SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFER TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

OFFEROR

TO

COMPLETE BLOCKS 12, 17, 23, 24, AND 30

2. CONTRACT NO.
HQ0034-07-C-1029

3. AWARD/EFFECTIVE DATE
19-Jun-2007

4. ORDER NUMBER
HQ0034-07-T-1021

5. SOLICITATION NUMBER
PFPA470717

6. SOLICITATION ISSUE DATE
24-May-2007

7. FOR SOLICITATION INFORMATION CALL
BRUCE E BALDWIN
703-696-4094

8. OFFER DUE DATE/LOCAL TIME
19-Jun-2007 12:00 PM

9. ISSUED BY
OFFICE

WHS ACQUISITION & PROCUREMENT OFFICE
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155

TODAY

10. THIS ACQUISITION IS
X UNRESTRICTED

11. DELIVERY FOR FOB
DESTINATION UNLESS
BLOCK IS MARKED

12. DISCOUNT TERMS
Net 30 Days

13a. THIS CONTRACT IS A RATED ORDER
UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
RFQ

15. DELIVER TO

OFFICE

DISTRIBUTION CORP.
900 DEFENSE PENTAGON
WASHINGTON, DC 20301

16. ADMINISTERED BY
OFFICE

17a. CONTRACTOR/OFFEROR

DMC CORPORATION

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT
SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK
BELOW IS CHECKED

18c. SEE ADDENDUM

19. ITEM NO.

SEE SCHEDULE

20. SCHEDULE OF SUPPLIES/ SERVICES

SEE SCHEDULE

21. QUANTITY

SEE SCHEDULE

22. UNIT

SEE SCHEDULE

23. UNIT PRICE

SEE SCHEDULE

24. AMOUNT

SEE SCHEDULE

25. ACCOUNTING AND APPROPRIATION DATA

SEE SCHEDULE

26. TOTAL AWARD AMOUNT (For Gov't. Use Only)

$308,689.12

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. FAR 52.212-4. FAR 52.212-3. FAR 52.212-5 ARE ATTACHED. ADDENDA ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

REF: RQ409313-JWZ

29. AWARD OF CONTRACT: REFERENCE

OFFER DATED 05-Jun-2007. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE

30a. SIGNATURE OF OFFEROR/CONTRACTOR

MELANIE ALSTON

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

MELANIE ALSTON

30c. DATE SIGNED

20-Jun-2007

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)

MELANIE ALSTON

31c. DATE SIGNED

20-Jun-2007

AUTHORIZED FOR local reproduction.
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002)
PREScribed by GSA
FAR (48 CFR) 53.212
### SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)

|--------------|-----------------------------------|--------------|----------|----------------|-----------|

**SEE SCHEDULE**

**32a.** QUANTITY IN COLUMN 21 HAS BEEN
- [ ] RECEIVED
- [ ] INSPECTED
- [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

**32b.** SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

**32c.** DATE

**32d.** PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

**32e.** MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

**32f.** TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

**32g.** E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

**33.** SHIP NUMBER

**34.** VOUCHER NUMBER

**35.** AMOUNT VERIFIED

**36.** PAYMENT

**37.** CHECK NUMBER

**38.** S/R ACCOUNT NUMBER

**39.** S/R VOUCHER NUMBER

**40.** PAID BY

**41a.** I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

**41b.** SIGNATURE AND TITLE OF CERTIFYING OFFICER

**42a.** RECEIVED BY (Print)

**42b.** RECEIVED AT (Location)

**42c.** DATE REC'D (YY/MM/DD)

**42d.** TOTAL CONTAINERS

---

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV 4/2002) BACK
Prescribed by GSA
FAR (48 CFR) 53.212
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<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tr>
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<td>Temporary Additional CSO services for the Base Year period July 1, 2007 to October 31, 2007 at the rate of (b)(4) per hour.</td>
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| NET AMT | $0.00 |

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<td>November 1, 2008 to October 31, 2009</td>
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<td>November 1, 2008 to October 31, 2009</td>
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<td>at the rate of $\text{rate per hour}$</td>
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NET AMT $0.00

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

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<th>CLIN</th>
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<td>9000 DEFENSE PENTAGON</td>
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<td>WASHINGTON DC 20301</td>
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ACCOUNTING AND APPROPRIATION DATA

AA: 97X4931.2015 PX9204750 2525 S49447 PBWG70016
AMOUNT: [REDACTED]
CIN 00000000000000000000000000000000: [REDACTED]

CLauses incorporated by reference
52.212-5  CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAR 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:


(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)


_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

_ (4) [Removed].


_ (ii) Alternate I (OCT 1995) of 52.219-6.

_ (iii) Alternate II (MAR 2004) of 52.219-6.

(ii) Alternate I (OCT 1995) of 52.219-7.

(iii) Alternate II (MAR 2004) of 52.219-7.

(7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

(8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

(ii) Alternate I (OCT 2001) of 52.219-9

(iii) Alternate II (OCT 2001) of 52.219-9.

(9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).


(11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I (JUNE 2003) of 52.219-23.


(14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).


(17) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

(18) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).


(22) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).


(iii) Alternate II (JAN 2004) of 52.225-3.


(27) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

(28) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

(29) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).


(33) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).


(ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]


(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $550,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).


(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).


(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)
52.217-8  OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9  OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years.

(End of clause)

252.212-7001  CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (MAR 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.


(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.


(8) 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).


(13) 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).


(ii) Alternate I (MAR 2000) of 252.247-7023.

(iii) Alternate II (MAR 2000) of 252.247-7023.

(iv) Alternate III (MAY 2002) of 252.247-7023.


(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include
the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:


(End of clause)

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

INVOICING INSTRUCTIONS (WHS, A&PO Mar 2007)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The web based system is located at https://wawf.eb.mil, which provides the technology for government contractors and authorized Department of Defense (DOD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) will no longer be accepted for payment.
The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov/ and (ii) register to use WAWF-RA at https://wawf.eb.mil within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company CCR EB is activated, the CCR EB will self-register on the WAWF and follow the instructions for a group administrator. Step by step instructions to register are available at http://wawf.eb.mil.

The contractor is directed to select either “Invoice as 2-in-1” for services only or “Invoice and Receiving Report (Combo)” for supplies or any combination of goods and services. Both types of invoices fulfill the requirement for submission of the Material Inspection and Receiving Report, DD Form 250.

Back up documentation may be attached to the invoice in WAWF under the “Misc Info” tab. Fill in all applicable information under each tab.

The following required information should automatically pre-populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

“Issue by DoDAAC” field enter HQ0034

“Admin DoDAAC” field enter HQ0034

“Payment DoDAAC” field enter HQ0338

“Ship to Code/ EXT” field enter in HQ0034/ITPTM2

“Inspect By DoDAAC/ EXT” fields LEAVE BLANK

“LPO DoDAAC/ EXT” fields - Leave blank

Contractor shall verify that the DoDAACs automatically populated by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Take special care when entering Line Item information. The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- **Item Number**: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).

- **ACRN**: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

  *Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ ACRN.*

- **Unit Price**

- **Unit of Measure**

Shipment numbers must be formatted as follows:

Three (3) alpha characters followed by four (4) numeric characters.
For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits, enter leading zeros.

Before closing out of an invoice session in WAF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the following email addresses in the first email address block and add additional email addresses in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAF-RA system.

If you have any questions regarding WAF, please contact the WAF Help Desk at 1-866-618-5988.

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LEGAL PUBLIC HOLIDAYS

The following are the legal public holidays that will be honored during the performance of this contract:

- New Years Day
- Martin Luther King’ Birthday
- Washington’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
Christmas Day  Inauguration Day*

*Inauguration Day is only a holiday if deemed a holiday for Federal Government employees.
NOTE: Each post/position is considered by the government as being critical and essential to the operation and requires full staffing by qualified CSOs as agreed upon by the contract (Post Exhibits). The fact that a government office or facility closes early or does not open for whatever reason does not eliminate this requirement without the expressed prior authorization of the CO and COR.
PERFORMANCE WORK STATEMENT

1.0 Introduction/Background

The Pentagon Force Protection Agency’s (PFPA) mission is to provide force protection, security and law enforcement operations as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD-occupied facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR). This responsibility includes security of the buildings; identification passes; anti-terrorism and force protection; chemical, biological, radiological and nuclear protection and detection; and other key functions. In order to fully respond to the responsibilities of their mission PFPA requires contracted security personnel to provide protection and security to designated locations at the Pentagon and within the NCR.

2.0 General Contract Scope

The contractor shall furnish the necessary management, quality control, supervision, personnel, training, equipment, supplies, and clothing (except as provided by the Government or otherwise specified) to provide fit, trained and professional armed and unarmed security services for the PFPA. Contract Security Officers (CSOs) will be responsible for protecting life and ensuring a safe environment for all personnel including DoD employees, official guests and visitors within the assigned buildings by preventing unauthorized access to facilities; maintaining order at DoD facilities; and, deterring, recording and reporting criminal activity in and around assigned facilities. CSOs are responsible for access control; foot/area patrol; building and grounds security, and safeguarding information and classified Government materials located at owned, leased or controlled DoD facilities throughout the Pentagon and NCR.

2.1 Program Objectives

2.1.1 Support and Enable PFPA’s Mission

Deliver to PFPA the highest quality security services available by providing resources focused on supporting the accomplishment of the PFPA core mission of protection and security for all constituents in PFPA’s area of responsibility.

2.1.2 Capitalizing on Industry Best Practices

Recommend and implement industry best practices, standards and innovation while ensuring compliance with DoD, PFPA, federal and state law enforcement regulations and policies. Provide recommendations regarding security weaknesses and vulnerabilities.

2.1.3 Support to Future Needs and Initiatives

Ensure an active and viable partnership with PFPA in anticipating and responding to future security needs and other initiatives that may evolve as a result of changing conditions.

2.2 Personnel

The contractor shall provide fit, trained and certified armed and unarmed Contract Security Personnel at designated sites in accordance with Security Post Matrix (Attachment B). The contractor shall ensure that all security officer personnel who serve on this contract meet the minimum requirements as described in the PFPA Minimum Standards for Contract Security Officers (Attachment C). The Government reserves the right to review the resumes, qualification documentation, and certificates of the contractor’s employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the
personnel qualification terms of the contract. Accordingly, the Contractor shall furnish such information to the Contracting Officer or the COR upon request.

2.2.1 Minimum Qualifications

The following list serves to highlight some minimums found in Attachment C, Section 1.

1. Must be a US citizen.
2. Must be at least 21 years old.
3. Must be a high school/GED graduate.
4. Must have 2 years security services experience.
5. Must be eligible for (successful completion of National Crime Information Center check) and, subsequently issued a DoD building pass DD Form 1466 (application DD Form 2249) prior to working any Pentagon Force Protection Agency (PFPA) contracts.
6. Must possess a minimum of an Interim Secret Level security clearance. Further details are stated in the PFPA Minimum Standards guidance (Attachment C). All security officer personnel serving under this contract must have and maintain a minimum of an Interim Secret Security Clearance. In the event of heightened security conditions the CSOs may have access to classified information (Level will not exceed Secret) in order to perform necessary protection and security activities.

2.2.2 Drugs and Alcohol

All security officers and any other representatives of the contractor performing in any capacity on the contracts shall undergo a pre-employment drug screening examination and an annual drug screening examination by a laboratory that is certified by the Substance Abuse Mental Health Service Administration (SAMHSA). Random drug testing will be required of 10% of the contractor's employees on a monthly basis during the performance of this contract. (Attachment C, Section 2). This is to ensure a Drug Free Workforce in accordance with DFARS 252.223-7004 and Drug Free Workplace in accordance with FAR 52.223-6.

2.2.3 Uniforms and Grooming Standards

The contractor is responsible for ensuring that security personnel follow the uniforms and grooming standards as stated in the PFPA Minimum Standards for Contract Security Officers Selection and Assignment to Pentagon Force Protection Agency (Attachment C, Sections 3 and 7) in order to promote professionalism throughout the PFPA law enforcement community and to maintain a safe and orderly working environment.

2.2.4 Training Standards

The contractor shall ensure that all security officer personnel meet and maintain the applicable training standards found in Attachment C, Section 5. Certifications and other appropriate proof of training shall be maintained by the contractor and provided to the Contracting Officer or COR upon request. Training is necessary to maintain a professional high quality, qualified workforce.

Initial Training: During the first year of the contract, the Government may require up to forty (40) hours of government furnished training in order to ensure that contractors employees are proficient with the government furnished equipment that they will be required to use in accomplishment of their duties and to ensure that contractor employees are an informed and prepared workforce at no additional cost to the government.

Annual Training: In addition to the annual training identified in the standards documents, each CSO through the Project Manager and Contractors QC and Training Personnel will be required to attend up to twenty five hours per calendar year of Government furnished Training/Briefing at no additional cost to the government.

The contractor is expected to employ personnel with the requisite skills to perform the requirements of this contract. Therefore, the Government will not reimburse those costs associated with the training of contractor personnel in any effort to initially attain or maintain the requirements of this contract.
Thirty calendar days from contract award contractor shall ensure that all employees are fully trained and qualified in all aspects of the requirements of this work statement and the attached standards documents and are fully qualified to start work on the specified date.

2.2.5 Physical Standards
The contractor shall use the Medical Standards for Contract Security Officers. (Attachment D) when determining medical and physical fitness of personnel selected to serve on this contract. The standards are modeled after the Pentagon Police Department standards and, although rigorous, these standards are considered necessary to perform security service duties at the quality level that PFPA requires.

Contract Security Officers (CSO) performing services under this contract must be able to respond to immediate, life threatening and/or hostile situations. The medical and physical fitness standards will ensure they possess the degree of physical fitness required to fully perform the required tasks. The Contractor must maintain records that certify and document that each employee of the uniformed force meets the requirements in this subsection.

The work under this contract requires frequent and prolonged walking, standing, running, sitting, and stooping as well as occasional lifting and ascending /descending of stairs (average building within the NCR has minimum of 14 flights). CSOs are responsible for patrolling and performing emergency operations commensurate with their duties on ALL building floors. In addition CSOs may be required to sporadically move and/or carry objects in connection with emergency/security situations (i.e. people, furniture, luggage, fire extinguishers, etc.) From time to time CSOs may be required to subdue violent or potentially violent persons in conjunction with their duties. Possessing good physical and mental stamina is a basic requirement under this contract. All candidates shall undergo a pre-placement medical examination by a licensed, board-certified medical doctor to ensure the candidate meets the medical standards stated in Attachment D. A standard Height and Weight Chart is attached as Attachment D.

3.0 Management

3.1 Organizational Information
The contractor shall supply an organizational chart that indicates management and supervisory personnel and the point of contact for each assigned location(s) to allow ease of contact for all concerned. The contractor shall provide copies of the necessary licenses, permits and certifications to the COR prior to commencement of work under the contract so that personnel may receive badges/access to worksites. The contractor shall maintain training and certification files for inspection and review at the Contractors site.

3.2 Management Plan
The Contractor is tasked with implementing, maintaining and updating, as applicable, the Management Plan as proposed, accepted and incorporated into the contract. The Contractor's Management Plan shall delineate the management strategy, implementation of contract management systems, and all management functions involved in supporting, monitoring, and controlling contract operations. The plan shall include appropriate organizational charts and describe the program management functions next to names and positions of management personnel assigned to the contract. The plan is also to provide general policy and procedural guidance for the services to be performed. In general the contract Management Plan should include the following:

1) Introduction - overall purpose, scope, and objectives
2) Organization
   (a) Organizational structure
   (b) Communication and reporting structure within the organization
   (c) Staff assignments, including key personnel
   (d) Authority and responsibility of staff
3) Management Process
   (a) If applicable, identify benchmarked methods for the security service industry that the contractor uses.
   (b) Contractor's standard operating procedures.
4) Personnel Management functions to include:
   (a) Recruitment and retention program and policies
   (b) Preparation for duty programs, physical exams, drug screening, weapons qualification, CPR, security and background checks, etc.
   (c) Incentive program for reinforcing positive behavior and performance and/or for changing negative behavior and performance.
   (d) Continuous training program to ensure that all personnel maintain applicable qualifications and certificates.
   (e) The contractor’s programs to identify superior performance and behavior and the incentive plan to reward and maintain positive performance and behavior.

3.3 Quality Control Plan
The Contractor is tasked with implementing, maintaining and updating the Quality Control Plan (QCP) as proposed, accepted and incorporated into this contract, as applicable. The contractor’s QCP shall be implemented to ensure that all security post assignments are met and filled with fully qualified personnel. The QCP shall clearly show how the contractor will resource temporary additional services within a short time frame, as little as four (4) hours notice, while maintaining the integrity and quality of the permanently assigned posts. The QCP must also show how the contractor aims to influence/ensure a positive statistical trend in maintaining quality personnel and in reducing personnel turnover.

At a minimum the Quality Control Plan shall address:
   (1) Quality control program manager roles and responsibilities.
   (2) QC communication and reporting structure within the organization and with the Government appointed COR.
   (3) The plan for deploying additional security personnel of the highest quality in the event of a surge requirement while maintaining the integrity of regular posts.
   (4) Contractor’s quality program to identify and report to the COR; discrepancies, poor performance, and other unacceptable behavior.
   (5) The process/plan to resolve or modify item (4) identified discrepancies.

3.4 Staffing Plan
The contractor’s staffing plan as proposed and accepted shall be incorporated into this contract. The plan is necessary to ensure that all security posts listed in the Security Post Matrix (Attachment B) and assigned to this contract are met and filled with qualified security officer personnel. As changes occur and additional information becomes available, the contractor is responsible for correcting and changing the information contained in the previous staffing plan and rosters of personnel serving on the contract and for submitting the current information to the COR not later then the 5th of each month.

3.5 Key Personnel
Key personnel are designated as follows: program manager, quality control manager, and supervisor(s).
The Contractor shall submit a resume for each of its key personnel with the technical proposal in accordance with section L of the solicitation. The minimum qualifications for education and experience are set forth below. During the term of the contract contractor must submit a resume for review buy the COR and obtain the CORs authorization prior to making any changes in Key Personnel:

Program Manager
Responsibilities include overseeing the contract. Duties include monitoring and controlling schedules and quality control, assigning personnel consistent with contract requirements, understanding and assuring compliance with all minimum standards and all applicable or relevant and appropriate requirements including Federal and state requirements and performing as the Contractor’s chief representative. The qualified individual for this position must have, as a minimum:
   (1) Undergraduate or higher degree in management, business, security or a law enforcement related field.
   (2) Five years of recent (within last eight years) experience managing or overseeing contracts to provide security officer services to various locations and multiple
facilities and to provide surge response to heightened security conditions or for special events.

A minimum of three years of recent experience (within last five years) as a senior manager working with security service providers.

Must be an employee of the prime contractor.

Must have a minimum of a final DoD Secret Security Clearance.

Quality Control (QC) Manager

Responsibilities include developing, maintaining, and enforcing the contractor’s QC program. The qualified individual for this position must have as a minimum:

(1) Undergraduate degree or higher in management, business operations, security or law enforcement related field.

(2) 3 years of recent (within last five years) QC experience in managing similar contracts of comparable size and complexity.

(3) Must be an employee of the prime contractor.

(4) Must have a minimum of a final DoD Secret Security Clearance.

Security Officer Supervisor

Responsibilities include serving as the supervisor for the contract security officers at a facility or several facilities. Will conduct shift in/out briefings. Will serve as the immediate POC for contract security officers and first level liaison between Government and contract security officers.

(1) High School graduate, undergraduate degree preferred.

(2) Minimum seven years law enforcement/security officer experience showing a successful history of increasing levels of responsibility.

(The Key Personnel List will be finalized upon award. See Section L for proposal instructions regarding identification of Key Personnel.)

3.6 Communication

The contractor shall provide a communication plan or flow chart with narrative explanation delineating the firm’s communication plan, to show how corporate objectives are communicated (i.e. the flow from the top down) as well as how employee concerns are communicated, reviewed and raised to the appropriate level (i.e. the flow from the bottom up). Include in the discussion the avenue(s) for resolution of personnel issues. Indicate how the QC manager/function operates in the plan. Implementation of this plan should help ensure that contractor and government personnel are addressing concerns, issues, and kudos to the right person at the appropriate level for action.

3.7 Reports

The contractor is responsible for submitting a monthly progress report. The report will discuss the overall contract status to include; staffing; training; challenges, the actions taken, and the results of the actions; upcoming events; issues; concerns; and highlights of the previous month. The discussion on training should include the type of training, the location, number and or list of personnel who attended, and if the training resulted in updated or re-newed certifications for personnel in attendance and the contractor shall complete the PFPA Supplied Spreadsheet and submit with the monthly report. Additionally, the report should include other information that the contractor deems appropriate or that the COR, the Contracting Officer and the contractor have agreed upon. The report shall be submitted via electronic means either as a .doc file or a .PDF file with a paper copy to the COR no later then the 5th of each month...

4.0 Meetings

4.1 Kickoff Meeting

The contractor is responsible for scheduling and conducting a kickoff meeting within ten working days of award of the contract. The purpose of the kickoff meeting is to begin a dialogue and partnering attitude that will continue throughout the period of performance of this contract. At a minimum the agenda should
include; introduction of contractor and government key personnel; transition items of concern with input from the contractor and the government; communication flow expectations; the schedule and venue for future monthly meetings and other topics as appropriate. Minutes of the meeting will be developed by the contractor and sent to the COR for comments and/or additions. Final minutes will be distributed to meeting attendees and a copy should be sent to the Contracting Officer for inclusion in the contract file.

4.2 Monthly Progress Meetings
The contractor Program Manager and other appropriate staff will meet monthly with the COR to discuss concerns and matters that may impact contract performance. The monthly meeting schedule and location shall be mutually agreed upon during the initial kickoff meeting. During the progress meetings the Contractor shall provide insight into potential difficulties and any upcoming contractor initiatives to enhance or maintain the qualifications of security personnel working on this contract. The monthly meeting shall be the venue for government personnel to discuss new policy, new or updated training requirements or other pertinent topics to include upcoming events that may have an impact on the performance of this contract. The Contractor is responsible for developing a draft meeting agenda and forwarding it to the COR for comments 24 hours prior to the scheduled meeting and taking minutes of the meeting to document topics discussed and action items identified during the meeting and to provide the minutes to the COR within 48 hours after the meeting. The COR shall review the minutes, provide comments for incorporation within 48 hours of receipt of the minutes. After incorporation of the comments the Contractor shall distribute the minutes to all attendees of the progress meeting. Distribution of the minutes shall be via email attachment as a .doc or .PDF attachment and shall include a copy to the Contracting Officer.

4.3 Technical Operations
Upon request, the contractor shall provide the COR an updated schedule and a staffing plan, not more than weekly, for each facility within the geographic location, the staffing plan should include a personnel roster to delineate the staffing of the assigned posts for day-to-day operations.

4.4 Assigned Posts
The contractor is responsible for the security posts as shown on the Security Post Matrix (Attachment B) at the Pentagon Reservation and DoD-occupied facilities within the NCR. The contractor is only responsible for the posts covered by this contract as designated in the description in paragraph 1.0 of the Performance Work Statement. PFP A reserves the right to change the physical locations of posts and/or to modify the size of the security force. The government intends to give a minimum of 48 hours notice to the Contractor when a permanent or long-term (more than one month) change to posts is planned. All changes to post hours and locations will be provided to the contractor by the COR via the Contracting Officer.

4.5 Critical Needs
Due to the critical needs of the Department of Defense, the contractor must be able to provide additional trained personnel as needed on emergencies and for special events with as little as 3 hours notice in order to provide additional security and protection to the assigned facilities. The contractor must be able to occasionally alter scheduled start and stop times to meet critical security needs. All changes to individual post orders will be provided to the contractor by the COR, with a follow up email from the Contracting Officer within 24hrs of authorization.

5.0 Contract Security Officer Responsibilities

5.1 Operational Responsibilities

5.1.1 Provide access control to all designated DoD controlled facilities.

5.1.2 Conduct personnel, package and vehicle inspections as authorized by law and described in applicable General and Post Orders. PFP A will provide the following equipment that shall be utilized by trained qualified operators for inspections:

a) Metal detection equipment (both stand-alone walk-through units and
b) X-ray equipment (both stationary and portable)

c) Closed Circuit Televisions Monitors (CCTV)

d) Automated Access Control Systems (AACS)

e) Intrusion Detection Systems (IDS)

f) Fire, smoke, heat and environmental alarm detection systems

g) Explosive detection, radiation and chemical detection systems

h) Duress alarms

i) Radio and telephone communications equipment

5.1.2 The contractor shall ensure all contract personnel are fully trained and understand operational procedures pertaining to equipment provided by PFPA and can properly use equipment in performance of assigned duties. The Government will provide the contractor with all applicable manuals and technical information pertaining to the operation of technical PFPA furnished equipment. All operational or procedural deficiencies discovered during operation shall be immediately brought to the attention of PFPA for correction.

5.1.3 Detect, prevent, detain and arrest as authorized by U.S. Federal Laws, Maryland state laws and the statutes of the local jurisdiction, any person(s) attempting to gain, or having gained unauthorized access, or committing criminal violations of law pertaining to DoD controlled property and persons. PFPA will provide information at the Kick-off meeting regarding any limitations on exercise of specific authority.

5.1.4 Monitor building occupants and visitors to ensure they comply with applicable laws and DoD Directives. Report and thoroughly document non-compliance with DoD rules and regulations, and take appropriate actions to enforce the orders.

5.1.5 Conduct preliminary investigations and document incidents and complaints occurring in the presence of the CSOs pending the arrival of PPD or other federal or local law enforcement. CSOs will provide the responding PFPA, local law enforcement and emergency personnel with preliminary investigation results and notes upon their arrival at the scene and forward a copy to the COR prior to the end of any shift in which the incident occurred.

5.1.6 Detect and report potentially hazardous conditions in buildings and patrolled areas; report items in need of repair such as inoperative locks, water and gas leaks, slippery floor surfaces or any other potentially dangerous situation. These matters shall be immediately reported to the proper building management personnel, Pentagon Communications Center (PCC) COR, and followed-up with a written report to the COR and security log entries. Whenever, hazardous conditions are discovered, the contractor shall make every reasonable effort to immediately warn the public of these conditions by placing traffic cones, warning signs, blockades, security tapes and other warning signs, as needed at the site.

5.1.7 Provide roving patrols for monitoring security and building safety, including relief personnel to ensure assigned fixed and roving posts are covered at all times.

5.1.8 Conduct operational hours and after-hours building and area security checks to ensure the protection and security of DoD personnel, official information and detect, prevent and report fire and other safety hazards.
5.1.9 Direct vehicular and pedestrian traffic (only on property specifically owned, leased, or controlled by the DOD); control access at DOD parking areas; issue and/or request traffic violation notices as specified in General and Post Orders. Post Orders will be provided upon contract award.

5.1.10 Provide information and assistance to authorized visitors, guests and DOD employees. Also, provide escorts for individuals in possession of items that require protection for which the safety of the individual and property is of concern.

5.1.11 Receive, issue, and account for all security keys, access cards, and locks issued to Contract Security Officers for access to DoD buildings, offices, gates, and any other secure or restricted areas requiring key access. All keys, locks and access cards remain property of the Government and shall not be duplicated or removed from the post or facility. Should the security of keys, ID’s, Access Cards, or lock systems be compromised by the actions of the contractor and/or his employees, the contractor shall be responsible for all costs of those compromised items as replaced in total or in part by the Government, as deemed necessary by the COR.

5.2 Special Operational Responsibilities

5.2.1 Respond to security alerts or life-threatening situations such as medical alerts, fire alarms, suspected or actual criminal violations and any other life-threatening situations.

5.2.2 Provide appropriate security presence during special events and emergency situations to protect DoD facilities, employees, properties, visiting dignitaries, or official guests of the United States. Security support shall also be provided during investigations pertaining to violations of Federal, State, and local laws that appear to pose threats to the security and safety of personnel in the facilities.

5.3 Administrative Responsibilities

5.3.1 Maintain a written, 24-hour duty log of activities or incidents that require action at all stations or posts. The contractor shall prepare additional and separate reports pertaining to accidents, injuries, fires, bomb threats, security violations and all other unlawful acts or any other unusual incidents or events using the PFPA prescribed forms and formats.

5.3.2 Ensure all reports and other documents (e.g. Event Reports, Logs, Accident Reports and Reports of Investigation (ROIs)) are written clearly, legibly and accurately. All reports are to be forwarded to the COR as soon as possible but in no case will the reports be deferred to a later time or shift without the prior authorization of the COR.

6. Constraints

6.1 Regulations, Policies, and other Guidance.

The contractor shall comply with and enforce all General, Post, Supervisory and Special Orders, Circulars, Policies, Procedures and/or Regulations issued by the Pentagon Force Protection Agency as provided upon contract award. Additionally, the contractor shall comply with all labor standards, including the Service Contract Act and Collective Bargaining Agreements, as well as local, county, state, and federal laws.

6.2 Personnel and Facility Secret Clearances

A minimum of a DOD Interim Secret Security clearance is required for all contractor personnel performing any services under this contract. Contractors will be responsible for processing their employees for the required clearances in accordance with the Industrial Security Manual (DOD 5220.22m) and ensuring that no employee is assigned to work at a PFPA facility without the appropriate clearance. CSOs providing protection to facilities under the control of the PFPA shall be briefed on recognition, handling, and storage procedures pertaining to classified information. When PFPA receives relevant threat information regarding areas patrolled by contract personnel, the CSO can expect to receive classified (maximum of Secret) briefings pertaining to, but not limited to: potential and actual threats, possible method of attack,
identification of potential perpetrators, counter-measures such as surveillance, special operations, evacuation procedures, locations and the identification of key US Government High Risk Personnel (HRPs). Classified information and material provided to the contract personnel is specifically and solely designed to enhance contractor’s ability to conduct security operations and shall not be shared outside official channels.

The Department of Defense (DoD), Defense Industrial Security Clearance Office (DISCO) will provide security clearances for contract personnel. Contractor employees granted clearances are subject to a security check by the Government prior to being allowed to work at the site. This requirement also pertains to Contract Management Officers/Employees of the firm, who, for any reason may visit the work site(s) during the term of the contract.

The Government shall notify the Contractor of the relevant and prevailing security classification of this contract. The Government shall also immediately notify the contractor of any subsequent revisions to the security classification by use of the DoD Contract Security Classification Specification (DD Form 254).

The Government will provide the contractor with the appropriate personnel security questionnaire and fingerprint forms that should be completed for each contract personnel performing services under this contract.

Contract personnel assigned to work under this contract shall be granted appropriate security clearances pursuant to the requirements set out in the Defense Industrial Security Regulations or other applicable regulations.

The contractor shall hold, at a minimum, an interim secret facility clearance as granted by DISCO prior to the RFP clearing date. PFPA will not sponsor potential offerors for DISCO Facility/Security Clearances.


Security clearance application forms required for DoD personnel security clearances shall be obtained from DISCO. All applicable forms provided by the contractor must be legible, accurate and complete. Within thirty (30) days of contract start up, the contractor will prepare and forward to the COR a legible and complete DD Form 2249 (DoD Building Pass Request) for each contract employee requiring access to the Pentagon and other locations within the NCR to obtain a DD Form 1466. The contents of the DD Form 2249 will be used to conduct a criminal record background investigation of the applicant prior to issuance of the DD Form 1466 (DoD Building Pass). The contractor will forward a completed PFPA New Employee Work Sheet that indicates clearance level and is signed by the Contractors FSO along with a Completed DD Form 2249. PFPA will not issue a DD Form 1466 without the Completed and signed PFPA Worksheet. Contractor will only request and PFPA will only issue DD Form 1466 to employees of the contractor.

6.3 Contractor Files and Records
The contractor shall maintain current and accurate administrative and training files detailing the contractor’s operations pertaining to this contract. At a minimum, the files shall include personnel information pertaining to all employees furnished under the contract. The files shall contain contract employee’s name, date of birth, Social Security number, home address, and home telephone number. Employee information shall also include points of contact to be notified in case of emergency, a recent color photograph of the employee, records of all training, test scores, examinations, the annually completed Lautenberg Form, copies of all complaints filed against the employee and subsequent, investigations, commendations and all records required by Industrial Security Manual relative to the affected employee. Contractor shall also maintain a record of all medical examinations to include Physicals and all testing to
include Drug and Alcohol. The contractor shall maintain these files for a period of six (6) years and three (3) months after final payment (FAR/DFAR).

6.4 Personnel Terminations
The contractor shall immediately notify the COR upon termination of any person assigned to work under this contract. The details of the termination, including a full identification of the affected employee shall be provided to the COR in writing, within three (3) business days after the termination along with any PFPA issued ID, Badges, Parking Passes, or equipment. The written report will include a full summary of the reason for the termination and any possible negative impact to the Government or PFPA specifically resulting from the terminated employee’s actions causing the termination, either operationally or media related. The report will also list any items of equipment seized from the affected employee. A copy of any applicable security log shall be attached to the written report detailing the applicable actions committed by the contractor’s personnel causing the termination. A contractor employee terminated involuntarily by one PFPA Contractor may not work for another PFPA Security Contractor on the PFPA Security Contract in any capacity.

6.5 Licenses.
The Contractor shall obtain and maintain throughout the terms of the contract all required armed CSO licensing for the jurisdiction in which performance is required. For this contract, licenses should be obtained in accordance with the requirements of the State of Maryland. Licenses and permits to carry/possess a weapon shall be obtained in all-permanent jurisdictions.

7.0. Government Furnished Equipment
The Government will furnish the following equipment for use by the Contract Security Officers while on duty at the various locations. All equipment listed is not available at all locations. The supervisor shall ascertain that all equipment is in working condition at the beginning of each shift. Loss or damage of equipment must be documented and reported to the security officer’s supervisor. The supervisor shall report the loss or damage to the COR as soon as possible but in no case shall the report extend past the end of the shift in which the loss or damage was occurred or was found.

A. Electrical and mechanical equipment where installed, such as alarms and surveillance systems, communications equipment, CCTV, X-Ray machine, stand alone metal detectors, hand-held metal detectors, undercarriage mirrors, clearing barrels and ballistic blankets, including written operating procedures and instructions. The government will supply all clearing barrels and provide appropriate areas for clearing of approved contractor owned weapons and ammunition. Space for contractor owned/GSA approved Class 5 weapons and ammunition security containers will be provided by the government.

B. Officers Duty Book, including all relevant information required.

C. Telephones deemed necessary by the government for the conduct of official government business under the contract.

D. All administrative forms prescribed for use by the contractor's employees.

F. Classroom for on-site-training, of personnel employed by the contractor, for the purpose of COR Provided/required training.

G. Building utilities and services will be afforded the contractor in accordance with established DOD operational procedures. This includes the use of concessions facilities, when open, restrooms and the use of medical facilities when available for emergency purposes.

H. PFPA hand-held radios for some rover/patrol positions. The Government will provide radios in locations deemed appropriate. The Government will not provide radios in all areas. Government supplied radios operating on the Government network are for emergency use only.

J. Escape masks will be provided within the general vicinity in a wall mounted locked box.
K. Keys, and Access cards as deemed necessary by the Government.

### 8.9 Applicable Directives

8.1 Attachment C. Minimum Standards for Contract Security Officers.
8.2 Attachment D. Medical Standards for Contract Security Officers.

### 9.0 Critical Tasks, Standards, Metrics and Incentives Matrix

<table>
<thead>
<tr>
<th>Security Services</th>
<th>Service Delivery</th>
<th>Schedule</th>
<th>Surveillance Method</th>
<th>Incentives/De-Incentives</th>
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<tbody>
<tr>
<td>Critical Task</td>
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<td>(1) Payment Deduction</td>
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<td>qualified contract</td>
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<td>reports, PFPA COR</td>
<td>option period.</td>
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<td>contractor’s performance.</td>
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<td>Discrepancies in this</td>
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</table>

- Ensure that PFPA’s mission of providing protection and security of assigned facilities and personnel is fully accomplished.
- Ensure professionalism, competence and promptness in the daily execution of duties of the assigned post and to ensure the protection and security of the occupants, equipment and materials of the assigned facility.

<table>
<thead>
<tr>
<th>Critical Task</th>
<th>Standard</th>
<th>Metric</th>
<th>Surveillance Method</th>
<th>Incentives/De-Incentives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The contractor shall staff all required posts with a fully qualified contract security officer who meets all applicable standards.</td>
<td>Ensure that PFPA’s mission of providing protection and security of assigned facilities and personnel is fully accomplished</td>
<td>100% of the time.</td>
<td>Review of daily Contract Security Officer Duty Registers, weekly quality control reports, PFPA COR and customer observation.</td>
<td>(1) Payment Deduction (2) Interim negative CPARS evaluation, (3) Government may not extend next contract option period. See * Schedule of Deductions Information below. Positive or negative semi-annual CPARS ratings/evaluations of contractor’s performance.</td>
</tr>
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<td>Security Services</td>
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</tr>
<tr>
<td>Critical Task</td>
<td>Standard</td>
<td>Metric</td>
<td>100% of the time throughout the period of performance of the contract.</td>
<td></td>
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<tr>
<td>3. The contractor shall implement and maintain its quality control plan/program as accepted by the Government and incorporated into the contract upon award.</td>
<td>To ensure and maintain the standards and quality of services required under this contract and to ensure that all posts are appropriately staffed at all times with the highest quality, qualified, professional security personnel.</td>
<td>The COR and alternate COR will conduct random inspections and reviews of quality related programs and training initiatives, covered by the quality control plan.</td>
<td>Positive or negative semi-annual CPARS ratings/evaluations in the area of contract management.</td>
<td></td>
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<tr>
<td>4. Produce high quality daily logs and event reports that provide an accurate chronological record of events and to document conditions that may warrant realignment of posts, duties and identify security issues of concern.</td>
<td>Reports must be accurate, complete, concise, and legible and must contain detailed descriptions of all events and actions that occur during the shift as required per contract, SOP, Post Order and other applicable directives.</td>
<td>Subjective assessment of the quality of the reports/logs by shift managers/supervisors and the COR.</td>
<td>Incentives/Decentives shall be the same as Critical Task One (1). Positive or negative semi-annual CPARS ratings/evaluations of contractor’s performance.</td>
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</tr>
<tr>
<td>Critical Task</td>
<td>Standard</td>
<td>Metric</td>
<td>Surveillance Method</td>
<td>Positive or negative semi-annual CPARS evaluations of contractor's performance regarding additional support and surge response capability.</td>
</tr>
<tr>
<td>5. Respond to the requirement for additional security personnel within the required time frame while maintaining the integrity of the regular posts at all assigned locations</td>
<td>Assist with PFPA's protection and security mission during special events or under heightened security conditions.</td>
<td>Fully qualified and appropriately equipped personnel reporting for duty. No discrepancies in staffing of assigned posts; no personnel working hours in excess of the acceptable standards as stated in the Minimum Standards Attachment C.</td>
<td>Duty logs review, Contractors QC and PFPA QA activities.</td>
<td></td>
</tr>
</tbody>
</table>

*Schedule of Deductions and Incentives for Critical Tasks 1, 2, and 4.*

Please see the attached violation chart. (Attachment E)

NOTE: Each identified incident will result in monetary deductions. Discrepancies of this nature may result in the issuance of a “show cause” letter to the contractor regarding continuation of the services.

**Award Term Determination:**

Bi-annual CPARS evaluations will be entered into the CPARS system. All critical task evaluations collected and documented during the prior six months of the performance period will be used to develop and support the CPARS interim evaluation. Further, the evaluations will be used to support documentation to the contract file regarding the recommendation to add or delete the next available option period for this contract. The contractor is encouraged to submit a quarterly self-assessment report to the contracting officer that discusses successes, challenges, innovations, problem resolution; solutions and initiatives identified during the execution of the contract requirements. Contractor self-assessment information MAY be considered in support of CPARS evaluations.

Only contractor(s) with superior performance evaluation ratings may receive additional award term option periods. In accordance with the FAR, 52.217-9 the Government reserves the right to exercise options.

The first award term evaluation cutoff will occur at the end of the sixth month of first option period. The Government has 60 days after this date to complete the evaluation and issue the award term determination.
The second award term evaluation cutoff will occur at the end of the sixth month of the second option period. The Government has 60 days after this date to complete the evaluation and issue the award term determination.