

## **PERFORMANCE WORK STATEMENT (PWS)**

### **Real Property Support Services III**

**21 May 2026**

#### **1. PURPOSE**

Real Property offices across the Department of Defense (DoD) require support to maintain accurate information within their various Real Property Systems of Record. The inability of a customer to maintain accurate information within a mandated system of record exposes that customer to the likelihood for audit failures, shortage of sustainment funds and inaccurate reporting of facility quantities, conditions, and incorrect space assignments to higher DoD headquarters.

U.S. Army Corps of Engineers (USACE) Huntsville Engineering and Support Center (HNC) seeks to award a non-personal services Performance Based contract to provide on-site or deskside real property support services for DoD customers across the Contiguous United States (CONUS) and specific Non-Contiguous (OCONUS) locations at which DoD has a presence. Contract can be utilized to support all DoD services components (Army, Navy, Air Force, Marines, Space Force) and all DoD agencies (e.g. DIA, DLA, etc.). Place of service could be at the contractor's offices if there is no need to perform work on-site, hereafter referred to as 'desk side's support. Place of service could be on-site and therefore could require travel to any point where a DoD service or agency has a presence. OCONUS nation locations will be specifically listed within this Performance Work Statement (PWS). It is expected that a vast majority of the work will be completed either at the contractor's office location or at a CONUS location. It is a highly unusual requirement which requires travel to an OCONUS location.

The focus of this contract and the underlying task orders issued will be on three aspects of support:

1. Direct Maintenance of the data within the Real Property System of Record; this will include data collection (will not include assessments which require substantial engineering assessments), data review against audit regulations, data entry, data quality and reporting.
2. Provision of Subject Matter Experts (SMEs) on a full-time basis to individual Garrisons to support and/or augment Garrison staff. SME support may extend those fields of expertise necessary to record data into the Real Property Systems of Record listed below. SME support may include Master Planners, Environmental Engineers, Fire Protection Engineers, Certified Playground Inspectors, or other disciplines which support Real Property on an installation, and which are in addition to experts in Real Property Systems of Record support.
3. Standalone studies and analyses. Examples may include requirements analysis, utility analyses, environmental analysis, economic or financial analysis and other such requirements. These studies can include any analysis or study which is not designated as Master Planning analyses under Unified Facilities Criteria (UFC )2-100-1 or which do not lead to construction.

The Government will not exercise any supervision or control over the contract service providers. Contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government. The Contractor shall ensure work meets all applicable Federal, State, and local laws, regulations, and directives.

## **2. BACKGROUND**

Planning and Programming (P&P) Branch provides a variety of facility, master planning, real property, programming and similar support studies for the U.S. Army, Air Force, Navy, Marine Corps, Department of Defense or other agency installation or facility locations worldwide. P&P Branch has leveraged a variety of contract vehicles to meet the needs of its customers. Work products can be defined by the contract vehicle used to provide support. The majority of work products are supported through the use of an Architectural and Engineering (A&E) MATOC. Some of the work products developed by P&P Branch are supported through a Services contract. The focus of this acquisition is on a particular sub-set of support requirements as outline above which will be supported via a Services contract. P&P has historically supported the work products defined within this contract via a number of different contract vehicles and mechanisms. This MATOC will consolidate all non-Architectural & Engineering work into a single acquisition.

## **2. PERFORMANCE OBJECTIVES**

Contractor shall provide subject matter expertise to support various Real Property requirements including:

- 2.1 Audit Readiness & Compliance support – This requirement is for subject matter expertise that understands DoD Real Property management, operations and systems, as well as Generally Accepted Audit Standards (GAAS) in order to assist customers in meeting Real Property Audit Readiness & Compliance guidance and standards. These experts also understand the relationships between the electronic records in the various Real Property IT systems and the hard copy information requirements.
- 2.2 Real Property Information Technology (IT) systems support –This requirement is for subject matter experts proficient in the use of the various DoD Real Property IT systems who also understand management and operations aspects of the business. This requirement DOES NOT include procuring, installing, configuring or troubleshooting hardware or software.
- 2.3 Field Validation & Assessment - This requirement provides subject matter expert support for the creation of new Real Property records and validation update of existing Real Property records. Field data is the “ground truth” data used in the various Real Property IT systems and its accuracy has significant impact on reports to higher headquarters, sustainment funding, etc. Space Management support – This requirement provides subject matter experts that can utilize Real Property data and systems along with various other data types, such as population and/or force structure data to assist customers with development of requirements, space utilization, capacity planning, etc.
- 2.4 Real Property Asset Documentation support - This requirement is for subject matter experts proficient in the use of the various DoD Real Property IT systems who also understand management and operations aspects of the business to create hard copy or electronic documentation required for a Real Property asset record or folder, such as; DD1354’s, Memorandums for Record (MFR), Attestation Memo’s, Asset Photos, etc.
- 2.5 Master Planning Support – This requirement is for subject matter experts proficient in the conduct of Master Planning on an installation (reference UFC 2-100-1). Master Planners will be retained in direct support of the Garrison staff to offset temporary shortfalls in on-site support.

- 2.6 Environmental Support – This requirement is for subject matter experts proficient in the conduct of environmental studies, regulations, National Environmental Policy (NEPA) processes, and other associated processes in support of NEPA. Environmental Support could include engineers but will not include design or new construction support. Environmental Experts will be retained in direct support of the Garrison staff to offset temporary shortfalls in on-site support.
- 2.7 Engineering Support (various disciplines) – This requirement is for subject matter experts proficient in engineering support for Real Property Facilities, process review, facility assessment and review, and other associated processes. Engineering Support will include engineers but will not include design or new construction support. Engineers will be retained in direct support of the Garrison staff to offset temporary shortfalls in on-site support.
- 2.8 Requirements Analysis - A basic level study which establishes the need for a given facility on an installation and is a precursor to the development of a form DD1391 (to be differentiated from the PAX processor system).
- 2.9 Utility Analyses – Establishes and analyzes usage and need for various utility feeds on an installation.
- 2.10 Environmental Analysis – These analyses can encompass a variety of studies and analyses on an installation to include all levels of NEPA analysis.
- 2.11 Economic and Financial Analysis – These analyses can encompass economic analysis, business case analysis, alternatives analysis, life cycle cost analysis, etc. The focus of these analyses is on comparing several alternatives to meeting a given need with the goal of establishing the most beneficial course of action.

Without additional expense to the Government, the Contractor shall obtain and maintain all training required to perform the work under this contract. All work under this contract will be at the Controlled Unclassified Information (CUI) Level.

Task orders for individual customer requirements will be awarded based on the acceptability of the contractor's proposal which shall include a technical approach or project management plan. Task orders will detail the specific technical requirements, deliverables, travel and schedules required by the Government customer. The Contractor shall comply with all applicable Federal, State and Local laws, regulations, agreements, Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA), Status of Forces Agreements (SOFA), and policies.

### **3 SCOPE**

#### **3.1 Geographic Scope of Services**

The scope may involve work in multiple locations throughout the Contiguous United States, Hawaii, and Outlying Areas, as well as, outside the Contiguous United States to include, Germany, Honduras, Italy, Japan, Kuwait, Kwajalein – Marshall Islands, Poland, Qatar, Spain, Republic of Korea, Philippines and United Kingdom. Other foreign jurisdictions outside the Contiguous United States may be added to the geographic scope of the base IDCs if deemed appropriate after an analysis of relevant statutes and regulations, including, but not limited to, the Competition in Contracting Act, and approval of a Federal Acquisition Regulation (FAR) Part 6 Justification and Approval (J&A) for an

out-of-scope change if appropriate, and analysis of international agreement terms between the United States and the respective foreign jurisdiction.

### 3.2 Real Property Systems of Record

The Contractor will collect, create, enter, analyze, edit, maintain and report data in Government systems of record as required by each specific task order. The primary Real Property systems of record are listed below:

GFEBS - General Fund Enterprise Business System

ePRISMs - Enterprise Proactive Real-Property Interactive Space Management Systems

ISR-I – Installation Status Report – Infrastructure

RPLANS - Real Property Planning & Analysis System

PRIDE - Planning Resource for Infrastructure Development and Evaluation

ASIP - Army Stationing and Installation Report (ASIP)

HQIIS - Headquarters Installation Information System (HQIIS)

DART – DPW Analysis & Reporting Tool

INFADS – Internet Navy Facilities Assets Data Storage (INFADS)

MDI – Mission Dependency Index (MDI)

BUILDER – Builder Sustainment Management System (BUILDER is not any acronym) – support will be strictly data entry and data integrity only; data will not be supported by this contract.

Geographic Information Systems (GIS)

Due to the inherent nature of IT systems, systems and system names may be changed, or added, over the course of this contract. If individual contractors cannot provide required expertise, they may “no bid” task orders without penalty.

Specific tasks may require field validation and/or inspection of Real Property assets and records and coordination with facility users/tenants/managers. Contractor shall provide subject matter expertise (when required) in a manner that informs Government staff of the data relationships (within IT systems) and how they may relate to audit compliance or support space planning efforts. Contractor shall obtain necessary access to IT systems.

### 3.3 Subject Matter Expert (SME) Support

Contractor will provide various subject matter experts in direct support of Garrison staff to offset temporary shortfalls in key staffing strengths. Support will be limited to functions and processes that support Real Property, Department of Public Works (DPW), or similar processes. Subject Matter Expert support will not be utilized to support design, construction, or other processes.

### 3.4 Standalone Analyses and Studies

Contractor will provide all labor, equipment and expertise necessary to support the study or analysis as defined within the individual task order. As noted, studies and analysis will not be inclusive of Master

Planning studies as defined within UFC 2-100-1 and will not include any work which leads to design or construction.

3.5 **Workforce.** The Contractor shall commence all operations required by the contract as of the first day of the contract period. Therefore, on the initial day of performance, the Contractor shall provide a work force which is fully qualified and capable of performing all work required under this contract. Upon award of a task order, the contractor will be afforded a 30-day mobilization period in which to develop a team and begin initial execution of contracted work. During the thirty (30) calendar day period immediately prior to the end of the contract (if the Contractor is not awarded the subsequent contract for this service), the Contractor shall permit the successor Contractor (and the successor Contractor's employees) to observe and become familiar with any and all operations under the contract. The Contractor shall not defer any needed repairs or maintenance for the purpose of transferring responsibility to the successor Contractor. The Contractor shall fully cooperate with the successor Contractor and the Government so as not to interfere with their work or duties.

#### 4 CONTRACT REQUIREMENTS

4.1 Contract Period of Performance (PoP) - Work will be accomplished by individual task orders awarded within a 24-month base ordering period and one 36 - month option ordering periods. The Contractor shall complete all work and services under this contract within the period of performance specified in the individual task orders.

4.2 Place of Performance - The location of work to be performed under this contract will be determined by the individual task order.

4.3 Travel/Temporary Duty Station – Travel is subject to individual task order requirements. SEE SECTION 9.

4.4 On Site Logistics Information -

4.5 Federal Holidays - The Contractor's performance shall not be required on the Federal public holidays listed below. Holidays occurring on weekends will be observed as directed by the Federal calendar (5 U.S.C. 6103).

New Year's Day	Labor Day	
Martin Luther King Jr.'s Birthday	Columbus Day	
President's Day	Veteran's Day	
Memorial Day	Thanksgiving Day	
Juneteenth Day	Christmas Day	Independence Day

4.6 Hours of Operation - The Government's regular (normal) hours are from 0600 – 1700 hours, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall conduct business during regular hours. Local work hours may/will vary by location, location dictated.

4.7 Installation Closures - When an unforeseen installation closure occurs on a regularly scheduled day of work, the Contractor shall:

4.7.1 Reschedule the work to be performed the following day unless the following day is a Saturday, Sunday, a legal public holiday, and when routine work is not scheduled for that

day; or

4.8 Reschedule the work on any day mutually satisfactory.

4.9 Inclement Weather Delay - If the Contractor determines unsafe weather conditions for continued operations, Contractor shall request approval from the Contracting Officer (KO) to suspend services. The Contractor shall suspend operations because of inclement weather only after receiving notification from the Contracting Officer's Representative (COR). The Contractor shall resume operations upon receipt of COR concurrence. The Contractor shall provide a contingency plan within thirty (30) days of the contract start date for operations support in the event the Contractor elects to discontinue operations due to inclement weather while the Government is open.

## **5. CONTRACTOR KEY PERSONNEL.**

5.1 Program Manager - The Contractor shall provide a Program Manager (PM) who is responsible for the performance of the work. The PM shall have full authority to act for the Contractor on all contract matters relating to daily operation of the contract. The PM shall be responsible for running the program. The PM may supervise the program team and manages conflicts within different departments. The PM shall plan and set program goals and milestones and develops risk management strategies. The PM shall define resources and schedules for the implementation of the program. The PM shall clearly define requirements and set targets accordingly. The PM shall recognize areas for internal improvement and develop plans for implementing the improvement. The name of this person and an alternate who shall act for the Contractor shall be designated in writing to the KO. The Program Manager or a designated alternative point of contact shall be available to respond to questions or other informational requests from the Government between 8:00 am – 4:00 pm (CST), Monday through Friday except Federal holidays or when the Government facility is closed for administrative reasons. The Program Manager shall be the senior most individual proposed and should have more than ten years of experience performing work in support of multiple real property systems of record listed in the PWS paragraph 3.2 Real Property Systems of Record. The Program Manager will also have more than five years of experience managing or supervising teams of individuals. This individual shall have a minimum of a four year college degree from an accredited university.

5.2 Program Analyst. For all work which is focused on Real Property System of Record support as defined in section 3.2 above, the contractor will provide a Program Analyst lead for the following systems: GFEBS, INFADS, BUILDER and GIS. Designation of a program analyst for other systems listed in section 3.2 may be required at the task order level. The Program Analyst will be defined as an expert in the System of Record being supported. The individual proposed must have 2 years demonstrated experience with the specific system of record on which work is being performed and all underlying modules and be proficient in Microsoft Office and database management. This experience may not be older than 24 months, the preference is that the individual have experience with the system of record within the last 12 months. The experience level of this individual will be reported to the Government and the Government will verify applicability at the task order level. The purpose of this Key Personnel position is to establish a technical focal point for the project similar to the administrative focal point comprised by the Program Manager description above.

5.2.1 The Program Analyst for GFEBS shall have or be able to obtain the following roles in GFEBS:

- Real Property Viewer
- Real Property Maintainer
- Asset Master Data Maintainer
- Business Intelligence Plant
- Property and Equipment Reporter

Due to the inherent nature of GFEBS system roles, systems and system names may be changed, or added, over the course of this contract. If individual contractors cannot provide required expertise, they may “no bid” task orders without penalty.

Individual access to GFEBS may require significant set up time to complete. Completing all necessary training and obtaining the appropriate roles and responsibilities to complete data input, reporting, data quality checks from the system gatekeeper can take several months to complete. The contractor shall take all measures necessary to complete all training and obtaining required roles and responsibilities in the most efficient manner possible. In response to any task order which focuses on work within the GFEBS system, the contractor will need to assess each individual user’s level of access and allow time to complete access requirements. The Government preference is for some, or all of the individuals being proposed to support a GFEBS task order to have already obtained the required roles and responsibilities. The Government realizes that this level of preparation is not always possible.

Access to GFEBS may require each user to obtain a government imaged computer from the installation on which work is being conducted. The process of obtaining a customer imaged computer can be time consuming. The Government customer may not have computers available, may have to order them and once received, will need to correctly image those computers. The contractor will need to allow time to complete this process.

5.3 Technical Managers. The position of technical manager is largely similar to the description of the Program Analyst position described in section 5.2. The difference between the Program Analyst and the Technical Manager lies in the requirement for the Program Analyst to function as a technical lead for all task orders under contract at any given time. The Technical Manager provides support for a specific real property system of record on one or more task orders. The Program Analyst provides support for all real property systems of record on all task orders. At lower operational tempo, the Program Analyst can function as a Technical Manager. At higher operational tempo, when there is a need, these two functionalities may be separated. As with the Program Analyst, the individuals proposed must have 2 years demonstrated experience with one or more real property systems of records as listed in section 3.2. The individual proposed as a technical manager can have experience in any system listed but must demonstrate some level of expertise with real property systems of record. The exact nature of the requirements for systems of record experience will be documented within the PWS. This experience may not be older than 24 months, the preference is that the individual have experience with the system of record within the last 12 months. The contractor must be able to demonstrate a depth of experience with real property systems of record beyond the individuals proposed for the Program Manager and Program Analyst positions.

5.4 Subject Matter Expert Support. Qualifications and experience for each Subject Matter expert will be defined within the individual task order.

5.5 Qualification Standards. Key personnel shall not be added to or removed from the contract without

express acknowledgement of the COR. Any changes to the working status of key personnel shall be transmitted (in writing) to the KO/COR within ten (10) workdays of the proposed change. If, for any reason, any of the key personnel becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 workdays, the Contractor shall promptly replace personnel with personnel who possess qualifications equal to or better than that of the original employee. The Contractor shall ensure all key personnel terminated or released from employment under this contract are replaced within thirty (30) workdays of the termination. The Contractor shall ensure that terminated or unavailable personnel turn in CAC cards. Contractor is responsible for recruiting personnel who meet the qualifications for each of the key personnel labor categories. Contractor shall provide copies of resumes of appropriate candidates to the COR for approval (selection) prior to the Contractor's hiring action and onboarding process. This includes recruitment actions through subcontractors for personnel performing work under this contract. The Contractor shall be responsible for ensuring all personnel performing work under this contract possess and maintain current Information Assurance Technician (IAT) Level I professional certification during the execution of this contract.

- 5.6 Prior to employees beginning work under the terms of this contract, the Contractor will ensure that personnel shall be fully qualified and skilled to perform the work in which they are assigned under this Contract. The Contractor shall provide objective evidence of key personnel qualifications and years of experience to the KO for review and acceptance. The Contractor shall provide its personnel with specific training, certifications and clearances as required to perform tasks.
- 5.7 Contractor personnel performing work under this contract shall have and maintain a favorable National Agency Check with Written Inquiries (NACI) at time of the contract start date and for the life of the contract. The Program Manager and any individuals designated as key personnel shall be able to understand, speak, read, and write the English language. They shall have a command of both the written and spoken English language to communicate in person properly, clearly, and effectively or via electronic devices (telephone or Email) with co-workers, customers, and the general public.
- 5.8 Contractor Identification. The Contractor shall ensure all personnel be identified as a Contractor to distinguish themselves (e.g., badge, company logo, or uniform) from Government employees while on site. The Contractor shall ensure all correspondence and reports produced are marked as Contractor products or that Contractor participation is disclosed.
- 5.9 Standards of Conduct. Contractor personnel's conduct shall not reflect discredit upon the Government. The Contractor shall ensure all personnel present a professional appearance while working on the Government installation. The Contractor's employees shall observe and comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substance. The Contractor shall ensure all Contractor employees, providing services under this contract, conduct themselves, and perform services in a professional, safe, and responsible manner. The Contractor shall remove, from the job site, any employee for reasons of misconduct or security. The Contractor shall ensure employee conduct complies with 41 USC 423, Procurement Integrity. The Contractor shall also ensure that no Contractor employees conduct political related activities or events on the installation. The removal of such a person shall not relieve the Contractor of the requirement to provide personnel to perform adequate and timely service.



## **6 SAFETY AND ACCIDENT REPORTING**

- 6.1 The contractor shall be required to comply with all federal, state and local SOH requirements, to include OSHA standards and EM 385-1-1 (whichever is the most stringent) other measures as necessary. Also, the contractor is required to conform to installation safety requirements and will adhere to them.
- 6.2 In accordance with FAR 52.236-13, Alt I, Accident Prevention, the Contractor shall comply with the latest version of U.S. Army Corps of Engineers (USACE) Safety and Health Requirements Engineering Manual (EM) 385-1-1 (EM 385-1-1), including any interim revisions in effect at the time of the solicitation, as well as any current state, federal, and local regulations.
- 6.3 The contractor shall adhere to safe work practices and to local safety rules for each site. Prior to the performance of any work on site, the contractor shall prepare, submit, and will have obtained approval on the appropriate type of Accident Prevention Plan as specified in each task order. These plans are to be prepared and executed in accordance with the EM 385-1-1 as appropriate. There are three potential types of plans:
- 6.3.1 Site Visit Accident Prevention Plan (SVAPP): This plan would be used when the firm is visiting either an actual construction site or data-gathering location only for the purposes of data-gathering or meetings. There would be no direct participation in construction activities and interaction with hazardous equipment. No less than two weeks prior (COR) an SVAPP for approval by the HNC Safety Office. Contractor will only engage in finalizing travel arrangements (airfare purchase) after receipt of the approved SVAPP (signed Form 7) from the COR. Contractor shall not execute any official site visit without an approved SVAPP.
- 6.3.2 Accident Prevention Plan (APP): This plan would be used when the firm is fully involved in a number of construction-related activities. This could include continuous involvement at the construction site, the performance of hazardous materials surveys, and measurement & verification work involving commissioning activities.
- 6.4 The Contractor is required by regulation to develop and maintain a written Corporate Safety and Health Program (SHP) in compliance with the requirements of the Occupational Safety and Health Administration (OSHA), EM 385-1-1, 29 CFR 1910, 29 CFR 1926, 29 CFR 1960, and FAR 52.236-13.
- 6.5 Site and Safety Health Officer (SSHO) - The Contractor must employ a minimum of one Competent Person IAW the EM 385-1-1 Chapter 2-8.b at each project site to function as the Site Safety and Health Officer (SSHO). The requirements of the SSHO shall be determined at the Task Order level.
- 6.6 . Exposure Hour and Mishap Reporting.
- 6.6.1 Exposure Hour Reporting (Monthly man-hour reporting) - In accordance with EM 385-1-1, the Contractor shall complete a monthly summary report of accident experience,

exposure, Restricted Duty (RD) and Lost Workdays (LWD). The report shall be on the electronic data collection tool provided by the CEHNC Safety described as total hours associated where workers are exposed to the activity hazards and forwarded to the Government Designated Authority (GDA) no later than close of business (COB) the 7th day of the following month if required at the TO level.

- 6.6.2 Mishap Reporting – All mishaps shall be reported in accordance with the EM 385-1-1 Chapter 2-8.d, utilizing ENG Form 3394 (Mishap Notification and Investigation). The Contracting Officer and Huntsville Center Safety Office shall be notified as soon as practical, but no more than twenty-four hours, after any mishaps, including recordable accidents, incidents, and near misses. All mishap notifications will be submitted in accordance with the task order.

## **7. SECURITY/ACCESS TRAINING & REPORTING REQUIREMENTS**

### **7.1 Access and General Protection/Security Policy and Procedures**

Contractor and all associated sub-contractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements (Federal Acquisition Regulations (FAR) 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. All contractor and associated sub-contractor employees who require physical access for contract performance shall present an Acceptable Identity Source Document, as identified in Section 2 of Attachment 4 of DoD Directive-Type Memorandum 09-012, “Interim Policy Guidance for DoD Physical Access Control” (available at <http://www.dtic.mil/whs/directives/corres/pdf/DTM-09-012.pdf>) to access the installation.

The Contractor shall maintain awareness of contractor or subcontractor employees who have been vetted and approved to access the installation and shall notify the Contracting Officer and COR in writing within 48 hours of any contractor or sub-contractor employee who resigns, is terminated, or for any other reason is no longer authorized to access the installation for the purpose of performance of this contract.

In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

### **7.2 Antiterrorism (AT) Level I Training**

All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, controlled access areas, or requiring network access, shall complete AT Level I Awareness Training within 30 calendar days after contract award date. The contractor shall submit certificates of completion for each employee and/or subcontractor employee, to the COR or to the Contracting Officer (if a COR is not assigned), within 5 calendar days after completion of training by all employees and sub-contractor personnel. AT Level I Awareness Training is available at the following website: <https://atlevel1.dtic.mil/at/>.

### 7.3 Threat Awareness Reporting Program (TARP) Training

Threat Awareness Reporting Program. Per AR 381-12 Threat Awareness and Reporting Program (TARP), all Contractor employees, to include subcontractor employees, must receive annual TARP training by a CI agent or other trainer as specified in 2-4b. Authorized web-based TARP training for CAC card holders is available at the following website: <https://www.us.army.mil/suite/page/655474>

This training must be completed within ninety (90) calendar days of contract award and within ninety (90) calendar days of new employees commencing performance. Signed documentation (certificate and/or memorandum of completion) must be reported to the COR and forwarded to the installation Security Office No Later Than (NLT) five (5) calendar days after Contractor employee completion. Awareness training will be held annually thereafter if applicable. In addition, all Contractor employees, to include subcontractor employees, will report threat-related incidents, behavioral indicators, and other matters of Counter Intelligence (CI) interest specified in AR 381-12, chapter 3, to the nearest military CI office, the Federal Bureau of Investigation, or the Defense Security Service.

### 7.4 Operational Security (OPSEC) Training

Personnel shall maintain security clearances as registered and approved in Joint Personnel Adjudications System (JPAS); personnel must maintain a valid Common Access Card registered with approved credentials in Army Knowledge On-line.

The Contractor shall follow the most current installation OPSEC Plan as well as annexes and updates; the contractor is not required to develop their own OPSEC Plan. The Contractor should be able to answer the following questions after a review of the installation OPSEC Plan.

- What is this installation critical OPSEC information?
- What critical information am I personally responsible for protecting?
- How is the threat trying to acquire my critical information?
- What steps are being taken to protect our critical information?
- Who is my installation OPSEC Officer (in order to report an OPSEC concern, compromise, or ask an OPSEC question)?

This requirement shall be flowed down to all subcontractors with access to Controlled Unclassified Information (CUI). The installation OPSEC Plan will be made available to appropriate personnel by request to the On-site Lead.

Additionally, the following are specific OPSEC measures that the contractor shall follow to the greatest extent possible without sacrificing effectiveness or efficiency:

- Avoid repetitive or stereotyped tactics and procedures for executing operations or activities in terms of time, place, and event sequencing.
- Dispose of all Army products as classified trash.
- Follow all applicable guidelines for Controlled Unclassified Information.
- Avoid bulletin board plan of the day or planning schedule notices that reveal when events will occur at the installation.

Requirement for OPSEC training. Per AR 530-1 Operations Security, the contractor employees must complete Level I OPSEC Awareness training. New employees must be trained within thirty (30) calendar days of their reporting for duty and annually thereafter.

All new contractor employees will complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR, within 5 calendar days after completion of training. OPSEC awareness training is available at the following websites: <https://www.iad.gov/ioss/> or <http://www.cdse.edu/catalog/operations-security.html> .

#### 7.5 Information Assurance (IA)/Information Technology (IT) Training

All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working in IA/IT functions must comply with DoD and Army training requirements in DoD 8570.01, DoDM 8140.03 and AR 25-2 within six months of employment.

#### 7.6 Escort Requirements

All contractor and all associated sub-contractor employees requiring physical access to sensitive areas or areas where they may be exposed to classified and/or sensitive material will be escorted by a government employee or command-designated representative while in those areas. The Contractor shall coordinate with the COR and/or the Garrison Security Office (GSO) for escorted access when required.

#### 7.7 Photography

The Contractor shall ensure that all photography planned or conducted, whether in support of this contract or recreational in nature, conducted by any contractor and sub-contractor employees, is coordinated with the Garrison Security Office for Operations Security and Public Affairs review. Unauthorized photography of any DoD installation may be punishable under 18 U.S. Code § 795.

### **8. ADDITIONAL REQUIREMENTS**

8.1 The Contractor shall not in any way represent the United States (U.S.) Government, or that it has the authority to contract or procure supplies for the account of the United States of America (USA).

8.2 Cybersecurity Maturity Model Certification (CMMC) Requirements. Contractor will comply with all requirements of DFARS 252.204-7021 “Contractor Compliance With the Cybersecurity Maturity Model Certification Level Requirements”. Designation of information to be handled and the resulting certification level required will be included within the performance work statement of the individual task orders at the point of award.

8.3 Quality Control Plan. The Contractor shall develop, maintain, and submit a QCP to the KO and the COR for acceptance within thirty (30) calendar days after the contract is awarded. The

Contractor shall provide and maintain a QCP that is acceptable to the KO. Changes to the Contractor's QCP shall be submitted to the KO for review and approval within five (5) business days prior to implement

8.4 Pre-screen candidates using E-Verify Program. All contractor and all associated sub-contractors' employees requiring physical access to installations for contract performance shall be pre-screened by the Contractor using the E-Verify Program (<http://www.dhs.gov/E-Verify>) website to meet the established employment eligibility requirements and shall provide only eligible employees for contract performance while on the installation.

8.5 Personnel Listing. Within 10 calendar days after award notification, the Contractor shall provide and maintain a personnel listing to the COR and installation Security Office which lists all contract employees, to include:

- Full Given Name (last, first, middle)
- Social Security Number
- Date of Birth
- Place of Birth (city, state, country)
- Citizenship (If not a US citizen, provide Alien Registration/Passport numbers)
- Contract Title Position
- Contract #
- Contract Start and End Date
- COR

Any changes to the listing must be reported to the COR and installation Security Office within one (1) business day.

#### 8.6 Common Access Cards (CAC)

8.6.1 For contractors requiring Common Access Card (CAC). The contractor and all sub-contractors employees will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an interim CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management."

8.6.2 For contractors who do not require CAC, but require access to a DoD facility or installation contractor and all associated sub-contractor employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05 / AR 190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative, as NCIC and TSDB are available), or, at Outside the

Continental United States OCONUS locations, in accordance with status of forces agreements and other theater regulations.

- 8.6.3 CAC Accountability. The Contractor shall ensure that all contractor and sub-contractor employee Common Access Cards ; badges, passes or other access credentials which were issued under this contract are surrendered to the COR upon completion of the contract. CACs, badges, passes and other access credentials are DoD property and failure to surrender them may be punishable under 18 USC § 701.
- 8.6.4 Contractor Identification. The Contractor shall ensure all personnel be identified as a Contractor to distinguish themselves (e.g., badge, company logo, or uniform) from Government employees while on site. The Contractor shall ensure all correspondence and reports produced are marked as Contractor products or that Contractor participation is disclosed.
- 8.6.5 Motor Vehicle Operators. Contractor's personnel, whose tasks involve operation of any vehicles, shall possess a valid driver's license, certificates, and permits applicable for the type and class of vehicle being operated, to include proof of auto insurance. In some cases, other local requirements may be required depending on area to be visited.
- 8.6.6 Contractor Vehicle Registration. The Contractor shall register all Contractor-owned or operated vehicles operating on an installation upon contract start date. The Contractor shall complete all applications with the installation Provost Marshal. The Contractor shall contact the Directorate of Emergency Services or COR for clarification if needed. Evidence of vehicle ownership and vehicle liability insurance must be presented upon application of vehicle registration.
- 8.6.7 Physical Security. The Contractor, at the close of each work period shall safeguard and secure all Installation Property and maintain a physical security checklist or log (e.g., Standard Form (SF) 701, Activity Security Checklist), which will be forwarded to the COR, NLT the tenth (10th) of each month, following the month of surveillance.
- 8.6.8 Keys. The Contractor shall reimburse the Government for replacement of locks or for re-keying required as a result of losing any key. In the event a master key is lost or found to have been duplicated, all locks and keys for that system shall be replaced and the total cost charged against the Contractor. The Contractor shall report to the COR/ACOR (Administrative Contracting Officer's Representative) any occurrence of a lost key within one (1) hour of discovery of the loss. The Contractor shall prohibit the use of Government issued keys by any person other than authorized Contractor employees. The Contracting Officer and his designated representative shall have access to any Contractor controlled point providing entry to any Government owned property.

The Contractor shall establish a control system to ensure no keys issued to the Contractor by the Government are lost, misplaced, or used by unauthorized persons. Government keys shall not be duplicated by the Contractor without the COR's/ACOR's authorization. Procedures developed to control Government keys shall be included in the Contractor's

QCP. The Contractor shall comply with AR 190-13 The Army Physical Security Program and AR 190-51 Security of Unclassified Army Property (Sensitive and Non-sensitive, applicable to key and lock.

8.6.9 Workforce. The Contractor shall commence all operations required by the contract as of the first day of the contract period. Therefore, on the initial day of performance, the Contractor shall provide a work force which is fully qualified and capable of performing all work required under this contract. Upon award of a task order, the contractor will be afforded a 30-day mobilization period in which to develop a team and begin initial execution of contracted work. During the thirty (30) calendar day period immediately prior to the end of the contract (if the Contractor is not awarded the subsequent contract for this service), the Contractor shall permit the successor Contractor (and the successor Contractor's employees) to observe and become familiar with any and all operations under the contract. The Contractor shall not defer any needed work for the purpose of transferring responsibility to the successor Contractor. The Contractor shall fully cooperate with the successor Contractor and the Government so as not to interfere with their work or duties.

8.7 Addressing DEI Discrimination by Federal Contractors: In connection with the performance of work under this contract, [the contractor/appropriate party (contractor)] agrees as follows:

- 8.7.1 The contractor will not engage in any racially discriminatory DEI activities, as defined in section 2 of the Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors);
- 8.7.2 The contractor will furnish all information and reports, including providing access to books, records, and accounts, as required by the contracting agency pursuant to the Executive Order of March 26, 2026 (Addressing DEI Discrimination by Federal Contractors), for purposes of ascertaining compliance with this clause;
- 8.7.3 In the event of the contractor's or a subcontractor's noncompliance with this clause, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor or subcontractor may be declared ineligible for further Government contracts;
- 8.7.4 The contractor will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the contracting department or agency and take any appropriate remedial actions directed by the contracting department or agency;
- 8.7.5 The contractor will inform the contracting department or agency if a subcontractor sues the contractor and the suit puts at issue, in any way, the validity of this clause; and
- 8.7.6 The contractor recognizes that compliance with the requirements of this clause are material to the Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code (False Claims Act)."

## **9. TRAVEL**

All required travel will be detailed in each individual task order (if required). Travel costs shall be firm fixed price and shall comply with the Federal Travel Regulations and the Government Joint Travel Regulations (JTR) in accordance with FAR 31.205-46.

(Website <http://www.perdiem.osd.mil/regchgs.htm>).

Profit or handling charges are not allowed. All aircraft travel arrangements shall include refundable airline tickets. The Contractor shall provide documentation with each task order proposal and subsequent invoice demonstrating that travel is estimated utilizing the appropriate FY, anticipated site visit schedule and rates.

## **10. PERSONAL SERVICES**

The COR has been briefed on the avoidance of personal services and those actions that represent personal services. The Client Agency has determined that the use of contract support to satisfy the requirements of this Task Order is in the best interest of the government (economic and other factors considered).

The Client Agency has determined this contract is not being used to procure services prohibited by Subpart 37.1 of the Federal Acquisition Regulations.

To counter the circumstances that infer personal services and to preserve the non-personal nature of this contract, the Contractor shall adhere to the following guidelines in the performance of the task:

- Provide for direct supervision of all contract employees assigned to the task.
- Refrain from discussing issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the COR.
- Ensure close communication/coordination with the COR, reporting problems to the COR as they occur (not waiting for a monthly meeting).
- Do not permit government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government job.
- Do not assign contractor personnel to work under direct government supervision.
- Maintain a professional distance from government employees.
- Provide contractor employees with badges, if appropriate, identifying them as contractors.
- Ensure proper communications with the government (technical discussion and government surveillance is okay, but the government cannot interfere with the contractor's legitimate exercise of discretion in meeting contractual requirements).



- Assign a task leader to the task order. The task leader or alternate should be the only one who accepts tasking from the assigned government point of contact or alternative.
- Use work orders to document and manage the work and to define the details of the assignment and its deliverables. The government has the right to reject the finished product or result and this does not constitute personal services.
- When travel is required for the performance on a task, the contractor personnel are only to travel as directed by their contract management.
- The contractor shall provide suitable marking on all documents or reports generated, per FAR 11.106 and meet all other terms of this regulation.
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## **11. INVOICE PROCEDURES**

All invoices shall be prepared using Engineer Form 93 (ENG 93) and shall be submitted only to the U.S. Army Engineering Corps of Engineers, Huntsville Center (CEHNC) for technical review and payment. The method for submitting invoices is by email distribution to the following address: [PandP@usace.army.mil](mailto:PandP@usace.army.mil).

Only when accepted by the COR would the Contractor be authorized to mail invoices to following address in lieu of the above email box address.

U.S. Army Engineering and Support Center, Huntsville  
 ATTN: CEHNC-ISPM/Technical POC  
 P.O. Box 1600  
 Huntsville, AL 35807-4301

All invoices shall include a copy of the monthly status report or other supporting documentation.

## **12. MONTHLY STATUS REPORTS**

The Contractor shall prepare and submit monthly status reports (MSR) for this performance work statement to the Contracting Office and Contracting Officer's Representative no later than the fifth (5th) calendar day of each month of performance. Acceptable format for the reports is Microsoft Word or Microsoft Excel. The MSR shall contain the following information:

- Project Name, Location and Contract/Task Order identification
- Day/month/year of MSR
- Points of Contact
- Contract number and task order number
- Number of Personnel support task order award
- Correspondence and meeting minutes recording events during the monthly period. Describe discussion, unresolved issues, and conclusions determined during discussion.

- A brief narrative description of the progress made for each project during the reporting period directly related to this performance work statement and the Project Management Plan.
- Percentage of all work and specific tasks accomplished and to be accomplished within the next reporting period.
- The Contractor shall develop a standardized format outlining task paragraph reference, date completed, date acknowledged and accepted by the COR, with task percentage allowance IAW this performance work statement.
- Itemized schedule IAW format presented in the task order PWS and as approved by the COR. Basis of approval will be consensus of kickoff schedule by the installation and the contractor; and production and review schedule as coordinated during official on-site meeting. Any contractor proposed changes to schedule shall be submitted solely to the COR before contacting PC team participants.
- Itemized meetings (proposed or conducted) that have and have not been accepted by Contacts in the task order performance work statement.
- Itemized critical and routine issues. Critical issues must be relayed immediately in writing and/or telephonically to KO and COR.
- Indicate all significant conferences, meetings, discussions, verbal directions, and telephone conversations relative to this performance work statement.
- Percentage of completed tasks to total tasks
- Summary work actions accomplished within same month
- COR approved Task Execution Schedule. Any required deviations to report actual schedule shall be preapproved by the COR prior to reporting on the MSR Baseline schedule – the original schedule accepted by the customers and COR.
- Summary of tasks completed during the reporting period.
- Issues or constraints that require either policy decisions or Contracting Officer or COR guidance.
- MSR shall not contain cost information. MSR shall be attached to each progress payment request and final payment request.
- May also require locally defined reporting of status of project.

### **13. 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 of 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. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and 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 OC.

#### **14. GOVERNMENT PROPERTY FACILITIES AND SERVICES.**

- 14.1 GOVERNMENT PROPERTY. There will be no Government property provided for contractor use on this contract. The contractor shall supply the necessary personnel, supplies, equipment, transportation, tools, materials, supervision and any other items required for the successful completion of the task order.
- 14.2 FACILITIES. The Government will provide the Contractor workspace for the Contractor staff. The Contractor is responsible for maintaining the upkeep of the facilities.
- 14.3 SERVICES. The Government will provide utilities for the facility provided for the Contractor's use in performance of tasks outlined in this PWS (this applies to task orders requiring daily on-site presence of contractor personnel). The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

#### **15. CONTRACTOR FURNISHED**

The Contractor shall provide personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, other items, beyond or in addition to those that may be by the Government, required for successful completion of the task order.

#### **16. QUALITY ASSURANCE (QA)**

The government shall evaluate the contractor's performance under this Performance Work Statement in accordance with the Quality Assurance Surveillance Plan (QASP). The QASP will be included with specific task orders that address specific tasks. 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 minimum acceptable defect rates.

#### **17. SERVICE CONTRACTING REPORTING (SCR)**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report Contractor manpower information (including subcontractor manpower information) required for performance of this

contract. The Contractor shall submit all the information required in the format specified at the following web address: <https://Sam.Gov/entity-reporting>. The required information includes the following: Contract Number; Task Order Number; Requiring Activity Unit Identification Code (UIC); Command; Contractor Contact Information; Federal Service Code (FSC); Direct Labor Hours; Direct Labor Dollars; Location Information (where Contractor and subcontractors (if applicable) performed the services. The Contractor shall fill in the above fields within the website. The reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 15 October of each calendar year.

## **18. PRIMARY GOVERNMENT POINTS OF CONTACT (POC) - ROLES & RESPONSIBILITIES**

The following provides the Governments roles and their respective authority during the performance of the contract:

On-Site Customer Lead - This person sets priorities for the work efforts contained within the task order. Additionally, they are the primary point of contact for work related technical, site and system access issues. They also provide critical input to the COR as to the quality and acceptability of deliverables. This person has no contractual authority and is not authorized make changes to any terms of the contract or task order.

Contracting Officer (KO) - The KO is the only person authorized to direct changes in any of the requirements under this contract or task orders, and, notwithstanding any provisions contained elsewhere in this contract, said authority remains solely with the KO. In the event the Contractor makes any change, at the direction of any person other than the KO, the change shall be considered to have been made without authority and solely at the risk of the Contractor. All contract administration will be affected by the KO. Communications pertaining to contractual administrative matters shall be addressed to the KO. No changes in or deviation from the terms and conditions shall be affected, without a written modification to the contract, executed by the KO authorizing such changes. The KO will approve all submittals and plans required in this PWS.

Contracting Officer's Representative (COR) - The KO will appoint a COR during the performance of this contract. The COR will perform IAW the responsibilities and duties identified in the appointment letter. COR's are assigned for each task order.

## **19. CONTRACT Point of Contact (POC)**

TBD

## **20. TASK ORDER POC'S**

Assigned separately to each task order

## **21. PERFORMANCE REQUIREMENT SUMMARY (PRS)**

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of

service required for each requirement. These thresholds are critical to mission success. Each Task Order awarded from this Multiple Award Task Order Contract (MATOC) Indefinite Delivery Indefinite Quantity (IDIQ) will have its own PRS specifying how the Government will evaluate acceptable performance.

## **22. PERFORMANCE METRICS**

The performance evaluation of the contractor will be based on performance metrics. Specific performance metrics will be addressed within each task order. Performance for each evaluation criteria will be scored as superior, acceptable, marginal, or unacceptable. Evaluation will be based on the criteria listed in the table below and measured against objectives established in each individual task order: quality, timeliness, safety, conformance, and management.

<i>Performance Standard</i>	<i>Superior Performance</i>	<i>Acceptable Performance</i>	<i>Marginal Performance</i>	<i>Unacceptable Performance</i>
Quality	Contractor exceeds the requirements in the PWS for the milestone/deliverable. Deliverables/milestones are approved after one round of comments from USACE and Regulators and no revisions are required.	Contractor meets the requirements in the PWS for the milestone/deliverable. Deliverables/milestones are approved with two rounds of comments received from USACE and Regulators and no further revisions are required.	Contractor does not meet the requirements in the PWS for the milestone/deliverable. Deliverables/milestones require more than two rounds of USACE and Regulators comments before being approved.	Contractor does not meet the requirements in the PWS for the milestone/deliverable. Milestone/deliverable is never accepted.
Timeliness	Contractor provides acceptable milestones/deliverables resulting in overall project completion 10% ahead of schedule.	Contractor provides milestone/deliverable according to the schedule.	Contractor provides milestone/deliverable behind the project schedule but not causing a delay in the schedule.	Contractor provides milestone/deliverable behind the project schedule resulting in new delay. Performance delays >10% deviation from project schedule.
Safety	No reportable or lost time accidents.	No reportable or lost time accidents above industry standards.	Reportable lost time accidents above industry standard; no regulatory citations.	Contractor has lost time accidents above industry standard and received regulatory citation for noncompliance.
Conformance	Conformance with the PWS and other contractual obligations in an excellent manner.	Meets the standard for superior performance except for minor differences or omissions that do not negatively impact the project.	Commits significant exception to best practices or major omission that requires additional work to resolve or minor delays to the project milestones/schedule.	Commits multiple exceptions to best practices and/or major omissions that results in regulatory intervention, threat offline or stop work, with major disruption in project milestones/schedule.

Management	Labor Management is optimally effective and ensures complete compliance with requirements of the PWS.	Planning and control of labor is mostly effective and ensures sound compliance with requirements of the PWS.	Significant lapse in planning and/or control of labor which requires some rework or minor delays to the project.	Multiple lapses in planning and/or control of labor, which requires CO or COR intervention to resolve and has a significant impact on project milestones and schedule.
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**END OF DOCUMENT**