PERFORMANCE WORK STATEMENT (PWS)

FOS Pabrade
Shuttle Services Contract

510th Regional Support Group

Part 1
General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) 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.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to provide shuttle transportation services at the Forward Operating Site Pabrade from 19 September to 31 January, with option to extend, catering to 1600 personnel within the area of Pabrade over the course of the contract duration. The contract requires defining operating hours and shuttle frequency, ensuring adequate shuttles, drivers, and support staff. Key performance standards include punctuality, adherence to safety protocols, and proper maintenance of the shuttle vehicles. This detailed outline helps vendors assess the necessary resources and potential risks involved in delivering the service.

1.2 Background: The requirement for shuttle services on Forward Operating Site Pabrade is a requirement needed for Units mobilized on base to provide Soldier sustainment to procure hygiene items. The Army and Air Force Exchange Store(AAFES), located on Forward Operating Site Pabrade, does not have the adequate supplies to support 1600 personnel. The shuttle services will provide support for up to 1600 personnel.

1.3 Scope: The Contractor shall provide non-personal service(s). The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform Shuttle Services as defined in this PWS. The Contractor shall perform to the standards in this contract. The scope of this shuttle service contract encompasses the provision of comprehensive transportation services within Forward Operating Site Pabrade in a deployed environment. The Contractor shall provide Shuttle Services that will cater to the transit needs approximately 1600 personnel, operating in accordance with the schedule in Part 7 Attachment 2, operating from 0900-2130 going to and from the nearby town of Pabrade. The contractor is responsible for establishing a reliable shuttle service and maintaining a fleet of shuttles with trained drivers. Emphasis will be placed on punctuality, adherence to safety protocols, and the flexibility to accommodate varying personnel numbers. The aim is to deliver consistent, secure, and efficient transportation under all operating conditions.

1.4 Objectives:

- Service: Provide Pick-up and Drop-off services on designated days from 0900-2130 as annotated in Part 7 Attachment 2.
- Safety: Prioritize the well-being of passengers by adhering to all safety regulations and protocols.
- Maintenance: Regularly inspect and maintain vehicles to ensure they are in good working condition.
- Accountability: Provide a sign in roster to project the daily usage
- Accessibility: Ensure services are accessible to passengers with disabilities.

- Efficiency: Optimize routes and schedules to reduce travel time and fuel consumption

- Communication: Keep passengers informed about schedules, delays, and any changes to service. Driver must speak and read English to the degree that they understand oral and written communications

- Cleanliness: Maintain cleanliness and hygiene inside the vehicles.

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) and the Contracting Officer's Representative (COR) for review within 10 days after date of contract award (A.001)

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within 10 days. If the Government has provided comments, the Contractor shall then have 3 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 30 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 will the Contractor monitor work to ensure that performance complies with all deliverables (etc. timelines, deadlines, and goals)?
c. How will the Contractor monitor work to ensure that performance complies with all specifications and requirements of the contract, including clauses?
d. How will the Contractor monitor and ensure staff qualifications remain current and valid including DOCPER processes/approvals throughout contract performance?
e. How will the Contractor ensure all keys issued will remain controlled items (Paragraph 1.7 Key Control)?
f. How will the Contractor inventory and track maintenance of all Government Provided Equipment / Materials?
g. How will the Contractor identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future?
h. How will the Contractor file and save all Quality Control related documents for the life of the contract plus 5 years?

1.5.1.1 RESERVED

1.5.1.2 The Contractor shall inform the COR of issues or potential issues that might affect the performance within 4 hours of identifying those issues. Verbal reports shall be followed up by written reports within 5 days (A.003)

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 be performed on U.S. 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
June Teenth 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 January
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 Host Nation Holidays: Work shall be performed on local Host Nation holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer.

New Year's Day January 1st
Independence Restoration Day March 11th
Easter Monday March 29th
Mothers Day May 2nd
St John's Day June 24th
Assumption Day August 15th
All Souls' Day November 2nd
Christmas Day December 25th
Independence Day Februrary 16th
Easter Sunday March 28th
Labour Day May 1st
Fathers Day June 6th
King Mindaugas' Day July 6th
All Saints' Day November 1st
Christmas Eve December 24th
2nd Day of Christmas December 26th

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 0900-1700 Monday-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 0900-1700 Monday-Sunday. The Government facility is open for operations during the recognized U.S. Holidays identified in paragraph 1.6.3.1 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 Contracting Officer to the Contractor.")

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0900-2130 on designated days of support. The Contractor will be notified by the COR for any days the facilitie is closed due to national emergencies or administrative/government directed facility closings The Contractor shall 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.

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 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 10 Days after date of contract award (A.004) The Government will review and either accept or return their comments to the Contractor within 10 Days. The Contractor shall then have 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.

1.5.5 Training Holidays: USAREUR 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 to be performed under this contract will be performed at Forward Operating Site Pabrade, Lithuania.

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

1.6.1 Security Program: Contractor personnel performing work under this contract must have a National Agency Check with Inquires (NACI) in accordance with Army Regulation 25-2, Information Assurance training prior to starting employment under terms of this contract. at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are IAW with the Department Of Defense Contract Security Classification Specification (DD Form 254), which is currently accessible at the following link: http://www.dtic.mil/whs/directives/forms/eforms/dd0254.pdf *(The RA's unit security monitor is responsible for initiating this form.)*

1.6.2 Personnel Security Clearance Requirements: Reserved

1.6.3 Installation Access: The Contractor shall ensure all personnel (Contractors and Sub-Contractors) are cleared by the Lithuanian Government, Ministry of Defense and/or Lithuanian Military base security personnel no later than 10 days prior to the start of the bus route. The Contractor shall inform the Contracting Officer and COR as well as Host Nation Base Security personnel of any anticipated changes to personnel and ensure clearance are gained prior to that change.

1.6.3.4 Common Access Cards (CAC): Reserved

1.6.4 Background Checks: Army in Europe (AE) Regulation 604-1 provides guidance pertaining to background checks for U.S. and Host Nation Contractors. National Agency Check with Inquires (NACI) in accordance with Army Regulation 25-2

1.6.4.1 U.S. Citizen: Reserved

1.6.4.2 Local Nationals and Third Country Nationals: No travel within the last year to Belarus or Russia, Lithuanian citizen or EU or NATO citizen only, No Belarus, Russia or China Passport holders. No grey passport holders.

1.6.5 Physical Security: The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use.

1.6.6 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.

1.7 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: Contract Manager/Alternate Contract 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 5 days after contract award (A.005)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 hours of 0900-1700 Monday-Friday and 0900-2130 on designated days of service. Qualifications for all key personnel are listed below:

a. Contract Manager and Alternate Contract Manager: The Contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager must speak and read English to the degree that they understand oral and written communications and express themselves in matters pertaining to their work in person or by telephone, to the Contracting Officer, COR/Unit POC, or any other military authorities. Additionally, the Contract Manager must be able to provide clear communications to the customer at the point of service (e.g. delivery or when coordinating maintenance).

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 as such 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 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 days after contract award (A.006)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.

1.12.2 Contractor Identification Badges: Contractor personnel shall be easily identifiable through the display of badges The Contractor (to include subcontractors) shall provide each of their employees an easily readable identification badge. The badge must include the employee's name, the contractor's company name, the functional area of assignment, and a recent color photograph of the employee. Companies with U.S. Government contracts will require their employees to wear these badges visibly when performing work at Government workplaces unless this would be impractical because of mission or safety considerations. The Contractor shall collect all ID Badges upon completion of the contract or termination of employee. A listing of issued ID cards shall be furnished to the Contracting Officer prior to the contract performance date and updated as needed to reflect Contractor personnel changes (A.007)

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: Reserved

1.17 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.

1.18 Non-Disclosure Statements: Reserved

1.19 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 (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.

1.20 Phase In /Phase Out Period: Reserved

1.21 Safety: The following provides information pertaining to Safety and Accident Prevention:

1.21.1 Host Nation Safety Laws and Regulations: Reserved

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

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 30 days (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. 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 (***A.010)***for each affected Contractor employee and subcontractor employee to the COR (or to the Contracting Officer, if a COR is not assigned) within 10 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 (A.011)every twelve (12) months except AOR specific AT Level I training which shall be completed as required by local AT policies

1.23.2 OPSEC Training: All Contractor employees, including subcontractors, shall complete Level I OPSEC training within 30 Days of employment under this contract (A.012). Verification of the training shall be provided to the COR within 10 Days after completion of the training (A.013). OPSEC Level I training is available at

http://www.cdse.edu/catalog/elearning/GS130.html. Contractor personnel must complete refresher training every 12 months (A.014*)*. Verification of the training shall be provided to the COR within 10 Days after completion of the training (A.015)

1.23.3 iWATCH Training: 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 *30 Days* after the contract is awarded and within *10 Days* after new employees commence contract performance, with the results reported to the COR within *45 Days* after the contract is awarded and within *10 Days* after new employees commence contract performance (A.016)Verification of the training shall be provided to the COR within *10 days* after completion of the training (A.017)

1.23.4 Information Assurance (IA) Training Reserved

1.24 Personally Identifiable Information (PII): Reserved

1.25 Authorization to Perform Services in Germany Reserved

1.26 Notice to Proceed: Reserved

1.27 Electromagnetic Compatibility Directive: Reserved

1.28 Government Property and Services: Reserved

1.29 Conventional Forces Europe (CFE) Treaty Verification Inspection: Contractor-owned or controlled structures and containers located on U.S. Government installations are subject to short-notice inspections by CFE treaty inspection teams. The Government will endeavor to provide the Contractor as much notice as possible in the event of such inspections. The contractor shall provide access to such structures and containers at the request of the Government. The Contractor shall report such inspections to the KO through the COR in writing within ten (10) calendar days of completion of the inspection. Contractor-owned or controlled structures and/or containers on U.S. installations may have to be inspected to comply with the CFE treaty even if Contractor personnel are unavailable to provide access. Any costs borne by the Contractor or any impact on contract performance as a result of the inspection will be a matter of negotiation between the Contractor and the KO.

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 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. Department of Defense 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 support personnel to assist the COR, "…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 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 - means property furnished to the contractor 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-furnished property and 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 <u>Acronyms</u>: Although not inclusive of every term used within this PWS, the following provides a list of acronyms used throughout this PWS or 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
FOS	Forward Operating Site
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
USAREUR	U.S. Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: The Government will provide no services.

3.2 Facilities: The Government will provide no facilities.

3.3 Utilities: The Government will provide no utilities.

3.4 Equipment: The Government will provide no equipment.

3.5 Special Tooling and Test Equipment: The Government will provide no special tooling and test equipment.

3.6 Materials: The Government will provide no materials.

3.7 Training: The Government will provide no training

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 provide The Contractor shall furnish any equipment, materials, and supplies necessary to meet the requirements under this PWS. The Contractor must supply their own vehicle maintenance supplies (motor oil, filters, etc), paper, ink, cables, and etc. to operate and maintain a base of operations.

4.4 Vehicles and Equipment: The Contractor shall furnish any equipment, materials, and supplies necessary to meet the requirements under this PWS. The Contractor must supply his own vehicles, printers, fax machines, and etc. to maintain operation. Vehicles must be less than 5 years old and less than 240,000km. Shall be maintained and replaced within 30 days when vehicles exceed 5 years or 240,000km.

4.5 Background Checks): The Contractor shall provide Background Checks in accordance with this PWS and as determined by the Government. The Contractor and employees shall posses and maintain all Lithuanian Military Base Access and clearance requirements.

PART 5
SPECIFIC TASKS

5.1 Basic Services: The Contractor shall provide services for Shuttle Services on FOS Pabrade.

5.2. Tasks

5.2.1 Shuttle Service

5.2.1.1 Shuttle Operations: The contractor shall shuttle Soldiers at prescribed intervals along prescribed routes.

a) STD: Shuttles running as scheduled between Shuttle Stop Locations and Times as laid out in Part 7 Attachment 2 for Weekdays. Shuttle Schedules and Stop Times shall be posted on the buses and provided to the COR in laminate form and via email. Host Nation Holidays that occur during the standard Monday to Friday week shall be treated as standard work days Size of Bus: the Contractor shall provide a minimum 50-person bus. Number of stops: 2

AQL: 97% of scheduled stops made on time

5.2.1.2 Pickup/Drop off: The contractor shall arrive at designated shuttle stops at designated arrival/departure times.

a) STD: Shuttle Stop Locations and Times are laid out in Part 7 Attachment 2. Drivers shall arrive to designated locations in a safe timely manner to transport personnel while obeying all installion driving laws and FOS Pabrade SOP's

AQL: <3% delayed pickup/drop-offs.

5.2.1.3 Occupancy Tracker: The contractor shall carry a sign in roster to annotate how many personnel are picked up along the route.

a) STD: Drivers shall have occupants sign in upon entering the shuttle at the time entered. Personnel in Civilian Clothing (Not Uniform) shall be required to show a military ID upon boarding. Acceptable Military IDs are US Military CAC, US Civilian CAC, or dated permission letter issued by Mayor Cell. E Examples are shown in Part 7, Attachment 3 and 4. Sign in Roster will include Soldier Name, Soldier Unit, Destination, and Time of Pick-up.Sign in Rosters will be provided to the COR on a monthly basis, no later than 5 days after the end of the month, in PDF format, signed by the Bus Driver and Contract Manager. Contractor shall not pick-up non-United States Military and associated US Civilian or Contractor personnel without prior notification and approval from the COR and shall be required to show a dated permission letter issued by the Mayor's cell in the format shown in Part 7 Attachment 4.

AQL: 100% of Pick-ups

5.2.1.4 Transport: The contractor shall transport Soldiers safely and reliably along predesignated routes with deviations for emergencies only, IAW FOS Pabrades SOP's.

a) STD: Drivers shall obey Host Nation road safety laws and on base regulations for operating motor vehicles speed limits and police guidance.

AQL: <3% delayed pick-up/drop-offs

5.2.1.5 Dispatch Operations: The contractor shall provide adequate dispatching to ensure shuttles reach their designated destinations at designates times and are swapped out when necessary to prevent gaps in service coverage.

a) STD: The contractor shall prevent delays with schedule for refueling, maintenance, and emergencies.

AQL: <2% Intervention rate due to cascading traffic delays, <1% disruption rate due to refueling, maintenance, or breakdowns.

5.2.2 Fleet Management

5.2.2.1 Vehicle Acquistion: The contractor shall acquire the requisite number of buses/vans capable of travelling on both paved and gravel roads

a) STD: The contractor shall acquire vehicles IAW all necessary laws, legal requirements, FAR, and FOS Pabrade SOP. All Shuttles shall be clearly identified with signage noting the company and the "Pabrade Military Base Shuttle" displayed in the front window and entry and exit doors.

AQL: 100% of vehicles capable of operating on paved and gravel roads on post; 100% inspection of vehicle roadworthiness and safety before use.

5.2.2.2 Refueling: The contractor shall ensure shuttle bus is fueled prior to the start of the service period and maintained, without interrupting shuttle service

a) STD: The contractor shall ensure vehicles begin shuttle service with a full tank.

AQL: 100% of vehicles start shift with full tank, <1% disruption of scheduled stops interrupted due to refueling

5.2.2.3 Cleaning: The contractor shall maintain clean and sanitary conditions on all vehicles

a) STD: The contractor shall provide clean and sanitary vehicles, vehicles shall have cleaning supplies on hand, and vehicles shall utilize wash rack or equivalent weekly.

AQL: 100% of vehicles have adequate cleaning supplies on hand (individually and collectively) <1% disruption of scheduled stops due to cleanliness issues.

5.2.3 Maintenance

5.2.3.1 Scheduled Maintenance: The contractor shall perform scheduled maintenance on their vehicles

a) STD: The contractor shall ensure vehicle is safely maintained through routine and quarterly maintenance on vehicles operating for shuttle service.

AQL: >97% of vehicle maintenance tasks done by quarterly due date; •100% of scheduled maintenance logged

5.2.3.2 Unscheduled Maintenance: The contractor shall perform unscheduled maintenance as needed.

a) STD: The contractor shall ensure unscheduled maintenance is performed in response to emergencies and breakdowns. The contractor shall also keep records of all unscheduled maintenance events.

AQL: <1% disruption rate to shuttle service due to breakdowns; 100% of unscheduled maintenance logged.

5.2.3.3 Vehicle Recovery: The contractor shall perform vehicle recovery operations as needed in the events of emergencies

a) STD: The contractor shall maintain situational awareness of all shuttles while in operation and will recover broken down vehicles with minimal interruption to shuttle service

AQL: Vehicle locations to dispatch w/<2 min delay (i.e, close to real time); <1% disruption rate to shuttle service due to vehicle recovery

5.2.3.4 Drivers: The contractor shall employ an adequate number of drivers to ensure continuous service.

a) STD: Drivers shall be authorized the minimum number of required holidays and vacation days in accordance with HN law without causing a gap in service. The contractor shall schedule and ensure driver coverage for all scheduled days and will notify the COR if a driver is sick (unscheduled) and provide a back up within 4 hours of regularly scheduled duty start

time. Drivers shall be allotted all daily required breaks in accordance with the Host Nation Law. Schedules shall reflect driver down time. Drivers shall be Identified by a Contract Company Badge clearly displayed on their person during all work hours.

AQL: 100% compliance

5.2.3.5 Operations during inclement weather: The contractor shall ensure safe operation with minimal delays.

a) STD: The Contractor shall notify the COR within 1 hour if weather delay is anticipated or in progress. The Contractor shall provide estimated time of renewed service if inclement weather is on-going or expected to continue past 2 hrs delay to normally scheduled services based on factors outside their control. Inclement weather service cancellations shall only be authorized based on a discussion and approval by COR/ACO. Once approved, the COR will notify the contractor of the last stop for the day of service. The COR shall notify FOS Pabrade unit leadership of the updated shuttle schedule for that day. The contractor shall ensure that if services are cancelled during a day of operation, all Soldiers currently on the shuttle are to be immediately returned to FOS Pabrade and an additional trip is made to drop-off point to collect any Soldiers and bring them back to FOS Pabrade. Inclement weather determinations shall be made in accordance with Host Nation Safe Response Guidelines and the State Civil Protection Plan; along with Local Government Standards and recommendations. Contractor shall provide proof of inclement weather delay from an official source to the COR within 10 days after an inclement weather cancellation.

AQL: 100% compliance

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 ***{Insert Component's Name}*** via 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
(A.017)

5.4 Additional Service Dates: The contractor shall provide shuttle services in support of additional on-demand service dates. Services shall ensure safe, timely, and efficient transportation of authorized participants.

a) STD: The Contractor shall provide shuttle service in compliance with Part 5 Sections 5.1 through 5.3 of this PWS for an additional number of days after the initial period of performance as authorized by the KO no less than 15 days prior to the end of the initial period of performance. It is anticipated to have 4-6 additional service dates.

AQL: Monthly Trip Requirement: 100% of trips executed

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 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
6.1.7 Information Assurance Workforce Improvement Program (DoD 8570-M)
6.1.8 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
6.1.9 Information Assurance (AR 25-2)
6.1.10 Electromagnetic Compatibility Directive (2004/108/EC)
6.1.11 Policies and Procedures for Property Accountability (AR 735-5)
6.1.12 AR 11-34 The Army Respiratory Protection Program July 2013
6.1.13 AR 58-1 Management, Acquisition, and Use of Motor Vehicles April 2019
6.1.14 AR 70-12 Fuels & Lubricants Standardization Policy November 2015
6.1.15 AR 385-10 The Army Safety Program February 2017
6.1.16 AR 600-55 The Army Driver and Operator Standardization Program September 2019
6.1.17 AR 710-1 Centralized Inventory Mgmt. of the Army Supply System November 2016
6.1.18 AR 735-5 Property Accountability Policies November 2016
6.1.19 AR 750-1 Army Materiel Maintenance Policy August 2017
6.1.20 AR 750-43 Army Test, Measurement, & Diagnostic Equipment January 2014
6.1.21 ATP 4-43 Petroleum Supply Operations August 2015
6.1.22 ATP 4-45 Force Provider Operations November 2014
6.1.23 DA PAM 710-7 Hazardous Material Mgmt. Program March 2017
6.1.24 DoDI 4715.05 Env Compliance at Installations Outside USA w Ch 2 August 2018
6.1.25 DoDI 4715.06 Env Compliance in the US w Ch 1 August 2018

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

7.3 Attachment 1 – Estimated Workload Data

7.3 Attachment 2 – Schedule with grid coordinates

7.3 Attachment 3 – Sample government issued ID cards

7.3 Attachment 4 – Mayor Cell memorandum template

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)
PRS#1 - PWS para (5.2.2.1) The contractor shall shuttle Soldiers around post at prescribed intervals along prescribed routes	Shuttles running as scheduled between Shuttle Stop Locations and Times as laid out in Part 7 Attachment 2 for Weekdays. Shuttle Schedules and Stop Times shall be posted on the buses and provided to the COR in laminate form and via email. Host Nation Holidays that occur during the standard Monday to Friday week shall be treated as standard work days Size of Bus: the Contractor shall provide a minimum 50-person bus. Number of stops: 5	97% of scheduled stops made on time
PRS#2 - PWS para (5.2.2.2) The contractor shall arrive at designated shuttle stops at designated arrival/departure times.	Shuttle Stop Locations and Times are laid out in Part 7 Attachment 2. Drivers shall arrive to designated locations in a safe timely manner to transport personnel while obeying all installion driving laws and FOS Pabrades SOP's	<3% delayed pickup/drop-offs.
PRS#3 - PWS para (5.2.1.3) The contractor shall carry a sign in roster to annotate how many personnel are picked up along the route.	Drivers shall have occupants sign in upon entering the shuttle at the time entered. Personnel in Civilian Clothing (Not Uniform) shall be required to show a military ID upon boarding. Acceptable Military IDs are US Military CAC, US Civilian CAC, or dated permission letter issued by Mayor Cell. E Examples are shown in Part 7, Attachment 4 and 5. Sign in Roster will include Soldier Name, Soldier Unit, Destination, and Time of Pick-up. Sign in	100% of Pick-ups

	Rosters will be provided to the COR on a monthly basis, no later than 5 days after the end of the month, in PDF format, signed by the Bus Driver and Contract Manager. Contractor shall not pick-up non-United States Military and associated US Civilian or Contractor personnel without prior notification and approval from the COR and shall be required to show a dated permission letter issued by the Mayor's cell in the format shown in Part 7 Attachment 5.	
PRS#4 - PWS para (5.2.1.4) **The contractor shall transport Soldiers safely and reliably along predesignated routes with deviations for emergencies only, IAW FOS Pabrades SOP's.**	Drivers shall obey Host Nation road safety laws and on base regulations for operating motor vehicles speed limits and police guidance.	<3% delayed pick-up/drop-offs
PRS#5 - PWS para (5.2.1.5) The contractor shall provide adequate dispatching to ensure shuttles reach their designated destinations at designates times and are swapped out when necessary to prevent gaps in service coverage.	The contractor shall prevent delays with schedule for refueling, maintenance, and emergencies.	<2% Intervention rate due to cascading traffic delays, <1% disruption rate due to refueling, maintenance, or breakdowns.
PRS#6 - PWS para (5.2.1.6) The contractor shall provide shuttle services in support of Morale, Welfare, and Recreation (MWR) trips. Services shall ensure safe, timely, and efficient transportation of authorized participants.	The contractor shall provide one round trip a month to transport Soldiers up to an agreed upon distance with contractor. Scheduled drop off location will be coordinated through RSG Mayor cell. MWR trip not to exceed 75 kilometers one way.	Monthly Trip Requirement: 100% (1trip/month executed and coordinated), 100% of trips <75 Kilometers distance.
PRS#7 - PWS para (5.2.2.1) The contractor shall acquire the requisite number of buses/vans capable of	The contractor shall acquire vehicles IAW all necessary laws, legal requirements, FAR, and FOS Pabrades SOP. All Shuttles shall be clearly	100% of vehicles capable of operating on paved and gravel roads on post; 100% inspection of vehicle

travelling on both paved and gravel roads	identified with signage noting the company and the "Pabrade Military Base Shuttle" displayed in the front window and entry and exit doors.	roadworthiness and safety before use.
PRS#8 - PWS para (5.2.2.2) The contractor shall ensure shuttle bus is fueled prior to the start of the service period and maintained, without interrupting shuttle service	The contractor shall ensure vehicles begin shuttle service with a full tank	100% of vehicles start shift with full tank, <1% disruption of scheduled stops interrupted due to refueling
PRS#9 - PWS para (5.2.2.3) The contractor shall maintain clean and sanitary conditions on all vehicles	The contractor shall provide clean and sanitary vehicles, vehicles shall have cleaning supplies on hand, and vehicles shall utilize wash rack or equivalent weekly.	100% of vehicles have adequate cleaning supplies on hand (individually and collectively) <1% disruption of scheduled stops due to cleanliness issues.
PRS#10 - PWS para (5.2.3.1) The contractor shall perform scheduled maintenance on their vehicles	The contractor shall ensure vehicle is safely maintained through routine and quarterly maintenance on vehicles operating for shuttle service.	>97% of vehicle maintenance tasks done by quarterly due date; •100% of scheduled maintenance logged
PRS#11 - PWS para (5.2.3.2) The contractor shall perform unscheduled maintenance as needed.	The contractor shall ensure unscheduled maintenance is performed in response to emergencies and breakdowns. The contractor shall also keep records of all unscheduled maintenance events.	<1% disruption rate to shuttle service due to breakdowns; 100% of unscheduled maintenance logged.
PRS#12 - PWS para (5.2.3.3) The contractor shall perform vehicle recovery operations as needed in the events of emergencies	The contractor shall maintain situational awareness of all shuttles while in operation and will recover broken down vehicles with minimal interruption to shuttle service	Vehicle locations to dispatch w/<2 min delay (i.e, close to real time); <1% disruption rate to shuttle service due to vehicle recovery

PRS#13 - PWS para (5.2.3.4) The contractor shall employ an adequate number of drivers to ensure continuous service.	Drivers shall be authorized the minimum number of required holidays and vacation days in accordance with HN law without causing a gap in service. The contractor shall schedule and ensure driver coverage for all scheduled days and will notify the COR if a driver is sick (unscheduled) and provide a back up within 4 hours of regularly scheduled duty start time. Drivers shall be allotted all daily required breaks in accordance with the Host Nation Law. Schedules shall reflect driver down time. Drivers shall be Identified by a Contract Company Badge clearly displayed on their person during all work hours.	100% compliance
PRS#14 - PWS para (5.2.3.5) The contractor shall ensure safe operation with minimal delays.	The Contractor shall notify the COR within 1 hour if weather delay is anticipated or in progress. The Contractor shall provide estimated time of renewed service if inclement weather is on-going or expected to continue past 2 hrs delay to normally scheduled services based on factors outside their control. Inclement weather service cancellations shall only be authorized based on a discussion and approval by COR/ACO. Once approved, the COR will notify the contractor of the last stop for the day of service. The COR shall notify FOS Pabrade unit leadership of the updated shuttle schedule for that day. The contractor shall ensure that if services are cancelled during a day of operation, all Soldiers currently on the shuttle are	100% compliance

	to be immediately returned to FOS Pabrade and an additional trip is made to drop-off point to collect any Soldiers and bring them back to FOS Pabrade. Inclement weather determinations shall be made in accordance with Host Nation Safe Response Guidelines and the State Civil Protection Plan; along with Local Government Standards and recommendations. Contractor shall provide proof of inclement weather delay from an official source to the COR within 10 days after an inclement weather cancellation	

TECHNICAL EXHIBIT B

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
A.001 Quality Control Plan (paragraph 1.5.1)}	Once within 10 days after contract award and no later than 30 days prior to any anticipated changes.	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.002 Optional Addendeum to QCP 1.5.1.1	Within 30 days upon completion for each option period	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.003 issues with performance 1.5.1.2	Within 4 hours of identifying issues and verbal reports shall be followed up with written reports within 5 days.	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.004 Contractor Work Plan 1.5.4.3.1	*Within 10 days after contract award and no later than 10 days prior to any anticipated changes.* The Government will review and either accept or return their comments to the Contractor within 10 Days. The Contractor shall then have 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.	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.005 Key Personnel 1.10	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	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
	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 5 days after contract award			Representative (COR)
A.006 Contractor Workspace, 1.12.1	The proposed sign shall be submitted to the Contracting Officer via the COR for review and acceptance 10 days after contract award	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.007 Contractor Identification badges, 1.12.2	The Contractor (to include subcontractors) shall provide each of their employees an easily readable identification badge. The Contractor shall collect all ID Badges upon completion of the contract or termination of employee. A listing of issued ID cards shall be furnished to the Contracting Officer prior to the contract performance date and updated as needed to reflect Contractor personnel changes	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.008 OCI, 1.19	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	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.009 AT Level 1 Initial Training, 1.23.1	Within 30 days of contract start date, or 30 days after start date for new personnel	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.010AT Level 1 Certificate completion, 1.23.1	Shall submit completed training within 10 days for all employees and subcontracted personnel	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
				Representative (COR)
A.011 AT Level 1 Refresher training, 1.23.1	Completed every 12 months	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.012 OPSEC Training 1.23.2	Within 30 days of employment under contract	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.013 OPSEC Training COR Verifiation 1.23.2	Certificates provided to COR within 10 days of completion	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.014 OPSEC RefresherTraining 1.23.2	Contractor personnel must complete refresher training every 12 months	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.015 OPSEC RefresherTraining 1.23.2	Verification of the training shall be provided to the COR within 10 Days after completion of the training	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.016, IWATCH training, 1.23.3	This training shall be completed within *30 Days* after the contract is awarded and within *10 Days* after new employees commence contract performance, with the results reported to the COR within *45 Days* after the contract is awarded and within *10 Days* after new employees commence contract performance	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
A.016, IWATCH training COR Verification 1.23.3	Verification of the training shall be provided to the COR within 10 days after completion of the training	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
		One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.017 SAM/SCR, 5.3.1	All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph above.	One each to the Contracting Officer	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)

ATTACHMENT 1
ESTIMATED WORKLOAD DATA

ESTIMATED WORKLOAD DATA					
2025-2026	**Passengers Available**	**Avg # of Passengers Serviced**	**Passengers per Bus**	**# of Routes**	**# of Buses per Route**
Total	**1600/day**	**800/day**	**50**	**1**	**1**

ATTACHMENT 2

WEEKEND/HOLIDAY SHUTTLE SERVICE

PABRADE SHUTTLE BUS WEEKEND/HOLIDAY SCHEDULE							
Departs	Arrives	Departs	Arrives	Departs	Arrives	Departs	Arrives
PMT1 Barracks	Norfa XL		PMT1 Barracks		Norfa XL		PMT1 Barracks
9:00	9:20	9:30	9:50	10:00	10:20	10:30	10:50
11:00	11:20	11:30	11:50	12:00	12:20	12:30	12:50
60 min break							
13:50	14:10	14:20	14:40	14:50	15:10	15:20	15:40
15:50	16:10	16:20	16:40	16:50	17:10	17:20	17:40
45 min break							
18:25	18:45	18:55	19:15	19:25	19:45	19:55	20:15
20:25	20:45	20:55	21:15	21:30			

REQUESTED SERVICE DATES:

September: 19th, 20th

October: 3rd, 4th, 10th, 11th, 23rd, 24th, 25th

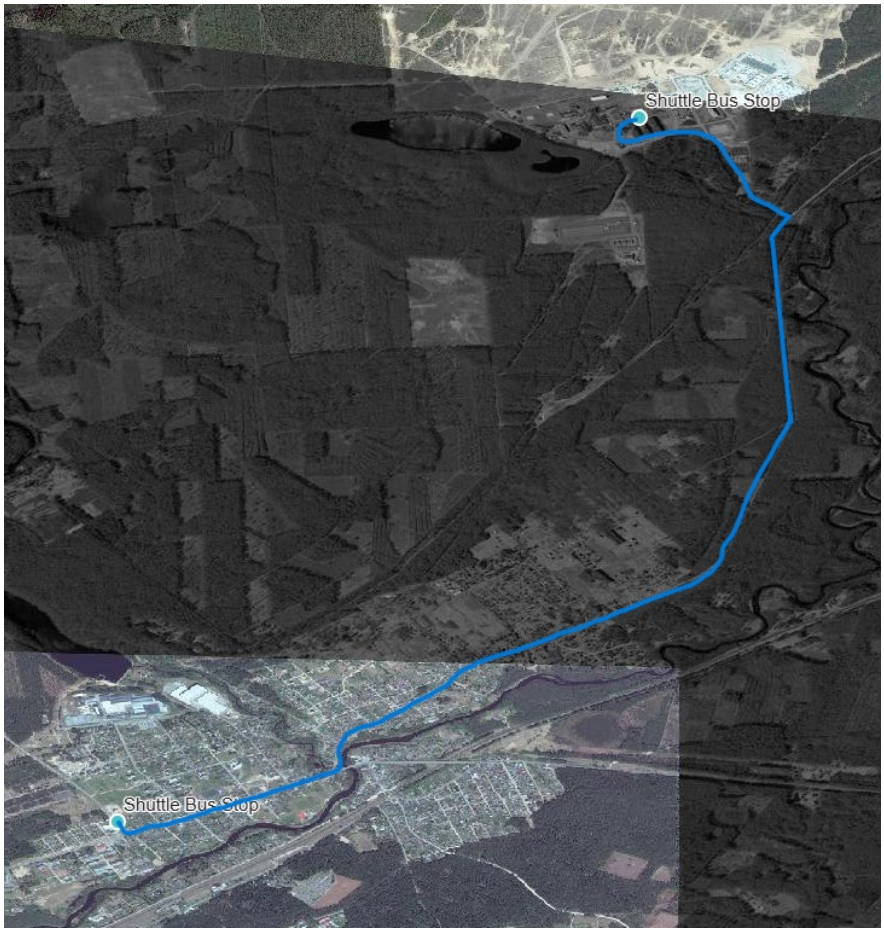
November: 7th, 8th, 11th, 21st, 22nd, 26th, 27th, 28th, 29th

December: 12th, 13th, 31st

January: 1st, 2nd, 3rd, 15th, 16th, 17th, 18th, 30th, 31st

PMT1 Barracks Grid: 55.030048,25.793273

NORFA XL / Drop-Off Grid: 54.980002, 25.756197


Shuttle Bus Stop
Shuttle Bus Stop

ATTACHMENT 3

Government Issued Identification Cards

ATTACHMENT 4

Template Memorandum for Use from Mayor's Cell

DEPARTMENT OF THE ARMY
REGIONAL SUPPORT GROUP
CAMP KOŚCIUŚKO, POZNAN POLAND
APO AE 09108

AETS-RCW-LV Date

MEMORANDUM RECORD

SUBJECT: Pabrade Shuttle Bus Usage Permission for [list unit and dates authorized]

1. References:

a. Performance Work Statement (PWS) For FOS Pabrade Shuttle Services Contract 510th Regional Support Group, 18 Feb 2026

2. This memorandum provides access to the Pabrade shuttle bus:

a. For: [name of unit/company, country]

b. Dates: [date range of access permission]

c. Quantity of Personnel: [total number of riders allowed per day]

d. Name/Telephone of Unit POC: [name and phone number]

e. Operational Need: [Describe the operational need driving the request]

f. Authorization details: [describe how the US is being reimbursed, if required, for providing this service: *i.e. this transportation request is being reimbursed to the US via an ACSA Order #ES-26042-001*]

3. Names of personnel authorized for usage [list all riders in the table below]

Name	Rank	ID Number

AETS-RCW-LV
SUBJECT: Pabrade Shuttle Bus Usage Permission for [list unit and dates authorized]

4. Point of contact: for this memorandum is the COR: [NAME] at DSN [(XXX)-XXX-XXXX] or commercial [(XXX)XXX-XXXX] and [e-mail address].

NAME (ALL CAPS)
Branch, Rank
RSG FOS Mayor

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