemination or use other than as specified

in this work statement would be adverse to the interests of the Government or others. The Contractor and Contractor personnel, shall not divulge or release data or information developed, or obtained under performance of this PWS, except to authorized 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.

1.17 Protection of Government and Contract Information: 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.

1.18 Non-Disclosure Statements: Reserved

1.19 Organizational Conflict of Interest (OCI): Reserved

1.20 Phase In /Phase Out Period: Reserved

1.21 Safety: See the separately attached pdf titled "SERVICE OR EQUIPMENT INSTALLATION Over $250K CONTRACTOR SAFETY STANDARD JUNE 2024" for the current TYAD Safety Requirements. See Part 6, "Applicable Publications", Section 6.1.14 .

***1.21.1* (OCONUS - Host Nation)Safety Laws and Regulations:** Reserved

1.21.1.1 In addition to other requirements for accident prevention specified in this contract, the Contractor shall comply with all Federal and State requirements governing safety and health protection on construction sites and other applicable occupational safety codes.

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.

1.21.1.2 Reserved

1.22 Environmental Compliance: The following provides information on Environmental Compliance.

See the separately attached pdf titled "Standard NEPA Specifications for Projects_9 Jun 25" for the current TYAD Environmental Requirements. See Part 6, "Applicable Publications", Section 6.1.16 .

1.22.1 Environmental Compliance Plan and Program: Reserved

1.23 Required Training: The following provides information on training requirements.

1.23.1 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 twenty (20) days after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or twenty (20) 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 (Deliverable # A.014) for each affected Contractor employee and subcontractor employee to the COR (or to the Contracting Officer, if a COR is not assigned) within twenty (20) 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

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 twenty (20) days after completion of the training. *Deliverable D.04*

1.23.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete Level I OPSEC training within twenty (20) days of employment under this PWS. Verification of the training shall be provided to the COR within twenty (20) days after completion of the training. OPSEC Level I training is available at http://www.cdse.edu/catalog/elearning/GS130.html.Contractor personnel must complete refresher training every 12 months. Verification of the training shall be provided to the COR within twenty (20) days after completion of the training. *Deliverable D.05*

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 twenty (20) days after completion of the training. *Deliverable D.05*

1.23.3 iWATCH Training: *(As required on the AT/OPSEC Cover Sheet)* The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within twenty (20) days after the contract is awarded and within twenty (20) days after new employees commence contract performance, with the results reported to the COR within twenty (20) days after the contract is awarded and within twenty (20) days after new employees commence contract performance.

Verification of the training shall be provided to the COR within twenty (20) days after completion of the training *Deliverable D.06* Training slides can be found on the Army OneSource we site:
http://www.myarmyonesource.com/familyprogramsandservices/iwatchprogram/default.aspx

1.23.4 Information Assurance (IA) Training

1.23.4.1 Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting Cybersecurity/IT functions shall be appropriately certified upon contract award. *Deliverable D.07*

1.23.4.2 All contractor employees and associated sub-contractor employees must complete the DoD Cybersecurity awareness training before issuance of network access and annually thereafter. All contractor employees working Cybersecurity/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to Cybersecurity/IT functions.

1.23.4.3 All contractor employees with access to a government information system must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DoD Cybersecurity Awareness Challenge and Accepted Use Policy (AUP) prior to access to the IS, and then annually thereafter. IT access requests must include current AUP and training certificates for initial and contract renewals. Upon completion, the Contractor shall provide PDF copies of the certificate of completion for the DoD Cyber Awareness Challenge, and the signed AUP to the COR. *Deliverable D.08*

1.23.5 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 calendar 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. *Deliverable D. 09*. Training is available at http://iatraining.disa.mil/eta/piiv2/launchPage.html

1.24 Reserved

1.24.1 Reserved

1.24.2 Reserved

1.24.3 Reserved

1.25 Notice to Proceed: The notice to proceed will be provided as indicated below.

_____☒*The effective date of contract will constitute the date of notice to proceed*
_____☐*A notice to proceed letter will be issued*

_____☐*The date of the letter transmitting the contract will constitute the date of the notice to proceed*

1.26 Electromagnetic Compatibility Directive: Reserved

1.27 Government Property and Services: Reserved

1.28 Conventional Forces Europe (CFE) Treaty Verification Inspection: Reserved

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.

Contracting Officer – means a person with the 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. DoD 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 other surveillance support personnel to assist the COR when needed, "…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 Contracting Officer as alternate CORs."

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

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.

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

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

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property "means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government.Government property includes both Government-furnishedand 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.

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.

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.

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 to 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.

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.

Work Day - 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, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

ACOR	Alternate Contracting Officer's Representative
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
AOR	Area of Responsibility
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
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FRG	Federal Republic of Germany

GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Awareness
IAC	Installation Access Control
IACO	Installation Access Control Office
ID	Identification
IGCE	Independent Government Cost Estimate
IT	Information Technology
JTR	Joint Travel Regulation
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
PA	Property Administrator
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
SIGE	Safety and Health Protection Plan
TE	Technical Exhibit
USAG	United States Army Garrison
USAREUR	United States Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: Reserved

3.2 Facilities: During the servicing period the contractor shall have limited use of the premises for the performance of their operations, including use of the site. The contractor's use of the premises is confined to those areas where work is to be performed.

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

3.4 Equipment: Reserved

3.5 Special Tooling and Test Equipment: Reserved

3.6 Materials: Reserved

3.7 Training: The Government will provide the following training: AT Level 1, iWATCH Army and OPSEC.

3.8 Common Access Cards (CAC): Reserved

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: 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.

4.2 Secret Facility Clearance: Reserved

4.3 Materials: The Contractor shall furnish all materials and supplies necessary to meet the requirements under this PWS.

4.4 Vehicles and Equipment: The Contractor shall furnish all necessary vehicles and equipment to perform the work described in this PWS.

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government.

PART 5
SPECIFIC TASKS

5.1 Basic Services: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform work under this contract.

5.2 Tasks: Tasks consist of the following:

5.2.1 Quarterly Preventative Maintenance: The contractor shall provide an ICIDS/DAQ SMS certified Technician to complete the Quarterly Maintenance Tasks. The Quarterly Maintenance Tasks will be coordinated with the COR who in turn will work with Site Physical Security to set dates for visits. The contractor shall perform quarterly preventative maintenance on all components of the security alarm system in accordance with the manufacturer's specifications/recommendations. The first quarterly maintenance shall be scheduled within 60 days of contract award and each one shall occur every 3 months from the previous maintenance Service shall include, but is not limited to, visual checks, battery test, operational tests, required adjustments, alignments, programming, replacement of worn parts due to normal wear and tear and software upgrades. Upon conclusion of preventative maintenance, the contractor shall furnish a written report to the COR listing work accomplished and alarm system status within five (5) working days of the completion of the PM. *Deliverable D.10*

Minimum Inspection Points: The following include but are not limited to the minimum inspection points for the Quarterly Preventative Maintenance:

- Perform system backup and create a backup disk.
- Copy Windows error logs.
- Verify network timing.
- Check StarWatch SMS version.
- Defrag all hard drives.
- Export event logs.
- Perform preventative maintenance checks and services on the operators work station(s) and remote status monitor(s).
- Conduct inspection of each zone (current quantity is 65) including primary monitoring cabinet.
    - Zone inspection includes a walk test of each area.
- Inspect Remote Area Data Collector (RADC) for accuracy and cleanliness.
- Inspect all batteries in RADC's and replace as necessary.
    - All batteries shall be tested under load to determine the expected useful life remaining in the cells for the effectiveness of the auxiliary power system.
- Inspect all devices for proper mounting and repair as necessary.
- Inspect functionality of equipment, replace if defective/not working properly to include all software failures and or hardware failures associated with the server or MCU.
- Inspect all keypads for proper function and keypad duress capabilities.

- Inspect all duress alarm switches for proper function.
- Inspect RF global fault for proper functionality.
- Inspect Uninterupted Power Supply (UPS) system(s) for proper operation.
- Inspect Bldg. 69 fence sensors.
- Inspect and maintain the front end system (server, master control unit, and graphics.

5.2.2 Unscheduled Repairs (As Needed): The Contractor shall provide an ICIDS/DAQ SMS certified Technician in the event the COR, TYAD Physical Security Officer (Security Operations Branch) or TYAD Law Enforcement Branch requests an unscheduled visit. *The offeror shall provide a FFP for the visit to assess the situation at hand.* Upon completion of the assessment, the contractor shall provide the COR with a comprehensive report identifying the problem and providing a solution within seven (7) days. The report shall also include a proposal for repair with cost breakdowns detailing all required parts, material, labor, etc. to make the necessary repair(s). The contractor shall respond on site in person at TYAD within seventy two (72) hours of being notified by the COR, TYAD Physical Security Office or TYAD Law Enforcement Branch. *Deliverable D.11*

5.2.3 Critical Emergency Repairs (Four (4) Per Contract Year): The Contractor shall provide an ICIDS/DAQ SMS certified Technician in the event the COR, TYAD Physical Security Office or TYAD Law Enforcement Branch requests a critical emergency repair visit. *Critical Emergency calls would be considered repairs to the following essential security equipment: ICIDS Server, Master Control Unit (MCU), Operator Workstation (OPWS), and Uninterrupted Power Supply (UPS), or other failures of the security system as deemed appropriate by COR, TYAD Physical Security Office or TYAD Law Enforcement Branch.* The contractor shall respond on site in person at TYAD within eight (8) hours of being notified. The ICIDS system shall be restored to its proper operating condition within eight (8) hours from the time the emergency service call was received by the contractor, provided that spare parts are available from TYAD. If parts aren't available from TYAD, the contractor shall notify the COR of any equipment that may be needed and the cost of this equipment. Upon completion of the critical emergency repair, the contractor shall provide the COR with a comprehensive report identifying the problem and solution within seven (7) days. *Deliverable D.12*

5.3 Service Contract Reporting

5.3.1 System for Award Management (SAM) Service Contract Report (SCR): The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEM (ICIDS) PREVENTATIVE MAINTENANCE AND REPAIR 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 October 31 of each calendar year. 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 the

select “Contact Our Service Desk” which will allow you to contact SAM.gov directly. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SAM SCR requirement.

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 which 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 which meets 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:
   - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
   - **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 the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.
7. 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.

Steps for Editing a Submitted Report

1. Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.
2. 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.

STD: All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph above.

AQL: 100% Compliant

PART 6
APPLICABLE PUBLICATIONS

6. **Applicable Publications (Current Editions):** The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

6.1.1 Department Of Defense Contract Security Classification Specification (DD Form 254)
6.1.2 Department of Defense Security Agreement (DD Form 441)
6.1.3 National Industrial Security Program Operating Manual (DoD 5220.22-M)
6.1.4 Installation Access Control (AE Reg 190-16)
6.1.5 The Army Physical Security Program (AR 190-13)
6.1.6 Contractor Identification (AE Reg 27-715)
6.1.7 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
6.1.8 Information Assurance Workforce Improvement Program (DoD 8570-M)
6.1.9 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
6.1.10 Information Assurance (AR 25-2)
6.1.11 Electromagnetic Compatibility Directive (2004/108/EC)
6.1.12 Policies and Procedures for Property Accountability (AR 735-5)
6.1.13 Security_Requirements_Insert_for_All_SOWs_and_PWSs_Updated_20260401.pdf
6.1.14 SERVICE OR EQUIPMENT INSTALLATION Over $250K CONTRACTOR SAFETY STANDARD JUNE 2024.pdf
6.1.15 Standard NEPA Specifications for Projects_9 Jun 25.pdf

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary

7.2 Technical Exhibit B – Deliverables Schedule

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	METHOD OF SURVEILLANCE
PRS#1 - PWS para 5.2.1 Quarterly Preventative Maintenance	Refer to Section 5.2.1	100% Compliance Zero deviation from the standard	100% Inspection
PRS#2 - PWS para 5.2.2 Unscheduled Repairs (As Needed):	Refer to Section 5.2.2	100% Compliance Zero deviation from the standard	100% Inspection
PRS#3 - PWS para 5.2.3 Critical Emergency Repairs (Max. 4 per Year)	Refer to Section 5.2.3	100% Compliance Zero deviation from the standard	100% Inspection

TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
D.01: Quality Control Plan (QCP) Section 1.5.1	Once within 10 days after contract award and no later than 7 days prior to any anticipated changes.	One copy submitted to COR.	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.02 Contractor Work Plan Section 1.5.4.3.1	Final written plan 30 days after award and 10 days prior to the implementation of any changes to the work plan (if any).	One copy submitted to COR.	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.03 Key Personnel Section 1.10	Contractor Key personnel list with qualifications within five (5) days after contract award or during the post-award meeting.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.04 Anti-Terrorism (AT) Level 1 Training Certificates Section 1.23.1	Due within twenty (20 days) of initial training AND after each annual refresher.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.05 OPSEC Traing Certificates (Level 1) Shall be renewed annually.	Due within twenty (20 days) of initial training AND after each annual refresher.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
D.06 iWATCH Training Certificates Section 1.23.3	Within 20 days of contract award and 20 days after new employees start.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.07 DoW Information Assurance (IA) Cyber Awareness Training Certificates Section 1.23.4.1	Frequency is dependent on the AT/OPSEC Cover Sheet (not provided in the document).	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.08 ATCTSV Registration and Training Verification Section 1.23.4.3	Due a specified number of days after registration and after each annual refresher training.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.09 PII Training Certificate Section 1.23.5	Within 5 days of completion of initial training (due within 30 days of employment) and after each annual refresher.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.10 Quarterly Preventative Maintenance Report Section 5.2.1	Within 5 working days after the completion of each quarterly maintenance.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
D.11 Unscheduled Repairs Report and Proposal Section 5.2.2	Within 7 days of the assessment visit.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.12 Critical Emergency Repair Report Section 5.2.3	Within 7 days of the critical emergency repair.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil
D.13 Service Contract Report (SCR) Section 5.3.1	Annually. To be reported no later than October 31st of each calendar year.	One copy submitted to COR	Electronic delivery via email using Microsoft Office Word, Power Point or PDF	Contracting Officer's Representative (COR): david.t.hudak.civ@army.mil