PERFORMANCE WORK STATEMENT (PWS)

FOR

RCTA Narcotic Tactical Operations

1.0 General:

1.1 Scope: The Regional Counterdrug Training Academy (RCTA) is one of five (5) National Guard Counterdrug training programs that provides relevant curriculum focused on counternarcotics and counter transnational organized crime (CTOC). RCTA provides courses that support National Drug Control Strategies and positively impact the performance of Federal, state, and local law enforcement agencies (LEA), community-based organizations (CBO), and military professionals. The course curriculum focuses on illicit narcotics interdiction, disruption of drug trafficking organizations, intelligence and analysis, narco-terrorism, homeland security, civil operations, and anti-drug coalition fundamentals. Each course is designed to support the objectives of the DASD-CN, Office of National Drug Control Policy (ONDCP), National Northern Border, National Southwest Border, and Caribbean Border counternarcotics strategies and increase national security. RCTA supports Federal, state, and local agencies with current and relevant training maximized by the experiences of subject matter experts in their field. All training events are designed to not only offer world class instruction, but to break down jurisdictional barriers and offer a unique opportunity for officials across the law enforcement and prevention spectrum to network and share ideas in person.

1.1.1 Objectives**:** The Regional Counterdrug Training Academy desires to conduct Narcotic Tactical Operations courses for law enforcement officers in fulfillment of the RCTA mission. These classes will be separated into three (3) instructional categories and taught by experts in the law and drug enforcement field. The RCTA desires to determine an appropriate cost for these classes per iteration. The RCTA then desires to determine the total cost of a contract for numerous iterations over a one-year period. It is estimated that the Emergency Narcotic Operations class will be conducted with up to (six) iterations, Narcotic Search Warrant Planning & Execution will be conducted with up to four (4) iterations and High-Risk Event Planning & Operations class with up to six (6) iterations.

1.2 Background: RCTA is located at the Naval Air Station Meridian, MS, (NAS) and features state-of-the-art classrooms and tactical training environments. With a training region that encompasses major international trafficking routes and national border ports of entry, RCT A's courses strive to impact the illicit flow of drugs throughout the nation. Traditionally two-thirds of the course iterations are conducted throughout the primary training area using mobile training teams, while the remainder of the courses are taught

using state-of-the-art technology housed in classrooms located at RCTA. The training offered at RCTA is enhanced by access to a wide variety of military tactical training facilities such as weapons ranges and urban training areas to give the students realistic instruction and hands-on experience. The RCTA began operations in 1992 at the Naval Air Station in Meridian, Miss. with a mission to provide "cutting edge" drug enforcement training to law enforcement. Since opening its doors, the RCTA has provided no-cost training to more than 200,000 officers over the past three decades. The RCTA trains law enforcement officers primarily from within the five-state region of Alabama, Georgia, Louisiana, Mississippi and Tennessee; however, they are also authorized to train officers outside the region.

1.3 Period of Performance (PoP): The Period of Performance shall be 1 Base Year of 12 months.

1.4 General Information:

1.4.1 Place and Performance of Services: Regional Counterdrug Training Academy located near Meridian, MS, Camp Shelby located near Hattiesburg, MS, as well as potentially other military and/or non-military installations with to be determined locations throughout the Southeast Region of the United States and other regions of the CONUS to include Alaska and Hawaii.

1.4.1.1 Telework is not authorized.

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee’s installation driving privileges.

1.4.1.3 The contractor’s employees shall become familiar with and obey the regulations of the installation, including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall always carry proper identification with them and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

1.4.2.1 New Year's Day: January 1st
1.4.2.2 Martin Luther King, Jr.'s Birthday
1.4.2.3 President's Day
1.4.2.4 Memorial Day
1.4.2.5 Juneteenth National Independence Day: June 19th
1.4.2.6 Independence Day: July 4th
1.4.2.7 Labor Day
1.4.2.8 Columbus Day
1.4.2.9 Veteran's Day: November 11th
1.4.2.10 Thanksgiving Day
1.4.2.11 Christmas Day: December 25th

1.4.3 The contractor shall develop and maintain an effective QC Plan (QCP) to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP is how to ensure work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS). A final QCP shall be submitted to the Contracting Officer Representative (COR) NLT 10 days after the contract award. After acceptance of the QCP, the contractor shall obtain the Contracting Officer's (KO's) acceptance in writing of any proposed changes to its QCP.

1.4.4 Quality Assurance (QA): 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 will 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 acceptable quality level(s) or defect rate(s).

1.4.5 Installation Access and Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The 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. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DoD), Headquarters Department of Army (HQDA) and/or local policy (see PWS 6.0). Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.5.1 Reserved

1.4.5.1.1 Reserved

1.4.5.1.2 Reserved

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1.4.5.1.4 Reserved

1.4.5.1.5 Reserved

1.4.5.1.5.1 Reserved

1.4.5.1.6 Reserved

1.4.5.2 Reserved

1.4.5.3 Reserved

1.4.5.4 Reserved

1.4.5.4 Reserved.

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.5.6 Reserved

1.4.5.6.1 Reserved

1.4.5.6.2 Reserved

1.4.5.6.3 Reserved

1.4.5.6.4 Reserved

1.4.5.6.5 Reserved

1.4.5.7 Reserved.

1.4.5.8 Reserved.

1.4.5.9 Reserved

1.4.5.10 Protection of Personally Identifiable Information (PII). The contractor shall protect all PII encountered in the performance of services in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 224.103 Personally Identifiable Information and Department of Defense Directive (DoDD) 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R. If a PII breach results from the contractor's violation of the policies, the contractor shall bear all notification costs, call-center support costs, and credit monitoring service costs for all individuals whose PII has been compromised.

1.4.5.11 Reserved

1.4.5.12 Reserved

1.4.5.13 Reserved

1.4.5.14 Reserved.

1.4.5.14 Reserved

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.6.1 Reserved

1.4.6.1.1 Reserved

1.4.6.1.2 Reserved

1.4.6.1.3 Reserved

1.4.6.2 Reserved.

1.4.7 Reserved

1.4.8 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with FAR 42.5.

The KO, COR and other Government personnel, as appropriate, may meet periodically with the contractor to review the contactor's performance. At these meetings, the KO 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. The contractor shall resolve the outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

1.4.9 Reserved

1.4.10 Reserved

1.4.10.1 Reserved

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Reserved

1.4.13 Reserved

1.4.14 Reserved

1.4.15 Reserved

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: 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.

2.1.2 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.9 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

AEI	Army Enterprise Infostructure
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
COR	Contracting Officer Representative
DA	Department of the Army
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSCA	Defense Counterintelligence and Security Agency
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
KO	Contracting Officer
NGB	National Guard Bureau

OCI	Organizational Conflict of Interest
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RCTA	Regional Counterdrug Training Academy
SCR	Service Contract Reporting
SSN	Social Security Number
TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S):. The Government will NOT provide the property, material, equipment, and/or services solely for the purpose of performance under this contract:

3.1 Reserved

3.2 Reserved

3.3 Reserved

3.4 Reserved

3.5 Reserved

4.0 Reserved

4.1 General: Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.2 Reserved.

4.3 Reserved

5.0 Requirements:

5.1 The Contractor shall provide both Narcotic Tactical Operations Courses for law enforcement officers.

5.1.1 The Emergency Narcotics Operations course shall be for up to 30 law enforcement officers per iteration. Each Emergency Narcotics Operations course length shall be a minimum of 40 hours of instruction over a period of five (5) class days. The contractor shall provide multiple iterations of the course at dates and locations to be determined during the contract. The course title may change per RCTA's needs, and the course content will remain current.

5.1.1.1 The Emergency Narcotics Operations course shall address the inherent dangers and challenges of narcotics warrant services. This course shall concentrate on the proven tactics and techniques utilized daily by experienced drug units. Concentration shall emphasize real world learned principles and fundamentals, reinforced by continuous practical exercise and force on force application that stress the most important aspects of the investigation.

5.1.1.2 Emergency Narcotics Operations (ENO) course of instruction shall cover the following topics (learning objectives), at a minimum:

- Fundamentals of conducting emergency narcotics operations.
- Dangers of warrant service.
- Best tactics and techniques for ENO.
- Real word principals and fundamentals for ENO.
- Practical exercises for ENO.
- Force on force scenarios with respect to ENO.
- Advanced officer safety with respect to ENO.
- Survival issues with respect to ENO.
- Legal and ethical concerns with respect to ENO.
- Complex warrants
- Transnational Organized Criminals

5.1.2 The Narcotic Search Warrant Planning & Execution courses shall be for up to 36 law enforcement officers per iteration. The course length shall be a minimum of 40 hours of instruction over a period of five (5) class days. The Contractor shall provide multiple iterations of the course, at dates and locations to be determined, during the contract performance period. The course title may change per RCTA's needs but the course content will remain consistent with the current trends.

5.1.2.1 The Narcotic Search Warrant Planning and Execution course shall provide the basics in planning, communications, rehearsals, execution and mechanics of movement.

5.1.2.2 Narcotic Search Warrant Planning and Execution shall cover the following topics (learning objectives), at a minimum:

- Overview of Search Warrant Planning, Intelligence Collection with respect to Search Warrant Planning, Mission/Operation Orders, and Threat Matrix.
- Equipment selection needed for search warrant execution, tactical medic support needed for search warrant execution, and the type of personnel needed for search warrant planning and execution.
- Communication and Coordination Methods for Search Warrant Planning and Execution.
- Overview of the different search warrant approaches, search warrant team movement, to include stacking, alternate breach points, and link points.
- Overview of breaching (manual, ballistic, and flash-bang) for executing high risk warrants.
- Overview of the different distractions, diversions (i.e. Brake and Rake), and ruses employed by search warrant targets.
- Overview of dynamic movement/flow, slow search options, and shield techniques when executing searches.
- Overview of Clearing techniques, Threat Assessment, and Commands/Communications during searches.
- Overview of Abort and Rally Points and Breach and Bunker Options for high risk search warrants.
- Overview of evidence recovery and documentation
- Critique, review, and training assessment for search warrants, planning, and execution.

5.1.3 The High-Risk Event Planning & Operations course shall be for up to 30 law enforcement officers per iteration. Each High-Risk Event Planning & Operations course length shall be a minimum of 40 hours of instruction over a period of five (5) class days. The contractor shall provide multiple iterations of the course at dates and locations to be determined during the contract. The course title may change per RCTA's needs, and the course content will remain current.

5.1.3.1 High-Risk Event Planning & Operations course shall address the inherent dangers and challenges of the high-risk entry mission. This course shall concentrate on the proven tactics and techniques utilized by the most successful and progressive units in the world today. The course shall focus on the principles of initiative-based techniques and be reinforced by continuous practical exercises, to include force on force application of the most important aspects within the mission.

5.1.3.2 High-Risk Event Planning & Operations shall cover the following topics (learning objectives), at a minimum:

- Current warrant protocols
- Low versus high-risk entry considerations
- Target considerations

- Actions at entry point
- Safety considerations
- Approach
- Immediate action drills
- 2, 3 & 4-man entries
- Center and corner fed doors
- Proper stacking and positioning
- Verbiage considerations
- Hallway concepts and differences
- Slow vs Dynamic techniques
- Diversionary devices
- Breaching considerations
- Window entry concepts
- Call out procedures
- Perimeter considerations
- Downed officer protocol
- Mission planning

5.1.4 The contractor and instructors shall be subject matter experts in the techniques and processes for all the above-mentioned courses and criteria. The contractor must have 15 years plus experience serving in the capacity of the subject matter being instructed, specifically civilian law enforcement. Additionally, the contractor must have five years plus of command level leadership experience within civilian law enforcement.

5.1.5 All courses shall include a pre-test and post-test to evaluate the level of overall class experience, which may be a written pre-test for immediate grading, or an electronic classroom response system for immediate feedback and evaluation.

5.1.6 All courses shall include a systematic testing method for providing interaction, feedback to students, checks for learning, and evaluating effectiveness of instruction such as daily electronic classroom response system or equivalent method of evaluation.

5.1.7 For all courses, if a slide presentation is used, all slides must display the RCTA logo.

5.2 Reserved

6.0 Applicable Publications: Publications applicable to this PWS are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Federal Acquisition Regulation			https://www.acquisition.gov/?q=browsefar

Defense Federal Acquisition Regulation Supplement			http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html or https://www.acquisition.gov/dfars

6.1 Reserved

Form	Date	Website

Quality Assurance Surveillance Plan (QASP)

Interview & Interrogation and Detecting Danger Courses

The Contracting Officer Representative (COR) will monitor contractor performance and complete the status report in DOD CORT monthly. The COR for this acquisition is MSgt Zachary Clay, 601-696-8883, zachary.a.clay.mil@army.mil.

The Government Facilitator for each course iteration will provide students with an end of course evaluation. The completed evaluations, along with the COR observations, will be used to evaluate the quality of the course presentation/deliverable.

Deliverable	Acceptable Quality Level (AQL)	Method Used/Frequency
1. Instructor presentation of information	75% average or above on each class's evaluation	Course Evaluation / Each Course
2. Instructor knowledge of subject matter	75% average or above on each class's evaluation	Course Evaluation / Each Course
3. Hands on training of materials	75% average or above on each class's evaluation	Course Evaluation / Each Course
4. Textbook & handout materials presented to the students	75% average or above on each class's evaluation	Course Evaluation / Each Course
5. Instruction's strong points of course	75% average or above on each class's evaluation	Course Evaluation / Each Course
6. Overall course rating	75% average or above on each class's evaluation	Course Evaluation / Each Course

*Student Course Evaluations will be completed by each student attending the course, and will ask students to rate the following:

1. Instructor presentation of information

2. Instructor knowledge of subject matter

3. Hands on training of materials

4. Textbook & handout materials presented to the students

5. Instruction's strong points of course

6. Overall course rating

Rating	Description
Green	Performance and technical specifications are being met at an acceptable quality level (AQL).
Yellow	Performance and technical specifications are currently being met at the minimum AQL, but the following service/ deliverable needs contractor attention (see comments). The COR must identify what component of the deliverable and/or service requires attention.
Red	Performance and technical specifications are not being met at AQL and the following service/ deliverable needs immediate contractor resolutions (see comments). The COR must identify what component of the deliverable and/or service is below the minimum AQL.

Quality Assurance Rating Sheet

Vendor Name:

Contract number:

Course title:

Month: **Year:**

DELIVERABLE	GREEN	YELLOW	RED
1. Instructor presentation of information			
2. Instructor knowledge of subject matter			
3. Hands on training of materials			
4. Textbook & handout materials presented to the students			
5. Instruction's strong points of course			
6. Overall course rating			

Iterations This Period (Location/Dates):

_____

_____

_____

Comments (Required for Yellow or Red ratings):

_____

_____

I certify that this report is in accordance with the Inspection of Services Clause FAR Part 52.246-4 or the inspections for commercial contracts FAR Part 52.212-4(a), the monthly surveillance schedule, and the QASP. I hereby certify that services have been received and accepted.

COR Name/Phone/Email:

COR Signature: