PERFORMANCE WORK STATEMENT (PWS)

Door Access/Badging System update
10JUN26

Part 1
General Information

1. General: This is a non-personal service contract under which the personnel rendering the services 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. The United States (U.S.) Government shall not exercise supervision or control over the Contractor's employees performing the tasks herein. Such contract employees shall be accountable solely to the Contractor who, in turn shall be responsible to the U.S. Government.

1.1 Description of Services/Introduction: This is a non-personal service contract to provide for the replacement and update of the door access control system at Irwin Army Community Hospital (IACH).

1.2 Background: Badging system for controlled access is out of service agreement. The system was purchased in 2013 and is unable to be updated. This is a security requirement by regulation for controlled access and Joint Commission Standards. The system needs to be replaced to be incompliance and protect patients and staff from threats as well as protecting the IT and infrastructure of the facility.

1.3 Scope: The Contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items necessary to perform services as described in this PWS. The Contractor shall replace and update the door access control system at IACH, which includes the installation of 380 door lock systems, server and data migration, system commissioning, and disposal of old equipment.

1.4 Objectives:

- To provide all labor, materials, equipment, disposal, and supervision to install the door access badging systems.
- To provide and install 380 door lock systems and track completion.
- To build a new server/server system using data from the existing IACH door system.
- To commission the new door access system and ensure full integration with existing hospital systems (fire alarm, HUGS, etc.).

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The contractor's existing quality assurance system shall be utilized in accordance with FAR 12.105 (2026-O0028). Contractor's current QCP shall be provided to the KO through the COR within 10 days after contract award (Deliverable A.001).

1.5.1.1 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 8 working hours of identifying those issues. Verbal reports shall be followed up by written reports within 3 working days (A.006).

1.5.2 Quality Assurance: 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 Recognized Holidays: 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.S. Holidays: 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

1.5.4 Operating Hours: 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 Government Facility Office Hours: The Government facility office hours are 0730 to 1600, 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 Government Facility Operating Hours: The Government facility operating hours occur between the hours of 0700 to 1800, Monday through Friday. 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 Contracting Officer to the Contractor.

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0730 to 1600, 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. Work during days and

times other than stated above shall not be performed without prior written approval of the Contracting Officer. 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 Contractor Work Plan: The Contractor shall prepare and maintain a Work Plan. The plan, as a minimum, shall identify regularly scheduled work, to include: schedules of door badging device by department or floor, the schedule for server programming and the simultaneous server switchover, and methods of access to all work areas. The plan shall also detail how the Contractor intends to address and meet any need for extended work hours. If work outside of normal operating hours is anticipated, the Contractor must receive approval from the Contracting Officer at a minimum 15 calendar days prior to execution. The Contractor's proposed Work Plan shall be submitted to the Contracting Officer via the COR for review within 15 calendar days after date of contract award (Deliverable # A.004). The Government will review and either accept or return their comments to the Contractor within 10 calendar days. The Contractor shall then have 5 calendar 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 15 calendar days prior to implementation. The timeline noted above shall apply for review and acceptance for proposed changes.

1.5.5 Training Holidays: Defense Health Agency (DHA) has historically granted military personnel training holidays as compensation for time that they spent in field training. These are typically combined with regular holiday leave schedules (for example, Christmas half days or day on day off schedules). Training holidays may affect access to military operated facilities. If scheduled work or access to facilities is required, coordination with occupants will be necessary or the work in affected facilities shall be rescheduled after the training holiday. However, announced training holidays or exodus of military personnel may provide the Contractor with an opportunity for unrestricted access to facilities and areas. The Contractor shall take full advantage of such opportunities by planning maintenance or actions that are better accomplished when such areas are vacant.

1.5.6 Place of Performance: The work will be performed at Irwin Army Community Hospital (IACH), Ft. Riley.

1.6 Security Requirements: The following information is provided on security-related matters:

1.6.1 Security Program: RESERVED

1.6.2 Personnel Security Clearance Requirements: RESERVED

1.6.3 Access and general protection/security policy and procedures: Contractor and all associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must

comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.3.1 Escorts: The Contractor and all associated sub-contractor employees performing services under this contract shall be escorted when entering identified sensitive areas by host nation security personnel or by an individual designated by the Contracting Officer Representative (COR) while accessing U.S. facilities or activities.

1.6.3.2 Installation Pass Log: In addition, the Contractor shall provide the Contracting Officer, via the COR, an Initial Installation Pass Log within three (3) calendar days after contract award (Deliverable # A.005). The log must at a minimum contain the following information:

1. Personnel Identification:
   - Full Legal Name: As it appears on their government-issued ID (e.g., Driver's License, Passport).
   - Date of Birth (DOB): To differentiate between individuals with the same name.

2. Employment & Contract Details:
   - Company Name: The name of the specific company they work for (e.g., the Prime Contractor or the Subcontractor's name).
   - Contract Number: The official contract number (W911RX26QA050) to link the employee to the authorized work.

3. Pass/Badge Details:
   - Pass/Badge Number: The unique identifier on the installation pass issued to the employee.
   - Date of Issuance: The date the pass was given to the employee.
   - Date of Expiration: The date the pass is no longer valid.

4. Status Tracking:
   - Current Status: A field to track if the employee's access is "Active," "Terminated," or if the pass has been "Lost" or "Stolen."
   - Date Pass Returned: A column to be filled in when an employee's access ends and their pass is returned to the issuing office.

1.6.3.2.1. The log shall be updated as employees are added or removed. The Updated Installation Pass Log shall be current and available at any time upon request by the Government and submitted to the COR within five (5) days of any changes to the log.

1.6.3.3 Individual Termination or Expiration of Employment: The Contractor shall collect the installation access passes the same day employment of an individual has expired or has been terminated and shall return them to the issuing office within 3.

1.6.3.4 Contract Termination or Cancellation: Upon termination or cancellation of this contract, the Contractor shall collect all outstanding installation access passes and return them to the issuing office within 5 days.

1.6.3.5 Common Access Cards (CAC) and CAC Log: RESEVED

1.6.4 Personnel Security Clearance Requirements: RESEVED

1.6.4.1 The contractor shall follow DOD Federal Acquisition Regulation Supplement (DFARS) clause 252.223-7004, Drug-free Work Force. The contractor shall conduct drug tests, ensuring all top secret cleared contractor employees are tested at least once per year, each year of the contract, as well as when there is a reasonable suspicion that an employee uses illegal drugs. The drug testing shall be at the contractor's expense. Positive drug test results shall be made available to both the KO and COR within 24 hours of known test results. Records of drug testing shall be made available to the COR.

1.6.5 Background Checks: The Contractor shall ensure contractor employees and subcontractor employees performing services under this contract have passed a security check conducted by the State Police Department of their U.S. residence. Security checks that have been completed as part of a personnel security clearance background investigation, or a previous background check that was a condition of employment, meet this requirement. Documentation of these checks will be made available to the KO or COR upon request. The Government retains the right to exclude any employee from performance of duties under this contract if a background security check reveals an employee is a security risk. The exclusion of an employee for security reasons will not relieve the Contractor from performance of services required under this contract. If the Government determines additional background checks are required, at a minimum, and upon request from the Government, the Contractor shall provide to the KO or COR, the following information on any contractor or subcontractor employee performing services under this contract:

- Full birth name
- Married name (if applicable)
- SSN or local equivalent (ID card number)
- Date of birth
- Place of birth (city, country)

1.6.5.1 Background Check Notification Requirements: If a background check on any employee or subcontractor employee performing services under this contract, whether the check was conducted as a condition of employment or as part of the contract with the Government, reveals any information from any source (including host country law enforcement) of criminal activity by Contractor employees, subcontractors, or subcontractor employees, the Contractor shall immediately notify the KO and COR of that information. The Contractor shall make notification of:

(1) Traffic violations, other than parking, will be reported to the KO or COR only if the contract is for drivers for the Government;

(2) Any suspicious activity by Contractor employees, subcontractors, or subcontractor employees the Contractor believes may pose a risk to U.S. or host nation national security or imminent risk of deadly bodily harm to any person; and

(3) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this requirement.

1.6.5.2 **Remedies**. In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of this paragraph my result in requiring the Contractor to remove a contractor employee or employees from the performance of the contract.

1.6.5.3 **Subcontracts**. The Contractor shall include the substance of this paragraph and the preceding paragraph in all subcontracts.

1.6.6 **Uncleared Contractor Common Access Card (CAC) Credentialing and Access Procedures**

1.6.6.1 **Contractor Common Access Card (CAC) Eligible Requirements:** RESERVED

1.6.6.1.1 Federal Installation/Facility Access 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 government representative). The employee performing services under this contract shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, Security Office or the host nation equivalent.

1.6.6.2. Contractor Non CAC Eligible Requirements for DOD Facility and Installation Access: RESERVED

1.6.7 Access to Government Information Systems: RESERVED

1.6.8 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).

1.6.9 Operations Security (OPSEC) Requirements: Contractor personnel shall adhere to 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.

1.6.9.1 Operations Security (OPSEC) SOP/Plan Requirements: RESERVED

1.7 Key Control: The Contractor shall establish and implement methods of making sure all badge access cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No badge access cards issued to the Contractor by the Government shall be duplicated. The Contractor shall immediately report any incidents of lost or duplicate badge access cards to the Contracting Officer. In the event badge access cards 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 payment due to the Contractor. The Contractor shall prohibit the use of Government issued badge access cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.8 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend post award conference convened by the contracting activity or contract administration office. 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: Program/Contract Manager/Alternate Program/Contract Manager, Quality Control Manager. 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 # A.007). The Contract Manager and Alternate Contract Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager or Alternate Contract Manager shall be available between of 0730 to 1600, 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. Qualifications for all key personnel are listed below:

Note: The Contracting Officer reserves the right to waive specific time-in-service requirements or accept equivalent education, certifications, or specialized experience in lieu of the stated minimums if it is determined to be in the best interest of the Government.:

a. Contract Manager and Alternate Contract Manager*:* The CV should demonstrate a minimum of five (5) years of experience managing projects of similar size and complexity, preferably involving IT system installation, physical security, or construction within government or healthcare facilities. Experience should include staff supervision, project scheduling, and customer relations.

b. Quality Control Manager: The CV should demonstrate a minimum of three (3) years of hands-on experience installing and troubleshooting access control systems. This individual should have experience leading installation teams and performing quality control checks to ensure compliance with technical specifications.

d. Special Qualifications or certifications: All personnel performing technical installation and server migration tasks should have relevant industry certifications for the specific access control system being installed or be able to document an equivalent level of manufacturer-provided training or field experience acceptable to the Government.

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.

1.11.1 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 10 working days after contract award (Deliverable # A.012). 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.

1.11.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges IAW Contractor Identification (AE Reg. 27-715). (For services at Child, Youth, and School Services where children are present, recommend personnel wear identification when children are present.)): If required by the Government, contract personnel and all associated subcontractor's employees accessing U.S. facilities or activities, shall present a valid picture ID provided by the Government while accessing Government owned or contracted facilities and shall adhere to facility security policies and restrictions. If applicable, Government issued access badges will not be worn outside designated facility where visible to the general public. Contractor personnel shall return all U.S. Government issued identification to appropriate U.S. Government authorities within five (5) days of the end of their contractual duties.

1.11.3 Uniform: The Contractor shall provide a standard uniform for all Contractor and subcontractor employees performing services under this contract and ensure they wear the uniform during appointed duty hours. The uniform may consist of the same type and color shirt and slacks for all workers. Company logo is optional.

1.12 Contractor Travel: RESERVED

1.13 Other Direct Costs (ODCs): RESERVED

1.14 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.

1.15 Non-Disclosure Requirements: RESERVED

1.16 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.

1.17 Non-Disclosure Statements: RESERVED

1.18 Advertisement and Social Media: The Contractor shall NOT post information to public website or social media locations, personal or professional, that in any way disclose names, locations, hotel data, participants, discussions, pictures, etc. before, during or after the contract period of performance without the express consent of the Government. The use of propaganda violates DOD Commercial Use of Imagery Guidelines stated at (http://www.defenseimagery.mil/products/DODimagery/commercialuse.html). The Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any marketing tools to include its company website.

1.19 Information Assurance: At no time will the Contractor or associated sub-contractor employees transmit government documents or information over using methods that do not meet the security requirements specified in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information (CUI) in Nonfederal Information Systems and Organizations" such as personal electronic mail accounts, public digital data storage sites (cloud storage), social media platforms or instant messaging. Approved government sites such as DoD SAFE at at https://safe.apps.mil, or All Partners Access Network (APAN) at https://community.apan.org/, or other transmission means determined by the government must be used.

1.20 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 Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI (Deliverable # A.008). 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.

1.21 Phase In /Phase Out Period: RESERVED

1.22 Safety: The Contractor shall comply with FAR 52.236-13, Accident Prevention, and U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1). An Accident Prevention Plan (APP) must be submitted and approved prior to the start of work. An Activity

Hazard Analysis (AHA) shall be prepared for new or hazardous work. If infection prevention measures are required, an ICRA plan must be submitted and approved.

1.22.1 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)).*

The requirements under FAR 52.236-13 and specifically of the EM 385-1-1 include, but are not limited to the following:

(a) Before initiation of work at the job site, an Accident Prevention Plan (APP), written by the Contractor for the specific work and hazards of the contract and implementing in detail the pertinent requirements of EM 385-1-1; will be reviewed for acceptance by designated Government personnel (Deliverable # A.002). Specific requirements for development of the Accident Prevention Plan are found in 01.A and Appendix A of EM 385-1-1. EM 385-1-1 is available online at www.usace.army.mil.

(b) Before beginning each activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform work, activity hazard analysis (AHA) shall be prepared by the Contractor performing the work activity (Deliverable # A.003 (See paragraph 01.a.09 of EM 385-1-1);

(c) The Contractor shall require subcontractors to submit their plan of operations showing methods they propose to use in accomplishing major phases of work;

(d) The Contractor shall discuss the plans in conferences convened by the Contracting Officer prior to starting work on each major phase of operation. Plans shall include all pertinent information such as layout of haul roads, access roads, storage areas, electrical distribution lines, methods of providing minimum exposure to overhead loads, and methods of access to work areas. The plan for accomplishing the initial work phase shall be submitted within fifteen (15) calendar days after award of the contract. Plans for subsequent major phases of work shall be submitted no later than fifteen (15) calendar days prior to initiation of work on each major phase; and

(e) In all areas where construction, demolition, alteration, building, or similar related activities take place, the Contractor shall have the following minimum personal protective clothing and equipment requirements in place for any person working on or visiting the site:

(i) Short sleeve shirt;

(ii) Long trousers;

(iii) Steel-toed safety boots; and

(iv) Hard hat.

1.22.1.1 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.

1.22.1.2 The Contractor shall complete and provide safety notifications required by local / federal authorities and will provide documented proof to the Contracting Officer via the COR, no later than 5 days after contract award (Deliverable # A.009) that such notifications were made.

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

1.23.1 Environmental Compliance Plan and Program: RESERVED

1.24 Required Training: The following provides information on training requirements:

1.24.1 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 30 calendar days after contract start date (Deliverable #A.009*)* after contract start date or effective date of incorporation of this requirement into the contract, whichever applies, or 30 days after employment of new 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.

1.24.1.1 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 5 days after completion of the training (Deliverable #A.010).

1.24.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete Level I OPSEC training within 30 calendar days of their employment start date under this contract. (Deliverable # A.010*)*. Verification of the training shall be provided to the COR within 10 calendar 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.

1.24.2.1 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 5 days after completion of the training (Deliverable # A.010*)*.

1.24.3 iWATCH Training: The Contractor and all associated subcontractors shall brief all employees on the local iWATCH program. This training shall be completed within 30 calendar days after the contract is awarded and within 10 calendar days after new employees commence contract performance. The results shall be reported to the COR within 10 calendar days after completion (Deliverable # A.010).

1.24.4 Information Assurance (IA) / Information Technology (IT) Training: RESERVED

1.24.5 Personally Identifiable Information (PII): RESERVED

1.24.6 Threat Awareness Reporting Program (TARP Training): RESERVED

1.25 Government Property and Services: RESERVED

1.26 Safety Requirements:

1.6.20.1 The Contractor shall comply with all OSHA, State, U.S. Army, Department Health Agency, and other applicable industry safety standards.

1.6.20.2 The Contractor shall receive, observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance.

1.6.20.3 The Contractor shall report all accidents and occupational illnesses immediately to the IACH Safety Office through the Contracting Officer's Representative (COR).

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) – means an individual, including a contracting officer's technical representative (COTR), designated and authorized in writing by the contracting officer to perform specific technical or administrative functions. 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 1.402-1 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
AFARS - Army Federal Acquisition Regulation Supplement
AHA - Activity Hazard Analysis
ALMS - Army Learning Management System
AOR - Area of Responsibility
APP - Accident Prevention Plan
AR - Army Regulation
AT - Anti-terrorism
ATO - Antiterrorism Officer
ATCTS - Army Training Certification Tracking System
CAC - Common Access Card
CCE - Contracting Center of Excellence
CFR - Code of Federal Regulations
CI - Counter Intelligence
CONUS - Continental United States
COR - Contracting Officer's Representative
COTS - Commercial-Off-the-Shelf
CV - Curriculum Vitae
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
DHA - Defense Health Agency
DISS - Defense Information System for Security
DLA - Defense Logistics Agency
DMDC - Defense Manpower Data Center
DoD - Department of Defense
EM - Engineer Manual
FAR - Federal Acquisition Regulation
FPCON - Force Protection Condition
FTE - Full Time Employee
FY - Fiscal Year
GFP - Government Furnished Property
HLO - High Level Objective
HUGS - Hugs Infant Protection System
IA - Information Assurance
IACH - Irwin Army Community Hospital

IAC - Installation Access Control
IACO - Installation Access Control Office
ICRA - Infection Control Risk Assessment
ID - Identification
IGCE - Independent Government Cost Estimate
IT - Information Technology
JPAS - Joint Personnel Adjudication System
JTR - Joint Travel Regulation
KO - Contracting Officer
NACI - National Agency Check with Inquiries
NCIC - National Crime Information Center
NISPOM - National Industrial Security Program Operating Manual
NLT - No Later Than
OCI - Organizational Conflict of Interest
OCONUS - Outside Continental United States
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
SAM - System for Award Management
SCR - Service Contract Report
SOP - Standing Operating Procedure
TARP - Threat Awareness Reporting Program
TE - Technical Exhibit
TSDB - Terrorist Screening Database
UOM - Unit of Measure
USAG - United States Army Garrison

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Furnished Property

GOVERNMENT FURNISHED PROPERTY WILL NOT BE USED FOR THE PERFORMANCE OF THIS CONTRACT

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents, except for those items specified in Part 3 Government Property and Services.

4.2 Secret Facility Clearance: RESERVED

4.3 Materials: The Contractor shall provide Personal Protective Equipment, PPE, Office supplies and materials such as, paper, printer cartridges, and all other office supplies and materials needed in the performance of this contract; automated data processing equipment (ADPE) such as computers, copy, printer, and fax machines. All ADPE connecting to the Government network shall be reviewed and approved by the Government prior to purchase by the Contractor; office furniture; cellular and desktop telephones, etc. The Contractor may request a letter of authorization from the Contracting Officer to utilize Government supply sources such as Government Services Administration (GSA), UNICOR, etc.

4.4 Vehicles and Equipment: The Contractor shall provide all necessary vehicles (no GSA vehicles provided to Contractor for use on this contract) and equipment to perform the work described in this PWS. All Contractor provided vehicles and equipment shall have the company name prominently displayed on both sides of the vehicle or equipment and present a neat, professional appearance. Contractor's vehicles and equipment used in the performance of this contract shall meet all local and Host Nation traffic, safety, and environmental requirements. Vehicles and equipment found to be unsafe shall be removed from the installation and replaced. The Contractor shall not use any Government-owned tools, materials, or parts to maintain Contractor vehicles and equipment without prior written approval of the Contracting Officer. The COR may inspect the Contractor’s vehicles and equipment at any time.

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 services for the replacement and update of the door access control system at Irwin Army Community Hospital.

5.2 Tasks: Tasks consist of the following:

5.2.1 Hardware Installation and Disposal:

Task Statement: The Contractor shall provide and install 380 door lock systems and track completion on the provided spreadsheet.

STD: All 380 systems are installed in compliance with DHA security regulations and code compliances. Existing door locks are discarded per DLA procedures.

AQL: 100% of systems installed correctly. 100% of old locks disposed of properly.

5.2.2 Server and Data Migration

Task Statement: The Contractor shall reclaim existing server data from the IACH door systems and use it to build a new server/server system (virtual machine preferred).

STD: New server works in conjunction with the existing server during installation and successfully takes over all functions. The existing server is cleared of data per IACH IMD instructions and turned into the IACH property book.

AQL: Zero data loss during migration. 100% compliance with server disposal procedures.

5.2.3 System Commissioning and Integration

Task Statement: The Contractor shall commission the new door access system and ensure it functions identically to the existing system.

STD: Commissioning includes successful integration with the fire alarm, HUGS system, and other interlock conditions within the hospital.

AQL: 100% successful integration and functionality as verified by Government testing.

5.2.4 Project Management and Plans

Task Statement: The Contractor shall submit all required project plans as specified in this PWS.

STD: The Accident Prevention Plan (APP), Contractor's Quality Control Plan (CQCP), and plans of operation for major work phases must be submitted within the specified timeframes.

AQL: All plans are submitted on time and are approved by the Government.

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)

PART 7

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 (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (THIS IS THE MAXIMUM ERROR RATE. IT COULD POSSIBLY BE "ZERO DEVIATION FROM STANDARD")	**Incentive (Positive and/or Negative)**
1. Combating Trafficking in Persons **FAR 52.222-50 c**	The Contractor shall Notify its employees of a. The United States Government's zero tolerance policy described in paragraph (b) of this clause The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment.	100% Compliance	Contractor compliance rate shall be utilized as objective evidence of contract compliance and documented into the CPAR system; contractor shall re-perform the service
PRS 1. a) Para 5.2.1 Hardware b) Installation and Disposal b) The Contractor shall provide and install 380 door lock systems and properly dispose of the old systems.	All 380 systems are installed in compliance with DHA security regulations and code compliances. Existing door locks are discarded per DLA procedures.	100% of systems are installed correctly and function upon initial test. No more than one instance of improper disposal.	Non-conforming services will result in corrective action reports and potential negative CPARS evaluation. The Contractor shall re-perform the service or correct the defect at no additional cost to the Government.
PRS 2 a) Para 5.2.2 Server and Data Migration b) The Contractor shall reclaim existing server data to build a new server and decommission the old one.	New server is fully operational with no data loss. The old server is cleared of all data per IACH IMD instructions and turned into the IACH property book.	Zero data loss during migration. 100% compliance with server disposal procedures.	Non-conforming services will result in corrective action reports and potential negative CPARS evaluation. Any costs incurred by the Government to correct data loss will be the responsibility of the Contractor.
PRS 3 a) Para 5.2.3 System Commissioning and Integration b) The Contractor shall commission the new system and ensure it integrates with existing hospital systems.	The new system successfully integrates with the fire alarm, HUGS system, and other interlocks, functioning correctly to ensure code and regulatory compliance.	100% successful integration and functionality as verified by Government functional testing. No more than 1 failed initial test per integrated system.	Non-conforming services will result in corrective action reports and potential negative CPARS evaluation. The Contractor shall continue work to resolve integration issues at no additional cost until 100% functionality is achieved.
PRS 4 a) Para 5.2.4 Project Management and Plans b) The Contractor shall submit all required project plans on time.	All plans (QCP, APP, AHA, etc.) are submitted by the deadlines specified in the PWS.	95% on-time submission rate. No more than one deliverable submitted late during the contract period of performance.	Failure to submit plans on time may result in a formal notice of concern and will be documented as a negative finding in CPARS evaluations.

TECHNICAL EXHIBIT B
DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
A.001 Quality Control Plan (QCP) (PWS Para 1.5.1)	Once within 10 days after contract award.	One	Electronic via Email	KO through the COR
A.002 Accident Prevention Plan (APP) (PWS Para 1.22.1)	Once, prior to initiation of work at the job site	One	Electronic via Email	KO through the COR
A.003 Activity Hazard Analysis (AHA) (PWS Para 1.22.1)	As needed, before beginning hazardous work.	One	Electronic via Email	COR
A.004 Contractor Work Plan (PWS Para 1.5.4.3.1)	Initial plan within 15 days after award; Final plan 5 days after comments	One	Electronic via Email	COR
A.005 Installation Pass Log (PWS Para 1.6.3.2)	An initial log is due within 3 days after award. Updated logs are due within 5 days of any personnel changes.	One	Electronic via Email	COR
A.006 Issue/Potential Issue Written Report (PWS Para 1.5.1.1)	As needed, within 3 working days of verbal notification.	One	Electronic via Email	COR
A.007 Key Personnel Resumes (CVs) (PWS Para 1.10)	Once, no later than 5 working days after contract award.	One	Electronic via Email	KO through the COR
A.008 OCI Mitigation Plan (PWS Para 1.20)	As needed, promptly upon identification of a potential OCI.	One	Electronic via Email	KO
A.009 Proof of Safety Notification (PWS Para 1.22.1.2)	As needed, within 5 working days after notification is made to an authority.	One	Electronic via Email	COR
A.010 Training Certificates (AT, OPSEC, iWATCH) (PWS Para 1.24)	As required by training timelines (typically within 10 days of completion).	One	Electronic via Email	COR
A.011 Proof of Service Contract Report (SCR) Submission (PWS Para 5.2.5)	Annually, no later than October 31st.	One	Electronic via Email (Screenshot)	KO through the COR
A.012 Contractor Workspace Signage (PWS 1.11.1)	Once, no later than 10 working days after contract award.	One	Electronic via Email	KO through the COR