

PERFORMANCE WORK STATEMENT (PWS)

FOR

(Enter Title of Requirement)

FA8903-12-R-xxxx

DATE: (Enter date of PWS)

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## **1.0 INTRODUCTION.**

The contractor shall provide a full range of Advisory and Assistance Services (A&AS) and deliverables in support of the Air Force Center for Engineering and the Environment's (AFCEE). Services and deliverables shall be high quality, delivered in a timely fashion, and may be performed in any location worldwide where AFCEE does business. Services and deliverables shall include three A&AS categories: Management and professional services; Studies, analyses, and evaluations; and Engineering and technical expertise.

The AFCEE goal is to provide excellent customer service to its worldwide customers, i.e. Air Force MAJCOMs, Air Force installations and other customers. Services shall not include inherently governmental functions as defined in Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, "Inherently Governmental Functions" and FAR Subpart 7.5, "Inherently Governmental Functions."

**2.0 DESCRIPTION OF SERVICES.** This section describes the types of work AFCEE performs for its customers. The contractor shall provide A&AS and associated deliverables in support of the AFCEE missions summarized below.

**2.1 MISSION REQUIREMENTS.** A&A Services and associated deliverables shall support all AFCEE mission requirements. Mission areas include:

- Restoration
- Compliance
- Pollution Prevention
- Conservation and Planning
- Fuel Facility Engineering and Project Work
- Base Realignment and Closure (BRAC) activities
- Air Force Real Property Agency (AFRPA) activities
- Range Activity Support
- Military Family Housing (includes privatization and outsourcing)
- MILCON Program Support
- Homeland Defense Act activities and initiatives (Force Protection and Overseas Contingency Support)
- Operations and Maintenance Support
- Sustainability, Restoration and Modernization
- Technical Services
- Strategic Planning
- Process Mapping
- Continuous Improvement
- Acquisition Support Services
- Expeditionary Engineering and Services
- Utilities
- Energy
- Infrastructure

- Readiness
- Emergency Management
- Pavements

A&AS and deliverables shall also be provided for on-site installations, MAJCOMs and other customers worldwide as required. The contractor shall provide deliverables that require knowledge of federal, state, and/or local regulations and statutes, Air Force and DOD regulations and other documentation. In addition, the contractor shall provide deliverables to AFCEE internal operations to ensure quality assurance of its products and services. Service and Deliverables will be specified in individual Task Orders (TO) and performance of the tasks shall be in accordance with the Services Summary (SS) requirements.

## **2.2 REQUIRED SERVICES/SUPPORT**

### **2.2.1 INFORMATION MANAGEMENT SUPPORT**

2.2.1.1 Automated Data Processing (ADP) Systems. The contractor shall possess the expertise and capability to use the ADP systems utilized by AFCEE and its customers in support of the requirements of this PWS. The contractor shall assist in the dissemination of information gained on a project or program specific basis to all Air Force programs. (CDRL A001)

2.2.1.2 Data Repository. The contractor shall store, transmit, evaluate and/or present data generated in support of the AFCEE mission. (CDRL A001, A002)

2.2.1.3 Data Collection. The contractor shall perform data collection in support of AFCEE's programs in accordance with the goals of the individual task order PWS. The contractor shall collect data on services AFCEE provides to its customers. The contractor shall analyze and report on findings. (CDRL A001, A002, A003)

2.2.1.4 Design and Production of Visual Media Products. The contractor shall design and produce visual media products in support of the AFCEE mission. The contractor shall consult with graphic illustrators on development of artwork and coordinate with staff or contracted photographers to acquire needed photographic images. (CDRL A001, A002, A003)

2.2.1.5 GeoBase, GeoReach and Other Geospatial Functions. The contractor shall use geospatial information in support of the AFCEE mission. (CDRL A001, A002, A003)

### **2.2.2 PROJECT MANAGEMENT SUPPORT**

2.2.2.1 Pre-Award Support/Post-Award Support. In assisting AFCEE to manage and oversee contracts, the contractor shall deliver documents defining TO requirements, developing and integrating execution strategies, Performance of Work Statements, Statements of Work (SOWs), programming documents, DD 1391s, cost estimates, and

other components of the acquisition package for government approval and submission. (CDRL A001)

2.2.2.2 Technical Interchange. The contractor shall provide technical expertise to the Government at meetings worldwide. The contractor shall deliver technical presentations, provide agendas and meeting minutes, facilitate meetings, etc. Details will be specified at the TO level. (CDRL A001)

2.2.2.3 Deliverable Review. The contractor shall perform and deliver technical reviews of data deliverables submitted by contractors. Reviews shall assess functional and technical accuracy/completeness, and compliance with applicable regulations. Deliverables shall state whether technical deliverables satisfy specifications and schedules and shall include written recommendations regarding acceptance or rejection of documents by the government. (CDRL A001)

2.2.2.4 Permit Applications. The contractor shall assist the Air Force to obtain environmental and construction permits, applications, and compliance standards. The contractor shall support the Air Force in negotiations with federal, state, and local permitting authorities. (CDRL A001)

2.2.2.5 Litigation and Related Support. The contractor shall advise and/or assist the Air Force during administrative and judicial proceedings involving other federal, state, local and public agencies. The contractor shall review, analyze, and make recommendations to integrate federal, state and local government comments on Air Force programs and studies. The contractor shall deliver documents to the Air Force in support of responses and/or reports to regulatory agencies for approval and submission by governmental personnel. (CDRL A001)

Environmental Restoration Claims Support. The contractor shall assist the Air Force in the investigation and analysis of (1) claims the Air Force may assert against other parties for the recovery of environmental restoration costs and (2) claims other parties have asserted against the Air Force for environmental liability. The contractor shall assist in any negotiation or litigation involving such claims and in the investigation and development of defenses to any potential Air Force environmental liability. (CDRL A001)

2.2.2.6 Project Tracking. The contractor shall maintain databases for specific project tracking. The contractor shall collect the data and compile it into files compatible with AFCEE standards. (CDRL A001)

2.2.2.7 Documentation. The contractor shall assist in documenting program files, organizing files and providing administrative support, such as filing minutes of regulatory and partnering sessions at local or worldwide locations. (CDRL A001)

2.2.2.8 Conference/Meeting Support. The contractor shall support the Air Force at conferences and meetings. This shall take the form of meeting setup, facilitation, as well as deliverables (graphics, audiovisual equipment, study materials, invitations, record

keeping, etc.) Meetings/conferences may address a wide variety of topics, such as stakeholder involvement, community relations, risk communication, etc. Details will be specified at the TO level (CDRL A001, A002, A003)

2.2.2.9 Statutory and Regulatory Requirements Support. The contractor shall provide deliverables which review, interpret and define the application of new statutory and regulatory requirements. Deliverables shall include recommendations for Air Force integration of these requirements. (CDRL A001, A002)

2.2.2.10 Technologies. The contractor shall provide deliverables which evaluate commercially available and emerging technologies (e.g. remediation and hazardous materials treatment). Deliverables may include requirements to analyze experimental designs and provide recommendations concerning adoption of these designs and audit the performance of new technologies. Deliverables shall evaluate cost, performance, applicability of methods, development of initial methodologies and life cycle cost analysis. (CDRL A001)

2.2.2.11 Master Schedule Support. The contractor shall develop and update as necessary Master Schedules that integrate the individual Base Management Action Plan schedules and the technical and contracting schedules and resources. Requirements may include baseline control of master schedules; identification of potential impacts; development of alternative courses of action, recommendations for balancing resources, schedule and program objectives and performing risk analyses to assess schedule viability based on realistic assessments of schedule risks; preparing alternatives to correct or avoid schedule variances, and performing analysis and review of engineering cost estimates; preparing program cost tracking, trend analysis and budget planning and programming. (CDRL A001, A002, A003)

2.2.2.12 Base Management Action Plans. The contractor shall provide assistance and deliverables to assist the government in developing and updating Base Management Action Plans. Requirements may include construction plans, community relation's plans, housing market analyses, and housing community profiles. (CDRL A001, A002)

2.2.2.13 Cost and Scheduling Support. The contractor shall provide deliverables which help the government evaluate contractors' performance. Deliverables shall include cost and schedule analysis, project status reports, Estimates at Completion and provide cost performance improvement recommendations and alternative corrective measures to recover from schedule lapses and cost overruns. Deliverable requirements may also include cost and schedule training and peer reviews of other analysts' evaluations. The contractor shall develop and provide engineering man-hour and cost estimates for project support. (CDRL A001, A002, A003)

2.2.2.14 Training Support. The contractor shall provide training and/or deliverables in support of training to support the AFCEE mission worldwide. (CDRL A001, A002, A003)

2.2.2.15 Acquisition/Execution Support. The contractor shall provide Acquisition Support Services for all phases of the acquisition cycle to include development, award, management and measurement of contracting actions including contract closeout. Requirements include duties related to contract file management and documentation, Request for Proposal development, business analysis and recommendations, cost-price analysis, development of solutions and recommendations regarding contractual issues and preparation of final contract documents for signature by the CO. The contractor shall support the pre-award and post-award contracting activities such as: Construction efforts, Architect-Engineering services, Information Management and Telecommunications, Research & Development support, Services support and Environmental Remediation/Restoration support in support of AFCEE and other customers. The A&AS contractor shall not perform inherently governmental functions as defined in OFPP Policy Letter 92-1, "Inherently Governmental Functions" and FAR Subpart 7.5, "Inherently Governmental Functions." The contractor shall not make decisions, give direction, negotiate, or sign contracts, on behalf of the government.

### **2.2.3 QUALITY ASSURANCE/QUALITY CONTROL (QA/QC).**

2.2.3.1 QA/QC Oversight of field activities. The contractor shall assist government personnel to perform QA/QC oversight of field activities in support of the AFCEE mission. The contractor may review contractor field activities to ensure they are being conducted according to Air Force, regulatory, and project-specific procedures and that the resulting data collected are legally and technically defensible. Assistance shall include site visits, documentation, photographs, daily surveillance log and reports of immediate health and safety hazards observed. The contractor shall recommend corrective actions as needed. (CDRL A001)

2.2.3.1.1 Data and Analysis Support. The contractor shall provide deliverables resulting from the technical review of contractors' work product, including site data, analytical data, and reports. These deliverables shall include an assessment of the accuracy of data and validity of analyses and interpretations of results generated by others in support of the AFCEE mission. The contractor shall deliver analyses of technical comments provided by regulatory agencies and stakeholders in accordance with appropriate laws and regulations, and make recommendations to the government concerning their disposition. The contractor shall deliver QA/QC standards for emerging technologies when not otherwise available. (CDRL A001)

2.2.3.1.2 Laboratory Oversight. The contractor shall assist the government and deliver recommendations concerning laboratory compliance programs. The contractor shall provide deliverables resulting from the technical review of contractors' analytical work product resulting from investigations and/or remedial activities on hazardous and/or radioactive waste sites. Deliverables shall include an evaluation of the quality of the data generated by others, and recommendations concerning its usefulness to the government. (CDRL A001)

2.2.3.1.3 Laboratory Proficiency Testing. The contractor shall provide assistance to AFCEE in conducting a laboratory proficiency-testing program. Deliverables shall

include an evaluation of the accuracy and reproducibility of analytical data generated by contract and sub-contract laboratories participating in the proficiency testing program, and recommendations concerning their employment on AFCEE projects. (CDRL A001, A002)

**2.2.4 STRATEGIC PLANNING.** The contractor shall provide assistance and deliver strategic planning tools such as: Change management in business redirection and enhancement; business management techniques; identification and deployment of measurement systems; program analysis, planning and development; process mapping, benchmarking and process migration and in-depth requirements analyses. The contractor shall facilitate and support efforts to develop, establish, implement and sustain leading-edge techniques. (CDRL A001, A002)

**3.0 SERVICES SUMMARY (SS).** The following service summary reflects the objectives and thresholds used to track contractor performance for task orders awarded against the GSA basic contract. The Multi-Functional Team in accordance with the Quality Assurance Surveillance Plan may evaluate all or part of the following elements. Specific performance objectives will be identified in the GSA task order.

PWS PARA	ELEMENT EVALUATED	PERFORMANCE OBJECTIVE	PERFORMANCE THRESHOLD	SURVEILLANCE METHOD
2.1- 2.2.4	Timeliness, worldwide coverage of Services	90% Service in place as of negotiated start date	E: 100% Service in place as of negotiated start date.	To be determined at the GSA Task Order level
			VG: 95% Service in place as of negotiated start date, remainder within 15 days of negotiated start date	
			S: 90% Service in place as of negotiated start date, remainder within 15 days of negotiated start date	
			M: 80%-89% Service in place as of negotiated start date, remainder >15 days of negotiated start date	
			U: <80% Service in place as of negotiated start date, remainder >15 days of negotiated start date	
2.1- 2.2.4	Staff possess Correct expertise /capability and professionalism	90% CMEs in place possess proper qualifications for task	E: 100% CMEs in place possess proper qualifications for task, remaining requirements performed in other locations by properly credentialed personnel, or as determined at Task Order level.	To be determined at the GSA Task Order level
			VG: 95% CMEs in place possess proper qualifications for task, remaining requirements performed in other locations by properly credentialed personnel	
			S: 90% CMEs in place possess proper qualifications for task, remaining requirements performed in other locations by properly credentialed personnel	
			M: 80%-89% CMEs in place possess	



			proper qualifications for task, remaining requirements performed in other locations by properly credentialed personnel	
			U: <80% CMEs in place possess proper qualifications for task, remaining requirements performed in other locations	
2.1-2.2.4	Minimal disruption of projects/programs supported	90% Service provided with no disruption for duration of Task Order	E: 100% Service provided with no disruption for duration of Task Order	To be determined at the GSA Task Order level
			VG: 95% Service provided with no disruption for duration of Task Order	
			S: 90% Service provided with no disruption for duration of Task Order	
			M: 80%-89% Service provided with no disruption for duration of Task Order	
			U: <80% Service provided with no disruption for duration of Task Order	
2.1-2.2.4	Deliverable Document Reviews	90% First Pass Yield (FPY), delivered on schedule. Necessary rework accomplished within 5 days, or as determined at Task Order level.	E: 100% FPY, delivered on schedule	To be determined at the GSA Task Order level
			VG: 95% FPY, delivered on schedule. Necessary rework accomplished within 3 days.	
			S: 90% FPY, delivered on schedule. Necessary rework accomplished within 5 days.	
			M: 80%-89% FPY, delivered on schedule. Necessary rework accomplished within 10 days.	
			U: <80% FPY, delivered on schedule. Necessary rework requires more than 10 days.	
2.2.2.1	Requirements documents prepared by contractor are accurate.	No more than 5 errors per review, rework accomplished within 1 day, or as determined at Task Order level.	E: 0 errors, delivered on schedule.	To be determined at the GSA Task Order level
			VG: 2-4 errors, delivered on schedule. Necessary rework accomplished within 1 day.	
			S: 5 compliance errors per review, delivered on schedule. Necessary rework accomplished within 1 day	
			M: 6-7 errors. Necessary rework accomplished within 3 days	
			U: 8 or more errors. Necessary rework takes 4 or more days	
5.1.1-5.1.6	Management of Deliverables and Reporting	Submitted on fifteenth business day of the month following period covered by report	E: Submitted within 0 -5 business days of the month following period covered by report.	To be determined at the GSA Task Order level
			VG: Submitted within 6-10 business days of the month following period covered by report.	
			S: Submitted within 11-15 business days of the month following period covered by report.	
			M: Submitted within 15-20 business days	

			of the month following period covered by report.	
			U: Submitted later than 20 business days of the month following period covered by report.	

**4.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES.** To be specified under each GSA TO. (e.g. RACER software, PACES software, etc.)

**5.0 GENERAL INFORMATION.**

Weapons and Training. The contractor shall ensure that contractor personnel shall at no time during the performance of their contractual duties or while accompanying the United States Armed Forces have in their possession personally owned firearms. The contractor shall ensure that its contractor personnel adhere to all guidance and orders issued by the combatant commander or his/her representative regarding possession, use, safety, and accountability of government issued weapons and ammunition, and shall comply with all related DoD regulations. Upon redeployment or notification by the combatant commander, the contractor shall ensure that all government issued weapons and ammunition are returned to government control. The contractor shall screen contractor personnel to ensure the personnel may be issued a weapon in accordance with applicable U.S. and host nation laws, and shall present the screening results to the contracting officer before a weapon is issued.

**5.1 MANAGEMENT OF DELIVERABLES AND REPORTING.**

5.1.1 Technical Reports. The contractor shall provide technical reports as specified for each TO to include service requirements outlined in each individual TO. (CDRL A001)

5.1.2 Presentation Materials. The contractor shall provide Presentation Materials as specified in each individual TO. (CDRL A002)

5.1.3 Project Planning Chart. The contractor shall provide a Project Planning Chart as specified in each individual TO. (CDRL A003)

5.1.4 Project Status Report. The contractor shall provide a Project Status Report (PSR) as specified in each individual TO. The contractor shall prepare a monthly PSR for each task under each requirement. Each PSR shall include status, issues, and anticipated actions. (CDRL A004)

5.1.5 Performance and Cost Report. The contractor shall provide a Performance and Cost Report (PCR) as specified in each individual TO. The contractor shall prepare a monthly PCR, which shall be organized by CLIN and shall differentiate tasking costs individually and separately to facilitate task cost monitoring. The report shall include costs incurred through the calendar month prior to the report. For the Operations and Maintenance Monthly Report all of the 2.5% data will be reported separately. (CDRL A005/A006)

5.1.6 Internal Management Reports. The contractor shall track locations of work, hours, types of labor, and period of time required to complete tasks specified in each Task Order. The contractor shall deliver this information to the government in electronic format compatible with Microsoft Office products on the fifteenth business day of the month following the period covered by the report. The reporting period shall not cover more than 30 calendar days. (CDRL A001)

## **5.2 CONTRACT HOLIDAYS**

(a) The prices/costs in Section B of the contract include holiday observances; accordingly, the Government will not be billed for such holidays, except when services are required by the Government and are actually performed on a holiday. Holidays in addition to those reflected in this contract, which are designated by the Government, will be billable provided the assigned Contractor employee was available for performance and was precluded from such performance.

(b) The following days are contract holidays:

New Year's Day	01 January
Martin Luther King, Jr. Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	Last Monday in May
Independence Day	04 July
Labor Day	First Monday in Sept
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

## **5.3 NOTIFICATION REQUIREMENTS**

The contractor shall notify the Contracting Officer (CO) in writing within 24 hours once the contractor's employee no longer works on an AFCEE project for which he/she had been granted government computer access. Notification is to be made to the CO at the following address:

772 ESS/PKS, BLDG 171  
2261 HUGHES AVE, STE 163  
LACKLAND AFB, TX 78236-9861

## **5.4 KEY PERSONNEL**

(a) The Contractor agrees to assign under the contract those personnel whose credentials, experience and expertise meet the qualification requirements identified in the Performance Work Statement to fulfill the requirements of the contract.

(b) The Contractor agrees that a partial basis of award of this contract will be the key personnel proposed, including those employed by subcontractors, if applicable.

Accordingly, the Contractor agrees to assign under the contract those key personnel whose credentials, experience and expertise were provided with the proposal and which meet the qualification requirements of the contract.

(c) The Contracting Officer (CO) and Contracting Officer Representative (COR) shall be notified of any proposed changes at least 30 days in advance. The government reserves the right to reject proposed changes in key personnel. Such notification shall include:

- an explanation of the circumstances necessitating the substitution
- a complete resume of the proposed substitute and
- any other information needed by the CO and COR to enable them to judge that the Contractor is maintaining the same quality of personnel as those included at the time of award.

(d) The following labor categories are designated as key personnel:

Program Manager

**5.5 GOVERNMENT DOWN TIME FOR VARIOUS AUTHORITIES INCLUDING THE PRESIDENT, SECRETARY, SECRETARY OF DEFENSE, SECRETARY OF THE AIR FORCE, AFMC/CC, AFCEE/CC AND 772 ESS/CC**

(a) Base closures due to Emergencies. From time to time, the Base Commander may decide to close all or part of the base in response to an unforeseen emergency or similar occurrence. Sample emergencies include, but are not limited to, adverse weather such as snow or flood, an act of God such as a tornado or earthquake, acts of war terrorism, computer failures, or a base disaster such as a natural gas leak or fire. Contractor personnel are "non-essential" for purposes of any instructions regarding the emergency.

(1) Contractor shall be officially dismissed upon notification of a base closure in accordance with paragraph b. Contractor shall promptly secure all government furnished property appropriately and evacuate in an expedient but safe manner.

(2) With regard to work under the contract, the government shall retain the following options:

(i) Government may grant a time extension in each task order delayed by the closure, subject to the availability of funds.

(ii) Government may forego the work. The contractor will not be paid for work not performed.

(iii) Government may reschedule the work on any day satisfactory to both parties.

(iv) The Government may, in its discretion, permit the contractor to perform at an off-site location during the period of base closure if meaningful

work can be accomplished. Contractor shall certify to the Government by letter within five (5) business days of returning to work the nature and scope of the work completed off-site. Contractor shall be permitted to bill the Government at the labor rates identified in the contract.

(b) Base Closure Notification Procedures:

(1) After an official decision to close a base has been made by the Base Commander, local television and radio stations will be notified of the closure.

(2) The contractor is directed to listen or watch one of the local radio or television stations for notification of a base closure. Contractor should follow instructions intended for non-essential personnel.

(3) The contractor will not receive any other form of notification of a base closure from the Government. The contractor is responsible for notification of his employees.

(4) If the decision to close all or part of the base is made during the duty day, and the Base Commander's decision is transmitted through official notification channels, the contractor shall follow the instructions as given.

(c) Base Closure Due to Non-Emergencies. The Center or Base Commander may elect to close all or part of the base for non-emergency reasons such as time-off award, base open house, etc. In the event of a non-emergency base closure, the COR and the Contractor shall jointly choose a course of action within the following options:

(1) If there is a need for the service during the base closure and a Government employee will be present, contractor may continue on-site work. Contractor shall bill the Government in accordance with the contract.

(2) If there is a need for work during the base closure but either a Government employee will not be present or access will not be available, the contractor may work off-site provided meaningful work may be accomplished. Contractor shall certify to the Government by letter within five (5) business days or returning on-site the nature and scope of the work completed off-site. Contractor shall bill the Government at the labor rates specified in the contract.

(3) If there is no need for the service during the scheduled base closure, contractor shall not work on or off-site. Government may grant a time extension in each task order delayed by the closure or equal to the amount of time of the closure, subject to the availability of funds. The Government will not be liable for time not worked.

## **5.6 HOURS OF WORK**

The normal hours of work on military installations (unless otherwise stated) are from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. The lunch period for contractors requiring escorts is from 11:30 a.m. to 12:30 p.m. Access to work sites may

be restricted to these hours and days. For work during other than normal hours of work the Contractor shall submit, in writing, for the Contracting Officer's approval, a notice of any period of scheduled work other than the normal hours of work specified above. This notice shall be submitted not less than three (3) work days prior to each period of work scheduled at times other than normal hours of work including Federal holidays.

**5.7 MULTI-FUNCTIONAL TEAM.** The following are members of the Multi-Functional Team for this GSA Task Order (specific names, addresses, phone numbers and e-mail address will be identified at the TO level).

5.7.1 Key Management Principals:

Contracting Officer  
772 ESS/PKS Bldg 171  
2261 Hughes Ave, Ste 163  
Lackland AFB, TX 78236-9861  
210-395-xxxx  
E-mail:

Program Manager  
AFCEE/OSQ Bldg 171  
2261 Hughes Ave, Ste 155  
Lackland AFB, TX 78236-9853  
210-395-xxxx  
E-mail:

Quality Assurance Program Coordinator  
770 BSS/OMB Bldg 171  
2261 Hughes Ave, Ste 163  
Lackland AFB, TX 78236-9861  
210-395-xxxx  
E-mail:

5.7.2 Service Requirements-related Members:

Mission Support  
Visual Media  
Budget, Cost Scheduling  
Technical Expertise (Environmental,  
Engineering, Design, Regulatory)  
Installation Engineering, Environmental Leadership  
Housing Excellence

**6.0 TRAVEL REQUIREMENTS:**

Travel to both CONUS and OCONUS locations may be required and will be specified in each GSA task order. Infrequent travel to hazardous duty locations may also be required.

All travel costs will be based on the current Federal Travel Regulations and/or Joint Travel Regulations (FTR/JTR). It is the responsibility of the contractor to have the necessary credentials prior to traveling.

## **7.0 SECURITY:**

**7.1 POSITION OF TRUST.** All contractor personnel require a minimum of a NACI/SF85 for any position that requires access to the internet, use of automated systems or unescorted entry into restricted or controlled areas prior to reporting for duty in support of any task order. The investigation is not for a security clearance; it is for a position of trust. This is a mandatory requirement set forth in DoD 5200.1-R and AFI 31-501 Information Security. All documentation required for security certification shall be the responsibility of the contractor. No foreign nationals shall be employed for any task order issued under this contract without prior approval of the Government.

**7.2 INDIVIDUAL SECRET CLEARANCES.** The Contractor shall obtain a U.S. security clearance at the minimum level of “Secret” for all contractor personnel required to have access to classified information or require IT-II level access. Onsite contractor personnel should have an active clearance prior to reporting for duty in support of any task order. Interim clearances for newly hired personnel shall be processed as expeditiously as possible since some contractor personnel will may be required to utilize the SIPRNET and process classified materials; however this will be on a case-by-case basis. Such clearance must be obtained through the Defense Investigative Services.

## **7.3 INFORMATION ASSURANCE REQUIREMENTS:**

7.3.1 The Contractor shall ensure that all personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions described in DoD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements.

7.3.2 DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of the DoD 8570.01-M Information Assurance Workforce Improvement Program Manual.

7.3.3 Appropriate operating system certification for information assurance technical positions as required in the DoD 8570.01-M.

7.3.4 Upon request by the Government, the contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

7.3.5 Certified contractor personnel performing information assurance functions whose certification lapses shall be denied access to DoD information systems, or have their access downgraded to a level appropriate for a lower certification status.

**8.0 CONTINUATION OF ESSENTIAL DEPARTMENT OF DEFENSE (DoD)  
CONTRACTOR SERVICES DURING CRISIS:**

The performance of these services is not expected to be mission essential during time of crisis. Should a crisis be declared, the Contracting Officer or his/her representative will verbally advise the Contractor of the revised requirements, followed by written direction and identified in each individual GSA task order.

**9. APPLICABLE DOCUMENTS.** The Contractor shall identify and comply with all applicable federal, state, and local statutes; Air Force/Military/Host Nation instructions, manuals, handbooks, regulations, guidance, and policy letters; Executive Orders (EOs); American Petroleum Institute (API) Codes; National Association of Corrosions Engineers (NACE); National Fire Protection Association (NFPA); Steel Structures and Painting Counsel (SSPC); National Electrical Code (NEC); Uniform Fire Code (UFC); and International Building Code (IBC) including all changes and amendments in effect on the date of issuance of each TO. It is the Contractor's responsibility to identify and comply with all applicable requirements. In addition, the Contractor shall refer to the AFCEE Technical Services Quality Assurance Program, the current version of The United States Air Force Construction Management Implementation Guide, and Guidance for Contract Deliverables (GCD), current version, unless a previous version is specified in the TO. This GCD is a reference document to be used in the generation of contract deliverables. Base-specific documents shall be identified in each TO.