STATEMENT OF WORK (SOW)
FOR
Heartland District Sensitive Compartmented Information Facility Intrusion Detection System Maintenance Contract

1.0 GENERAL

The USCG Heartland District is seeking a contractor to inspect, maintain, and repair the intrusion detection system (IDS) for the Sensitive Compartmented Information Facility (SCIF). Prior to submitting a quote, it is mandatory to examine the Statement of Work and it is highly recommended to visit the facility to take field evaluations and become familiar with existing conditions under which the work will be performed. All parts, installation, and repairs shall meet or exceed manufacture's specifications and industry standards. All work shall be completed by a licensed contractor with in-depth knowledge of XR550 alarm systems. All work shall be completed as outlined in this Scope of Work. No work is authorized without the authorization of the Contracting Officer (KO) or the Contracting Officers Representative (COR).

1.1 BACKGROUND

The SCIF is a secure space that allows the transmission of TOP SECRET information. The District needs to have a contractor conduct regular testing and maintenance of the IDS alarm panel and other components to ensure that the space is fully secure. Currently the system is fully functioning but constantly produces false alarms activating local responders at random times throughout the day/night. This statement of work consists of quarterly inspections of the IDS and preventative maintenance of the panel and other components of the system, as well as semi-annual tests of the alarm system. It will also allow District personnel to contact contractors to conduct ad hoc maintenance and repair of the system if emergency repairs are needed.

1.2 SCOPE

- Quarterly inspections of the control panel, batteries (primary and backup), motion detectors, secure door, and tamper switches. Preventative maintenance will also be conducted during these inspections.
- Semi-annual (twice a year) testing of the alarm system to ensure it is fully functioning and alerts monitoring systems of intrusion.
- On-call technicians able to respond within 24 hours to conduct emergency repairs if the system suddenly malfunctions.
- The IDS is a XR550DEA-G alarm system with encryption, 350A gray enclosure, and two Lead-Acid, 12 Volt, 7.0Ah batteries.

1.3 OBJECTIVE

The goal is to maintain the SCIF IDS as an up to date fully functioning installed system for physical space security.

1.4 APPLICABLE DOCUMENTS

1. Intelligence Community Directive (ICD) 705 and ICD 705-1
2. COMDTINST M5530.1C, PHYSICAL SECURITY AND FORCE PROTECTION PROGRAM Section E, Subsection 6

2.0 SPECIFIC REQUIREMENTS/TASKS

The contractor will have to complete the following criteria to meet the District's standard of acceptable performance:

- Inspect the alarm panel, motion detectors, and other equipment once every quarter in coordination with the Special Security Officer and the Special Security Representative. The system must be functional for continuous 24-hour operation.
- The contractor must be able to resolve any mechanical or software issue that prevents the system from activating an alarm upon intrusion into the space or any issues, or any issue that sends a false alarm to the monitoring service. The proper function of the system and the absence of debilitating issues constitute acceptable performance.
- Conduct a full range of tests of the IDS in conjunction with the District Special Security Officer and the District intelligence staff in accordance with ICD 705 and COMDTINST M5530.1C. This shall be done once every six months and will be coordinated via the Special Security Officer and the Special Security Representative.
- The contractor must be able to make a service visit within 24 hours of the request of the District for needed maintenance. Maintenance response to critical areas shall be no more than three hours.
- Deliver a Visitor Access Request for scheduled inspection, testing, and maintenance visits. The District Intelligence staff will provide the contractor the necessary document to fill out prior to arrival.
- Contractor employees working on-site at Government facilities shall wear a valid Contractor's identification card. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display the Government issued badge in plain view, above the waist, always.

After each service visit, the Special Security Officer or the Special Security Representative will inform the contractor in writing of the maintenance's acceptable performance and of any additional issues remaining in the system.

3.0 CONTRACTOR PERSONNEL

Contractor personnel will have the appropriate certifications for working on a XR550DEA-G Intrusion Detection System. Contractors must also provide a visitor access request to the

Heartland District at least 48 hours before arrival and must present identification documents for verification before being granted access to the SCIF.

3.1 QUALIFIED PERSONNEL

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

3.2 EMPLOYEE CONDUCT

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees always present a professional appearance and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.4 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (via the Contracting Officer*), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.1 PERIOD OF PERFORMANCE

The period of performance for this contract shall not exceed 365 calendar days from the date of award with 04 option year's available.

4.2 PLACE OF PERFORMANCE

United States Coast Guard Heartland District at Rm 1340, 500 Poydras St, New Orleans, LA 70130

4.3 SITE VISIT:

All site visits should be scheduled with the District Special Security Representative:

- Special Security Representative
  IS1 Ryan Smiley
  Cell: (504) 671-2242

Email: Ryan.J.Smiley@uscg.mil

4.4 HOURS OF OPERATION

Contractor employees shall generally perform all work between the hours of 08:00 am – 3:00 pm Central Time, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

4.5 TRAVEL

Contractor travel shall not be required for this requirement.

5.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources to the Contractor in support of this contract.

6.0 CONTRACTOR FURNISHED PROPERTY

a) The Contractor will furnish all materials, equipment, instruments, tools, safety lines and harnesses, and other items necessary for accomplishment of these services.
b) Materials shall be delivered to the jobsite in their original unopened packages, clearly marked with the manufacturer's name, brand name, and description of contents. Storage shall be in accordance with manufacturers' recommendations in a clean, dry, well-ventilated area. Stored materials shall be protected from sunlight and kept away from excessive heat. The contractor shall not store any highly flammable materials in the work area and all chemicals used shall be preapproved by POC. Laydown areas and parking should be in non-vegetated areas when possible.
c) The Contractor is required to comply with local VOC laws and regulations. All applicable Safety Data Sheets shall be available upon request.

7.0 CONTRACT TIMELINE:

1. The Contractor shall provide all required information and complete this contract within this time schedule, unless approved by the Contracting Officer.

    a) Provide all required submittals to the Contracting Officer within 14 calendar days after contract award.
    b) Contractor shall provide projected delivery schedule during proposal and provide a firm delivery date within 14 calendar days after the contract has been awarded.
    c) The Contractor, upon receiving notification that the U.S. Coast Guard has approved the submittals and having received the Contractors firm delivery date schedule, will have 14 Calendar days to begin work on the project & 30 Calendar

days to complete. The Contractor shall notify the Contracting Officer of any long lead time delivery of equipment, so that the Contracting Officer can modify the delivery date of the contract.

d) The maintenance contract will be set for a year's worth of maintenance and inspections.

8.0 ENVIRONMENTAL COMPLIANCE:

Any waste generated because of the project shall either be recycled or be disposed of IAW the Resource Conservation and Recovery Act (RCRA). Any Hazardous Waste shall be manifested off site with ANT Dulac listed as the Generator and signatory. Any hazardous waste shall be analyzed, characterized, stored and disposed of IAW RCRA and all applicable federal, state (i.e. DOT) and local laws and ordinances. All solid waste/trash shall be removed from site and not disposed of in onsite dumpsters. Waste and recycling areas are reserved for RCF Tenants and shall not be used by Contractors at any time. All chemicals required for this project shall be preapproved by the contract POC along with SDS's. All solid waste shall be removed from the RCF after each working day. All extra chemicals and products shall be removed from the site upon work completion, as the Emergency Planning and Community Right-To-Know Act requires the Coast Guard to maintain an inventory of all Hazardous Materials located at the site. A laydown area as required and an Erosion and Sediment Control Plan, shall be preapproved by the COR as needed. Nothing shall be discharged to a storm drain at any time during the project. All storm drains within range of a potential discharge shall be covered/sealed during installation and kept covered until the work has been completed and the system has been deemed fully operational and compliant with all applicable CG policies/plans/permits/laws/ordinances. All storm drains and waterways within range of a potential discharge shall be covered/sealed or protected by silt fence.

9.0 EXECUTION:

Workmanship, fabrication, assembly, erection, examination, inspection and testing shall be in accordance with appropriate sections of 29 CFR 1910, 1926.

a) The Contractor shall schedule all work with the Technical Representative. The Contractor shall understand the importance to schedule and complete all work in a timely fashion. The Contractor shall minimize the impact for the command and/or mission of the personnel located at the unit.

b) The Contractor shall perform all work IAW all Federal, EPA, OSHA, and State of Louisiana laws and regulations.