PERFORMANCE WORK STATEMENT (PWS)

Educational Material Distribution and Display Services
Western Currency Facility (WCF)
Tour and Visitor Center

PART 1
GENERAL INFORMATION

1. General: This is a nonpersonal services contract effort to provide the widest reasonable distribution of informational and educational materials for the Bureau of Engraving and Printing (BEP), Western Currency Facility (WCF) Tour and Visitor Center (TVC) in Fort Worth, Texas. The government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn, is responsible to the government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision and other items for this nonpersonal services contract necessary to provide distribution and display of BEP informational and educational materials for the Fort Worth TVC in high-traffic, tourist-oriented locations including hotels, motels, car rental offices, visitor centers, airports, chambers of commerce, restaurants, etc. in the Dallas/Fort Worth metropolitan area, located within an estimated 50-mile radius of the BEP facility as defined in this PWS except for those items specified as government furnished materials, property or services. The contractor shall perform to the standards in this contract.

1.2 Background: As the U.S. government's security printer, the BEP is responsible for the design, engraving and printing of all U.S. paper currency. More than half of the nation's currency order is produced in Fort Worth. In 2004, the BEP opened a free state-of-the-art Tour and Visitor Center in Fort Worth with the purpose of educating the visitors about the history and production of U.S. paper currency and other security items produced by the BEP. Visitors can enjoy two floors of interactive exhibits and displays, view a high-definition theater movie, take a free self-guided audio tour, and purchase uncut currency and souvenir items. As a way to bring awareness of how the public can learn about U.S. paper currency, the BEP developed and printed informational and educational materials.

1.3 Objectives: Ensure the largest dissemination of informational and educational materials concerning the BEP and the products it produces.

1.4 Scope: Disseminate informational and educational materials for the BEP for the TVC in Fort Worth.

1.5 Period of Performance: The period of performance shall be for one (1) base year of 12 months and four (4) 12-month option years. The period of performance is:

Base Year September 1, 2026, through August 31, 2027

Option Year 1	September 1, 2027, through August 31, 2028
Option Year 2	September 1, 2028, through August 31, 2029
Option Year 3	September 1, 2029, through August 31, 2030
Option Year 4	September 1, 2030, through August 31, 2031

1.6 General Information

1.6.1 Quality Control: Quality Control (QC) is the responsibility of the contractor. The contractor is responsible for the delivery of quality services/supplies to the government.

The contractor shall develop, implement and maintain an effective Quality Control System that includes a written Quality Control Plan (QCP). The QCP shall implement standardized procedure/methodology for monitoring and documenting contract performance to ensure all contract requirements are met. The contractor's QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the government. The QCP, as a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing government discovered nonconformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent reoccurrence of discrepancies; procedures for trend analysis; and procedures for collecting and addressing customer feedback/complaints. The contractor shall upon request provide to the government their quality control documentation. The QCP is to be submitted for review and acceptance 10 workdays after contract award. After acceptance of the QCP, the contractor shall receive the Contracting Officer's (CO) acceptance in writing of any proposed change to their QC system.

1.6.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP), which is a government-only document primarily focused on what the government must do to assure the contractor has performed in accordance with the requirements of the contract.

1.6.3 Federal Government Holidays: The contractor is not required to perform services on the federal holidays listed below and the Year End Shutdown period for the BEP:

Year End Shutdown	Christmas Day through New Year's Day
New Year's Day	First day of January
Martin Luther King Jr.'s Birthday	Third Monday of January
Presidents Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	Third Monday in June
Independence Day	Fourth day of July
Labor Day	First Monday of September
Columbus Day	Second Monday of October

Veterans Day	11th day of November
Thanksgiving Day	Fourth Thursday of November
Christmas Day	25th day of December

~~1.6.4~~ Hours of Operation and Service Requirements: The contractor shall ensure BEP informational and educational materials are available and accessible to the public during the regular business hours of the locations where the materials are displayed, including hotels, motels, car rental offices, visitor centers, airports, chambers of commerce, and restaurants within the Dallas/Fort Worth metropolitan area, as defined in this PWS. The contractor must maintain an adequate workforce to ensure timely replenishment and uninterrupted distribution of materials at all designated locations. When hiring personnel, the contractor should prioritize stability and continuity of the workforce to ensure consistent service.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at high-traffic, tourist-oriented locations including hotels, motels, car rental offices, visitor centers, airports, chambers of commerce, restaurants, etc. in the Dallas/Fort Worth metropolitan area, located within an estimated 50-mile radius of the BEP facility. The contractor must provide a list of cities and locations of distribution locations within two days after contract execution and immediately upon any location changes.

1.6.6 Environmental, Health and Safety: The contractor will be provided with access to the BEP to restock and pickup informational and educational materials. While on BEP premises, the contractor shall comply with all environmental and safety practices as may be deemed necessary by the WCF Environmental Services Branch and Safety and Occupational Health Branch to ensure the safety and health of contractor and BEP employees. The contractor shall take any other precautions necessary to protect contractors and BEP employees against injury while on BEP premises and shall be held responsible for all damage to people and property that occurs as a result of the contractor's fault or negligence in performing the contract work. The contractor shall obey, abide by and comply with all federal, state and local environmental, health and safety regulations, as applicable to the work performed and the location of the work. The contractor shall be responsible for satisfactory standards of employee competency, conduct and integrity and shall be responsible for taking such disciplinary action with respect to their employees as necessary.

1.6.7 Type of Contract: The government will award a Firm Fixed Price contract.

1.6.8 Security Requirements: Contractor personnel performing work under this contract accessing the BEP facility must comply with the following as the requirements are applicable to the tasks being performed.

(a) Information Technology (IT). All IT-related contractor personnel shall be either United States-born or naturalized United States citizens. No foreign nationals may occupy IT positions at the Critical Sensitive or High Risk levels.

(b) Personnel Security Clearance. Contractor and subcontractor employees shall be subjects of background investigations, conducted by the BEP Office of Personnel Security, before assignment to performance of the work. The contractor shall furnish the Contracting Officer Representative (COR) with the following BEP-supplied documents on each person who shall be authorized access to the BEP for work under any resultant contract within five (5) working days after contract award:

(1) Applicant's full legal name. Must be full name as shown on birth certificate or state/federally-issue picture ID. If no middle name, indicate by "NMN" or if only an initial, provide the initial and add "(IO." If a senior (Sr.), junior (Jr.) or I, II, III or other, this information is also required.
(2) Social Security number
(3) Date of birth
(4) Place of birth (City, state or city, country)
(5) Home address (No not use a P.O. Box)
(6) Telephone number
(7) Email address (Best contact email, i.e. email used regularly)

(c) All contractors are required by Executive Order 12989 (as amended) to verify the legal right to work status of their employees through the United States Government's E-Verify system before they are submitted for work on any government contract.

(d) The COR (in conjunction with Personnel Security) is responsible for assigning appropriate position sensitivity levels to all positions occupied by contractor and subcontractor employees. The position sensitivity of all positions occupied by contractor and subcontractor employees performing under this contract are designated as non-sensitive. Should other positions be identified, the position sensitivity shall be designated as Critical Sensitive, Non-Critical Sensitive or Non-sensitive. Access to the BEP and placement in these positions require that the BEP conduct an appropriate background investigation, and that it be favorably completed. All individuals requiring access to the BEP will complete and submit the required security investigative forms (security packet) to the COR within 10 working days for use by the Personnel Security Branch, Office of Security.

(e) The BEP reserves the right to deny access to its facilities following adjudicative guidelines set forth in Executive Order 10450 and applicable supplemental directives to any individual about which an adverse suitability determination is made. Failure to submit the required security packet or to truthfully answer all questions contained in security packets shall constitute grounds for denial of access clearance.

(f) The selected contractor shall not provide access to employees or subcontractor employees until written access clearance is provided by the BEP Office of Security, Personnel Security Branch. Contractors and subcontractor are responsible for reporting all changes concerning any of their employees, which may affect the suitability of their employees for access to the BEP or placement in any of these positions including additions or deletions to the COR within five (5) days of the occurrence of the change.

(g) The COR will maintain a current list of access requirements and provide that information to the BEP Office of Security, Personnel Security Branch. The Personnel Security Branch will inform the COR of all access denials. Denial of access to the BEP does not preclude employment of the individual concerned, by the contractor, in any capacity not associated with the contract.

1.6.8.1 Physical Security: Not applicable to this requirement.

1.6.9 Special Qualifications: Not applicable to this requirement.

1.6.10 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any

post-award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5, Post Award Orientation. The CO, COR and other government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the CO will apprise the contractor of how the government views the contractor's performance and the contractor will 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.

1.6.11 Contracting Officer Representative (COR): The COR will be identified by separate letter by the CO. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure 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, and specifications; monitor contractor's performance and notify both the CO and contractor of any deficiencies; coordinate availability of government furnished property; and provide site entry of contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the contractor, 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.

1.6.12 Key Personnel: The contract manager will be considered key personnel by the government. 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 contract manager is absent shall be designated in writing to the CO. 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 or alternate shall be available between 8 a.m. and 4:30 p.m., Monday through Friday except for federal holidays or when the government facility is closed for administrative reasons.

1.6.13 Identification of Contractor Employees: All contract personnel, including subcontractors, attending meetings, answering government telephones and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of the public that they are government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. All contractor personnel shall clearly identify themselves as a contractor and shall be required to wear identification (ID) badges in a visible location on the front of exterior clothing, above the waist, (except when safety or health reasons prevent such placement). ID badges shall be worn at all times when performing work. ID badges shall have an identification picture and show the name of the individual and the company they represent. A list of issued identification cards shall be furnished to the CO before the contract performance date and updated as needed to reflect contractor and subcontractor personnel changes. Contractor personnel are prohibited from possessing firearms or ammunition on themselves or within their contractor-owned or privately owned vehicle while on BEP premises.

1.6.14 Supervision of Contractor Employees: The government will not exercise any supervision or control over contractor or subcontractor employees while performing work under the contract. Such employees shall be accountable solely to the contractor, not the government. The contractor, in turn, shall be accountable to the government for contractor or subcontractor employees.

1.6.15 Contractor Travel: Not applicable to this requirement.

1.6.16 Other Direct Costs: Not applicable to this requirement.

1.6.17 Data Rights: The government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be government owned and are the property of the government with all rights and privileges of ownership/copyright belonging exclusively to the government. These documents and materials may not be used or sold by the contractor without written permission from the CO. 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.

1.6.18 Organizational Conflict of Interest: 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 that may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The contractor shall notify the CO immediately whenever they become aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the CO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the CO and in the event the CO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the CO may affect other remedies as he or she deems necessary, including prohibiting the contractor from participation in subsequent contracted requirements that may be affected by the OCI.

1.6.19 PHASE IN /PHASE OUT PERIOD: Not applicable to this requirement.

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS

2.1 DEFINITIONS:

2.1.1 CONTRACT SPECIALIST. The official government representative delegated authority by the CO to administer a contract. This individual is normally a member of the appropriate contracting/procurement career field and advises on all technical contractual matters.

2.1.2 CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or services to the government. The term used in this contract refers to the prime.

2.1.3 CONTRACTING OFFICER (CO). 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.

2.1.4 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. government appointed by the CO to administer the contract. The appointment shall be in writing and shall state the scope of authority and limitations. This individual has the authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.5 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.6 DELIVERABLE. Anything that can be physically delivered but may include nonmanufactured things such as meeting minutes or reports.

2.1.7 GOVERNMENT-FURNISHED PROPERTY (GFP) OR GOVERNMENT PROPERTY (GP). Property in the possession of or directly acquired by the government and subsequently made available to the contractor.

2.1.8 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and who may be required to be used in the performance of a contract by the key personnel listed in 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 individuals listed in the proposal.

2.1.9 PHYSICAL SECURITY. Actions that prevent the loss or damage of government property.

2.1.10 QUALITY ASSURANCE. The government procedures to verify that services being performed by the contractor are acceptable in accordance with established standards and requirements of this contract.

2.1.11 QUALITY ASSURANCE SPECIALIST. An official government representative concerned with matters pertaining to the contract administration process and quality assurance/quality control. Acts as technical adviser to the CO in these areas.

2.1.12 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.13 QUALITY CONTROL. All necessary measures taken by the contractor to assure the quality of an end product or service shall meet contract requirements.

2.1.14 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The government does not have privity of contract with the subcontractor.

2.1.15 WORKDAY. The number of hours per day the contractor provides services in accordance with the contract.

2.1.16 WORKWEEK. Monday through Friday, except for federal holidays unless specified otherwise.

2.2. ACRONYMS.

ACOR	Alternate Contracting Officer's Representative
BEP	Bureau of Engraving and Printing
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTS	Commercial-Off-the-Shelf
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996
CO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
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 Plan
TE	Technical Exhibit

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES

3.1 Services: The government will provide all informational and educational materials to be distributed and displayed.

3.2 Facilities: Not applicable to this requirement.

3.3 Utilities: Not applicable to this requirement.

3.4 Equipment: Not applicable to this requirement.

3.5 Materials: The government will provide educational materials as agreed to between the government and contractor for restocking purposes.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES**

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 Low Risk Security Facility Clearance: The contractor's employees, performing work in support of this contract shall have been granted a Low Risk Security Facility Clearance security clearance from the BEP Office of Security.

4.3 Equipment: The contractor shall furnish all the agreed upon rack stands used to display the government's informational and educational materials within an estimated 50-mile radius of the BEP facility. The contractor shall also provide all the transportation equipment/services for the distribution of the government's informational and educational materials.

PART 5
SPECIFIC TASKS

5. SPECIFIC TASKS

5.1 The contractor shall provide distribution and display services of BEP informational and educational materials.

5.2 The contractor shall provide the government two working days notice of restocking need and desired pickup date.

5.3 Rack and display systems must be kept clean and in good repair (unbroken or visibly damaged).

5.4 The materials must not be obstructed from random or easy view based on the location on the display system (racks, stands, etc.)

5.5 The contractor must ensure the materials have not run out at any of the listed sites for more than a 24-hour period.

PART 6
APPLICABLE PUBLICATIONS

6. <u>APPLICABLE PUBLICATIONS (CURRENT EDITIONS)</u> Not applicable to this requirement.

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISING

Attachment/Technical Exhibit List:
Attachment 1/Technical Exhibit 1 – Performance Requirements Summary
Attachment 2/Technical Exhibit 2 – Deliverables Schedule

TECHNICAL EXHIBIT 1 - PERFORMANCE REQUIREMENTS SUMMARY

The contractor tasks requirements summarize the performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of work required for each requirement. These thresholds are critical to mission success.

Performance Objective	Performance Standard	Performance Threshold	Method of Surveillance	Incentives (Positive or Negative)
PRS # 1. The contractor shall provide the government two working days notice of restocking need and desired pickup date.	The contractor shall provide notice in writing, i.e. via email, to the COR.	No deviation allowed	100% COR or designee contact.	Positive or Negative assessment in CPARS
PRS # 2 The contractor shall ensure all rack and display systems are kept clean and in good repair (unbroken or visibly damaged).	Free of easily visible dust, dirt or any other visually unsightly marks, smudges or smears.	A single opportunity to correct the issues within two working days.	Periodic Inspection/ Customer Feedback	Positive or Negative assessment in CPARS
PRS # 3 The materials must not be obstructed from random or easy view based on the location on the display system (racks, stands etc.).	The informational and educational materials must not be positioned directly behind other material, obstructing a potential customer's ability to view them at a glance.	No deviation allowed	Periodic Inspection/ Customer Feedback	Positive or Negative assessment in CPARS
PRS # 4 The contractor must ensure materials have not run out at any of the listed sites for more than a 24-hour period.	The informational and educational materials should always be available at a rack or display system and not be missing for more than a 24-hour period.	No deviation allowed	Periodic Inspection/ Customer Feedback	Positive or Negative assessment in CPARS

TECHNICAL EXHIBIT 2 – DELIVERABLES

This technical exhibit lists any reports or documentation required as deliverable to include the frequency, number of copies, medium/format and who/where it is to be submitted. A deliverable is anything that can be physically delivered but may include nonphysical things such as meeting minutes. Note: All PWS deliverables should be included in this exhibit.

Deliverable	Frequency	# of Copies	Medium/Format	Submit to
Provide a list of cities and locations where informational and educational materials are displayed.	Must be provided within two days after contract execution and immediately upon any location changes.	1	PDF/MS Word/Email Microsoft Word 2003 (or higher) format	COR
Quality Control Plan	To be submitted for review and acceptance 10 workdays after contract award.	1	PDF/MS Word/Email Microsoft Word 2003 (or higher) format	COR