

PERFORMANCE WORK STATEMENT

FY 2026

Statement of Work
CADD-GIS Drafting Support Service
For The
Directorate of Public Works
1480 Veterans' Parkway
Fort Stewart, GA 31314-4928

19 February 2026

PART 1 GENERAL INFORMATION

1. **GENERAL:** This is a non-personal services contract to provide ***CADD-GIS Drafting Support Services for the Directorate of Public Works***. 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 and non-personal services necessary to perform ***CADD-GIS Drafting Support Services for the Directorate of Public Works*** as defined in this Performance Work Statement except for those items specified as Government Furnished Property and Services. The Contractor shall perform to the standards in this contract.
- 1.2 **Background and Objectives:** The objective of this task is to provide scaled engineering CADD drawings and facility maps from engineer's sketches and GIS databases ready for construction and for collecting, analyzing, checking, correcting, and retrieving for dissemination associated job related data required for documenting and transmitting work outside of the Directorate.
- 1.3 **Task Specific Networking Environment:**
 - 1.3.1 Hardware: PC Workstation, Printers, plotters, and scanners.
 - 1.3.2 Software/ Operating Systems: Windows 10.
 - 1.3.3 Software/Applications: Microsoft Office (Professional Suite), MicroStation Connect Edition, ArcPRO GIS, Information Handling System (IHS), Information Facilities System (IFS).
 - 1.3.4 Networking: Windows 10.
- 1.4 **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 shall read as follows:

Base Year
Option Year I
Option Year II
Option Year III
Option Year IV
- 1.5 **General Information**

- 1.5.1 Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this Performance Work Statement. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The Contractor shall submit a Quality Control Plan to the Contracting Officer and Contracting Officer's Representative no later than 30 calendar days after contract award via electronic mail. After acceptance of the Quality Control Plan the Contractor shall receive the Contracting Officer's acceptance in writing of any proposed changes to the submitted Quality Control Plan. The Contractor must abide to all Federal, State, and Garrison Safety Standards of personnel to include, Personal Protective Equipment (PPE).
- 1.5.2 Quality Assurance: The government shall evaluate the Contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. 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 rate(s).
- 1.5.3 Recognized Holidays: The Contractor is NOT required to perform services on the following federal holidays.
- New Year's Day
Martin Luther King Jr.'s Birthday
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
- 1.5.4 Hours of Operation: The Contractor is responsible for conducting business, between the hours of 0730 to 1600 local time, Monday thru Friday 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 must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this Performance Work Statement when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are paramount.
- 1.5.5 Place of Performance: Work is to be performed on-site at the following locations: Directorate of Public Works, Fort Stewart and Hunter Army Airfield, Georgia.
- 1.5.6 Type of Contract: The Government will award a Firm Fixed Price (FFP) Contract for the Period of Performance (POP).
- 1.5.7 Security Requirements: The Contractor and all associated sub-contractor employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by the government representative). The Contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by the Installation Provost Marshal Office, Director of Emergency Services, or Security Office. The Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA, and/or local policy. 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.
- 1.5.7.1 Anti-Terrorism Level 1 Training: All Contractor employees, to include subcontractor employees, requiring access Army installations, facilities and controlled access areas shall complete Anti-Terrorism Level 1 Awareness Training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee, to the COR or to the

Contracting Officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. Anti-Terrorism Level 1 Awareness Training is available at the following website: <http://jko.jten.mil>

- 1.5.7.2 iWATCH Training: The Contractor and all associated sub-Contractors shall brief all Contractor employees on the local iWATCH program in coordination with information provided by the COR. This local developed training shall be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within **30** calendar days of contract award and within **30** calendar days of new employees commencing performance with the results reported to the COR NLT **30** calendar days after contract award.
- 1.5.7.3 OPSEC SOP/Plan: The Contractor shall adhere to the Government's Operations Security (OPSEC) Standard Operating Procedure (SOP)/Plan during the entire period of performance.
- 1.5.7.4 OPSEC Training: In accordance with AR 530-1, all Contractor personnel shall complete Level I Operations Security (OPSEC) training which is composed of both initial and continual awareness training (annually). All newly assigned personnel, within the first **30** days of arrival in the organization, shall receive initial training to include a briefing on the organizations critical information. The end state of initial and continual awareness training is that each individual should have the requisite knowledge to safeguard critical information.
- 1.5.7.5 Access and General Protection/Security Policy and Procedures. The Contractor and all associated subcontractor employees shall comply with applicable installation, facility, and area commander installation/facility access and local security policies and procedures (provided by government representative). The Contractor shall also 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 workforce shall comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. 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.
- 1.5.7.6 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property provided for Contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.
- 1.5.7.7 Contractor Employees Who Require Access to Government Information Systems: All Contractor employees and associated subcontractor employees, with access to a government information system, must be registered in the *ATCTS* (Army Training Certification Tracking System) at commencement of services and must successfully complete the *DoD Cyber Awareness Challenge* and Information assurance/information technology training prior to access to the information system and then annually thereafter. See Paragraph 1.7 for additional requirements.
- 1.5.7.8 Conservation of Utilities: 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 includes turning off the water faucets or valves after using the required amount to accomplish the necessary cleaning.
- 1.5.7.9 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.
 - 1.5.7.9.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of

locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

- 1.5.7.9.2 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

- 1.5.8 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. The Contracting Officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the government views the Contractor's performance and the contractor 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.

- 1.5.9 Contracting Officer Representative (COR): The COR for this contract is

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The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government 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.

- 1.5.10 PARAGRAPH DELETED.

- 1.5.11 Identification of Contractor Employees: All contract personnel 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 members 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.

- 1.5.12 Telephone Usage: Contractor employees shall not use Government telephones at the work site for personal reasons or make any toll or long distance calls.

- 1.5.13 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 Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

- 1.5.14 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 which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. 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 effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6 NETWORK ACCESS

1.6.1 General: This contract requires access to Government Information Management and Information Technology (IM/IT) services.

1.6.1.1 Responsibilities: In accordance with all laws, policies, and regulations applicable to the operation or use of IM/IT the Contractor shall:

1.6.1.2 Ensure that office practices, procedures, and processes using information resources and information technology are in compliance.

1.6.1.3 Comply with policies with respect to personal use of Government automation and communications resources to control employee use of Government provided IM/IT equipment for unofficial purposes.

1.6.1.4 Will not use Government-furnished IT or services for non-Performance Work Statement related purposes.

1.6.1.5 Protect the integrity and security of IM/IT resources, and prevent unauthorized access to IM/IT systems and equipment.

1.6.1.6 Submit to the Contracting Officer a "Disaster and Recovery Plan" for mission-critical information / data for approval by the start of full performance. In addition, at least six months after the first performance period start date, or as necessary, this plan shall be formally updated to reflect the Contractor's current methodology, assuming the benefits of lessons learned. The plan shall then be reviewed and updated at least annually on the anniversary date of the first update, and shall provide an annual assurance certification describing tests performed, weaknesses found, and any corrective actions taken or needed.

1.6.1.7 All Contractor-acquired automated data processing (ADP) property will be handled in accordance with the FAR/DFAR. All purchases or requests for purchases must be approved by the Contracting Officer. The Contractor shall designate an IM/IT-ADPE custodian(s), in writing.

1.6.1.8 Request additional services needed to perform work under this performance work statement to the designated Government representative. The Contractor shall use these services only for official business directly related to the performance of services included in this Performance Work Statement.

1.6.1.9 Within thirty (30) calendar days of the start date of the first performance period, the Contractor and a Government representative shall conduct a joint inventory of ADP equipment.

1.6.2 Government Responsibilities:

1.6.2.1 The Government will provide necessary data communications service to support performance of the services included in this Performance Work Statement. The Contractor shall request additional services to the designated Government representative.

1.6.2.2 The Government will furnish IM/IT services to include approved software to the minimum extent necessary for mission accomplishment.

- 1.6.2.3 The Government will provide all aspects of desktop and laptop computing, electronic messaging, inter/intra installation connectivity, configuration management, and remedial/preventive maintenance.
- 1.6.2.4 The Government may provide registration support for user accounts on network, E-mail, and other shared applications. The Contractor shall use these services only for official business directly related to the performance of services included in this Performance Work Statement.
- 1.6.3 Access Requirements: Contractor personnel requiring network access shall obtain appropriate background investigations prior to being issued a user identification and password in accordance with AR 25-2, AR 380-67, and AR 380-49.
- 1.6.3.1 The Contractor shall have all initial background investigations completed five (5) **business** days prior to the transfer of Government controlled of computer networks or systems to the Contractor at the contract start date.
- 1.6.4 Investigative Requirements:
- The following positions require network access:
- Position: Drafter/CADD Operator.
IT access requirement: IT III.
Investigation requirement: National Agency Check w/Inquires (NACI).
Certification requirements: IA Level III.
- 1.6.5 Procedures:
- 1.6.5.1 All Contractors requiring access to the Fort Stewart/Hunter Army Airfield Non-Secure Protocol Router Network (NIPRNET) will in-process through the Fort Stewart Industrial Security Office (ISO) in accordance with the following procedures:
- 1.6.5.2 The Contracting Officer's Representative (COR) provides the FSGA ISO a Local Records Check verified by the Directorate of Emergency Services. The COR may designate a Local Security Manager for the contract at their discretion. Any person so designated must attend the next available Security Managers course.
- 1.6.5.3 Contract employees must have a favorable NACI completed within thirty (30) **calendar** days from commencement of duties and visible in JPAS.
- 1.6.5.4 All requirements will be submitted through the Fort Stewart ISO prior to authorization for network access.
- 1.6.5.5 The COR may contact (703-598-5554) for further instructions.
- 1.6.5.6 The Contractor shall ensure that all assigned personnel understand applicable security policies and directives.
- 1.6.5.7 All Contractor employees must complete the EAMS Information Security Training online course (available at <https://federation.eams.army.mil>) as a minimum training requirement. Sponsorship and registration is required to take the online course. Contractor employees must also receive basic computer security awareness training.
- 1.6.5.8 Within 30 days after start of visit, the FSO must submit a Visitor Authorization Letter to the Industrial Security Office. The letter can be submitted via the Joint Personnel Adjudication System (JPAS) and need to be transmitted to SMO Code W0VAAA5. If JPAS is not available contact the Ft Stewart ISO for further instructions. Personnel with outdated investigations will be denied access until the proper investigation is opened in JPAS and is reported as such.
- 1.6.5.9 Employees who do not obtain and maintain a FAVORABLE background investigation security report will be terminated. It is the responsibility of the Contractor to obtain these reports.

- 1.6.5.10 Upon completion of or on termination of the contract, termination of employment, clearance suspension, or access of any Contractor employee, or (sooner), when the purpose of the release has been served, the following action must be taken:

All Unclassified/CUI Government information and materials received, collected, and/or generated in performance of this contract are government property. All Contractor owned memory and storage devices / media / materials (whether electrical, magnetic or optical) used to process Unclassified / CUI, and Government-Owned Information, will also be considered Government property. These devices include, but are not limited to: CDs, DVDs, etc. The Contractor will return all such materials and information to the COR from which it was received.

- 1.6.5.11 Foreign nationals will not be authorized access to any government computer or computer network unless specifically approved by officials as specified in AR 380-67.

- 1.6.5.12 Direct all network access related questions to the ISO, Michael Lemke, 571-801-0209.

1.7 SENSITIVE / UNCLASSIFIED ACCESS

- 1.7.1 Contractor employees will be exposed to sensitive, but unclassified information in the performance of tasks. Contractor employees will be required to possess a personnel security clearance as stated in the Investigative Requirements paragraph. Access to classified information is not a contract requirement.
- 1.7.2 All Contractors will have their clearances and special accesses validated by their Facility Security Officer (FSO) and forwarded to the Fort Stewart Industrial Security Office no later than 72 hours prior to the start date of the requested visit. Visit notifications will be transmitted via the Joint Personnel Adjudication System (JPAS) and will be transmitted to SMO Code W0VAAA5.
- 1.7.3 All Contractor personnel must be U.S. citizens and possess a favorable National Agency Check with Local Records Check and Credit Check (NACLC) (SF 86). Employees must have a favorable NACLC completed and/or Interim Clearance granted within thirty (30) days from commencement of duties. It is the responsibility of the Contractor to obtain these clearances. Personnel with outdated investigations will be locally downgraded to the next lower level of access, or will be denied access until the periodic review is submitted and is reported as received.
- 1.7.4 The Contractor will be required to immediately replace any employee who knowingly violates security policies or directives.
- 1.7.5 Security support is provided by the Army to the Contractor to include security badges, base visitor control, investigation of security incidents, base traffic regulations, the use of security forms, and conducting inspections required by DOD 5220.22-R, Industrial Security Regulation, and AR 380-49, Industrial Security Program Management.
- 1.7.6 Contractor personnel will report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, Contractor personnel, resources, and classified or unclassified defense information.
- 1.7.7 Contractor employees will be briefed by their immediate supervisor upon initial on-installation assignment.
- 1.7.8 All Contractor personnel shall have no prior history of domestic/child abuse arrests, misdemeanors or felonies.
- 1.7.9 The Contractor shall ensure that all assigned personnel understand applicable security policies and directives.

1.8 Investigative Requirement:

- 1.8.1 Security clearance requirements, required personnel security investigation, IT levels and IAT certification requirements for this contract, are as follows:

Position: Drafter/CADD Operator.

IT access requirement: IT III.

Investigation requirement: National Agency Check w/Inquires (NACI).

- 1.9 Relationship between Government, Contractor and Contractor Personnel: The services under this contract are non-personal services and no employer-employee relationship exists between the Contractor and the Government. The Government will not exercise any supervision or control over Contractor personnel. Contractor employees shall act and exercise personal judgment and discretion on behalf of the Contractor. The Government will guide the work effort due to changes required to support the mission.
- 1.10 INSPECTION AND ACCEPTANCE
 - 1.10.1 Government Responsibilities: The Government may inspect services delivered on an ongoing basis. Services that are not acceptable will be identified to the Contractor.
 - 1.10.2 Contractor Responsibilities: The Contractor shall have three work days to respond, either providing evidence that the problem or issue has been resolved, or propose a plan for resolution discussion with the technical point of contact or Contracting Officer.
- 1.11 CONTRACTOR OPERATED GOVERNMENT OWNED MOTOR VEHICLE POLICY
 - 1.11.1 Purpose: Disseminate guidance with regards to Contractor Operated Government Owned Motor Vehicles within and outside the United States.
 - 1.11.2 References:
 - 1.11.2.1 Department of the Army Directive ALARACT 242/2011, 27 June 2011.
 - 1.11.2.2 Department of Defense Directive (DODD) 4500.36-6, "Management, Acquisition, and Use of Motor Vehicles", 16 March 2006.
 - 1.11.2.3 Army Regulation (AR) 600-55, "The Army Drive and Operator Standardization Program (Selection, Training, Testing, and Licensing)", 18 June 2007.
 - 1.11.3 Policy:
 - 1.11.3.1 Department of Defense (DOD) Contractor employees shall NOT be issued Optional Form (OF) 346, "U.S. Government Motor Vehicle Operator's Identification Card."
 - 1.11.3.2 DOD Contractor Employees assigned to operate either Government Owned or Leased Equipment in performance of their contract shall be certified by the Contractor, and at the Contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The Contractor shall document all operator qualifications. This documentation shall be provided to the Administrative Contracting Officer before any Contract Employee engages in any mode of equipment operations. The Administrative Contracting Officer shall retain this documentation.
- 1.12 INVOICES
 - 1.12.1 Invoices shall be submitted monthly via Wide Area Workflow (WAWF).
- 1.13 PAYMENT
 - 1.13.1 The Government will make payment of invoices based upon acceptance that satisfactory services were provided. The Government will only pay for hours authorized, worked and accepted.

PART 2
DEFINITIONS & ACRONYMS

2.1 **DEFINITIONS AND ACRONYMS:**

- 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 **CONTRACTING OFFICER.** 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.
- 2.1.3 **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has 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.
- 2.1.4 **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.
- 2.1.5 **DELIVERABLE.** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.
- 2.1.6 **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 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 persons that are listed in the proposal.
- 2.1.7 **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.
- 2.1.8 **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.
- 2.1.9 **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.
- 2.1.10 **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.
- 2.1.11 **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.
- 2.1.12 **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.
- 2.1.13 **WORK WEEK.** Monday through Friday, unless specified otherwise.

2.2 **ACRONYMS:**

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System
CAC	Common Access Card
CAD	Computer Aided Design
CADD	Computer Aided Design and Drafting
CCE	Contracting Center of Excellence

CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GIS	Geographic Information System.
HIPAA	Health Insurance Portability and Accountability Act of 1996
KO	Contracting Officer
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operational Security
PIPO	Phase In/Phase Out
POC	Point of Contact
PPE	Personal Protective Equipment
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SOP	Standard Operating Procedure
TE	Technical Exhibit

PART 3 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. **GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1. Services: The Government will provide necessary data and voice communications service and network access to support performance of the requirements included in the Performance Work Statement.

3.2 Software: The Government will furnish information management and information technology services to include approved software to the minimum extent necessary for mission accomplishment.

3.3 Facilities: The Government will provide necessary workspace including desk space, and other items and supplies necessary to maintain an office environment.

3.4 Utilities: The Contractor shall instruct employees in utility and resources conservation practices in order to minimize consumption of water and electricity.

3.5 Equipment: The Government will provide access to telephones, printers, plotters, fax machines, and desktop computers as well as typical office environment equipment to the minimum extent necessary for mission accomplish.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

4.1 General: The Contractor shall furnish all supplies, equipment, and facilities required to perform work under this contract that are not listed under Section 3 of this Performance Work Statement.

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PART 5
SPECIFIC TASKS

5. **SPECIFIC TASKS:**

- 5.1 **Basic Services.** Provides Computer Aided Design and Drafting (CADD) and Geospatial Information Systems (GIS) support to the Directorate of Public Works, Fort Stewart and Hunter Army Airfield, Georgia.

5.2 **DRAFTER / CADD OPERATOR:**

5.2.1 **Purpose of Service:**

- 5.2.2 **Service Description:** Plans, lays out, draws, and revises part, assembly, and installation engineering drawings from basic layouts, established references, notes, and discussions with engineers, and standard data. Utilizes computer-aided design equipment and/or manual tools. Completes layout drawings prepared by others in accordance with standard engineering drafting practices; or may develop complete major layouts of engineering drawings. Within parameters, determines required scale; inserts necessary reference planes, centering and dimension lines, hidden line interpolations, and sectioning; prepares specifications for parts, assemblies, and installations; prepares complete production detail drawings; contributes design modifications to improve quality of product or facilitate manufacturing operations.

- 5.2.3 **Specific Duties:** Prepares CADD (Computer Aided Design and Drafting) drawings for construction from sketches and information provided by Architects and Engineers. Creates custom maps using GIS, current versions of MicroStation, AutoCAD, and Adobe Pro, and specialized software for support of installation units and tenants including utilities, services, locations and various other data that is required by the customer. Some site verification may be required in order to assist engineers in measurements, field visits, and verification of existing conditions prior to and during the design process. Scans and prepares completed drawings for electronic transfer and archiving current versions. Assists customers in obtaining copies of archived drawings, both electronic and hardcopy. Maintains drawing vault files.

- 5.2.4 **Education and Skills:** High School diploma, or equivalent experience/combined education, with additional technical training adequate to perform required basic calculations, electronic/mechanical assembly/test, computer operations, etc., with minimum one (1) year experience. Must have knowledge of design and drafting standards, computer aided design and drafting skills, and Microsoft Office applications.

5.3. **CONTRACTOR MANPOWER REPORTING (CMR):**

Contractors shall report manpower data relating to the performance of service contracts into the System for Award Management (SAM) (<https://sam.gov>) consistent with existing service contract reporting requirement under the federal acquisition regulation subpart 4.17- Service Contracts Inventory.

- 5.4. **INVOICES:** Invoices shall be submitted monthly via Wide Area Workflow (WAWF).

PART 6
APPLICABLE PUBLICATIONS

6. **APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures including, but not limited to, AR 25-2, AR 530-1, AR 380-49, AR 380-67, FAR Subpart 42.5, DOD 5220.22-R, Army Directive 2014-23 “Conduct of Screening and Background Checks For Individuals Who Have Regular Contract With Children in Army Programs”, Department of Defense Directive ALARACT 242/2011, and Department of Defense Directive 4500.36-6 “Management, Acquisition, and Use of Motor Vehicles”, issued 12/11/2012, Change 1, 6/26/2013; expiration 12/11/2022.

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PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. ATTACHMENT/TECHNICAL EXHIBIT LISTING:

- 7.1. Attachment 1/Technical Exhibit 1 – See attached Performance Requirements Summary.
- 7.2. Attachment 2/Technical Exhibit 2 – See attached Deliverables Schedule.
- 7.3 Attachment 3/Technical Exhibit 3 – See attached Estimated Workload Data.

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TECHNICAL EXHIBIT 1

Performance Requirements Summary Drafter/CADD Operator

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.

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be “Zero deviation from standard”)	Method of Surveillance
PRS # 1. The Contractor shall provide drafting/CADD products in accordance with PWS Paragraphs 5.2.2 and 5.2.3.	The Contractor shall provide drafting/CADD products in accordance with the Performance Work Statement in a timely manner and with a minimum of errors or omissions. The Contractor shall apply a reasonable standard of professional care in the performance of tasks. Design Products shall be compliant with applicable life safety codes, policies of the Authority Having Jurisdiction (AHJ), and Government criteria from a variety of sources.	Drafting/CADD products shall be completed no later than stated deadlines. Anticipated delays shall be reported to the Project Lead in a timely manner. Errors and omissions in drafting/CADD products shall not contribute significantly to project costs incurred via contract modifications.	100% quality control check of all drafting/CADD project deliverables.

TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE
Drafter/CADD Operator

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Project drafting / CADD products produced in accordance with PWS Paragraphs 5.2.2 and 5.2.3.	As required but subject to high variability given project scopes.	As required but subject to high variability given project scopes. Note that drafting / CADD documents typically transmitted electronically. Ten (10) E Sized Sheets per week.	Standard size Architectural drawings and computer files for drafting / CADD files and supporting documentation.	Chief, Project Execution Branch, as applicable.

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TECHNICAL EXHIBIT 3

ESTIMATED WORKLOAD DATA
Drafter/CADD Operator

ITEM	NAME	ESTIMATED WORKLOAD DATA
1	CADD-GIS Drafting Support Services	<p>Assists engineers/architects with plans, revisions, field measurements, and site visits maintaining Army Corps of Engineers standards.</p> <p>Work schedule can increase significantly during seasonal variations (near end of FY).</p> <p>Vault management for all historical records and new work.</p> <p>Assists DPW as well as base wide to pull record plans for various departments and units.</p> <p>Taskers vary broadly in scope and complexity: from simple edits to generation of full-size E sheets (30" x 42") requiring several days each. Some projects will require, on average, 5 to 10 sized sheets or more.</p> <p>Average Taskers/Projects equaling to 10 per month.</p>