

NON-DISCLOSURE AGREEMENT

I, **(Individual Name)**, (hereinafter RECIPIENT), an employee of **(Company Name)**, a Contractor providing support services to the **Washington Headquarters Services** and likely to have access to nonpublic information, agree to and promise the following:

WHEREAS RECIPIENT is engaged in delivering support services to **Washington Headquarters Services** under **(Task Order Number)**; and

WHEREAS it is the intention of **Washington Headquarters Services** to protect and prevent access to and disclosure of nonpublic information, including but not limited to Planning, Programming, Budgeting and Execution (PPBE) information, to anyone other than employees of the United States Government and others who have a need to know, unless so authorized by the Contracting Officer's Representative; and

WHEREAS **Washington Headquarters Services** acknowledges that RECIPIENT will have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT will be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as PPBE information, proprietary information (e.g., information submitted by a contractor marked as proprietary), advance procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by **Washington Headquarters Services** under the Freedom of Information Act (e.g. PPBE data);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract;

RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees;

As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the Contracting Officer's Representative in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract.

RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this Agreement will subject the RECIPIENT to administrative, civil or criminal remedies, as may be authorized by law.

****These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.****

SIGNATURE AND DATE

PRINTED NAME: _____

TITLE: _____

EMPLOYER: _____

WD 15-4282 (Rev.-3) was first posted on www.wdol.gov on 04/19/2016

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of	Wage Determination No.: 2015-4282
Director	Wage Determinations	Revision No.: 3
		Date Of Revision: 04/08/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
 Maryland Counties of Calvert, Charles, Prince George's
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		16.59
01012 - Accounting Clerk II		18.61
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01035 - Court Reporter		21.84
01041 - Customer Service Representative I		14.40
01042 - Customer Service Representative II		16.18
01043 - Customer Service Representative III		17.66
01051 - Data Entry Operator I		14.71
01052 - Data Entry Operator II		16.05
01060 - Dispatcher, Motor Vehicle		18.42
01070 - Document Preparation Clerk		14.70
01090 - Duplicating Machine Operator		14.70
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		14.98
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		24.23
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07

01311	- Secretary I	18.07
01312	- Secretary II	20.18
01313	- Secretary III	25.29
01320	- Service Order Dispatcher	16.98
01410	- Supply Technician	31.41
01420	- Survey Worker	20.03
01460	- Switchboard Operator/Receptionist	14.43
01531	- Travel Clerk I	13.46
01532	- Travel Clerk II	14.46
01533	- Travel Clerk III	15.53
01611	- Word Processor I	15.63
01612	- Word Processor II	17.67
01613	- Word Processor III	19.95
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	27.70
05010	- Automotive Electrician	23.51
05040	- Automotive Glass Installer	22.15
05070	- Automotive Worker	22.15
05110	- Mobile Equipment Servicer	19.04
05130	- Motor Equipment Metal Mechanic	24.78
05160	- Motor Equipment Metal Worker	22.15
05190	- Motor Vehicle Mechanic	24.78
05220	- Motor Vehicle Mechanic Helper	18.49
05250	- Motor Vehicle Upholstery Worker	21.63
05280	- Motor Vehicle Wrecker	22.15
05310	- Painter, Automotive	23.51
05340	- Radiator Repair Specialist	22.15
05370	- Tire Repairer	14.44
05400	- Transmission Repair Specialist	24.78
07000	- Food Preparation And Service Occupations	
07010	- Baker	14.14
07041	- Cook I	13.81
07042	- Cook II	16.06
07070	- Dishwasher	10.11
07130	- Food Service Worker	10.66
07210	- Meat Cutter	19.19
07260	- Waiter/Waitress	9.70
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	19.86
09040	- Furniture Handler	14.06
09080	- Furniture Refinisher	20.23
09090	- Furniture Refinisher Helper	15.52
09110	- Furniture Repairer, Minor	17.94
09130	- Upholsterer	19.86
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.54
11060	- Elevator Operator	11.59
11090	- Gardener	17.52
11122	- Housekeeping Aide	12.23
11150	- Janitor	12.23
11210	- Laborer, Grounds Maintenance	13.07
11240	- Maid or Houseman	11.40
11260	- Pruner	11.58
11270	- Tractor Operator	16.04
11330	- Trail Maintenance Worker	13.07
11360	- Window Cleaner	13.80
12000	- Health Occupations	
12010	- Ambulance Driver	21.63
12011	- Breath Alcohol Technician	21.35
12012	- Certified Occupational Therapist Assistant	25.42
12015	- Certified Physical Therapist Assistant	23.57

12020 - Dental Assistant	17.98
12025 - Dental Hygienist	44.75
12030 - EKG Technician	30.44
12035 - Electroneurodiagnostic Technologist	30.44
12040 - Emergency Medical Technician	21.63
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	16.36
12130 - Medical Laboratory Technician	18.08
12160 - Medical Record Clerk	18.80
12190 - Medical Record Technician	21.04
12195 - Medical Transcriptionist	20.12
12210 - Nuclear Medicine Technologist	37.60
12221 - Nursing Assistant I	11.74
12222 - Nursing Assistant II	13.19
12223 - Nursing Assistant III	14.40
12224 - Nursing Assistant IV	16.16
12235 - Optical Dispenser	20.17
12236 - Optical Technician	17.38
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	17.18
12305 - Radiologic Technologist	32.31
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	23.90
12320 - Substance Abuse Treatment Counselor	27.04
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.37
13012 - Exhibits Specialist II	26.46
13013 - Exhibits Specialist III	32.37
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	36.09
13050 - Library Aide/Clerk	14.86
13054 - Library Information Technology Systems Administrator	32.58
13058 - Library Technician	20.09
13061 - Media Specialist I	20.60
13062 - Media Specialist II	23.05
13063 - Media Specialist III	25.70
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13090 - Technical Order Library Clerk	18.67
13110 - Video Teleconference Technician	21.25
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)

14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.92
14160 - Personal Computer Support Technician		26.22
14170 - System Support Specialist		36.86
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.47
15020 - Aircrew Training Devices Instructor (Rated)		44.06
15030 - Air Crew Training Devices Instructor (Pilot)		52.81
15050 - Computer Based Training Specialist / Instructor		36.47
15060 - Educational Technologist		35.31
15070 - Flight Instructor (Pilot)		52.81
15080 - Graphic Artist		29.48
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		48.72
15086 - Maintenance Test Pilot, Rotary Wing		48.72
15088 - Non-Maintenance Test/Co-Pilot		48.72
15090 - Technical Instructor		27.59
15095 - Technical Instructor/Course Developer		33.74
15110 - Test Proctor		22.22
15120 - Tutor		22.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.37
16030 - Counter Attendant		10.37
16040 - Dry Cleaner		13.33
16070 - Finisher, Flatwork, Machine		10.37
16090 - Presser, Hand		10.37
16110 - Presser, Machine, Drycleaning		10.37
16130 - Presser, Machine, Shirts		10.37
16160 - Presser, Machine, Wearing Apparel, Laundry		10.37
16190 - Sewing Machine Operator		14.28
16220 - Tailor		15.13
16250 - Washer, Machine		11.37
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.25
19040 - Tool And Die Maker		25.72
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		18.02
21030 - Material Coordinator		24.23
21040 - Material Expediter		24.23
21050 - Material Handling Laborer		13.83
21071 - Order Filler		15.09
21080 - Production Line Worker (Food Processing)		18.02
21110 - Shipping Packer		16.20
21130 - Shipping/Receiving Clerk		16.20
21140 - Store Worker I		11.96
21150 - Stock Clerk		17.21
21210 - Tools And Parts Attendant		18.02
21410 - Warehouse Specialist		18.02
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		29.93
23019 - Aircraft Logs and Records Technician		21.74
23021 - Aircraft Mechanic I		28.41
23022 - Aircraft Mechanic II		29.93
23023 - Aircraft Mechanic III		31.38
23040 - Aircraft Mechanic Helper		19.29
23050 - Aircraft, Painter		27.20
23060 - Aircraft Servicer		21.74
23070 - Aircraft Survival Flight Equipment Technician		27.20

23080 - Aircraft Worker	23.11
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.11
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	28.41
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	28.62
23130 - Carpenter, Maintenance	21.66
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	27.43
23182 - Electronics Technician Maintenance II	29.12
23183 - Electronics Technician Maintenance III	30.68
23260 - Fabric Worker	21.04
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	19.38
23311 - Fuel Distribution System Mechanic	25.09
23312 - Fuel Distribution System Operator	21.32
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	28.41
23381 - Ground Support Equipment Servicer	21.74
23382 - Ground Support Equipment Worker	23.11
23391 - Gunsmith I	19.38
23392 - Gunsmith II	22.54
23393 - Gunsmith III	25.20
23410 - Heating, Ventilation And Air-Conditioning Mechanic	26.28
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	27.69
23430 - Heavy Equipment Mechanic	24.16
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	24.85
23465 - Laboratory/Shelter Mechanic	23.93
23470 - Laborer	14.98
23510 - Locksmith	23.21
23530 - Machinery Maintenance Mechanic	25.43
23550 - Machinist, Maintenance	24.69
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	24.85
23592 - Metrology Technician II	26.18
23593 - Metrology Technician III	27.46
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	25.89
23810 - Plumber, Maintenance	24.52
23820 - Pneudraulic Systems Mechanic	25.20
23850 - Rigger	25.20
23870 - Scale Mechanic	22.54
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	30.15
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	25.20
23980 - Woodworker	19.38
24000 - Personal Needs Occupations	
24550 - Case Manager	17.64

24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.86
24620 - Family Readiness And Support Services Coordinator	17.64
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	30.03
25040 - Sewage Plant Operator	22.92
25070 - Stationary Engineer	30.03
25190 - Ventilation Equipment Tender	21.44
25210 - Water Treatment Plant Operator	22.92
27000 - Protective Service Occupations	
27004 - Alarm Monitor	21.91
27007 - Baggage Inspector	13.98
27008 - Corrections Officer	25.08
27010 - Court Security Officer	26.37
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	25.08
27070 - Firefighter	26.52
27101 - Guard I	13.98
27102 - Guard II	20.57
27131 - Police Officer I	28.19
27132 - Police Officer II	31.32
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
28043 - Carnival Worker	9.24
28210 - Gate Attendant/Gate Tender	14.31
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	16.02
28510 - Recreation Aide/Health Facility Attendant	11.68
28515 - Recreation Specialist	19.84
28630 - Sports Official	12.75
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.44
29020 - Hatch Tender	25.44
29030 - Line Handler	25.44
29041 - Stevedore I	23.44
29042 - Stevedore II	26.66
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	27.38
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	30.16
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30051 - Cryogenic Technician I	24.48
30052 - Cryogenic Technician II	27.04
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61

30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30095 - Evidence Control Specialist	22.10
30210 - Laboratory Technician	23.38
30221 - Latent Fingerprint Technician I	31.51
30222 - Latent Fingerprint Technician II	34.81
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30375 - Petroleum Supply Specialist	27.04
30390 - Photo-Optics Technician	27.98
30395 - Radiation Control Technician	27.04
30461 - Technical Writer I	24.12
30462 - Technical Writer II	29.52
30463 - Technical Writer III	35.72
30491 - Unexploded Ordnance (UXO) Technician I	25.24
30492 - Unexploded Ordnance (UXO) Technician II	30.53
30493 - Unexploded Ordnance (UXO) Technician III	36.60
30494 - Unexploded (UXO) Safety Escort	25.24
30495 - Unexploded (UXO) Sweep Personnel	25.24
30501 - Weather Forecaster I	24.48
30502 - Weather Forecaster II	29.77
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25.19
30621 - Weather Observer, Senior	(see 2) 27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	30.53
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	15.38
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	16.83
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	16.83
31362 - Truckdriver, Medium	18.28
31363 - Truckdriver, Heavy	19.96
31364 - Truckdriver, Tractor-Trailer	19.96
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.89
99030 - Cashier	10.03
99050 - Desk Clerk	12.08
99095 - Embalmer	25.36
99130 - Flight Follower	25.24
99251 - Laboratory Animal Caretaker I	12.43
99252 - Laboratory Animal Caretaker II	13.59
99260 - Marketing Analyst	33.51
99310 - Mortician	34.10
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	19.20
99711 - Recycling Specialist	23.54
99730 - Refuse Collector	17.01
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	14.77
99830 - Survey Party Chief	23.14
99831 - Surveying Aide	14.38
99832 - Surveying Technician	21.99
99840 - Vending Machine Attendant	15.48
99841 - Vending Machine Repairer	19.67

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.27 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which

requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

Executive Services Directorate
Information Management and Information Access
September 21, 2016

OVERVIEW

1.1 General: This is a non-personal services contract to provide Information Management and Information Access Operations Services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.2 Background: WHS/ESD provides comprehensive information management services and business solutions to the Office of the Secretary of Defense (OSD), Washington Headquarters Services and 12 DoD Agencies and Field Activities. ESD executes federally mandated and regulatory programs regarding information access, use, storage, retention, and transparency within DoD and externally to agencies, and the general public. Additionally ESD facilitates, coordinates, tracks, and monitors all GAO audits, surveys, and reviews of the Department of Defense and any other type of audit related to the Office of the Deputy Chief Management Officer of the Department of Defense. These programs require management and improvement of insulated and integrated OSD business processes. ESD provides business process support internally to the Department of Defense (DoD) and externally to other Federal Agencies and general public. This PWS details support required for ten tasks combined to provide ESD with enterprise-wide, cradle-to-grave information and content management and general mission support.

1.3 Objectives: The contract objective is to support ESD in satisfying the requirements of Federal law, regulations, Executive Orders, DoD policy, and graphic design.

1.4 Scope: The contractor shall provide support to the Washington Headquarters Services (WHS), Executive Services Directorate (ESD). The Contractor shall support the implementation, assessment, compliance, and reporting of the following Federal government's programs: Internal Directorate Mission and Business Processes; Automatic/Systematic Declassification; Mandatory Declassification Review (MDR) Program; Freedom of Information Act (FOIA); Security Review; Records and Information Management; Information Collections and Supports GAO audits, surveys, and reviews of the Department of Defense; Graphics; and Correspondence Management. To accomplish its mission, ESD provides comprehensive enterprise-wide information management and access support. ESD's mission requires the following functions:

- Business Process Analysis, information governance, information Access and transparency, enterprise content management, and training and outreach.
- Implementation of the Records and Information Management Program for OSD and DoD supported components –Manages the lifecycle of government information.
- Manage the DoD Directives Program – implement plain writing principles and institute efficiency initiatives through the modification or elimination of inefficient information collection requirements (reports).
- Implements and manages the OSD Historical Research Program.

- Implement and administer the Automatic, Systematic and Mandatory Declassification Review Programs for OSD and components of DoD.
- Implement and administer DoD FOIA, Security Review, and OSD/Joint Staff Privacy programs - includes initial processing, case management and appeals.

1.5 Period of Performance: One 12-month base period and four 12-month option periods.

1.6 General Information:

1.6.1 Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures specific to this requirement to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control plan (QCP) is the means by which he assures himself that his work complies with the requirement of the contract. At a minimum, the contractor shall develop quality control procedures that address the areas identified in Technical Exhibit 1 "Performance Requirements Summary."

1.6.2 Recognized Holidays:

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

1.6.3 Hours of Operations: The contractor is responsible for conducting work between the hours of 0700-1800, Monday-Friday when performing at the Government facility, except for Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings, with the exceptions identified in Task 9. The Contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this performance work statement when the Government facility is not closed for the above reasons. The Contractor shall ensure availability of contractor personnel at the contractor facility between the hours of 0700-1800, during Government work days.

1.6.4 Place of Performance: Performance will be both at the government and contractor's facilities within the NCR. The current Government facilities are located at the Pentagon, Washington, DC; Mark Center, Alexandria, VA; International Point, Centreville VA; National Declassification Center (NDC), U.S. National Archives, College Park, MD. Additionally, the COR may designate other areas of performance in the NCR region such Crystal City, VA; Washington, DC; Fort Belvoir, VA; or Bethesda, MD. Any new areas will be identified by the issuance of a modification. The contractor's facilities must be located within 30 miles of the Pentagon.

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

1.6.6 Security Requirements: All key contractor personnel, task leads, and 90% of non-key personnel assigned to this contract shall possess active security clearance issued by the Department of Defense commensurate with their required level of access as specified in the individual tasks at time of the proposal submission. Up to 10% of non-key personnel can be eligible for security clearance with their required level of access as specified in the individual tasks at time of the proposal submission. All personnel shall maintain the level of security clearance required throughout the life of the contract. At the time of proposal, the Contractor SHALL have an ACTIVE Top Security Facility Security Clearance (FCL) with Top Secret safeguarding; accredited for storage of Sensitive Compartmented Information (SCI). Additionally, the Contractor SHALL have an IT network certified by the Defense Security Service (DSS) and SCIF accreditation by the Defense Intelligence Agency (DIA), and shall maintain this level of security requirements throughout the life of the contract. All automated processing of Top Secret, Secret and Classified information shall be accomplished on DSS-approved information systems. In addition, all SCI information shall be processed on Government furnished SCI computers, SCI scanners and SCI printers. The Government will NOT sponsor companies for any security requirements. The contractor shall comply with all security requirements listed in the attached DD254 by time of proposal submission.

1.6.7.1 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and material shall be secured in accordance with pertinent government laws and regulations.

1.6.8 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.9 Key Personnel: The personnel listed below are considered essential to the work being performed hereunder. Prior to substituting, removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the Contracting Officer 15 working days in advance and shall submit a written request and justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this Contract. The proposed substitution of personnel must meet or exceed the education, experience, and other technical requirements of the personnel being replaced. No change in personnel shall be made by the Contractor without the prior written consent of the Contracting Officer.

In the event the proposed substitution of key personnel does not meet or exceed the education, experience, and other technical requirements of the personnel being replaced, the Government reserves the right to require continued performance of previously approved key personnel or to require substitution of acceptable replacements for the individuals specified below. The key personnel listed below may, with

the consent of the contracting parties, be amended from time to time during the course of the Contract to either add or delete personnel as appropriate. Key personnel titles and qualifications are listed below:

1.6.9.1 Program Manager: Must possess at least 15 years' experience managing federal contracts, 5 years of DoD experience and direct knowledge of all contract tasks. Ability to lead administrative and operational issues involving staff. A four year degree in a related field or equivalent combination of degree and experience. Must have experience briefing in writing and orally General Schedule (GS)-15, Senior Executive Service (SES), and political appointees. Signed offer letter by candidate desired.

1.6.9.2 Project Manager & Task 1 Lead (PWS 4.1.1): 10 years managing federal contracts, 5 years of DoD experience, and direct knowledge of all contract tasks. Must have the ability to brief in writing and orally GS-15, SES, and political appointees. A four year degree in a related field or equivalent combination of degree and experience. Signed offer letter by candidate desired.

1.6.9.3 Graphic Support Subject Matter Expert (SME)(PWS 4.10): Expert (3 years' experience minimum) knowledge of graphic design, composition and typography; proficient in Adobe Creative Suite programs (includes Photoshop, Illustrator, InDesign, and Acrobat; mounting, laminating, mat cutting, framing, and erecting displays; proficient in both Macintosh and Personal Computer (PC) computer environment and with the usage of high resolution scanners, large format inkjet printers, electronic mat cutters and framing equipment. Experience providing customer consultation and service, with strong oral and written communication skills. Signed offer letter by candidate desired.

1.6.9.4 Task 2 Lead (PWS 4.2): Six years managing personnel and detailed knowledge (3 years' experience) of all aspects of task requirements. Must be familiar with developing and implementing policies and regulations governing all types of declassification (i.e. Automatic Declassification, Systematic Declassification, FOIA, Security Review, etc.), in accordance with Executive Order 13526, Restricted Data in accordance with the Atomic Energy Act of 1954, and other applicable federal regulations regarding classified national security information. Must have experience working with DOE, DoD and other related agencies in the declassification process. A four year degree in a related field or equivalent combination of degree and experience. They must possess a final and fully adjudicated Top Secret/SCI Clearance. Signed offer letter by candidate desired.

1.6.9.5 Task 3 Lead (PWS 4.3): Six years managing personnel and detailed knowledge (3 years' experience) of all aspects of task requirements. Must be familiar with developing and implementing policies and regulations governing declassification, in accordance with Executive Order 13526, Restricted Data in accordance with the Atomic Energy Act of 1954, and other applicable federal regulations regarding classified national security information, to include experience working with DOE, DoD and other related agencies in the declassification process. Must be familiar with the Freedom of Information Act (FOIA) and the application of exemptions under FOIA. A four year degree in a related field or equivalent combination of degree and experience. Signed offer letter by candidate desired.

1.6.9.6 Task 6 Lead (PWS 4.6): Six years managing personnel and working knowledge (3 years' experience) of all aspects of task requirements. A four year degree in a related field or equivalent combination of degree and experience. Signed offer letter by candidate desired.

1.6.9.7 Task 8 Lead (PWS 4.8): Three years managing personnel and expert (3 years' experience) knowledge of all aspects of task requirements. A four year degree in a related field or equivalent combination of degree and experience. Signed offer letter by candidate desired.

1.6.9.8 Records and Information Management SME (PWS 4.6.2 and 4.6.3): Expert (3 years' experience) knowledge of Records Management principles in the Federal environment and Certified Records Manager (CRM) is desired. Possess at least 2 years' experience with implementing NARA regulations at the Federal government level. Analyzes records and information and provides assessments for disposition or other actions in accordance with Federal and OSD policies and procedures. Develops and recommends implementation guidance for policies and procedures to manage permanent and temporary records in all media types. Develops and provides RM training to internal and external customers, in small and large groups. Organizes and documents findings of studies and prepares recommendations for implementation of new systems, procedures, or organizational changes. Provides specialized knowledge in specific functional or operational domains specific to records and information management. Must possess a bachelor's degree or equivalent years of professional/industry experience. Signed offer letter by candidate desired.

1.6.10 Records Management: The Contractor shall support the disposition of all records (regardless of format and classification) under the cognizance of customer organization to comply with the regulations set forth by the DoD, Washington Headquarters Service, and the National Archives Records Administration (NARA).

Administrative Instruction 15, "OSD Records and Information Management Program," dated 3 May 2013, shall be the records management regulation that the contractor shall use for the proper disposition of records and information created and received in support of this contract and OSD components. The disposition of records and information will be authorized by written consent of the "COR" or the "program office the contractor is assigned to". The DoD and its contractors are responsible for preventing the alienation or unauthorized destruction of records and information, including all forms of mutilation.

Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

The Contractor shall provide record-keeping and file management in accordance with (IAW) the following items for all records generated in execution of this contract:

1. The Contractor shall comply with citations 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1220 through Part 1237.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
4. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract.

- 5 Contractor shall comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
- 6 No disposition of documents will be allowed without the prior written consent of the "COR" or the "program office the contractor is assigned to." The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

1.6.11 Training: All contractors that perform work in concert with Tasks 2, 3, 4, and 5 shall, successfully pass, and furnish a copy of the certification to the Government upon request for the Historical Records Restricted Data Reviewers (HRRDR) course conducted and certified by the Department of Energy (DOE), and receive refresher training for certification every three (3) years as required by DOE.

1.6.12 COR Directed Meetings: The Contractor shall attend any and all pertinent meetings for all Tasks delineated in this contract as directed by the COR. to include Bi-Weekly Contract Status meetings with the COR and semi-annual Contract Status Briefs to ESD leadership. The COR shall determine and inform the contractor if contractor attendance is required. The Contractor shall provide a report of all meetings directed to attend by the Government. The report shall include as a minimum, a copy of any presentation materials provided to the attendees, attendees list with contact information, a summary of the discussion and any actions/recommendations for WHS.

1.6.13 Phase in Period: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the forty (40) calendar day, phase in/ phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the contract start date of February 5, 2017. The Contractor shall ensure there is no interruption or compromise to productivity, quality, or services. The contractor shall provide a draft Transition Plan with the proposal. The final Transition Plan is required within 30 days of contract start.

PART 2
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

2. GOVERNMENT FURNISHED ITEMS AND SERVICES:

2.1. Facilities: The Government will provide on-site the necessary workspace for contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

2.2 Utilities: The Government will provide all utilities at the Government's on-site facility for Government on-site contractors in order for them to performance all tasks outlined in the PWS.

2.2. Equipment: The Government will provide the necessary equipment to the contractor or contractor staff to provide the support outlined in the PWS to include: reproduction machines required for classified materials (Task 3); envelopes and letterhead for correspondence; classified courier bags; SCI Computers and SCI scanners; or laptops for training in Government facilities.

PART 3
CONTRACTOR FURNISHED ITEMS AND SERVICES

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

3.1 General: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials necessary to perform work under this contract that are not listed under Part 2, Section 2 of this PWS.

3.2 Top Secret/ Sensitive Compartmented Information (SCI) Facility Clearance: The contractor shall possess an active TOP SECRET (TS) Facility Security Clearance (FCL) with Top Secret safeguarding accredited for storage of SCI at time of the proposal submission, and must maintain the TOP SECRET/SCI facility clearance for the life of the contract. The facility must be certified by the Defense Security Service (DSS) for the processing and temporary storage of material up to the Top Secret level and Defense Intelligence Agency (DIA) accredited for the processing and temporary storage of SCI material per National Industrial Security Program Operations Manual.

The facility must include the following features:

- Top Secret Closed Area capable of storing 6 million pages (paper)
- Accredited Sensitive Compartmented Information Facility (SCIF) capable of storing up to 30 archival boxes
- Restricted Area cleared for processing Top Secret (and below) material
- DSS-certified Secret network for up to 30 users
- DSS-certified Top Secret network for up to 30 users
- Unclassified network for up to 30 users
- Existing SIPR connection and capability (or capable of receiving SIPR connection)

PART 4 SPECIFIC TASKS

4. SPECIFIC TASKS:

4.1. Task 1: Directorate Operations and Mission Support

4.1.1 **Program and Project Management:** For all tasks associated with this PWS, the Contractor shall provide project management support to satisfy contractual terms with ESD and provide analytic evaluations and policy development, strategic planning, program development, subject matter expertise, technical and administrative management support, and supervisory skills sufficient for the accomplishment of each task.

The Contractor shall conduct overall management coordination and liaison with the Contracting Officer's Representative (COR) to review, develop, conduct, report, and certify the products and work completed for the project as well as coordinate work, monitor timelines, prepare reports, coordinate schedules, act as executive agent, and resolve project issues.

The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This work is to be performed at government locations and at the contractor's facility. The contractor shall develop and recommend plans, policies, and procedures to ESD leadership. Functions and responsibilities include:

- Management of a contractor facility that is a Defense Security Service (DSS) Top Secret certified facility with a SCIF capable of supporting the task indicated. This includes administration of four stand-alone IT networks supporting sensitive unclassified and up to TS/SCI information; vehicles to support bulk movement of classified information; and a 12-terabyte electronic archive
- Submit Monthly Reports to the Contracting Officer and COR on the status of the contract.
- Manage the contractor workforce to establish, integrate, and/or coordinate the Records Management (RM) and Information Management Program IAW 44 U.S.C. Chapter 31 and 33, 36 CFR Parts 1220-1239, and 41 CFR Part 102-193
- Support the Records Management Program mission to oversee the operation of the records disposition for OSD, seven OSD Components and seven Field Operating Agencies
- Provide innovation and business process improvement across the spectrum of contract support (Business process improvement plan)
- Provide expertise, advice, assistance and program development to ensure RPDD is in compliance with governmental transparency initiatives, Presidential Memorandum – *Managing Government Records*, OMB/NARA M-12-18 Directive *Managing Government Records*, and provides expertise on the processes and procedures required for the development of the Chronical of Tenure for the Secretary and Deputy Secretary of Defense
- Provide program management, policy development, and program-level strategic planning for the OSD Declassification Program IAW Executive Order 13526
- Provide project management and tracking of up to 50 individual actions at any given time with the capability to provide a current status report within 2 hours of request
- Develop a Comprehensive Management Plan

- Schedule and facilitate a Quarterly Contract Status Meeting with (ESD) leadership to review overall contract status, accomplishments during the reporting period, major activities or action, status on contractor supported ESD initiatives, and any problems and recommended solutions. The Contractor will schedule the meeting (date, time, location), submit draft power point slides two days prior to the meeting, provide power point slides for the meeting that provide a mechanism for ESD leadership to analyze metrics and accomplishments in the context of overall contract performance, record results of the meeting with any action items, and record the conduct of the meeting in that month's Monthly Status Report (MSR).
- Meet Bi-Weekly with the COR to discuss status of on-going actions, progress, funding, and any significant task issues. The agenda will be provided in advance by the Contractor.
- Provide a Project Management Plan (PMP) detailing the major milestones for each task. Plan will be updated annually and address the elements of the Business Process Improvement Plan
- Develop, implement, and maintain a Business Process Improvement Plan in support of enterprise-wide information management and content management processes. Plan outlines mechanisms and innovations for contract performance improvement, efficiencies, and cost savings/avoidance. Plan is due 30 days prior to the end of each contract period
- Provide a weekly production or progress report for Tasks 2, 3, and 6 and other items of significance

4.1.2 ESD Operations Management. The contractor shall provide direct support to the Director, Executive Services Directorate (ESD) by providing office management services to the Directorate Operations Staff for the ESD Director, Deputy Director, Division Chiefs, and an estimated 125 ESD civilian personnel located within the National Capital Region in the following areas: Directly supports the Director, Executive Services Directorate (ESD); maintains calendar; sets/confirms appointments/meetings; correspondence

- Serves as the POC/Training Coordinator for all ESD personnel training and learning programs, ensuring processing of organizational documentation, and EEM distribution
- Compiles, updates and disseminates ESD program's weekly status reports to Director and Assistant Directors
- Manages and monitors all Director and Deputy Director correspondence and task management utilizing the Correspondence and task Management System (CATMS)
- Coordinates and tracks travel in the Defense Travel System (DTS) for 125+ personnel
- Assists directorate leadership Telework and Wellness program analyst, processing program applications and tracking directorate participation
- Submits personnel and visitor parking on behalf of ESD. Serves as ESD Parking Representative for the Mark Center and Pentagon locations.
- Manages personnel awards processes
- Serves as alternate ESD Emergency Planning Coordinator POC for Continuity of Operations (COOP) exercises and plans
- Serves as Event Coordinator and ESD POC/liaison for directorate meetings, conferences, and training events
- Must be qualified in Microsoft Office Suite applications (Word, Excel, Outlook, Access, Visio, and PowerPoint) and CATMS; office expert with DTS

4.1.3 Security: All personnel supporting this task require an active Top Secret clearance. Program Manager and Project Managers require SCI.

4.2 Task 2: Automatic/Systematic Declassification Program Support

4.2.1 Declassification: The Contractor shall review and recommend declassification action on documents 25 years of age in all media formats in accordance with sections 3.3. and 3.4 of Executive Order (E.O.) 13526, ISOO Directive No. 1 on Classified National Security Administration, Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD)," Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD," DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4," the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual, the OSD Declassification Guide, and the OSD Records Disposition Schedule. In addition, the Contractor shall review and recommend declassification action on record material referred to OSD by other Federal Agencies. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The majority of this task will be performed at the contractor facility (85%), with the remaining work performed at NDC, College Park, MD (10%), and NCR (5%).

4.2.2. Training: The Contractor must conduct an OSD-approved Automatic Declassification and Indoctrination Training Course for each contractor employee. Each employee must pass the required training in order to meet the requirements for review, in addition to the DOE Training (1.6.11).

4.2.3. Declassification support: The Contractor shall support the drafting and implementation of declassification plans, policies, procedures, and solutions. Additionally, the contractor shall recommend solutions that set the conditions to create innovative enterprise transformation for the OSD Declassification Program by identifying resourceful solutions for declassification processes, reducing facility/storage costs, while ensuring declassification mandates are achieved in a safe and secure environment.

4.2.4. Declassification Database: The Contractor shall maintain an auditable database that tracks all declassification review actions, name of reviewers, workflow process (status), and all relevant metadata generated in the performance of the task (classification, page count, date reviewed, referral agencies, etc.). This database must be government accessible via Virtual Private Network (VPN) connection. The Contractor shall make information in the database, the Database administrator's manual and Database user's manual and a database management available to the COR, or COR representative(s), as the COR deems necessary. The Contractor shall have a secure infrastructure capable of supporting Secret Internet Protocol Router Network (SIPRNet) delivery.

4.2.5 Security: All personnel supporting this task require an active Top Secret clearance with 15% requiring SCI.

4.3 Task 3: Mandatory Declassification Review (MDR) Program Support:

4.3.1 Mandatory Declassification Reviews (MDRs): The Contractor shall be responsible for administrative support, reviews, and recommendations regarding declassification action in accordance with section 3.5 of Executive Order (E.O.) 13526, ISOO Directive No. 1 on Classified National Security Administration, Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD)," Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD," DoD 5230.30-M "DoD Mandatory Declassification Review (MDR) Program," DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4," the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual, the OSD Declassification Guide, and the OSD Records Disposition Schedule. The Contractor support requirement for drafting and implementation of declassification plans, policies, procedures, and solutions as delineated in Task 2 apply to this task.

The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

4.3.2 MDR Correspondence: The Contractor shall be responsible for drafting, preparing, and processing all MDR program related correspondence for Government approval and signature. The Contractor shall also be responsible for processing and development of a system for tracking all MDR correspondence for mail in accordance with Government Classified National Security Information laws and regulations. The database and associated access requirements from Task 2 apply to this task.

4.3.3. Training: The training requirements from the Overview Section and Task 2 apply to this task.

4.3.4. Maintenance of Records: The contractor shall maintain records in accordance with the OSD Records Disposition Schedule. This task generates records identified under system of records notice, the contractor shall follow the requirements of DWHS EO5, Mandatory Declassification Reviews (<http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/OSDJS-Article-List/>) . This work shall be performed at contractor site.

4.3.5. Security: The SIPR infrastructure requirements from the Overview Section and Task 2 apply to this task. All personnel supporting this task require an active Top Secret clearance with 15% requiring SCI.

4.4. Task 4: Freedom of Information Act/Privacy Act (PA) Program Support

4.4.1 Freedom of Information : The contractor shall support all processing requirements for FOIA/PA requests in accordance with 5 U.S.C 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act), and DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4." This includes case initiation, records searches and audits, reviews, redacting documents, drafting correspondence, case filing and mailing, case scanning, case destruction, data entry for case and workflow tracking, courier support and support the FOIA Requestor Service Center. The contractor will support the FOIA Appeals office, primarily with tasking, as well as some processing and analytical reviews of cases. The contractor shall support records management of FOIA/PA cases by archiving and determining dispositions through established procedures. The contractor shall ensure that personally identifiable information (PII) is protected. This work is performed principally on Government site. The

contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

4.4.2. Courier Support: As part of this support, the contractor shall provide courier services to and from the Mark Center to the Pentagon with some limited deliveries in the NCR.

4.4.3 Security: All personnel supporting this task require an active Top Secret clearance with potential TS/SCI as required by the government.

4.5 Task 5: Pre-Publication and Security Review

4.5.1 Security Review: The Contractor shall conduct the security and policy reviews for clearance of official DoD information proposed for official public release by the DoD and its employees (military and civilian). This supports the Security Review Program by conducting reviews of proposed testimony before congressional committees, International Traffic in Arms Regulations (ITAR) controlled technical data that was generated under non-DoD contracts, and material submitted by sources outside the DoD for such review. Based on security and policy requirements, the Contractor shall recommend content of proposed material that should NOT be released, or recommend approval of release. Work includes daily courier support (minimum of two courier requirements per day), case scanning, and periodic case processing. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The Security Review Program is performed on Government site.

4.5.2 Security: All personnel supporting this task require an active Top Secret clearance with potential TS/SCI as required by the government.

4.6 Task 6: Records and Information Management

4.6.1. Records and Information Management: The contractor shall develop, implement, and validate the program and its practices and procedures. To achieve this is to manage WHS and OSD information content throughout its life-cycle – from creation to disposal of temporary content and archiving permanent content to the National Archives. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task shall be primarily performed on Contractor site with frequent support (weekly/bi-weekly) at various Government offices locations in the NCR.

4.6.2 Records Management Support Services: The Contractor shall support the RIM Program in the development and conduct of training to leadership, managers, and personnel. The contractor shall also develop an ECM Project Management Plan with supporting sections for Communications, Change Management, Risk Assessment, Training, and Business Process Improvement. The contractor must research industry trends and best business practices in RIM, and develop strategies and identify tools to support program implementation and improvement. The Contractor shall support the reduction of OSD records holdings through the identification of records that have met their disposition date and facilitation of the disposition process; including: retirement to WNRC; transfer to NARA; or deletion/destruction. The Contractor shall prepare and deliver briefings and training, organize meetings, provide reports, track actions, and provide program assessments. Briefings and training are provided to users, managers, action officers, and senior leadership.

In direct support of RPDD, the contractor shall provide processing of SF-135's in NARA's ARES, Archives and Records Centers Information System (ARCIS) and Electronic Records Archive (ERA). The Contractor shall act as the SharePoint site administrator for RPDD, to include maintenance and process improvement. The Contractor must provide direct client support in the maintenance and administration of RPDD office records filing, shared drive administration, and editing/proofing of RPDD-generated documents. The Contractor shall support the scheduling, facilitating, and proctoring of RPDD-provided trainings. The Contractor must support the development and implementation of governances – plans, policies, directives, instructions, and operating procedures.

4.6.3 Records Management Analysis/Reviews: The Contractor shall provide on-site assessments of shared drives, electronic systems housing records, and hardcopy record holdings. Periodically, the Contractor will be required to perform systematic compliance reviews of OSD offices and directorates to ascertain compliance levels as well as to provide recommendations on process improvement. The Contractor shall transport records in bulk (boxes) from Government sites to the contractor facility for processing and temporary storage in addition to performing records appraisals on Government site. Analyses will include: identification, classification, organization, and dispositioning of records. The contractor shall perform quality control of records documentation ensuring that the accessions/collections are categorized and processed in line with OSD and NARA requirements.

4.6.4. Training: The Contractor must conduct an RPDD-approved Records Management Indoctrination Training Course for personnel providing records management support services.

4.6.5 Content/Knowledge Management: The contractor shall develop and support an information architecture in which RPDD has an auditable accounting of OSD permanent records holdings and the lifecycle of specific records collections can be maintained from creation to final disposition. Additionally, these records must be retrievable and shareable. The Contractor shall curate and maintain record collections of permanently historical value with descriptions and inventories. The information architecture must provide a mechanism that supports historical accounting of the record lifecycle. This shall be implemented at the contractor's facility, and across OSD as part of the overarching RIM Program. The Contractor shall support the integration of identified best practices into the processes and procedures and cultivate compliance through the creation and formalization of governances. As part of this task, the contractor shall implement and systematically support the scheduled collection, capture, and management of OSD Chronicle of Tenure records as part of the larger information architecture. In order to formalize and achieve these goals and objectives, the contractor must review the current approved OSD Records Schedule and recraft it to support the implementation of the RIM Program Project Management Plan. The revision should lay the foundation for a RIM program in which records management compliance is integrated into current business requirements and efficient processes.

4.6.6 Electronic Records Ingestion: The Contractor shall facilitate the ingestion of electronically-borne record material, up to Top Secret/SCI, into various databases, file structures, and the OSD Executive Archive (EA). The contractor shall possess the ability to review and assess all electronically-borne material in all current and future standard formats, in accordance with the OSD Records Schedule for classification, series description/categorization, and disposition. The contractor must convert standard electronically-borne material of all current and future standard file formats into text-searchable format for the purposes of records research and future retrieve-ability. Additionally, the contractor shall facilitate

electronic records capture using mechanisms and systems that allow for real-time and ad-hoc reporting of metrics including approximate page counts and data storage volume.

4.6.7 Temporary Records Storage: The Contractor shall provide a secure, DSS-certified, Top Secret/SCI facility space, to safeguard and store large volumes of both paper and electronic media on a temporary basis – up to one year for any given piece of material. The storage capacity of the Contractor's facility must accommodate up to 6 million pages of classified information and up to 50,000 pages of SCI material. All material must be stored in accordance with DSS, National Industrial Security Program Operations Manual (NISPOM) and DIA requirements for the safe handling of classified material. The Contractor must maintain an auditable database to ensure cradle-to-grave tracking of all temporarily stored records regardless of media type.

4.6.8 Electronic Records Storage: The Contractor shall maintain the OSD Executive Archive (EA). The EA is a 40 million-page (8 terabytes) searchable e-record repository. Throughout the period of the contract, the Contractor must continue to add record collections to the EA. The expected rate of record ingestion is 4.5 million pages per year. The contractor must provide a comprehensive Electronic Records Management plan, in addition to a DSS certified Information Technology solution for electronic records storage and data warehousing. This solution must be flexible to respond to new and changing requirements and OSD needs. Material for ingestion in the EA will be classified up to Top Secret/SCI and include records of varying formats to include PDF, XML, Microsoft office files, database files, email, and audio/video files. The Contractor must assess this material to determine file series and disposition in accordance with the OSD Records Schedule.

4.6.9 Records Research and Discovery: The Contractor must provide resources required to receive requests, communicate with the requestors, and conduct text-searchable queries in response to records requests using the OSD EA for DoD Freedom of Information Division, DoD General Counsel, the OSD Historical Office, Congress, Inspector Generals, the Office of Military Commissions and the State Department (Foreign Relations of the United States (FRUS) . The Contractor shall have the capability to respond to no fewer than 20 major (locating more than 10 responsive documents) research requests per month, and provide initial assessment responses within 24 hours of request receipt. The Contractor will maintain detailed records related to each search in an auditable database including: search date, researcher name, results, and methodology. Once a request has been addressed, the Contractor shall provide responsive material, in electronic format, as requested by the government. The Contractor shall have the ability and resources necessary to facilitate delivery within 5 hours anywhere in the NCR. The Contractor shall have a secure infrastructure capable of supporting SIPR Net delivery.

4.6.10 Image Capture: The Contractor shall conduct records conversion of OSD and WHS content into approved digital formats (TIFF, JPEG, PDF, XML, etc.). The material is classified up to Top Secret/SCI and work must be conducted at the contractor's facility. The Contractor must be prepared to support online declassification and portability/controlled access via SIPR. The Contractor may be required to conduct records conversion twice a year at the Presidential Libraries and other Government locations for collections of 30,000 to 100,000 pages. Records will be retrieved from various locations in the NCR and specifically the WNRC, then stored, scanned, and returned to the storage facility within 20 workdays unless requirements necessitate otherwise. All records conversion hardware and software will be furnished and maintained by the contractor.

4.6.11 Courier Services: The Contractor shall provide on-call courier services for material classified up to Top Secret/SCI. Additionally, Task 2 Automatic/Systematic Declassification Program, Task 3 Mandatory Declassification Program, Task 4 Freedom of Information Act and Records Management require regular courier support. This includes the movement of records to and from government facilities and the contractor facility. All aspects of delivery service shall be provided including bulk records transport from WNRC, the Pentagon, Mark Center, NARA and other records repositories with the NCR. The Contractor shall provide and ensure that all delivery vehicles and personnel are insured and that all required state and local municipality documentation is maintained for utilized vehicles.

4.6.12. Security: All personnel supporting this task require an active Top Secret clearance with 15% requiring SCI.

4.7 Task 7: Information Collections

4.7.1 Information Collections: The Contractor shall provide analytical support for the processing of DoD Information Collections cases. The contractor will analyze data, coordinates with clients and trains users to ensure compliance with the Paperwork reduction Act. Contractor shall support Secretary of Defense directed efficiency initiatives regarding the elimination of inefficient reporting requirements. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

4.7.2 DoD Information Collections system: Contractor shall conduct all processes associated with updating the DoD Information Collections system with the most current approved and historical information collections.

4.7.3 Security: All personnel supporting this task require an active Secret Clearance.

4.8 Task 8: DoD Issuances and Forms Support

4.8.1 Issuances and Forms Processing: To support these programs contractor shall support the following areas: issuance and forms compliance and quality review (compliance analyst support): web site development, database management, and program planning. Program planning includes concept development, resource identification, concept validation, change management, implementation, coordination, and quality control. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

4.8.2 Issuance Analysis and Coordination: The Contractor shall conduct compliance and quality reviews on DoD Issuances to meet requirements of DoD Instruction 5025.01, the Plain Writing Act and established division standards. The Contractor shall support the ESD Directives Division in continually conducting business process analysis regarding the processing of issuances, ensuring they are processed efficiently while remaining compliant with regulations. This support will include developing and disseminating information materials to aid OSD and WHS offices and directorates in preparing and coordinating DoD Issuances and understanding the DoD issuance program including the processes and tools employed. The Contractor shall conduct ECM activities required for the preservation and retrieval of issuances, including the electronic filing the issuance and supporting material in concert with publication in the division's records management application and performance of records processing and management activities. Contractor shall coordinate with the originating office regarding status,

corrections, and/or comments on issuances, as required.

4.8.3 Forms Development and Support: In accordance with DoD Forms Program, contractor will design and develop forms, revise current forms, and cancel outdated forms. The contractor will manage forms databases, including but not limited to creating and updating database records; database record entry of various forms data for the purposes of electronic storage, retrieval, and tracking.

4.8.4 Website Administration: The Contractor shall conduct all processes associated with updating the Issuances and Forms websites with the most current issuances and ensuring that all links are working and routed to the correct issuance. The Contractor shall update the websites to ensure that the record copies of all DoD Issuances and forms contain the required historical information to comply with records management requirements of the DoD and NARA. In addition, the contractor shall make any web design and functionality changes as needed.

4.8.5 Web Portal Management: The Contractor shall administer the DoD issuances portal coordinating with ESD Directives staff and OSD Issuances Focal points regarding programmatic and user requirements in the processing and coordination of DoD issuances.

4.8.6 Security: All personnel supporting this task require an active Top Secret clearance.

4.9 Task 9: Correspondence Management:

4.9.1 Correspondence: The Contractor shall provide daily and continuous analytical and technical support to the Correspondence Management Division (CMD) in its support of OSD. This support must ensure that CMD correspondence and information management workflows are efficient and effective and all record information content is managed. Support includes processing of congressionals, nominations, awards, image capture, filing and archiving records. As part of this support, the contractor shall provide executive level courier services to and from various locations in the National Capital Region (including the White House, and State Department) and hand-carry Officer Nominations to and from Congress. The government may furnish cell phones to the couriers to meet this requirement. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task may require contractor support during government shutdowns.

4.9.2. Security: All personnel supporting this task require an active Top Secret clearance with 10% requiring SCI and/or Special Access.

4.10 Task 10 : Graphics Development:

4.10.1 Graphics: The contractor shall consult with OSD customers and design and produce graphic products in support of the Office of the Secretary of Defense special events and communications campaigns, publications, briefing charts, displays and exhibits, presentations, etc. The contractor may meet with customer and provide regular verbal and written communications.

4.10.2 Security: Personnel supporting this task do not require a security clearance.

PART 5
APPLICABLE PUBLICATIONS

5. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

5.1 The contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures to include:

5.2 Task 1 Directorate Operations and Mission Support: All references listed below apply to Task 1.

5.3 Task 2 Automatic/Systematic Declassification Program Support:

E.O. 13526 “Classified National Security Information”, ISOO Directive No. 1 on Classified National Security Administration, Public Law 105-261, “Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD),” Public Law 106-35, “Supplement to Plan for Declassification of RD and FRD,” DoDM 5200.01 “DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4,” the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual, the OSD Declassification Guide, and the OSD Records Disposition Schedule.

5.4 Task 3 Mandatory Declassification Review (MDR) Program Support:

E.O. 13526 “Classified National Security Information”, ISOO Directive No. 1 on Classified National Security Administration, Public Law 105-261, “Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD),” Public Law 106-35, “Supplement to Plan for Declassification of RD and FRD,” DoD 5230.30-M “DoD Mandatory Declassification Review (MDR) Program,” “DoDM 5200.01 “DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4,” the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual and the OSD Declassification Guide, and the OSD Records Disposition Schedule.

5.5 Task 4 Freedom of Information Act/Privacy Act (PA) Program Support:

5 U.S.C 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act), and DoDM 5200.01 “DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4.”

5.6 Task 5 Prepublication and Security Review:

DoDM 5200.01 “DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4,” DoD Directive 5230.09, “Clearance of Information for Public Release,” DoDI 5230.29, DoD Instruction 5400.04, “Provision of Information to Congress” and DoD Instruction 7650.02 “Government Accountability Office Reviews and Reports.”

5.7 Task 6 Records and Information Management:

44 USC Chapters 29-31 (Federal Records Act), P.L. 113-187 (Presidential and Federal Records Act Amendments of 2014), 36 CFR Parts 1220-1239 (NARA Regulation), OMB/NARA M-12-18 (Managing Government Records Directive), EO 13526, DoDI 5015.2 (DoD RM Program), DoD 5220.22-M,

National Industrial Security Program Operating Manual, AI 15 (OSD Records and Information Management Program), AI 50 (Historical Research in the OSD) and OSD Records Disposition Manual.

5.8 Task 7 Information Collections:

44 U.S.C. §§ 3501–3521 (Paperwork Reduction Act), 552a (Privacy Act), U.S.C. P.L. 104-13, 109-435, 110-289 (also known as the Paper Reduction Act). Secretary of Defense Memorandum (Track Four Efficiency Initiatives Decision), DODI 8910.01 (Information Collection and Reporting), DoD 8910.01 Volumes 1 and 2, (DoD information Collections manuals), Executive Orders 13563 “Federal Register Program,” and AI 15 (OSD Records and Information Management Program).

5.9 Task 8 DoD Issuances and Forms Support:

Public Law 111-274 (Plain Writing Act of 2010) DoD Instruction 5025.01 (“DoD Issuance Program), DoDI 5025.13 (DoD Plain Writing Program), DoDI 7750.07 (DoD Forms Management Program), DoD 7750.07-M (DoD Forms Manual), AI 15 (OSD Records and Information Management Program).

5.10 Task 9 Correspondence Management:

44 USC Chapters 29-31 (Federal Records Act), P.L. 113-187 (Presidential and Federal Records Act Amendments of 2014, 36 CFR Parts 1220-1234, , EO 13526, DoDI 5015.2 (DoD RM Program), AI 15 (OSD Records and Information Management Program), AI 50 (Historical Research in the OSD).

PART 6

ATTACHMENT/TECHNICAL EXHIBIT LISTING

6. Attachment/Technical Exhibit List:

6.1 Attachment 1/ Technical Exhibit 1 – Performance Requirements Summary

6.2 Attachment 2/ Technical Exhibit 2 – Deliverables Schedule

6.3 Attachment 3/ Technical Exhibit 3 – Estimated Workload Data (Tables A and B)

TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

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

PERFORMANCE REQUIREMENTS SUMMARY

Requirements	Performance Standards	ACCEPTABLE QUALITY LEVEL	Method of Surveillance	Incentives/ Disincentives
PRS #1. PWS Task 4.1.1 and 4.1.2	All taskings are timely as required by the government	> 95% accuracy and without rework	Validated by government office and/or COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings
PRS #2 ESD Operations Management. PWS Task 4.1.3	All taskings are timely within established government deadlines as required by the government. TS performed at the Pentagon	> 90% accuracy	Validated by Deputy Director, ESD or government analyst	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in reassignment of contractor personnel and training on tasks

PRS #3 Automatic and Systematic Declassification PWS Task 4.2	Reviews are conducted IAW OSD Declassification Guide and E0 13526	> 98% accuracy	10%-20% audit reviews by Senior Government Declassifier and/or COR Periodic inspections by Intelligence Security Oversight Office (ISOO), Department of Energy (DOE), and National Declassification Center	CPARS evaluation/ ratings May require corrective action on the part of the contractor and may include, but are not limited, to the following: a. Reassignment of contractor declassification reviewer(s) or contract management personnel b. New, additional, or modified contractor quality assurance regimens c. Additional training Project Tasks
PRS #4 Mandatory Declassification Reviews PWS Task 4.3	Reviews are conducted IAW OSD Declassification Guide and E0 13526, 5 USC 552	> 98% accuracy	100% review by Senior Government Declassifiers and/or COR	CPARS evaluation/ ratings. May require corrective action on the part of the contractor and may include, but are not limited, to the following: a. Reassignment of contractor declassification reviewer(s) or contract management personnel b. New, additional, or modified contractor quality assurance regimens c. Additional training Project Tasks

PRS #5. FOIA/PA Support PWS Task 4.4 and 4.4.1	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in reassignment of contractor personnel.
PRS #6. Security Review PWS Task 5 Para 4.5.1	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in reassignment of contractor personnel.
PRS #7. Records Management PWS Task 6 Para 4.6.1.	All taskings are timely within established government deadlines required by the government	> 99.5% accuracy	Review/monitored by COR and senior government analysts	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in a. Reassignment of contractor personnel and training on Project Tasks
PRS #8. Information Collections PWS Task 7 Para 4.7	All taskings are timely within established government deadlines required by the government	> 90% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in a. Reassignment of contractor and training on Project Tasks

PRS #9. DoD Issuances and Forms Support PWS Task 8 Para 4.8	All taskings are timely within established government deadlines required by the government	> 90% accuracy	Review/monitored by senior government analysts. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in a Reassignment of contractor personnel and training on Project Tasks
PRS #10. Correspondence Management PWS Task 9 Para 4.9	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analysts. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in a Reassignment of contractor and training on Project Tasks
PRS #11. Graphics Management PWS Task 10 Para 4.10	All work products are completed within established government deadlines required by the government	> 99% accuracy	Review/monitored by senior government analysts or Chief, OSD Graphics Division. Any issues reported to the COR	Contractor Performance Assessment Reporting System (CPARS) evaluation/ ratings May result in a Reassignment of contractor and training on Project Tasks

TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

Deliverables: All documents will be provided in either hard copy or electronic format as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Contractor may be asked to provide in compressed or Portable Document Format.

PWS Paragraph#	Deliverable Title	Delivery Time	Frequency
1.6.14	Transition Plan: Obtain system documentation and verify system and facility access; Conduct transition meeting with Government leadership; Transition high quality incumbent personnel, re-badge, and conduct orientations; Provide all contractor services from notice to proceed date.	At the time of proposal submission	Once
1.6.9	Contractor Key Personnel Contract list	30 days after contract award.	Monthly
4.1.1	Monthly Status Report: Provide reports to the Government on contract performance. Reflect the accomplishments of the reporting period, deliverable status, funding issues, problems and recommended solutions, planned actions, and production for each task and subtask.	Due by the 10 day of each month	Monthly
4.1.1	Weekly Production Report. for Tasks 2,3, and 6 to include: cases opened, reviewed by contractor and government, cases referred, and closed, MDR Program Status, pages reviewed for Automatic/systematic declassification by location, Record Management Program Status (scanning and reviews) and Research cases opened, closed, and pages provided.	Due the Tuesday following the report week	Weekly
4.1.1	Project Management Plan - The Contractor shall deliver a Project Management Plan (PMP) detailing the major milestones for each task. The PMP shall fully organize, coordinate, integrate, manage, control, and document all elements of the project requirements. Plan will be updated annually and include the elements of the Business Process Improvement Plan	120 days after contract award	Annually

4.1.1	Business Process Improvement Plan	Due 30 days prior to the end of each contract period	Annually
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All documents shall be provided in either hard copy or electronic format as requested by the COR. Electronic documents shall be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Contractor may be asked to provide in compressed or Portable Document Format.

TECHNICAL EXHIBIT 3

ESTIMATED WORKLOAD DATA

The estimated hours and labor categories are simply estimates on what it may take to perform the requirements listed in this PWS based on past history on similar projects. The contractor is not required to propose the labor hour/mix below and is encouraged to use sound judgment and businesses practices when preparing the price proposal.

TABLE A

ITEM	NAME	EstimatedTotal # of CFTEs	ESTIMATED QUANTITY
1	Program Manager (PWS 1.5)	1	1000 HOURS
2	Project Manager & Task 1 Lead (PWS 1.5)	1	1900 HOURS
3	Correspondence Management Division (PWS 4.9)	6	11400 HOURS
4	Directives Division (PWS 4.8) Task Lead 8	18	34200 HOURS
5	Defense Office of Prepublication and Security Review (DOPSR), (PWS 4.5)	2	3800 HOURS
6	Defense Office of Freedom of Information (PWS 4.4)	4	5700 HOURS
7	Records and Declassification Division (RDD), (PWS 4.2, 4.3, and 4.6) (Task Leads 2,3,6 and Records and Information Management SME)	35-41	66500-77900HOURS
8	Directorate Operations (PWS 2.1)	1	1900 HOURS
9	Graphic Support SME (PWS 4.10) Graphics Support SME	2	3800 HOURS

TABLE B
Estimated Metrics by Directorate

ITEM	PROCESS TOTALS	LOCATION	SECURITY LEVEL
Directorate Operations			

PWS 4.1.3. ESD Operations Management	Direct Support to the Director &, Operations Staff. Provides office management services. Ensure established time lines are met	Pentagon	Active TS
RECORDS, PRIVACY AND DECLASSIFICATION DIVISION			
PWS 4.2. Automatic/Systematic Declassification	Automatic and Systematic Declassification reviews: Estimated Workload (390,000 per month/4.8 Million per year	Contractor Facility (85%); NDC (10%); NCR (5%)	15% requiring TS/SCI and Active TS
PWS 4.3. Mandatory Declassification Reviews	Base period: 240 cases per month (2880 per year) POP 1-4: 384 cases per month (5000 per year)	Contractor Facility	15% requiring TS/SCI and Active TS
PWS 4.6.2 Records Management Support Services	Estimated records disposition reviews 600,000 Pages per month, six training per year classes	Contractor Facility/NCR	TS/SCI and Active TS
PWS 4.6.3 RM Analysis/Assessment Reviews	Estimated assessments: 6 Directorate-level organizations supported per year	Contractor Facility/NCR	TS
PWS 4.6.5 Content/Knowledge Management	ECM/RIM Plan (an appendix to the PMP)	Contractor Facility	TS
PWS 4.6.4 RM Training	Estimated sessions per year 6 – two-hour sessions with attendance greater than 10 personnel; maintain training posted on website	Mark Center/NCR	TS
PWS 4.6.6 Electronic Records Ingestion	Estimated 600,000 pages per month (7.2 M pages per year)	Contractor Facility	TS/SCI and TS
PWS 4.6.7 Temporary Records Storage	Estimated 6M Pages of classified records (1600-2400 boxes), and 50,000 pages of SCI (15-20 boxes), and 250,000 pages of 1.2 M Pages of unclassified records (500 boxes)	Contractor Facility	TS and TS/SCI
PWS 4.6.8 Electronic Records Storage (EA)	Estimated 4.5M pages (approximately 8 terabytes) (approximately 375,000 pages added monthly)	Contractor Facility	TS/SCI and TS

PWS 4.6.9 Records Research and Discovery	Estimated 240 Cases (major searches – greater than 10 documents; some searches may exceed 20,000 pages)	Contractor Facility	TS/SCI and TS
PWS 4.6.10 Image Capture	Estimated 375,000 pages per month (4.5M Pages per year) Records Conversion in support of MDR, Litigation, Historical Research, and RM	Contractor Facility	TS/SCI and TS
PWS 4.4.2 Courier support for Declassification, MDR, and Records Management	Courier runs to support the tasks Task 2, 3, and 6 Pentagon: 4-6 per month Mark Center: 8-10 per month WNRC: 8 per month Other NCR: 2 per month	Contractor Facility and NCR	TS/SCI
DOD FREEDOM OF INFORMATION DIVISION			
PWS 4.4.1 Freedom of Information and Privacy Act	Estimated case support processing 166 per month	Mark Center	TS/SCI
PWS 4.4.1 Freedom of Information Act Appeals	Estimated taskings 17 per month	Mark Center	TS/SCI
PWS 4.4.2 Courier Support	Estimated courier runs per location: Pentagon: 22 per month Mark Center: 22 per month Crystal City: 2 per month	Mark Center/NCR	TS/SCI
DOD OFFICE OF PREPUBLICATION AND SECURITY REVIEW			
PWS 4.5. Security Reviews	Estimated case processings 17 per month, 375 Cases Scanned per month	Pentagon	TS/SCI and TS
PWS 4.5.1 Security Reviews Courier support	Estimated courier runs per month: Pentagon: 22 per month Mark Center: 1 per month NCR: 22 per month	Pentagon/NCR	TS/SCI
DIRECTIVES DIVISION			
PWS 4.7	Estimated 33 cases are reviewed per month (400 cases per year)	Mark Center	TS

Information Collections Compliance reviews			
PWS 4.7.1 DoD Information Collection system	Manage DoD Information Collection system, ensure established time lines are met 90% of the time	Mark Center	Secret
PWS 4.8.2 Issuances Analysis and coordination	Estimated 50 cases per month processed 600 Issuances	Mark Center	TS
PWS 4.8.3 Forms Development	Estimated 100 Form Reviews per month	Mark Center	TS
PWS 4.8.2 Training Support	Estimated 12-15 sessions per year	Mark Center or Pentagon	TS
PWS 4.8.4 Website Administration	Manage DoD Unclassified and Classified Issuance Websites, update issuances and listings, ensure established time lines are met 90% of the time	Mark Center	TS
PWS 4.8.5 Web Portal Management	Manage DoD Unclassified and Classified Issuance portals, ensure established time lines are met 90% of the time	Mark Center	TS
CORRESPONDENCE MANAGEMENT DIVISION			
PWS 4.9. Correspondence Management	Estimated 20,000 Pages processed per month ensure, established time lines are met 95 % of the time (Add to the PRS)	Pentagon	TS/SCI and TS
PWS 4.9.1 Documents Scanned	Estimated 14,850 documents per month	Pentagon	TS/SCI and TS
PWS 4.9.1 Cases Launched	Estimated 4,583 cases launched in CATMS per month	Pentagon	TS/SCI and TS
PWS 4.9.1 Items Delivered	Estimated 92 items delivered per month	Pentagon	TS/SCI and TS
PWS 4.9.1 Burn Bags Processed	Estimated 290 burn bags per month	Pentagon	TS/SCI and TS

PWS 4.9.1 General Officer Nominations	Estimated 145 nominations per month for General/Flag Officers, Department Promotion Boards, and Department Military Accessions.	Pentagon	TS/SCI and TS
PWS 4.9.1 Documents Processed and archiving of scrolls	Estimated 833 documents processed per month for filing and archiving	Pentagon	TS/SCI and TS
PWS 4.9.1 Boxes Retired	80-100 boxes prepared annually for retirement	Pentagon	TS/SCI and TS
OSD GRAPHICS DIVISION			
PWS 4.10 Graphics and Presentation Support- Projects are based upon demand.	Annual expected workload of 160 major projects.	Pentagon	Unclassified

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED Top Secret b. LEVEL OF SAFEGUARDING REQUIRED Top Secret	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>	
a. PRIME CONTRACT NUMBER HQ003417C0022		X		a. ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) 20161019	
b. SUBCONTRACT NUMBER		b. REVISED <i>(Supersedes all previous specs)</i>		REVISION NO. DATE (YYYYMMDD)	
X c. SOLICITATION OR OTHER NUMBER HQ003417R0008		DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? ☒ YES ☐ NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? ☐ YES ☒ NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE QualX Corporation 6564 Loisdale Court, Suite 305 Springfield, VA 22150		b. CAGE CODE 5Q8Y1		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Services (IOFCC2) 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151 (703) 428-0018, Fax: (703) 703-325-0374	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION QualX Corporation 6564 Loisdale Court, Suite 305 Springfield, VA 22150		b. CAGE CODE 5Q8Y1		c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Services (IOFCC2) 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151 (703) 428-0018, Fax: (703) 703-325-0374	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT The Contractor shall support the implementation, assessment, compliance, and reporting of: Internal Directorate Mission and Business Processes; Automatic/Systematic Declassification; Mandatory Declassification Review (MDR) Program; Freedom of Information Act (FOIA); Security Review; Records and Information Management; Information Collections and Supports GAO audits, surveys, and reviews of the Department of Defense; Graphics; and Correspondence Management.					
10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES NO		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		X		b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA		X		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION		X		e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		X		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		X		h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		X		i. HAVE TEMPEST REQUIREMENTS	
h. FOREIGN GOVERNMENT INFORMATION		X		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		X		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		X		l. OTHER <i>(Specify)</i>	
k. OTHER <i>(Specify)</i> See Item 13		X		See Item 13	

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (*Specify*)

Office of Security Review; 1155 Defense Pentagon, Washington, D.C. 20301-1155

Note: Public release of any U.S government information is not authorized unless specifically approved in writing by the government.

Examples of government information are: Unclassified; ~~Controlled Unclassified~~, Confidential, Secret, Top Secret, SCI, Nuclear, other special

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.

*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

(b)(6)

Chief, Records, Privacy and Declassification Division

(b)(6)

See Item 13.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. ☒ Yes ☐ No
(*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

See Item 13

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☒ Yes ☐ No
(*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

DIA has exclusive security responsibility for ~~SCI~~ classified material released or developed under this contract and held within the contractor's SCIF.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

(b)(6)

b. TITLE

Security Specialist

c. TELEPHONE (*Include Area Code*)

(b)(6)

d. ADDRESS (*Include Zip Code*)

Washington Headquarters Services Security Office,
4800 Mark Center Drive, Suite 03F09-02, Alexandria, VA 22350
email: whs.pentagon.em.mbx.security-officers@mail.mil

17. REQUIRED DISTRIBUTION

☒

a. CONTRACTOR

☒

b. SUBCONTRACTOR

☒

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

e. ADMINISTRATIVE CONTRACTING OFFICER

☒

f. OTHERS AS NECESSARY

e. SIGNATURE

(b)(6)

(b)(6)

DD254, Item 13..... Continuation Page

Government Customer Name:	WHS Executive Services Directorate (ESD)
Prime Contract Number:	HQ003417C0022
Solicitation or Other Number:	HQ003417R0008
Contractor Name:	QualX Corporation

ITEM 1a. FACILITY CLEARANCE

- When access to DoD information is at a government facility, the contractor shall follow all local government policy and procedures to safeguard information (classified or unclassified).
- Personnel clearances shall be issued and posted in JPAS prior to access.
- The contractor shall ensure all required security education/training requirements, and/or re-certifications are accomplished prior to access.

ITEM 1b. SAFEGUARDING

- Contractor is authorized to store classified material at its location at the level specified. DSS must approve safeguarding capability and provide oversight.

ITEM 7. SUBCONTRACTOR

- Contractor shall seek and obtain approval from the government prior to issuing a subcontract.
- Contractor shall issue a DD 254 to the subcontractor and provide applicable security classification guidance.

ITEM 10b. RESTRICTED DATA

- Contractor shall not have access to Restricted Data until all approvals are in place, briefings are completed and access authorizations are recorded in the Joint Personnel Adjudication System (JPAS).
- Contractor shall obtain DSS approval to store Restricted Data in the facility listed in Item 6a.

ITEM 10c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)

- Contractor shall obtain DSS approval to store this material in the facility listed in Item 6a.
- Contractor shall obtain government approval for access to CNWDI and follow government policy to safeguard CNWDI.
- Contractor personnel shall not have access to CNWDI until all approvals are in place, briefings are completed and access recorded in JPAS.
- GCA approval is required prior to granting CNWDI access to a subcontractor.

ITEM 10d. FORMERLY RESTRICTED DATA

- Contractor shall obtain DSS approval to store this material in the facility listed in Item 6a.

The fact that specific wording may not be written in this DD254 does not constitute a waiver to comply with government policy. The contractor must contact the government if there are questions regarding compliance.

~~FOR OFFICIAL USE ONLY~~

- Contractor shall obtain government approval for access to ~~Formerly Restricted Data~~ and follow government policy to safeguard ~~Formerly Restricted Data~~.
- Contractor shall not have access to ~~Formerly Restricted Data~~ until all approvals are in place, briefings are completed and ~~(Restricted Data)~~ access recorded in JPAS.

ITEM 10e(1). ~~SENSITIVE COMPARTMENTED INFORMATION (SCI)~~

- Contractor shall obtain facility accreditation to store ~~SCI~~ in the facility listed in Item 6a, if required by the contract.
- Contractor shall not have access to ~~SCI~~ until all approvals, briefings, non-disclosures are signed, and ~~SCI~~ access recorded in JPAS.
- Prior approval from DIA is required before a subcontract requiring access to ~~SCI~~ can be issued.
- Contractor shall follow ~~SCI~~ policy and guidance as listed in DoDM 5105.21.
- All ~~SCI~~ will be handled in accordance with special security requirements, which will be furnished by the designated responsible special security office (SSO).
- ~~SCI~~ will not be released without approval from the OCA.
- Inquiries pertaining to ~~SCI~~ classification guidance will be directed to the SSO.
- ~~SCI~~ remains the property of the government and upon completion of the contract, will be returned or destroyed IAW instructions provided by the government.

ITEM 10e(2). ~~NON-SCI~~

- Contractor shall obtain facility accreditation to store Non-~~SCI~~ in the facility listed in Item 6a, if required by the contract.
- Contractor shall obtain government approval for access to Non-~~SCI~~ and follow government policy to safeguard Non-~~SCI~~.
- Contractor shall not have access to Non-~~SCI~~ until all approvals and briefings are in place and ~~SCI~~ access recorded in JPAS.
- Prior approval of the GCA is required before a subcontract involving access to Non-~~SCI~~ can be issued.

ITEM 10f. SPECIAL ACCESS INFORMATION

- Contractor shall obtain approval to store ~~Special Access Program (SAP)~~ information in the facility listed in Item 6a, if required by the contract.
- Access to ~~SAP~~ information requires approval from the ~~SAP~~ Program Security Office.
- Contractor shall follow government policy to safeguard ~~SAP~~ information.

ITEM 10g. NATO INFORMATION

- Contractor shall obtain approval to store ~~NATO~~ information at the facility listed in Item 6a, if required by the contract.
- Contractor shall follow government policy to safeguard ~~NATO~~ information.
- Contractor shall not have access to ~~NATO~~ information until the ~~NATO~~ briefing has been completed and ~~NATO~~ access recorded in JPAS.
- The prime contractor must receive approval from the GCA to grant ~~NATO~~ access to a subcontractor.

ITEM 10h. FOREIGN GOVERNMENT INFORMATION

- Contractor shall obtain approval to store ~~Foreign Government Information~~ at the facility listed in Item 6a, if required by the contract.
- Contractor shall follow government policy to safeguard ~~Foreign Government Information~~.

- The prime contractor must receive approval from the GCA to grant access to a subcontractor.

ITEM 10j. ~~FOR OFFICIAL USE ONLY (FOUO)~~

- ~~FOUO~~ and/or other types of ~~Controlled Unclassified Information (CUI)~~ provided under this contract shall be safeguarded as required by Volume 4 of the DoDM 5200.1.
- Contractor shall:
 - Ensure Personally Identifiable Information (PII) (also a type of ~~CUI~~) protected under the Privacy Act Program is safeguarded as required by government policy.
 - Not remove or alter ~~FOUO~~ markings unless approved in writing by the government.
 - Enforce "need to know."
 - Not release ~~FOUO~~ information to unauthorized persons.
 - Destroy ~~FOUO~~ information by approved methods (e.g. burn bag).

ITEM 10k. OTHER (Protection of Other Types of Sensitive Information)

- **DoD INFORMATION:** All information in the custody and control of the DoD. Contractor will protect DoD information in accordance with current DoD regulations.
- ~~CONTROLLED UNCLASSIFIED INFORMATION (CUI)~~ Unclassified, sensitive information that requires safeguarding and/or dissemination controls. Contractor will protect ~~CUI~~ in accordance with Volume 4 of the DoDM 5200.1.

- **PERSONALLY IDENTIFIABLE INFORMATION (PII):** Contractor shall protect PII as required by the Privacy Act of 1974, DoD 5400.11-R, DoDM 5200.1, Volume 4, etc. The following box provides guidelines for protecting PII:

PII PROTECTION DOs and DON'Ts	
DO:	DON'T:
<u>Immediately report known or suspected instances of a breach to the security manager at: whs.pentagon.em.mbx.security-officers@mail.mil.</u>	Disclose PII to unauthorized individuals.
If involved in a breach, immediately attempt to recover the PII to bring it back under DoD control.	Leave your CAC in your computer when away from your desk.
Enforce need-to-know.	Email unencrypted PII.
Safeguard PII in a locked desk drawer or file cabinet.	List PII on the subject line of emails.
Look for PII during end of day checks and if found, safeguard as required.	Email PII to personal email accounts/servers (e.g., yahoo or Gmail).
Apply appropriate markings to documents and email containing PII.	Post PII to a shared network drive/folder unless the folder is limited to access by those persons with an official need-to-know.
If emailing PII outside of .mil for an official purpose and you cannot encrypt the email, you must password protect the document.	Store PII on laptops or other removable media.
Store and process PII only in approved customer locations.	Share/use/post PII to social media sites or any publicly accessible web site.
If teleworking, access PII only via a WHS connection with a WHS-issued laptop.	Store PII on CD/DVDs unless approved in writing by the COR/COTR.
Retrieve or clear PII from fax machines, printers, and copiers.	Store PII in a motor vehicle.
Use a burn bag to destroy PII.	Dispose of PII in trash cans or recycle bins.
Ensure 100% accountability of paper documents containing PII.	Leave PII unprotected.

ITEM 11c. RECEIVE AND GENERATE CLASSIFIED MATERIAL

- Prior to the receipt/storage/generation of classified information at the facility listed in 6a., the contractor shall ensure DSS has authorized SAFEGUARDING at the appropriate level and that the level approved is reflected in the DSS Industrial Security Facilities Database (ISFD).
- Contractor shall ensure that any information system used to process classified under this contract is accredited by DSS **PRIOR TO** use, as required by the NISPOM.
- Contractor shall comply with the NISPOM for access to and safeguarding of classified information.
- Contractor employees who generate classified information are required to complete training related to derivative classification as well as all other training associated with the protection of classified material.
- Contractor shall not apply derivative classification until an approved Security Classification Guide is provided by the government customer.
- Contractor shall comply with the security classification guidance provided by the customer.

ITEM 11l. OTHER (Additional Information/Guidance)

- **COMMON ACCESS CARD (CAC):** CACs will be issued to contractors as required. The government issued CAC is the property of the U.S. Government and shall be returned when expired or no longer required for performance on this contract. The CAC must be returned to the issuing office or the WHS Security Manager at:

WHS Security
(b)(6)
4800 Mark Center Drive, 03F09-02
Alexandria, VA 22350

- **DOD COMPUTER SECURITY:** All DoD information shall be processed only on DoD approved information systems. When classified processing is required at the contractor location, the system must be accredited by the Defense Security Service (DSS) in accordance with the DoDM 5220.22 (NISPOM). Contractors **shall not** process classified information on systems prior to accreditation.

The following box provides reminders for computer security:

DoD COMPUTER SECURITY DOs and DON'Ts	
DO:	DON'T:
Complete Information Assurance (IA) awareness training as required, and prior to use of any DoD system(s).	Process DoD information on personal computer devices.
Use digital signatures for DoD email.	Transfer data using commercial web email.
Encrypt all emails containing unclassified sensitive information such as FOUO, CUI and PII.	Download files from commercial web email or entertainment sharing sites to DoD computers.
Avoid opening suspicious emails and report them to the Security Manager.	Plug personal devices into DoD computers.
Remove CAC when away from the workstation.	Use DoD procured and/or owned removable storage media on non-government networks and computers.
Lock computer when away.	Click on pop-up messages or unknown links.
Ensure the computer is protected with the most updated virus software.	Store passwords on electronic devices or online.
Create complex passwords.	Email DoD information to personal email accounts such as Yahoo/Hotmail.
Shut down the computer when leaving the office.	Email Personally Identifiable Information (PII) to personal emails accounts such as Yahoo/Hotmail.
Log out of every site logged into (e.g., web browsers, instant messaging clients, etc.)	Modify DoD information systems or introduce hardware or software unless approved by the CO and government customer.

- **WIRELESS SECURITY POLICY:** The contractor shall not install or operate wireless access points (e.g. hot spots, routers) or any other Radio Frequency (RF) installations without written government approval. Personal electronic devices (e.g. cell phone, iPad) are not authorized in any government secure facilities.
- **UNCLASSIFIED DOD INFORMATION PROCESSING:** All unclassified DoD information must be processed on DoD information systems and **may not** be transferred to any information system that is not owned, used, or operated by the DoD.
- **WEB SITES:** Contractor shall not post DoD information to any DoD controlled web site or publicly accessible web site unless directed, in writing, by the CO and/or government customer.
- **PERSONAL DEVICES:** Contractor shall not use any personal or other non DoD approved devices (e.g. laptops, cell phones, PDAs, cameras, voice recorders) to store, receive, process or transmit DoD information.
- **COMPLIANCE WITH GCA SECURITY PROGRAM REQUIREMENTS:** Contractor shall comply with GCA security program requirements while on site at the government location for the duration of the contract.
- **ORIGINAL CLASSIFICATION AUTHORITY:** NOT AUTHORIZED.

- **DERIVATIVE CLASSIFICATION:** Derivative classification may not be performed at the contractor location until safeguarding capability has been authorized and approved, and a Security Classification Guide is provided to the contractor by the CO and/or government customer.
 - Contractors on-site at the government location performing this function must first complete the Derivative Classification training found on the DSS CDSE website.
- **DECLASSIFICATION & DOWNGRADING OF CLASSIFIED INFORMATION:** Declassification & downgrading of classified information is prohibited.
- **SECURITY VIOLATIONS:** In addition to NISPOM required actions, the contractor shall report all security violations to the WHS Security Office mailbox at Whs.pentagon.em.mbx.security-officers@mail.mil. The report will include the “who, what, where, when and why” details regarding the incident. Reports shall not contain classified information.
- **UNAUTHORIZED DISCLOSURES OF CLASSIFIED INFORMATION:** Contractor shall report all unauthorized disclosures of classified information to the WHS Security Office via its mailbox at Whs.pentagon.em.mbx.security-officers@mail.mil. The report will include the “who, what, where, when and why” details regarding the unauthorized disclosure. Reports shall not contain classified information.
- **HAND CARRYING CLASSIFIED MATERIAL:** Hand carrying is limited to the National Capital Region (NCR) and all personnel performing these duties must have a courier card. Prior to transfer, contractors shall receive training and ensure the classified material is contained in a double, lockable courier bag. Travel via aircraft is prohibited.
- **TELEWORK:** Telework with classified information is prohibited. If approved for telework, contractors must use a DoD approved laptop to connect to the WHS intranet. Telework with DoD information in paper form or on removable media (e.g. CDs) is prohibited.
- **DESTRUCTION OF CLASSIFIED INFORMATION:** At the contractor location, classified material shall be destroyed as required by the NISPOM.
 - At DoD locations within the NCR, classified material is disposed via burn bags which are transferred to the Pentagon Incinerator for destruction.
 - At DoD locations outside the NCR, contractors shall follow the destruction procedures of the host DoD facility.
- **DISPOSITION OF DOD INFORMATION:** All DoD information related to this contract shall be returned at contract end or when no longer needed, whichever occurs first.
- **GOVERNMENT FURNISHED EQUIPMENT (GFE):** Contractor shall return all GFE when no longer required for performance on this contract.
- **PHOTOGRAPHY/RECORDINGS:** The recording of DoD information, equipment, personnel or facilities via any means (e.g., images, audio) is prohibited.
- **CONTINUED RESPONSIBILITY:** Safeguarding classified information is a lifelong obligation. Upon completion of this contract, contractor personnel shall continue to safeguard classified information, Controlled Unclassified Information, and any other sensitive information to which they had access.

ITEM 12. PUBLIC RELEASE

- All DoD information intended for publication or dissemination must undergo a security and policy pre-publication review. This material includes, but is not limited to, the following: books, manuscripts and theses, biographies, articles, book reviews, audio/video materials, speeches, press releases, conference briefings, research papers, gaming materials and other media
- Prior to the release of contract-related information, the contractor must submit the material to the DoD Office of Security Review for review and approval. Release of contract-related information is not authorized without approval from this office.
- All unauthorized releases of DoD information shall be reported to the WHS Security Office via the mailbox at Whs.pentagon.em.mbx.security-officers@mail.mil.

ITEM 13. SECURITY GUIDANCE

- This document is contract specific and contains all additional security guidance.

ITEM 14. ADDITIONAL SECURITY REQUIREMENTS

- See Items 10e(1), 10e(2), and 10f for supplemental security requirements, as applicable.

ITEM 15. INSPECTIONS

- This portion of the contract is outside the scope of Defense Security Service cognizance and DIA will retain oversight, provide guidance and perform inspections.

ITEM 16e. CERTIFICATION AND SIGNATURE

- The signature on this form validates security requirements associated with this contract.
- Inquiries regarding contract expenses should be referred to the government contracting office.

QUESTIONS ABOUT THIS DD FORM 254

- Contact the WHS Security Office at: whs.pentagon.em.mbx.security-officers@mail.mil.

REFERENCES

- Applicable policies include, but are not limited to the following DoD regulations:
 - DoD 5220.22-M, *National Industrial Security Program Operating Manual*, February 28, 2006
 - DoDM 5200.1, Volumes 1 - 4, *DoD Information Security Program*, February 24, 2012
 - DoDI 8523.01, *Communications Security (COMSEC)*, April 22, 2008
 - DoDM 5205.02-M, *DoD Operations Security (OPSEC) Program Manual*, November 3, 2008
 - DoDM 5105.21, Volumes 1-3, ~~*Sensitive Compartmented Information (SCI)*~~ *Administrative Security Manual*, October 19, 2012
 - DoD 5200.2-R, *Personnel Security Program*, January 1987
 - DoDI 5240.06, *Counterintelligence (CI) Awareness, Briefing, and Reporting Programs*, May 17, 2011, Incorporating Change 1, May 30, 2013
 - DTM 08-003, *Next Generation Common Access Card (CAC) Implementation Guidance*, December 1, 2008, Incorporating Change 5, October 8, 2013
 - Administrative Instruction 30, *Force Protection on the Pentagon Reservation*, June 26, 2009, Incorporating Change 2, September 27, 2012
 - DoDD 5210.50, *Management of Serious Security Incidents Involving Classified Information*, October 27, 2014

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER KD031720161515		PAGE 1 OF 52	
2. CONTRACT NO. HQ003417C0022		3. AWARD/EFFECTIVE DATE 17-Mar-2017		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-17-R-0008	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JUANITA JONES		b. TELEPHONE NUMBER (No Collect Calls) 703-545-3571		6. SOLICITATION ISSUE DATE 18-Nov-2016	
9. ISSUED BY WHS - ACQUISITION DIRECTORATE 1225 SOUTH CLARK ST, SUITE 1202 ARLINGTON VA 22202-3909 TEL.: FAX:		CODE HQ0034		10. THIS ACQUISITION IS ☒ UNRESTRICTED OR ☐ SET ASIDE: _____ % FOR: ☐ SMALL BUSINESS ☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ☐ HUBZONE SMALL BUSINESS ☐ EDWOSB ☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☐ 8(A) NAICS: 541611 SIZE STANDARD: \$15,000,000			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ SEE SCHEDULE		12. DISCOUNT TERMS Net 30 Days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ☐		13b. RATING	
15. DELIVER TO WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM WASHINGTON DC 20301-1155		CODE HQ0165		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/ OFFEROR QUALX CORPORATION (b)(6) 8584 LOISDALE COURT SUITE 305 SPRINGFIELD VA 22150-1830 TELEPHONE NO. 571-255-8900		CODE 5Q8Y1 FACILITY CODE 5Q8Y1		18a. PAYMENT WILL BE MADE BY DEFENSE FINANCE AND ACCOUNTING 8899 EAST 56TH ST INDIANAPOLIS IN 46249-1510			
☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a, UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$7,355,916.00	
☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.				ADDENDA ☐ ARE ☐ ARE NOT ATTACHED			
☒ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.				ADDENDA ☒ ARE ☐ 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.				☐ 29. AWARD OF CONTRACT; REF. OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
(b)(6)				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) JONES, JUANITA (b)(6) Digitally signed by JONES, JUANITA 1.239694938 DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=WHS, cn=JONES, JUANITA, (b)(6) Date: 2017.03.10 18:02:11 -0500			
30d. NAME AND TITLE OF SIGNER (TYPE OR PRINT) (b)(6)		30c. DATE SIGNED 3/10/2017		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Juanita Jones TEL: 703-545-3571 EMAIL: Juanita.Jones40.civ@mail.mil		31c. DATE SIGNED	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 52		
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	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 CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
☐ PARTIAL ☐ FINAL				☐ COMPLETE ☐ PARTIAL ☐ FINAL		
38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			42b. RECEIVED AT (Location)			
			41c. DATE		42c. DATE REC'D (YY/MM/DD)	
					42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Directorate Operations & Mission Support FFP The contractor shall provide Directorate Operations & Mission Support Services in accordance with the performance work statement section 4.1, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)
				NET AMT	(b)(4)
000101	Funding for CLIN 0001 FFP				(b)(4)
				NET AMT	(b)(4)
ACRN AA					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Automatic & Systematic FFP The contractor shall provide Automatic & Systematic Declassification Program Support Services in accordance with the performance work statement section 4.2, attached documents, and all other requirements listed in this document PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Funding for CLIN 0002 FFP				(b)(4)

NET AMT

(b)(4)

ACRN AB

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Mandatory Declassification FFP The contractor shall provide Mandatory Declassification Review (MDR) Program Support Services in accordance with the performance work statement section 4.3, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301	Funding for CLIN 0003 FFP				(b)(4)

 NET AMT

ACRN AC

 (b)(4)
 (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Freedom of Information Act FFP The contractor shall provide Freedom of Information Act/Privacy Act (PA) Program Support Services in accordance with the performance work statement section 4.4, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

 NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000401	Funding for CLIN 0004 FFP				(b)(4)

 NET AMT

ACRN AD

 (b)(4)
 (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Pre-Publication and Security FFP The contractor shall provide Pre-Publication and Security Review Services in accordance with the performance work statement section 4.5, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000501	Funding for CLIN 0005 FFP				(b)(4)

NET AMT

(b)(4)

ACRN AE

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Records and Information FFP The contractor shall provide Records and Information Management Services in accordance with the performance work statement section 4.6, attached documents, and all other requirements listed in this document.. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000601	Funding for CLIN 0006 FFP				(b)(4)
				NET AMT	(b)(4)
ACRN AF					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Information Collection FFP	10	Months	(b)(4)	(b)(4)
The contractor shall provide Information Collection Services in accordance with the performance work statement section 4.7, attached documents, and all other requirements listed in this document.					
PURCHASE REQUEST NUMBER: KD031720161515					
				NET AMT	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000701	Funding for CLIN 0007 FFP				(b)(4)
				NET AMT	(b)(4)
ACRN AG					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	DoD Issuances and Forms Support FFP The contractor shall provide DoD Issuances and Forms Support Services in accordance with the performance work statement section 4.8, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000801	Funding for CLIN 0008 FFP				(b)(4)

NET AMT

(b)(4)

ACRN AH

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Correspondence Management FFP The contractor shall provide Correspondence Management Services in accordance with the performance work statement section 4.9, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000901	Funding for CLIN 0009 FFP				(b)(4)

NET AMT

ACRN AJ

(b)(4)

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Graphics Development FFP The contractor shall provide Graphic Development Services in accordance with the performance work statement section 4.10, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515	10	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001001	Funding for CLIN 0010 FFP				(b)(4)

NET AMT

ACRN AK

(b)(4)

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations & Mission Support FFP				
	The contractor shall provide Directorate Operations & Mission Support Services in accordance with the performance work statement section 4.1, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic & Systematic FFP				
	The contractor shall provide Automatic & Systematic Declassification Program Support Services in accordance with the performance work statement section 4.2, attached documents, and all other requirements listed in this document				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification FFP The contractor shall provide Mandatory Declassification Review (MDR) Program Support Services in accordance with the performance work statement section 4.3, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		12	Months	(b)(4)	(b)(4)
OPTION	Freedom of Information Act FFP The contractor shall provide Freedom of Information Act/Privacy Act (PA) Program Support Services in accordance with the performance work statement section 4.4, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security FFP				
	The contractor shall provide Pre-Publication and Security Review Services in accordance with the performance work statement section 4.5, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information FFP				
	The contractor shall provide Records and Information Management Services in accordance with the performance work statement section 4.6, attached documents, and all other requirements listed in this document..				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		12	Months	(b)(4)	(b)(4)
OPTION	Information Collection FFP The contractor shall provide Information Collection Services in accordance with the performance work statement section 4.7, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuances and Forms Support FFP The contractor shall provide DoD Issuances and Forms Support Services in accordance with the performance work statement section 4.8, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management FFP				
	The contractor shall provide Correspondence Management Services in accordance with the performance work statement section 4.9, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development FFP				
	The contractor shall provide Graphic Development Services in accordance with the performance work statement section 4.10, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations & Mission Support FFP The contractor shall provide Directorate Operations & Mission Support Services in accordance with the performance work statement section 4.1, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic & Systematic FFP The contractor shall provide Automatic & Systematic Declassification Program Support Services in accordance with the performance work statement section 4.2, attached documents, and all other requirements listed in this document PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification FFP				
	The contractor shall provide Mandatory Declassification Review (MDR) Program Support Services in accordance with the performance work statement section 4.3, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		12	Months	(b)(4)	(b)(4)
OPTION	Freedom of Information Act FFP				
	The contractor shall provide Freedom of Information Act/Privacy Act (PA) Program Support Services in accordance with the performance work statement section 4.4, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security FFP				
	The contractor shall provide Pre-Publication and Security Review Services in accordance with the performance work statement section 4.5, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information FFP				
	The contractor shall provide Records and Information Management Services in accordance with the performance work statement section 4.6, attached documents, and all other requirements listed in this document..				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		12	Months	(b)(4)	(b)(4)
OPTION	Information Collection FFP				
	The contractor shall provide Information Collection Services in accordance with the performance work statement section 4.7, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuances and Forms Support FFP				
	The contractor shall provide DoD Issuances and Forms Support Services in accordance with the performance work statement section 4.8, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management FFP				
	The contractor shall provide Correspondence Management Services in accordance with the performance work statement section 4.9, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development FFP				
	The contractor shall provide Graphic Development Services in accordance with the performance work statement section 4.10, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations & Mission Support FFP The contractor shall provide Directorate Operations & Mission Support Services in accordance with the performance work statement section 4.1, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic & Systematic FFP The contractor shall provide Automatic & Systematic Declassification Program Support Services in accordance with the performance work statement section 4.2, attached documents, and all other requirements listed in this document PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification FFP The contractor shall provide Mandatory Declassification Review (MDR) Program Support Services in accordance with the performance work statement section 4.3, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		12	Months	(b)(4)	(b)(4)
OPTION	Freedom of Information Act FFP The contractor shall provide Freedom of Information Act/Privacy Act (PA) Program Support Services in accordance with the performance work statement section 4.4, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security FFP				
	The contractor shall provide Pre-Publication and Security Review Services in accordance with the performance work statement section 4.5, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information FFP				
	The contractor shall provide Records and Information Management Services in accordance with the performance work statement section 4.6, attached documents, and all other requirements listed in this document..				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007		12	Months	(b)(4)	(b)(4)
OPTION	Information Collection FFP				
	The contractor shall provide Information Collection Services in accordance with the performance work statement section 4.7, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuances and Forms Support FFP				
	The contractor shall provide DoD Issuances and Forms Support Services in accordance with the performance work statement section 4.8, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management FFP				
	The contractor shall provide Correspondence Management Services in accordance with the performance work statement section 4.9, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development FFP				
	The contractor shall provide Graphic Development Services in accordance with the performance work statement section 4.10, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations & Mission Support FFP				
	The contractor shall provide Directorate Operations & Mission Support Services in accordance with the performance work statement section 4.1, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic & Systematic FFP				
	The contractor shall provide Automatic & Systematic Declassification Program Support Services in accordance with the performance work statement section 4.2, attached documents, and all other requirements listed in this document				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification FFP				
	The contractor shall provide Mandatory Declassification Review (MDR) Program Support Services in accordance with the performance work statement section 4.3, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		12	Months	(b)(4)	(b)(4)
OPTION	Freedom of Information Act FFP				
	The contractor shall provide Freedom of Information Act/Privacy Act (PA) Program Support Services in accordance with the performance work statement section 4.4, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security FFP				
	The contractor shall provide Pre-Publication and Security Review Services in accordance with the performance work statement section 4.5, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information FFP				
	The contractor shall provide Records and Information Management Services in accordance with the performance work statement section 4.6, attached documents, and all other requirements listed in this document..				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007		12	Months	(b)(4)	(b)(4)
OPTION	Information Collection FFP				
	The contractor shall provide Information Collection Services in accordance with the performance work statement section 4.7, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuances and Forms Support FFP				
	The contractor shall provide DoD Issuances and Forms Support Services in accordance with the performance work statement section 4.8, attached documents, and all other requirements listed in this document.				
	PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management FFP The contractor shall provide Correspondence Management Services in accordance with the performance work statement section 4.9, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development FFP The contractor shall provide Graphic Development Services in accordance with the performance work statement section 4.10, attached documents, and all other requirements listed in this document. PURCHASE REQUEST NUMBER: KD031720161515				

NET AMT

(b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	N/A	N/A	N/A	N/A
0002	Destination	Government	Destination	Government
000201	N/A	N/A	N/A	N/A
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	N/A
0004	Destination	Government	Destination	Government
000401	N/A	N/A	N/A	N/A
0005	Destination	Government	Destination	Government
000501	N/A	N/A	N/A	N/A

[illegible]

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000101	N/A	N/A	N/A	N/A
0002	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000201	N/A	N/A	N/A	N/A
0003	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000301	N/A	N/A	N/A	N/A
0004	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000401	N/A	N/A	N/A	N/A
0005	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000501	N/A	N/A	N/A	N/A

0006	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000601	N/A	N/A	N/A	N/A
0007	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000701	N/A	N/A	N/A	N/A
0008	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000801	N/A	N/A	N/A	N/A
0009	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
000901	N/A	N/A	N/A	N/A
0010	POP 17-MAR-2017 TO 16-JAN-2018	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
001001	N/A	N/A	N/A	N/A

1001	POP 17-JAN-2018 TO 16-JAN-2019	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON ROOM (b)(6) WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0165
1002	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1003	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1004	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1005	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1006	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1007	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1008	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1009	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1010	POP 17-JAN-2018 TO 16-JAN-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2001	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2002	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2003	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2004	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2005	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2006	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2007	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

2008	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2009	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2010	POP 17-JAN-2019 TO 16-JAN-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3001	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3002	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3003	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3004	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3005	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3006	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3007	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3008	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3009	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3010	POP 17-JAN-2020 TO 16-JAN-2021	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4001	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4002	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4003	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4004	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4005	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

4006	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4007	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4008	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4009	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4010	POP 17-JAN-2021 TO 16-JAN-2022	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

ACCOUNTING AND APPROPRIATION DATA

AA: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70107
AMOUNT: (b)(4)

AB: 97 7 0100.2020.00000 1318 2515 000000 049447 DHAC70103
AMOUNT: (b)(4)

AC: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70117
AMOUNT: (b)(4)

AD: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70109
AMOUNT: (b)(4)

AE: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70111
AMOUNT: (b)(4)

AF: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70025
AMOUNT: (b)(4)

AG: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70112
AMOUNT: (b)(4)

AH: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70104
AMOUNT: (b)(4)

AJ: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70106
AMOUNT: (b)(4)

AK: 97 7 0100.2020.00000 1318 251G 000000 049447 DHAC70110
AMOUNT: (b)(4)

ACRN	CLIN/SLIN	CIN	AMOUNT
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AA	000101	KD031720161515000101	(b)(4)
AB	000201	KD031720161515000201	
AC	000301	KD031720161515000301	
AD	000401	KD031720161515000401	
AE	000501	KD031720161515000501	
AF	000601	KD031720161515000601	
AG	000701	KD031720161515000701	

AH	000801	KD031720161515000801
AJ	000901	KD031720161515000901
AK	001001	KD031720161515001001

(b)(4)

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Sep 2006) -- Alternate I	OCT 1995
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2015
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.212-4	Contract Terms and Conditions--Commercial Items	MAY 2015
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-35	Equal Opportunity for Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	OCT 2015
52.223-6	Drug-Free Workplace	MAY 2001
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	FEB 2013
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.233-1	Disputes	MAY 2014

52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.242-15	Stop-Work Order	AUG 1989
52.244-6	Subcontracts for Commercial Items	SEP 2016
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	DEC 2015
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	OCT 2015
252.225-7004	Report of Intended Performance Outside the United States and Canada--Submission after Award	OCT 2015
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (SEPT 2016)

(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:

(1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(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.)

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

___ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

X (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved]

X (6) 52.204-14, Service Contract Reporting Requirements (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101 note).

X (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (July 2013) (41 U.S.C. 2313).

___ (10) [Reserved]

___ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

___ (ii) Alternate I (NOV 2011) of 52.219-3.

___ (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (ii) Alternate I (JAN 2011) of 52.219-4.

___ (13) [Reserved]

___ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

___ (ii) Alternate I (NOV 2011).

___ (iii) Alternate II (NOV 2011).

___ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-7.

___ (iii) Alternate II (Mar 2004) of 52.219-7.

___ (16) 52.219-8, Utilization of Small Business Concerns (OCT 2014) (15 U.S.C. 637(d)(2) and (3)).

___ (17)(i) 52.219-9, Small Business Subcontracting Plan (Oct 2015) (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.

____ (iv) Alternate III (Oct 2015) of 52.219-9.

____ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

____ (19) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

____ (20) 52.219-16, Liquidated Damages—Subcon-tracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

____ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

____ (22) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

____ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).

____ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).

X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

____ (26) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (FEB 2016) (E.O. 13126).

X (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

X (28) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).

X (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

X (30) 52.222-36, Equal Opportunity for Workers with Disabilities (July 2014) (29 U.S.C. 793).

X (31) 52.222-37, Employment Reports on Veterans (FEB 2016) (38 U.S.C. 4212).

X (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (33)(i) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).

____ (ii) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

X (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

____ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

____ (36) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (June, 2016) (E.O. 13693).

____ (37) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (June, 2016) (E.O. 13693).

____ (38) (i) 52.223-13, Acquisition of EPEAT® Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).

____ (ii) Alternate I (OCT 2015) of 52.223-13.

____ (39)(i) 52.223-14, Acquisition of EPEAT® Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).

____ (ii) Alternate I (Jun 2014) of 52.223-14.

____ (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

____ (41)(i) 52.223-16, Acquisition of EPEAT[supreg]-Registered Personal Computer Products (OCT 2015) (E.O.s 13423 and 13514).

____ (ii) Alternate I (Jun 2014) of 52.223-16.

X (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

____ (43) 52.223-20, Aerosols (June, 2016) (E.O. 13693).

____ (44) 52.223-21, Foams (June, 2016) (E.O. 13693).

____ (45) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

____(46) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

____ (ii) Alternate I (May 2014) of 52.225-3.

____ (iii) Alternate II (May 2014) of 52.225-3.

____ (iv) Alternate III (May 2014) of 52.225-3.

____ (47) 52.225-5, Trade Agreements (FEB 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

____ (48) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

____ (49) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

____ (50) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150

____ (51) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

____ (52) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

____ (53) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (54) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (July 2013) (31 U.S.C. 3332).

____ (55) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (July 2013) (31 U.S.C. 3332).

____ (56) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

X (57) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

____ (58)(i) 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).

____ (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.)

____ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).

X (2) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

____ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

____ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

____ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (DEC 2015) (E.O. 13658).

____ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

____ (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(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 this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (OCT 2014) (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 \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(v) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).

(vi) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(viii) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

(ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(x) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(xi) X (A) 52.222-50, Combating Trafficking in Persons (March 2, 2015) (22 U.S.C. chapter 78 and E.O. 13627).

_____ (B) Alternate I (March 2, 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

(xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xiv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).

(xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).

(xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xviii) 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 **30 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 **60 months**.

(End of clause)

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

(a) Definitions. As used in this clause--

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The

Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it () is, () is not a small business concern under NAICS Code - assigned to contract number .

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class Monetary Wage-Fringe Benefits

(b)(4)



(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

(End of clause)

252.201-9000 WHS/AD LOCAL CLAUSE: CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAR 2015)

(a) The Contracting Officer's Representative (COR) is a representative of 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 performance work statement/statement of work/statement of objectives, 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.

(b) 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.

(c) 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. No action shall be taken by the Contractor for

any proposed change to the existing contract. 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 a written modification to the contract. 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.

(d) COR authority is not delegable.

(e) The COR for this contract is: (b)(6) Contracting Officer fill in "To be specified at time of award" (or similar wording) if pre-award. If post-award, fill in with COR name and contact information. (b)(6)
(b)(6) (b)(6)

(end of clause)

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS (JUNE 2012)

(a) Definitions. As used in this clause—

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) Receiving report means the data required by the clause at 252.246-7000, Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Governmentwide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Combo

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor’s business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

SEE DELIVERY SCHEDULE

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0347
Issue By DoDAAC	HQ0034
Admin DoDAAC	HQ0034
Inspect By DoDAAC	HQ0165
Ship To Code	HQ0165
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	HQ0165
Service Acceptor (DoDAAC)	HQ0165
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

(b)(6)

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

(b)(6)

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

252.237-9000 WHS/AD LOCAL CLAUSE: MANDATORY CONTRACTOR MANPOWER REPORTING (MAR 2015)

(a) The Contractor shall report **all** contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

(b) There are four separate ECMRA tools at the ECMRA website: Army, Air Force, Navy and All Other Defense Components. The appropriate ECMRA reporting tool to use is determined by the requiring activity being supported by the service. The Contractor shall use the "All Other Defense Components" tool unless otherwise directed by the Contracting Officer's Representative or Contracting Officer.

(c) Reporting inputs will be for the labor executed during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. The Contractor shall completely fill in all required data fields. The Contractor shall enter initial data into the appropriate ECMRA tool to establish the basic contract record no later than 15 business days after receipt of contract award or contract modification incorporating this clause. The contractor shall notify the Contracting Officer when the basic contract record has been established in the appropriate ECMRA tool.

(d) Contractors may direct technical questions to the help desk at: <http://www.ecmra.mil>.

[Reference: DPAP memorandum of 28 November 2012, "Enterprise-wide Contractor Manpower Reporting Application."]

(end of clause)

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 10	Attachment 1 Non-Disclosure Agreement	2	03-NOV-2016
Attachment 2	Attachment 2 Wage Determination	11	03-NOV-2016
Attachment 7	Attachment 7 Performance Work Statement	31	21-SEP-2016
Attachment 8	Attachment 5 DD 254 Part II_Award Copy	8	10-MAR-2017
Attachment 9	Attachment 4 DD 254 Part I_Award Copy	2	10-MAR-2017

SPECIAL CONTRACT REQUIREMENTS

H-1 IDENTIFICATION OF EMPLOYEES

All Contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid

creating an impression that they are Government officials. All documents or reports produced by the Contractor shall be marked as contractor products or otherwise indicate that contractor participation is disclosed. Clothing worn by Contractor's personnel shall NOT display any logos, advertising, or vendor insignia identifying the contractor. Contractor's employees shall be dressed in business casual and maintain an appearance that is neat and clean, and reflects favorably upon both the Contractor and the Department of Defense. Contractor's employees must wear government issued identification at all times.

(End of Clause)

H-2 DOD BUILDING PASS ISSUANCE

- (a) All personnel employed by a civilian commercial firm to perform work whose activity at any time requires passage into Government-occupied portions of the Pentagon or any other DoD facility on or off the Pentagon Reservation, shall be required to obtain a Temporary Department of Defense (DoD) Building Pass/Access Card.
- (b) The Contractor shall be responsible for having each employee requiring a Temporary DoD Building Pass/Access Card prepare the necessary applications, advising personnel of their obligations, filing the applications with the Contracting Officer, maintaining personnel files and re-filing applications for personnel in the event that clearances must later be extended. Personnel requiring a Temporary DOD Building Pass/Access Card must be either a citizen of the United States of America (USA) or a foreign national authorized to work in the USA under federal immigration and naturalization laws.
- (c) The Government will issue DoD building passes to eligible persons upon the completion of a National Criminal Information Check (NCIC) or National Agency Check (NAC). This is a search of the nationwide computerized information system established as a service to all criminal justice agencies. Processing of completed applications for initial pass issuance or renewal of existing passes will require three to five working days. Contractor employees will be given a pass for the period of performance of the contract, not to exceed one year.
- (d) Personnel whose activity does not require them to enter the Pentagon or other access controlled areas, or whose activity within the Pentagon is limited to construction areas prior to the stripping of structural concrete formwork, will not be required to obtain a Pentagon Building Pass. However, they shall display at all times while on the Pentagon Reservation an approved identification badge as described above in the paragraph entitled "Identification of Employees". Personnel whose activity within the Pentagon follows the stripping of structural concrete formwork shall be required to obtain a Temporary DoD Building Pass/Access Card.

(End of Clause)

H-3 CONDUCT OF CONTRACTOR EMPLOYEES

The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary to ensure satisfactory contract performance. In the event the contractor fails to remove any employee from the contract work whom the Contracting Officer or the Contracting Officer's designated representative deems incompetent, careless, insubordinate, unfit, objectionable or whose continued employment on the work is deemed by the Government to be detrimental to the Government's mission, the Contracting Officer or the Contracting Officer's designated representative may require, in writing, the contractor to remove the employee from work under this contract and any other contract awarded to contractor by WHS. The contractor must then remove the employee from the site and from all work under the contract or task order.

H-4 USE OF GOVERNMENT-FURNISHED COMPUTERS

- a. Computers furnished under this contract shall be used for official business only. Contractor personnel shall not use computers furnished under this contract for any use other than to perform the requirements of this contract. Contractor personnel shall not install any software on Government furnished computers unless consent is obtained from the Contracting Officer (CO) or Contracting Officer's Representative (COR).
- b. Information services available on the Government furnished computers shall only be used for official business only. Examples of information services include Internet, Intranet, World Wide Web, and electronic mail.

c. Access to Government information services is granted as a privilege, and use of such services constitutes consent to monitoring. Information services use will be monitored to ensure the protection of networks and information and to verify and enforce compliance with this contractual requirement.

d. In the event contractor personnel use Government furnished computers and/or information services for other than official business, the contractor shall be required to provide the Government with monetary consideration in the form of credits against the contract as determined by the CO. In addition, if requested by the CO, the contractor shall be required to replace the individual who misused the Government furnished computers and/or information services within 10 working days.

The following are examples of misuse of information services:

1. Illegal, fraudulent, or malicious activities.
2. Partisan political activity, political or religious lobbying or advocacy, or activities on behalf of organizations having no affiliation with DISA or DoD.
3. Activities whose purposes are for personal or commercial financial gain. These activities may include chain letters, solicitation of business or services, sales of personal property.
4. Unauthorized fundraising or similar activities, whether for commercial, personal, or charitable purposes.
5. Accessing, storing, processing, displaying or distributing offensive or obscene material such as pornography and hate literature.
6. Annoying or harassing another person, e.g., by sending or displaying uninvited e-mail of a personal nature or by using lewd or offensive language in an e-mail message.
7. Using another person's account or identity without his or her explicit permission, e.g., by forging e-mail.
8. Viewing, damaging, or deleting files or communications belonging to others without appropriate authorization or permission.
9. Permitting any unauthorized person to access a DoD-owned system.

H-5 CONTRACTOR TRAINING

The Contractor is generally expected to maintain the professional qualifications and certifications of its personnel through on-going training. Unless specifically authorized in an individual Order, the Contractor shall not directly bill the Government for any training. The Contractor may be required to attend training provided by the Government for areas not outlined in the contract (e.g. security briefings, organizational orientations, equal opportunity and sensitivity training, annual program objective memorandum training, business system training).

H-6 RELEASE OF NEWS INFORMATION

No news release (including photographs and films, public announcements, denial or confirmation of same) on any part of the subject matter of this contract or any phase of any program hereunder shall be made without the prior written approval of the Contracting Officer and Program Executive Officer, Enterprise Information Systems (PEO-EIS) Public Affairs Office (PAO). See also Section I, DFARS clause 252.204-7000 "Disclosure of Information". Contractor also must comply with DFARS 252.204-7000, Disclosure of Information, concerning contractor's responsibilities for handling unclassified information and DFARS 252.204-7003, Control of government personnel work product.

H-7 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER

a. Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this contract shall constitute a change under the Changes clause of this contract.

b. The Contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

c. The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

(End of Clause)

H-8 PRICING UNDER FAR 52.217-8

If the Government exercises its unilateral right to extend services under FAR clause 52.217-8, the unit price for the performance of services during the extension period will be the unit price contained in the contract for the last exercised period of performance.

H-9 NON-DISCLOSURE AGREEMENT

The contractor shall sign a Non-Disclosure Agreement within five (5) days after contract award. Any contractor employee performing under the contract shall submit an Non-Disclosure Agreement (NDA) to the Contracting Officer Representative (COR) no later than five (5) days after performance have started by the particular contractor personnel.

Performance Work Statement (PWS)

Executive Services Directorate Information Management and Information Access Support Services

July 14, 2021

Part 1

General Information

1. General: This is a non-personal services contract to Information Management and Information Access Operations Services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Information Management and Information Access Support Service as defined in this Performance Work Statement except for those items specified as government furnished property and services. The Contractor shall perform to the standards in this contract.

1.2 Background: WHS/ESD provides comprehensive information management services and business solutions to the Office of the Secretary of Defense (OSD), Washington Headquarters Services (WHS) and 14 DoD Agencies and Field Activities in addition to all DoD Federal Advisory Boards, Commissions, Task Forces (BCTFs). ESD executes lawfully and federally mandated regulatory programs regarding information access, use, storage, retention, and transparency within DoD, externally to Executive Branch Agencies and Departments, and the general public. These programs require management and improvement of insulated and integrated OSD business processes. ESD provides business process support internally to the Department of Defense (DoD) and externally to other Federal Departments/Agencies in support of efforts that directly impact the general public. This PWS details support required to provide ESD with enterprise-wide, cradle-to-grave information and content management and general mission support.

1.3 Objectives: The following objectives are required in support of the Information Management and Information Access Support Services requirement:

- 1.3.1 Provide Directorate Operations and Mission Support Services
- 1.3.2 Provide Automatic/Systematic Declassification Program Support Services.
- 1.3.3 Provide Mandatory Declassification Review (MDR) Program Support Services
- 1.3.4 Provide Freedom of Information Act/Privacy Act (PA) Program Support Services
- 1.3.5 Provide Pre-Publication and Security Review Support Services
- 1.3.6 Provide Records and Information Management Program Support Services
- 1.3.7 Provide Information Collections Program Support Services
- 1.3.8 Provide DoD Issuances and Program Support Services
- 1.3.9 Provide DoD Forms Program Support Services
- 1.3.10 Provide Correspondence Management Program Support Services
- 1.3.11 Provide Graphics Development Program Support Services

1.4 Scope: The Contractor shall provide support to the WHS, ESD, and DA&M. The Contractor shall support the implementation, assessment, compliance, and reporting of the following Federal government's programs: Internal Directorate Mission and Business Processes; OSD Automatic/Systematic Declassification Review (ADR) Program; OSD/JS Mandatory Declassification Review (MDR) Program; DoD Foreign Relations of the United States (FRUS) Declassification Review Program; OSD/JS Freedom of Information Act (FOIA) Program; DoD Security Review; OSD Records and Information Management (RIM) Program; Information Collections; Graphics; and Correspondence Management. To accomplish its mission, ESD provides comprehensive enterprise-wide information management and access support. ESD's

mission requires the following functions:

- Business Process Analysis, information governance, information access and transparency, enterprise content management, and training and outreach.
- Implementation of the RIM Program for OSD and DoD supported components –Manages the lifecycle of government information.
- Implementation of DoD Issuances Program – manage lifecycle support for DoD Issuance formulation and implementation of the Plain Writing Act.
- Implementation of DoD Forms Management Program - manage lifecycle support for DoD Forms Program
- Implementation of the DoD Information Collection Programs: Manage lifecycle support for DoD Information Collection program and conformance with Paperwork Reduction Act.
- Implements and manages the OSD Historical Research Program.
- Implement and administer the Automatic, Systematic, and Mandatory Declassification Review Programs for OSD and the Foreign Relations of the United States Review Program for DoD.
- Implement and administer the OSD/JS FOIA, DoD Security Review, and WHS Privacy program - includes initial processing, case management and appeals.

1.5 Period of Performance: The period of performance shall be for a one (1) month Phase-in Period, an eleven (11) month base period, and four (4) twelve 12-month option periods. The anticipated Period of Performance reads as follows:

Phase-In Period:	17 December 2021 – 16 January 2022
Base Period:	17 January 2022 – 16 December 2023
Option Period 1:	17 December 2023 – 16 December 2024
Option Period 2:	17 December 2024 – 16 December 2025
Option Period 4:	17 December 2025 – 16 December 2026
Option Period 4:	17 December 2026 – 16 December 2027

1.6 General Information

1.6.1 Quality Control: The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's quality control program is the means by which the contractor ensures performance complies with the requirement of the contract. At a minimum, the Contractor shall develop quality control procedures (QCP) that address the areas identified in Technical Exhibit 1 "Performance Requirements Summary." The QCP shall be delivered via electronic mail within 30 days of contract award to the CO (Contracting Officer) and Contracting Officers Representative (COR). Amendments/changes to the QCP shall be delivered to the COR and KO within five business days following any change. After acceptance of the Quality Control Plan, the contractor shall receive the contracting officer's acceptance in writing of any proposed change to the QC system.

1.6.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays:

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

1.6.4 Hours of Operation: The Contractor is responsible for conducting business, between the hours of 0700-1800, Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings with the exceptions identified in Task 9. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5 Place of Performance: The work to be performed under this contract will be performed at the government and Contractor's facilities within the NCR. The current Government facilities are located at the Pentagon, Washington, DC; Mark Center, Alexandria, VA; Suffolk Building, Arlington, VA; International Point, Centreville VA; National Declassification Center (NDC), U.S. National Archives, College Park, MD. Additionally, the COR may designate other areas of performance in the NCR region such as Crystal City, VA; Washington, DC; Fort Belvoir, VA; or Bethesda, MD. Any new areas will be identified by the issuance of a modification. The contractor's facilities must be located within 30 miles of the Pentagon. In awareness of the current COVID-19 environment, contractor support and performance must be provided on-site, as required, with consideration of established DoD Health Protection Conditions (HPCONs) protocols and comply with related guidance located at <https://www.whs.mil/Coronavirus>, especially with appropriate cloth face coverings, social distancing, enhanced hygiene/ cleaning measures, and random temperature screenings.

1.6.5.1 Telework:

a. The Government may permit telecommuting (telework) by contractor employees when determined to be in the best interest of the Government in meeting work requirements (e.g., COOP). The Contractor must have an established program subject to review by the Government. All telecommuting agreements must be authorized and approved by the COR and include date, time, and description of the work to be performed.

b. The Government may provide as Government Furnished Equipment (GFE): Secure laptop with access to the required portals, networks, and business application. Internet connection will not be furnished, therefore, Internet access shall be provided by the Contractor.

c. The Individual Contractor Personnel shall provide services from their authorized telework worksite location IAW Department of Defense Instructions (DoDI) 1035.01, Telework Policy

d. The Government may provide as Government Furnished Equipment (GFE) (e.g., MobiKey) to the access required portals, networks, and business application(s). Internet connection will not be furnished, therefore, Internet access shall be provided by the Contractor.

1.6.6 Type of Contract: The government will award a hybrid contract to include Firm -Fixed Price (FFP) and Labor Hour (LH) CLINs.

1.6.7 Security Requirements: At the time of proposal, the Contractor shall have an active Top Security Facility Security Clearance (FCL) with Top Secret safeguarding; accredited for storage of Sensitive Compartmented Information (SCI). Additionally, the Contractor shall have an IT network certified by the Defense Counter Intelligence Security Agency (DSCA) and Sensitive Compartmented Information Facility (SCIF) accreditation by the Defense Intelligence Agency (DIA), and shall maintain this level of security requirements throughout the life of the contract. All automated processing of Top Secret, Secret and Classified information shall be accomplished on DCSA-approved information systems. In addition, all SCI information shall be processed at the appropriate Government facility. All key contractor personnel, task leads, and 90% of non-key personnel assigned to this contract shall possess active security clearance issued by the Department of Defense commensurate with their required level of access as specified in the individual tasks at time of the proposal submission. Up to 10% of non-key personnel can be eligible for security clearance with their required level of access as specified in the individual tasks at time of the proposal submission. All personnel shall maintain the level of security clearance required throughout the life of the contract. The contract requires that all contractors shall possess the requisite Active Security Clearances as specified in the individual tasks. The Government will NOT sponsor companies for any

security requirements. The Contractor shall comply with all security requirements listed in the attached DD254 by time of proposal submission.

1.6.8 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured in accordance with pertinent government laws and regulations.

1.6.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the contracting officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.10 Contracting Officer Representative (COR): Please see Solicitation/Contract Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.201-7000 "Contracting Officer's Representative."

1.6.11 Key Personnel: The personnel listed below are considered essential to the work being performed hereunder. Prior to substituting, removing, replacing, or diverting any of the specified individuals, the Contractor shall notify the contracting officer 15 working days in advance and shall submit a written request and justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract. The proposed substitution of personnel must meet or exceed the education, experience, and other technical requirements of the personnel being replaced. No change in personnel shall be made by the Contractor without the prior written consent of the contracting officer. In the event the proposed substitution of key personnel does not meet or exceed the education, experience, and other technical requirements of the personnel being replaced, the Government reserves the right to require continued performance of previously approved key personnel or to require substitution of acceptable replacements for the individuals specified below. The key personnel listed below may, with the consent of the contracting parties, be amended from time to time during the course of the Contract to either add or delete personnel as appropriate. Key personnel titles and qualifications are listed below:

1.6.11.1 Program Manager:

- Must possess at least 15 years' experience managing federal contracts
- 5 years of DoD experience in the management and performance of all PWS tasks
- 5 years of experience in the ability to lead administrative and operational issues of a similar size and scope
- A four-year degree (Bachelor's of Art or Bachelor's of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 17 years of experience and managing federal contracts
- 5 years of experience briefing in writing and orally General Schedule (GS)-15, Senior Executive Service (SES), and political appointees
- They must possess a final and fully adjudicated Top Secret.

1.6.11.2 Project Manager & Task 1 Lead (PWS 5.1):

- Must possess at least 10 years' experience managing federal contracts
- 5 years of DoD experience in the management and performance of all PWS tasks
- A four-year degree (Bachelors of Art or Bachelors of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 12 years of experience and managing federal contracts
- 3 years of experience briefing in writing and orally GS-15, SES, and political appointees
- Accredited Project Management certificate required

- They must Possess a final and fully adjudicated ~~Top Secret~~ Clearance

1.6.11.3 Automatic/Systematic Declassification Support (Task 2) Lead (PWS 5.2):

- 6 years' experience managing personnel
- 3 years' experience in the performance of automatic/systematic declassification
- 3 years' experience developing and implementing policies and regulations governing all types of declassification (i.e. ADR, Systematic Declassification, MDR, FRUS, FOIA, Security Review, etc.), in accordance with Executive Order 13526, all applicable DoD information security regulations, Restricted Data (RD) and Formerly Restricted Data (FRD) in accordance with the Atomic Energy Act of 1954, and other applicable federal regulations regarding classified national security information)
- 3 years of experience working with DOE, DoD and other related agencies in the declassification process
- A four-year degree (Bachelors of Art or Bachelors of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 8 years of experience managing personnel
- Possess a final and fully adjudicated ~~Top Secret/SCI~~ Clearance

1.6.11.4 Mandatory Declassification Review (MDR) and Foreign Relations of the United States (FRUS) Program Support (Task 3) Lead (PWS 5.3):

- 6 years' experience managing personnel
- 3 years' experience in the performance of Mandatory Declassification Review and FRUS program Support
- 3 years' experience developing and implementing policies and regulations governing all types of declassification (i.e. ADR, Systematic Declassification, MDR, FRUS, FOIA, Security Review, etc.), in accordance with Executive Order 13526, all applicable DoD information security regulations, ~~Restricted Data (RD)~~ and ~~Formerly Restricted Data (FRD)~~ in accordance with the Atomic Energy Act of 1954, and other applicable federal regulations regarding classified national security information
- 3 years of experience working with DOE, DoD and other related agencies in the declassification process
- A four-year degree (Bachelors of Art or Bachelors of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 8 years of experience managing personnel
- Possess a final and fully adjudicated ~~Top Secret/SCI~~ Clearance

1.6.11.5 Records and Information Management (Task 6) Lead (PWS 5.6):

- 6 years' experience managing personnel
- 3 years' experience in the performance of task 6 records and information management
- 3 years' experience developing and implementing policies and regulations governing records management, in accordance with the Federal Records Act, applicable federal regulations and DoD/OSD records management policies
- A four-year degree (Bachelors of Art or Bachelors of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 8 years of experience managing personnel
- They must possess a final and fully adjudicated ~~Top Secret~~ Clearance.

1.6.11.6 Records and Information Management SME (PWS 5.6.2 and 5.6.3):

- 5 years' experience of Records Management principles in the Federal environment
- 5 years' experience developing and implementing policies and regulations governing records management, in accordance with the Federal Records Act, applicable federal regulations and DoD/OSD records management policies
- 3 years' experience in providing and developing records management training in various delivery formats for small (under ten) and large groups (over 30)
- 3 years' experience with implementing NARA regulations at the Federal government level; this includes the development and application of disposition schedules, analysis of disposition

- schedules and NARA General Records Schedules, assessments of records management programs, retirement and transfer of records to NARA
- Institute of Certified Records Manager certification or accredited certification equivalent required
- A four-year degree (Bachelors of Art or Bachelors of Science) in any field or equivalent combination of degree and experience evidenced by 2 years of post-secondary education and 7 years' records management
- 2 years of experience briefing in writing and orally mid and senior level DoD personnel (GS)-13 and above
- Possess a final and fully adjudicated ~~Top Secret~~ Clearance

1.6.12 Special Qualifications: The Contractor shall support the disposition of all records (regardless of format and classification) under the cognizance of customer organization to comply with the regulations set forth by the DoD, Washington Headquarters Services, and the National Archives Records Administration (NARA).

Administrative Instruction 15, "OSD Records and Information Management Program," current edition, shall be the records management regulation that the contractor shall use for the proper disposition of records and information created and received in support of this contract and OSD components. The disposition of records and information will be authorized by written consent of the "COR" or the "program office the contractor is assigned to". The DoD and its contractors are responsible for preventing the alienation or unauthorized destruction of records and information, including all forms of mutilation

Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

The Contractor shall provide record-keeping and file management in accordance with (IAW) the following items for all records generated in execution of this contract:

1. Citations to pertinent laws, codes, and regulations such as 44 U.S.C chapters 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C. 552a); 36 CFR Part 1220 through Part 1237.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
4. Contractor shall not create or maintain any record containing any Government Agency records that are not specifically tied to or authorized by the contract.
5. Contractor shall comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. The government must identify those policies and regulations the contractor is required to comply with. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].
6. No disposition of documents will be allowed without the prior written consent of the "COR" or the "program office the contractor is assigned to." The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

1.6.13 Training: All contractors that perform work in concert with Tasks 2, 3, 4, and 5 shall, successfully pass, and furnish a copy of the Historical Records Restricted Data Reviewers (HRRDR) certification to the Government upon request for the HRRDR course conducted and certified by the Department of Energy (DOE), and receive refresher training for certification every three (3) years as required by DOE.

1.6.14 COR Directed Meetings: The Contractor shall attend any and all pertinent meetings for all Tasks delineated in this contract as directed by the COR. to include Bi-Weekly Contract Status meetings with the COR and semi-annual Contract Status Briefs to ESD leadership. The COR shall determine and inform the contractor if contractor attendance is required. The Contractor shall provide a report of all meetings directed to attend by the Government. The report shall include as a minimum, a copy of any presentation materials provided to the attendees, attendees list with contact information, a summary of the discussion and any actions/recommendations for WHS.

1.6.15 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.16 Standard Operating Guideline/Standard Operating Procedures Manual: The Contractor shall develop a standard operation procedure/standard operating guidelines manual that covers every aspect of the work to be performed for all Tasks delineated in this contract. All development for SOPs/SOGs must be coordinated with the appropriate Task Division Chief/Monitor 60 days after award of contract. Final versions must be submitted to the COR for approval within 90 calendar days after award of the contract. Contractor Organization Key Personnel contact list will be provided to the COR 30 days after award of the contract. Updates to all SOGs/SOPs must be made as required over the life of the contract.

1.6.17 Phase in /Phase out Period: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have all personnel on board, during the thirty The Contractor shall provide a phase in transition plan that describes how the Contractor will transition, with minimum to no disruption to operations. The phase-in period shall not exceed 30 calendar days for the transition during which the Contractor shall complete administrative requirements and overlap with the current contract. The phase-in period will include a 15-calendar day administrative period and a 15-calendar day overlap period. During administrative period, the Contractor shall obtain network accounts. During the 15-calendar day overlap period, the Contractor shall become familiar with task performance requirements, transfer accountability of government furnished equipment and tools, review respective standard operating procedures, and interface with appropriate government representatives. The plan must be detailed and include start-up activities required to transition to full operational capability to successfully assume all duties under this PWS. A draft plan, but near to complete draft plan, must to be provided to the Government at proposal submission. The final Transition Plan is required within 30 days of contract start. At a minimum, the Contractor shall:

- Provide a detailed transition methodology in logical sequence to ensure a smooth transition of all tasks and subtasks of the contract without interruption or degradation of service levels;
- Interface and coordination with the government;
- Identification of key transition events and objectives with a corresponding completion timeline;
- Identification of associated risks and issues with risk mitigation strategies and;
- Identification of key persons participating in the transition

The Contractor shall also provide a phase-out plan no later than 45-days prior to expiration of the contract. The Contractor shall maintain complete documentation that is 100% assessable to the designated Government representatives via a web portal or some other method directed by the Government. The Contractor shall overlap with the incoming Contractor during transition for a nominal period of 30 days and, work with Government personnel and the incoming Contractor to transfer all knowledge, information

and documentation related to this contract. At all times during the phase out period the Contractor must exhibit professional conduct. The Contractor must provide a working draft of the plan for Government review 60- days prior to contract expiration date. The type of information and documentation to be transferred includes but is not limited all government furnished equipment and inventory maintained during the life of the contract, training manuals, and material Standard Operating Procedures and overlap with the current contract. The phase-in period will include a 15-calendar day administrative period and a 15- calendar day overlap period. During administrative period, the Contractor shall obtain network accounts. During the 15-calendar day overlap period, the Contractor shall become familiar with task performance requirements, transfer accountability of government furnished equipment and tools, review respective standard operating procedures, and interface with appropriate government representatives.

1.6.18 Data Rights: Please see Solicitation/Contract FAR Clause 52.227-14, Rights in Data-General.

1.6.19 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may effect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

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

2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

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

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

2.1.5. **DELIVERABLE.** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.8. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. **WORK WEEK.** Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
ATO	Authorization to Operate
ADR	Automatic/Systematic Declassification Review

ARCIS	Archives and Records Centers Information System
BCTF	Boards, Commissions, and Task Forces
CAC	Common Access Card
CATMS	Correspondence and Task Management System
CMD	Correspondence Management Division
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
CRM	Certified Records Manager
DA&M	Director of Administration and Management
DD	Directives Division
DIA	Defense Intelligence Agency
DOE	Department of Energy
DSCA	Defense Counter Intelligence Security Agency
DD Form 254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DO&C	Directorate for Oversight and Compliance
DOD	Department of Defense
DOPSR	DoD Office of Prepublication and Security Review
DPCLTD	Defense Privacy Civil Liberties and Transparency Division
EA	Executive Archive
ERA	Electronic Records Archive
eMASS	Enterprise Mission Assurance Support Service
ESD	Executive Services Directorate
FAR	Federal Acquisition Regulation
FCL	Facility Security Clearance
FFP	Firm-Fixed Price
FOIA	Freedom of Information Act
FOID	Freedom of Information Division
FRD	Formerly Restricted Data
FTE	Full Time Employee
FRUS	Foreign Relation of the United States
GFE	Government Furnished Equipment
GPD	Graphics Presentation Division
HIPAA	Health Insurance Portability and Accountability Act of 1996
HRRDR	Historical Records Restricted Data Reviewers
IA	Information Assurance
ISSO	Information System Security Officer
IT	Information Technology
ITAR	International Traffic in Arms Regulations
JSP	Joint Service Provider
KO	Contracting Officer
MDR	Mandatory Declassification Review
MSR	Monthly Status Report
NARA	National Archives Records Administration
NCR	National Capital Region
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OIG	Office of Inspector General
PIPO	Phase In/Phase Out
POC	Point of Contact
PA	Privacy Act

PRA	Paper Reduction Act
PII	Personally Identifiable Information
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RDD	Records and Declassification Division
RD	Restricted Data
RM	Records Management
RIM	Records and Information Management
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
TE	Technical Exhibit
PWS	Performance Work Statement
WHS	Washington Headquarters Services

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 Facilities: The Government will provide on-site the necessary workspace for contractor staff to provide the support outlined in the PWS to include desk space, telephones, computers, and other items necessary to maintain an office environment.

3.2 Utilities: The Government will provide all utilities at the Government's on-site facility for Government on-site contractors in order for them to performance all tasks outlined in the PWS.

3.3 Equipment: The Government will provide the necessary equipment to the contractor or contractor staff to provide the support outlined in the PWS to include: reproduction machines required for classified materials, including necessary materials to operate such as ink/toner (Task 3); envelopes and letterhead for correspondence; classified courier bags; or laptops for training in Government facilities.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials necessary to perform work under this contract that are not listed under Part 2, Section 2 of this PWS.

4.2 ~~Top Secret/SCI~~ Facility Clearance: The Contractor shall possess an active ~~TOP SECRET (TS)~~ FCL with ~~TS~~ safeguarding accredited for storage of ~~SCI~~ at time of the proposal submission, and must maintain the ~~TOP SECRET/SCI~~ facility clearance for the life of the contract. The facility must be certified by DCSA for the processing and temporary storage of material up to the ~~Top Secret~~ level and DIA accreditation for the temporary storage of ~~SCI~~ material per National Industrial Security Program Operations Manual.

The facility must include the following features:

- ~~Top Secret~~ Closed Area capable of storing 6 million pages (paper)
- Accredited SCIF capable of storing up to 30 archival boxes
- Restricted Area cleared for processing ~~Top Secret~~ (and below) material
- DCSA-certified ~~Secret~~ network for up to 35 users
- DCSA-certified ~~Top Secret~~ network for up to 35 users
- Unclassified network for up to 35 users

PART 5 SPECIFIC TASKS

5. Specific Tasks:

5.1. Task 1: Directorate Operations and Mission Support

5.1.2 Program and Project Management: For all tasks associated with this PWS, the Contractor shall provide project management support to satisfy contractual terms with ESD and provide analytic evaluations and policy development, strategic planning, program development, business process analysis and recommendations for improvement, subject matter expertise, technical and administrative management support, and supervisory skills sufficient for the accomplishment of each task.

The Contractor shall conduct overall management coordination and liaison with the COR to review, develop, conduct, report, and certify the products and work completed for the project as well as coordinate work, monitor timelines, prepare reports, coordinate schedules, act as executive agent, and resolve project issues.

The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This work is to be performed at government locations and at the Contractor's facility. The Contractor shall develop and recommend plans, conduct business process analysis, and develop policies and procedures to ESD leadership. Functions and responsibilities include:

- Management of a contractor facility that is a DCSA ~~TS~~-certified facility with a SCIF capable of supporting the tasks indicated. This includes administration of three stand-alone IT networks supporting Unclassified/~~Controlled Unclassified Information~~ up to ~~TS~~ information; vehicles to support bulk movement of classified information; and a 12-terabyte electronic archive.
- Submit Monthly Reports to the Contracting Officer and COR on the status of the contract.
- Manage the contractor workforce to establish, integrate, and/or coordinate the Records Management (RM) and Information Management Program IAW 44 U.S.C. Chapter 31 and 33, 36 CFR Parts 1220-1239, and 41 CFR Part 102-193
- Support the Records Management Program mission to oversee the operation of the records disposition for OSD, including all OSD Components and 14 Defense Agencies/Filed Activities
- Provide innovation and business process improvement across the spectrum of contract support (Business process improvement analysis and plans)
- Provide expertise, advice, assistance and program development to ensure RDD is in compliance with governmental transparency initiatives, Presidential Memorandum – Managing Government Records, OMB/NARA M-19-21 Directive Transition to Electronic Records, and provides expertise on the processes and procedures required for the development of the Chronical of Tenure for the Secretary and Deputy Secretary of Defense
- Provide program management, policy development, and program-level strategic planning for the OSD Declassification Program IAW Executive Order 13526.
- Provide project management and tracking of up to 80-100 individual actions (or more as required) at any given time with the capability to provide a current status report within 2 hours of request
- Develop a Comprehensive Management Plan
- Schedule and facilitate a Quarterly Contract Status Meeting with ESD Leadership to review overall contract status, accomplishments during the reporting period, major activities or action, status on contractor supported ESD initiatives, and any problems and recommended solutions. The Contractor will schedule the meeting (date, time, location), submit draft power point slides two days prior to the meeting, provide power point slides for the meeting that provide a mechanism for ESD Leadership to analyze metrics and accomplishments in the context of overall contract performance, record results of the meeting with any action items, and record the conduct of the meeting in that month's Monthly Status Report (MSR).

- Meet Bi-Weekly with the COR to discuss status of on-going actions, progress, funding, and any significant task issues. The agenda will be provided in advance by the Contractor.
- Provide a Project Management Plan (PMP) detailing the major milestones for each task. Plan will be updated annually and address the elements of the Business Process Improvement Plan.
- Develop, implement, and maintain a Business Process Improvement Plan in support of enterprise-wide information management and content management processes. Plan outlines mechanisms and innovations for contract performance improvement, efficiencies, and cost savings/avoidance. Plan is due 30 days prior to the end of each contract period
- Provide a weekly production or progress report for Tasks 2, 3, and 6 and other items of significance.

5.1.3 Security: All personnel supporting this task require an active ~~Top Secret~~ clearance. Program Manager, Project Managers, and certain personnel require ~~SCI~~ as specified in each Task.

5.2 Task 2: Automatic/Systematic Declassification Program Support

5.2.1 Declassification: The Contractor shall review and recommend declassification action on documents 25 years of age in all media formats in accordance with sections 3.3. and 3.4 of Executive Order (E.O.) 13526; ISOO Directive No. 1 on Classified National Security Information; Public Law 105-261, "Protection Against Inadvertent Release of ~~Restricted Data (RD)~~ and ~~Formally Restricted Data (FRD)~~"; Public Law 106-35, "Supplement to Plan for Declassification of ~~RD~~ and ~~FRD~~"; DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-3"; the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSD Declassification Guide; and the OSD Records Disposition Schedule. In addition, the Contractor shall review and recommend declassification action on record material referred to OSD by other Federal Agencies. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The majority of this task will be performed at the contractor facility (75%), with the remaining work performed at NDC, College Park, MD (20%), and NCR (5%).

5.2.2 Training: The Contractor must conduct an OSD-approved Automatic Declassification and Indoctrination Training Course for each contractor employee. Each employee must pass the required training in order to meet the requirements for review, in addition to the DOE HRRDR Course (See TO1 PWS Section 1.6.13, above).

5.2.3 Declassification support: The Contractor shall support the drafting and implementation of declassification plans, policies, procedures, and solutions. Additionally, the Contractor shall recommend solutions that set the conditions to create innovative enterprise transformation for the OSD Declassification Program by identifying resourceful solutions for declassification processes, reducing facility/storage costs, while ensuring declassification mandates are achieved in a safe and secure environment.

5.2.4 Declassification Database: The Contractor shall maintain a comprehensive auditable database that tracks all declassification review actions, name of reviewers, workflow process (status), and all relevant metadata generated in the performance of the task (classification, page count, date reviewed, referral agencies, etc.). This database must be made accessible at government request. The Contractor shall make information in the database, the Database administrator's manual and Database user's manual and a database management available to the COR, or COR representative(s), as the COR deems necessary.

5.2.5 Security: All personnel supporting this task require an active Top Secret clearance. At minimum, 15% of all personnel supporting this task must have ~~SCI~~ eligibility status.

5.3 Task 3: Mandatory Declassification Review (MDR) and Foreign Relations of the United States (FRUS) Program Support

5.3.1 Mandatory Declassification Reviews (MDRs): The Contractor shall be responsible for administrative support, reviews, and recommendations regarding declassification action in accordance with section 3.5 of Executive Order (E.O.) 13526; ISOO Directive No. 1 on Classified National Security Information; Public

Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD)"; Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD"; DoD 5230.30-M "DoD Mandatory Declassification Review (MDR) Program"; DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-3"; the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSD Declassification Guide; and the OSD Records Disposition Schedule. The Contractor support requirement for drafting and implementation of declassification plans, policies, procedures, and solutions as delineated in Task 2, PWS Section 5.2.4, apply to this task. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

5.3.2 MDR Correspondence: The Contractor shall be responsible for drafting, preparing, and processing all MDR program related correspondence for Government approval and signature. The Contractor shall also be responsible for processing and development of a system for tracking all MDR correspondence for mail in accordance with Government Classified National Security Information laws and regulations. The database and associated access requirements from Task 2, PWS Section 5.2.4, apply to this task.

5.3.2.1 FRUS: The Contractor shall be responsible for administrative support, reviews, and recommendations regarding declassification action in accordance with the Department of State's Basic Authorities Act of 1991, 22 U.S.C. § 4351 - U.S. Code - Unannotated Title 22 Foreign Relations and Intercourse § 4351, section 3.5 of Executive Order (E.O.) 13526; ISOO Directive No. 1 on Classified National Security Administration; Public Law 105-261, "Protection Against Inadvertent Release of ~~Restricted Data (RD)~~ and ~~Formally Restricted Data (FRD)~~"; Public Law 106- 35, "Supplement to Plan for Declassification of ~~RD and FRD~~"; DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-3"; the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSD Declassification Guide; and the OSD Records Disposition Schedule. The Contractor support requirement for drafting and implementation of declassification plans, policies, procedures, and solutions as delineated in Task 2 PWS, Section 5.2.4, apply to this task.

5.3.2.2 FRUS Correspondence: The Contractor shall be responsible for drafting, preparing, and processing all MDR program related correspondence for Government approval and signature. The Contractor shall also be responsible for processing and development of a system for tracking all MDR correspondence for mail in accordance with Government Classified National Security Information laws and regulations. The database and associated access requirements from Task 2, PWS Section 5.2.4, apply to this task.

5.3.3 Training: The training requirements from the Overview Section and Task 2 PWS Section 5.2.4 apply to this task.

5.3.4 Maintenance of Records: The Contractor shall maintain records in accordance with the OSD Records Disposition Schedule. This task generates records identified under system of records notice, the contractor shall follow the requirements of DWHS EO5, Mandatory Declassification Reviews ([http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/OSDJS-Article- List/](http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/OSDJS-Article-List/)). This work shall be performed at Contractor site.

5.3.5 Security: All personnel supporting this task require an active ~~Top Secret~~ clearance. At minimum, 30% of all personnel supporting this task must have ~~SCI~~ eligibility status.

5.4 Task 4: Freedom of Information Act/Privacy Act (PA) Program Support

5.4.1 Freedom of Information: The Contractor shall support all processing requirements for FOIA/PA requests in accordance with 5 U.S.C 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act), and DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-4." This includes case initiation, records searches and audits, reviews, redacting documents, drafting correspondence, case filing and mailing, case scanning, case destruction, data entry for case and workflow tracking, courier support and support of the FOIA Requestor Service Center. The Contractor shall support records management of FOIA/PA cases by archiving and determining dispositions through established procedures. The Contractor shall ensure that personally identifiable information (PII) is

protected. This work is performed principally on Government site. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task.

5.4.1.2 Courier Support: As part of this support, the Contractor shall provide courier services to and from the Mark Center to the Pentagon with some limited deliveries in the NCR.

5.4.1.3 Security: All personnel supporting this task require an active Top Secret clearance with potential TS/SCI as required by the government.

5.5 Task 5: Pre-Publication and Security Review

5.5.1 Security Review: The Contractor shall conduct the security and policy reviews for clearance of official DoD information proposed for official public release by the DoD and its employees (military and civilian). This supports the Security Review Program by conducting reviews of proposed testimony before congressional committees, book manuscripts, International Traffic in Arms Regulations (ITAR) potentially export-controlled technical data that was generated under non-DoD contracts, and material submitted by sources outside the DoD for such review. Based on security and policy requirements, the Contractor shall recommend content of proposed material that should NOT be released, or recommend approval of release. Work includes daily courier support (minimum of two courier requirements per day), case scanning, and periodic case processing involving staffing work to information equity holders, collecting review comments, preparing closure documentation and any required formal correspondence, and recommending case closure conclusion to Team Lead for approval/signature. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The Security Review Program is performed on Government site.

5.5.2 Security: All personnel supporting this task require an active ~~Top Secret~~ clearance with potential ~~TS/SCI~~ as required by the government.

5.6 Task 6: Records and Information Management

5.6.1 Records and Information Management: The Contractor shall develop, implement, and validate the program and its practices and procedures. To achieve this is to manage WHS and OSD information content throughout its life-cycle – from creation to disposal of temporary content and archiving/transferring permanent content to the National Archives IAW 44 U.S.C. Chapter 31 and 33, 36 CFR Parts 1220-1239, 41 CFR Part 102-193, OMB/NARA M-19-21 Directive *Transition to Electronic Records*, DoDI 5015.02 DoD Records Management Program, AI-15 OSD Records and Information Management Program, and the OSD Records Disposition Schedule. The Contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task shall be primarily performed on Contractor site with frequent support (weekly/bi-weekly) at various Government offices locations in the NCR. The Contractor shall support the integration of identified best practices into processes and procedures and cultivate compliance through the creation and formalization of governance.

5.6.2 Records Management Support Services: The Contractor shall support the RIM Program in the development and conduct of training to leadership, managers, and personnel. The Contractor shall also develop an ECM Project Management Plan with supporting sections for Communications, Change Management, Risk Assessment, Training, and Business Process Improvement. The Contractor must research industry trends and best business practices in RIM, and develop strategies and identify tools to support program implementation and improvement. The Contractor shall support the reduction of OSD records holdings through the identification of records that have met their disposition date and facilitation of the disposition process; including: retirement to WNRC; transfer to NARA; or deletion/destruction. The Contractor shall prepare and deliver briefings and training, organize meetings, provide reports, track actions, and provide program assessments. Briefings and training are provided to users, managers, action officers, and senior leadership.

In direct support of RDD, the Contractor shall provide processing of SF-135's in NARA's ARES, Archives and Records Centers Information System (ARCIS) and Electronic Records Archive (ERA). The Contractor

must provide direct client support in the maintenance and administration of RDD office records filing and editing/proofing of RDD-generated documents. The Contractor shall support the scheduling, facilitating, and proctoring of RDD-provided trainings. The Contractor must support the development and implementation of governances – plans, policies, directives, instructions, and operating procedures.

5.6.3 Records Management Analysis/Reviews: The Contractor shall provide on-site assessments of shared drives, electronic systems housing records, and hardcopy record holdings. Periodically, the Contractor will be required to perform systematic compliance reviews of OSD offices and directorates to ascertain compliance levels as well as to provide recommendations on process improvement. The Contractor shall transport records in bulk (boxes) from Government sites to the Contractor facility for processing and temporary storage in addition to performing records appraisals on Government site. Analyses will include: identification, classification, organization, and dispositioning of records. The Contractor shall perform quality control of records documentation ensuring that the accessions/collections are categorized and processed in line with OSD and NARA requirements.

5.6.4 Training: The Contractor must conduct an RDD-approved Records Management Indoctrination Training Course for personnel providing records management support services.

5.6.5 Electronic Records Ingestion: The Contractor shall facilitate the ingestion of electronically-borne record material, up to Top Secret/SCI, into various databases, file structures, and the OSD Executive Archive (EA). The Contractor shall possess the ability to review and assess all electronically-borne material in all current and future standard formats, in accordance with the OSD Records Schedule for classification, series description/categorization, and disposition. The Contractor must convert standard electronically-borne material of all current and future standard file formats into text-searchable format for the purposes of records research and future retrieve-ability. Additionally, the Contractor shall facilitate electronic records capture using mechanisms and systems that allow for real-time and ad-hoc reporting of metrics including approximate page counts and data storage volume.

5.6.6 Temporary Records Storage: The Contractor shall provide a secure, DCSA-certified, ~~TS/SCI~~ facility space, to safeguard and store large volumes of both paper and electronic media on a temporary basis – up to one year for any given piece of material. The storage capacity of the Contractor's facility must accommodate up to 6 million pages of classified information and up to 50,000 pages of SCI material. All material must be stored in accordance with DCSA, NISPOM, and DIA requirements for the safe guarding and handling of classified material. The Contractor must maintain an auditable database to ensure cradle-to-grave tracking of all temporarily stored records regardless of media type.

5.6.7 Electronic Records Storage: The Contractor shall maintain the OSD Executive Archive (EA). The EA is a 100 million-page, 30 terabyte searchable e-record repository. Throughout the period of the contract, the Contractor must continue to add record collections to the EA. The expected rate of record ingestion is 3.5 million pages per year. The contractor must provide a comprehensive Electronic Records Management plan, in addition to a DCSA certified Information Technology solution for electronic records storage and data warehousing. This solution must be flexible to respond to new and changing requirements and OSD needs. Material for ingestion in the EA will be classified up to TS/SCI and include records of varying formats to include PDF, XML, Microsoft office files, database files, email, and audio/video files. The Contractor must assess this material to determine file series and disposition in accordance with the OSD Records Schedule.

5.6.8 Records Research and Discovery: The Contractor must provide resources required to receive requests, communicate with the requestors, and conduct text-searchable queries in response to records requests using the OSD EA for DoD Freedom of Information Division, DoD General Counsel, the OSD Historical Office, Congress, Inspector Generals, the Office of Military Commissions, the State Department (Foreign Relations of the United States (FRUS), and other requests as received. The Contractor shall have the capability to respond to no fewer than 20 major (locating more than 10 responsive documents) research requests per month, and provide initial assessment responses within 24 hours of request receipt. The Contractor will maintain detailed records related to each search in an auditable database including: search date, researcher name, results, and methodology. Once a request has been addressed, the Contractor shall

provide responsive material, in electronic format, as requested by the government. The Contractor shall have the ability and resources necessary to facilitate delivery within 5 hours anywhere in the NCR.

5.6.9 Image Capture: The Contractor shall conduct records conversion of DoD, OSD, and WHS content into approved digital formats (TIFF, JPEG, PDF, XML, etc.). The material is classified up to TS/SCI and work must be conducted at the contractor's facility. Records will be retrieved from various locations in the NCR, such as the Pentagon, Mark Center and WNRC, then stored, scanned, and returned to the storage facility within 20 workdays unless requirements necessitate otherwise. All records conversion hardware and software will be furnished and maintained by the Contractor.

5.6.10 Courier Services: The Contractor shall provide on-call courier services for material classified up to TS/SCI. Additionally, Task 2 Automatic/Systematic Declassification Program, Task 3 Mandatory Declassification Program/FRUS Review Program, Task 4 Freedom of Information Act, and Task 6 Records and Information Management require regular courier support. This includes the movement of records to and from government facilities and the contractor facility. All aspects of delivery service shall be provided including bulk records transport from WNRC, the Pentagon, Mark Center, NARA and other records repositories with the NCR. The Contractor shall provide and ensure that all delivery vehicles and personnel are insured and that all required state and local municipality documentation is maintained for utilized vehicles.

5.6.11 Security: All personnel supporting this task require an active ~~Top Secret~~ clearance. At minimum, 15% of personnel supporting this task must have ~~SCI~~ eligibility status.

5.7 Task 7: DoD Information Collections

5.7.1 Information Collections: The Contractor shall provide analytical support for the processing of DoD Information Collections cases. The contractor will analyze data, coordinates with clients and trains users to ensure compliance with the Paperwork Reduction Act (PRA). The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The Contractor shall:

- Develop and disseminate information materials to aid OSD and WHS offices and directorates in preparing and coordinating DoD Information Collections and understanding DoD PRA requirements including the processes and tools employed.
- Conduct electronic records and content management activities required for the preservation and retrieval of PRA records in concert with the division's records management application and performance of records processing and management activities.
- Maintain and develop reporting capabilities to support Division programs.
- Develop reports and facilitate engagements with senior leaders, to include coordinating with other DoD offices, developing business products to support artificial intelligence initiatives, resourcing projects, validating potential solutions, identifying and implementing process improvement measures.

5.7.2 Security: All personnel supporting this task require an active ~~Secret~~ clearance.

5.8 Task 8: DoD Issuances

5.8.1 Issuances: The Contractor shall support the following areas: issuances processing and compliance and quality review (compliance analyst support); website issuance content development and maintenance; database management; education; and program planning. Program planning includes concept development, resource identification, concept validation, change management, implementation, coordination, and quality control. The Contractor shall:

- Provide administrative and programmatic support to the Government in the execution of this task.
- Maintain and develop reporting capabilities to support Division program.
- Develop reports and facilitate engagements with senior leaders, to include coordinating with other DoD offices, developing business products to support artificial intelligence initiatives, resourcing

projects, validating potential solutions, and identifying and implementing process improvement measures.

5.8.2 Issuance Analysis and Coordination: The Contractor shall conduct compliance and quality reviews on DoD issuances to ensure they meet requirements of the Plain Writing Act of 2010, DoD policy, and established division standards. The Contractor shall:

- Support the business process analysis regarding the issuance process, ensuring they are processed efficiently and in compliance with DoD policy.
- Develop and disseminate information materials to aid OSD and WHS components to prepare and coordinate DoD issuances, and educating action officers and OSD Component focal points on the DoD Issuance Program, including the processes and tools employed.
- Conduct electronic records and content management activities required for the preservation and retrieval of issuances.
- Utilize the division's records management application to file electronically edited issuances, working documents, and supporting material in each stage of the process and ensuring that all necessary material is provided to the division from the OSD Component for the archival record.
- Coordinate with the originating office regarding status, corrections, and/or comments on issuances, as required.

5.8.3 Security: All personnel supporting this task require an active ~~Secret~~ clearance.

5.9 Task 9: DoD Forms

5.9.1 Forms: The Contractor shall support the following areas: Forms compliance and quality review (compliance analyst support): web site development, database management, and program planning. Program planning includes concept development, resource identification, concept validation, change management, implementation, coordination, and quality control. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. The Contractor shall:

- Maintain and develop databases and reporting capabilities to support Division programs.
- Develop reports and facilitate engagements with senior leaders, to include coordinating with other DoD offices, developing business products to support artificial intelligence initiatives, resourcing projects, validating potential solutions, identifying and implementing process improvement measures.

5.9.2 Forms Development and Support: In accordance with DoD Forms Program, contractor will design and develop forms, revise current forms, and cancel outdated forms. The Contractor shall provide administrative and programmatic support to the Government in the execution of this task. The Contractor shall:

- Manage forms databases, including but not limited to creating and updating database records; database record entry of various forms data for the purposes of electronic storage, retrieval, and tracking.
- Review and analyze forms for content accuracy and compliance with current DoD policies and procedures.
- Track and manage DoD Component status of forms and survey reviews; respond to DoD Component inquiries; report progress on a monthly basis; develop and coordinate reports to Congress.

5.9.3 Security: All personnel supporting this task require an active ~~Secret~~ clearance.

5.9.4 Website Administration: The Contractor shall conduct all processes associated with updating the Issuances and Forms websites with the most current issuances and ensuring that all links are working and routed to the correct issuance. The Contractor shall update the websites to ensure that the record copies of all DoD Issuances and forms contain the required historical information to comply with records

management requirements of the DoD and NARA. In addition, the contractor shall make any web design and functionality changes as needed.

5.9.5 Web Portal Management: The Contractor shall administer the DoD issuances portal coordinating with ESD Directives staff and OSD Issuances Focal points regarding programmatic and user requirements in the processing and coordination of DoD issuances.

5.9.6 Security: All personnel supporting this task require an active ~~Secret~~ clearance.

5.10 Task 10: Correspondence Management

5.10.1 Correspondence: The Contractor shall provide daily and continuous analytical and technical support to the Correspondence Management Division (CMD) in its support of OSD. The contractor shall also provide administrative and programmatic support to the Government in the execution of this task. This task may require contractor support during government shutdowns. The Contractor shall:

- Ensure CMD correspondence and information management workflows are efficient and effective and all record information content is managed.
- Process congressionals, nominations, awards, image capture, filing and archiving records.
- Provide executive level courier services to and from various locations in the National Capital Region (including the White House, and State Department) and hand-carry Officer Nominations to and from White House. The government may furnish cell phones to the couriers to meet this requirement.

5.10.2 Security: All personnel supporting this task require an active ~~Top Secret~~ clearance with at minimum 10% requiring ~~SCI and/or Special Access~~ eligibility.

5.11 Task 11: Graphics Development

5.11.1 Graphics: The Contractor shall consult with OSD customers and design and produce graphic products in support of the Office of the Secretary of Defense special events and communications campaigns, publications, briefing charts, displays and exhibits, signage, presentations, etc. The Contractor may meet with division leaders, team members, and customers on a regular basis, requiring excellent verbal and written communications.

5.11.2 Security: Personnel supporting this task do not require a ~~security~~ clearance.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

6.2 Task 1 Directorate Operations and Mission Support: All references listed below apply to Task 1.

6.3 Task 2 Automatic/Systematic Declassification Program Support:

E.O. 13526 "Classified National Security Information", 32 CFR Parts 2001 - 2004 Classified National Security Information, Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD)"; Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD"; DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-3"; the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; the OSD Declassification Guide; and the OSD Records Disposition Schedule.

6.4. Task 3 MDR and FRUS Program Support:

E.O. 13526 "Classified National Security Information", 32 CFR Parts 2001 - 2004 Classified National Security Information; Public Law 105-261, "Protection Against Inadvertent Release of Restricted Data (RD) and Formally Restricted Data (FRD)"; Public Law 106-35, "Supplement to Plan for Declassification of RD and FRD"; DoD 5230.30-M "DoD Mandatory Declassification Review (MDR) Program"; "DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1- 3"; Department of State's Basic Authorities Act of 1991 and Public Law 22 U.S.C. § 4351 - U.S. Code - Unannotated Title 22 Foreign Relations and Intercourse § 4351; the OSD Declassification Standard Operation Guidelines/Standard Operating Procedures Manual; and the OSD Declassification Guide, and the OSD Records Disposition Schedule.

6.5 Task 4 Freedom of Information Act/Privacy Act (PA) Program Support:

5 U.S.C 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act)), DoDM 5400.07 "DoD Freedom of Information Act (FOIA) Program"; DoD AI 108 "OSD and Joint Staff (JS) Freedom of Information Act (FOIA) Program"; and DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1- 3."

6.6 Task 5 Prepublication and Security Review:

DoDM 5200.01 "DoD Information Security Program: Overview, Classification, and Declassification Volumes 1-3," DoD Directive 5230.09, "Clearance of Information for Public Release," DoDI 5230.29, DoD Instruction 5400.04, "Provision of Information to Congress" and DoD Instruction 7650.02 "Government Accountability Office Reviews and Reports."

6.7 Task 6 Records and Information Management:

44 USC Chapters 29-31 (Federal Records Act), P.L. 113-187 (Presidential and Federal Records Act Amendments of 2014); 36 CFR Parts 1220-1239 (NARA Regulation), OMB/NARA M-19-21 (Transition to Electronic Records Directive); E.O. 13526, DoDI 5015.02 (DoD RM Program); DoD 5220.22-M, National Industrial Security Program Operating Manual; AI 15 (OSD Records and Information Management Program), AI 50 (Historical Research in the OSD); and OSD Records Disposition Schedule.

6.8 Task 7 Information Collections:

44 U.S.C. §§ 3501–3521 (Paperwork Reduction Act); 552a (Privacy Act), U.S.C. P.L. 104-13, 109- 435, 110-289 (also known as the Paper Reduction Act); Secretary of Defense Memorandum (Track Four Efficiency Initiatives Decision); DODI 8910.01(Information Collection and Reporting), DoD 8910.01 Volumes 1 and 2, (DoD information Collections manuals); Executive Orders 13563 “Federal Register Program”; and AI 15 (OSD Records and Information Management Program).

6.9 Task 8 DoD Issuances Support:

Public Law 111-274 (Plain Writing Act of 2010); DoD Instruction 5025.01 (“DoD Issuance Program); DoDI 5025.13 (DoD Plain Writing Program); DoDI 7750.07 (DoD Forms Management Program); DoD 7750.07-M (DoD Forms Manual); AI 15 (OSD Records and Information Management Program).

6.10 Task 9 Forms:

Public Law 111-274 (Plain Writing Act of 2010); DoD Instruction 5025.01 (“DoD Issuance Program), DoDI 5025.13 (DoD Plain Writing Program); DoDI 7750.07 (DoD Forms Management Program); DoD 7750.07-M (DoD Forms Manual); AI 15 (OSD Records and Information Management Program).

6.11 Task 10 Correspondence Management:

44 USC Chapters 29-31 (Federal Records Act); P.L. 113-187 (Presidential and Federal Records Act Amendments of 2014, 36 CFR Parts 1220-1234; EO 13526, DoDI 5015.2 (DoD RM Program); AI 15 (OSD Records and Information Management Program); AI 50 (Historical Research in the OSD).

6.12 Task 12 Freedom of Information Act/Privacy Act (PA) Program Support:

5 U.S.C 552 (Freedom of Information Act); 5 U.S.C. 552a (Privacy Act)); DoDM 5400.07 “DoD Freedom of Information Act (FOIA) Program”; DoD AI 108 “OSD and Joint Staff (JS) Freedom of Information Act (FOIA) Program”; and DoDM 5200.01“DoD Information Security Program: Overview, Classification, and Declassification Volumes 1- 3.”

6.13 Task 13 Freedom of Information Act/Privacy Act (PA) Program Support:

5 U.S.C 552 (Freedom of Information Act); 5 U.S.C. 552a (Privacy Act); DoDM 5400.07 “DoD Freedom of Information Act (FOIA) Program;” DoD AI 108 “OSD and Joint Staff (JS) Freedom of Information Act (FOIA) Program”; and DoDM 5200.01“DoD Information Security Program: Overview, Classification, and Declassification Volumes 1- 3.”

PART 7

ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

- 7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary
- 7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule
- 7.3. Attachment 3/Technical Exhibit 3 – Estimated Workload Data (Tables A and B)

TECHNICAL EXHIBIT 1

Performance Requirements Summary

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

Performance Objective (The Service required—usually a shall statement)	Standard	Performance Threshold (This is the maximum error rate. It could possibly be “Zero deviation from standard”)	Method of Surveillance
PRS # 1. PWS Task 1 Para 5.1.2	All tasking is timely as required by the government.	> 95% accuracy	Reviewed/ monitored by senior government analysts. Any issues reported to the COR
PRS #2 Automatic and Systematic Declassification PWS Task 2 Para 5.2	Reviews are conducted IAW OSD Declassification Guide and E.O. 13526	> 98% accuracy	10%-20% audit reviews by Senior Government Declassifier and/or COR Periodic inspections by Intelligence Security Oversight Office (ISOO), Department of Energy (DOE), and National Declassificatio n Center (NDC)
PRS #3 Mandatory Declassification Reviews/FRUS PWS Task 3 Para 5.3	Reviews are conducted IAW OSD Declassification Guide, E.O. 13526, 5 USC 552, and Department of State's Basic Authorities Act of 1991, 22 U.S.C. § 4351 - U.S. Code - Unannotated Title 22 Foreign Relations and Intercourse § 4351	> 98% accuracy	100% review by Senior Government Declassifiers and/or COR

PRS #4 FOIA/PA Support PWS Task 4 Para 5.4	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR
PRS #5 Security Review PWS Task 5 Para 5.5	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR
PRS #6 Records Management PWS Task 6 Para 5.6	All taskings are timely within established government deadlines required by the government	> 99% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR
PRS #7 Information Collections PWS Task 7 Para 5.7	All taskings are timely within established government deadlines required by the government	> 90% accuracy	Review/monitored by senior government analyst. Any issues reported to the COR
PRS #8 Issuances PWS Task 8 Para 5.8	All taskings are timely within established government deadlines required by the government	> 90% accuracy	Review/monitored by senior government analysts. Any issues reported to the COR
PRS #9 Forms PWS Task 9 Para 5.9	All taskings are timely within established government deadlines required by the government	> 90% accuracy	Review/monitored by senior government analysts. Any issues reported to the COR
PRS #10 Correspondence Management PWS Task 10 Para 5.10	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Review/monitored by senior government analysts. Any issues reported to the COR

PRS #11 The contractor shall provide graphic design and production for a wide range of products and services. PWS Task 11 Para 5.11	All work products are completed within established government deadlines as required by the government.	> 99% accuracy	Review/monitored by senior government analysts or Chief, OSD Graphics Division. Any issues reported to the COR
PRS #12 FOIA/PA Support for DO&C PWS Task 12 Para 5.12	All taskings are timely within established government deadlines required by the government	> 95% accuracy	Reviewed/monitored by senior government analysts. Any issues reported to the COR

TECHNICAL EXHIBIT 2
DELIVERABLES SCHEDULE

<u>PWS Paragraph#</u>	<u>Deliverable Title</u>	<u>Frequency</u>	<u>Deliver To:</u>
1.6.14	Transition Plan: Obtain system documentation and verify system and facility access; Conduct transition meeting with Government leadership; Transition high quality incumbent personnel, re-badge, and conduct orientations; Provide all contractor services from notice to proceed date.	At the time of proposal submission	IAW Solicitation
1.6.11	Contractor Key Personnel Contact list	Within 30 days after contract award	COR
1.6.13	Required Historical Records Restricted Data Reviewers (HRRDR) certification for contractor personnel	Within 30 days after DOE release of training.	COR
5.1	Monthly Status Report: Provide reports to the Government on contract performance. Reflect the accomplishments of the reporting period, deliverable status, funding issues, problems and recommended solutions, planned actions, and production for each task and subtask.	Due by the 10 day of each month	COR
5.1	Weekly Production Report. for Tasks 2,3, and 6 to include cases opened, reviewed by contractor and government, cases referred, and closed, MDR/FRUS Program Status, pages reviewed for Automatic/systematic declassification by location, Record Management Program Status and Research cases opened, closed, and pages provided.	Due the Tuesday following the report week	COR
5.1	Project Management Plan – The Contractor shall deliver a Project Management Plan (PMP) detailing the major milestones for each task. The PMP shall fully organize, coordinate, integrate, manage, control, and document all elements of the project requirements. Plan will be updated annually and include the elements of the Business Process Improvement Plan	120 days after contract award	COR
5.1	Business Process Improvement Plan	Due 30 days prior to the end of each contract period	COR
5.2.2	Required OSD-approved Automatic Declassification and Indoctrination Training for contractor personnel	Within 30 days after Course Approved	COR
	Small Business Participation report to confirm performance is consistent with Small Business Participation Commitment Document	Semi-Annually	COR/ CO

TECHNICAL EXHIBIT 3

ESTIMATED WORKLOAD DATA

Firm-Fixed Price CLIN: The data (labor categories and hours) provided below is an estimate of what it may take to perform the requirements listed in the Performance Work Statement. The Contractor is not required to propose the data listed below for the FFP CLINs, and is encouraged to use sound judgment and business practices when preparing its proposal.

Labor CLINs are performed on a FAR 16.202-2 firm-fixed-price (FFP) basis. A FFP contract "places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the contractor to control costs and perform effectively." FAR 16.201-1. The Contractor is cautioned that few of the task listings in Part 5 ("Specific Tasks") of this PWS contain quantities or estimated quantities. Where the PWS lists a type of task without listing a quantity or an estimated quantity, and in the absence of any changes to the responsibilities of the ESD, the FFP effort shall include as much of that PWS task as is needed by ESD. Should timely completion of these tasks take more manpower than is contained in the contractor's proposal, the contractor shall provide extra manpower at its own expense to complete the tasks.

Labor-Hour (LH) CLINs: The data provided below identifies the labor hours which the offeror is **required** to use when proposing LH FTEs, labor hours and labor categories. Any variations to the number of FTEs, labor categories and labor hours under the LH CLINs will be viewed as a change to the requirement, and the offeror may be determined to be ineligible for award.

One Full Time Equivalent (FTE) for the Firm Fixed Price CLIN is equivalent to 1872 hours. This may not be altered.

TABLE A

PHASE-IN PERIOD (LH)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	156 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	1326 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	2184 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1)	4	624 HRs

	Junior FOIA Analyst (1)		
Task 5 5.5	Senior Security Review Specialist	2	312 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3) IT Specialist (1)	22.3	3478 HRs
Task 7 5.7	Management Analyst	2	312 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	1404 HRs
Task 9 5.9	Management Analyst	2	312 HRs
Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	1092 HRs
Task 11 5.11	Senior Graphics Specialist	1	156 HRs

BASE PERIOD (FFP)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	1716 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	14586 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	24024 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1) Junior FOIA Analyst (1)	4	6864 HRs
Task 5 5.5	Senior Security Review Specialist	2	3432 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3)	22.3	38267 HRs

	IT Specialist (1)		
Task 7 5.7	Management Analyst	2	3432 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	15444 HRs
Task 9 5.9	Management Analyst	2	3432 HRs
Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	12012 HRs
Task 11 5.11	Senior Graphics Specialist	1	1716 HRs

OPTION PERIOD 1 (FFP)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	1872 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	15912 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	26208 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1) Junior FOIA Analyst (1)	4	7488 HRs
Task 5 5.5	Senior Security Review Specialist	2	3744 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3) IT Specialist (1)	22.3	41746 HRs
Task 7 5.7	Management Analyst	2	3744 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	16848 HRs
Task 9 5.9	Management Analyst	2	3342 HRs

Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	13104 HRs
Task 11 5.11	Senior Graphics Specialist	1	1872 HRs

OPTION PERIOD 2 (FFP)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	1872 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	15912 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	26208 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1) Junior FOIA Analyst (1)	4	7488 HRs
Task 5 5.5	Senior Security Review Specialist	2	3744 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3) IT Specialist (1)	22.3	41746 HRs
Task 7 5.7	Management Analyst	2	3744 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	16848 HRs
Task 9 5.9	Management Analyst	2	3744 HRs
Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	13104 HRs
Task 11 5.11	Senior Graphics Specialist	1	1872 HRs

OPTION PERIOD 3 (FFP)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	1872 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	15912 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	26208 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1) Junior FOIA Analyst (1)	4	7488 HRs
Task 5 5.5	Senior Security Review Specialist	2	3744 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3) IT Specialist (1)	22.3	41746 HRs
Task 7 5.7	Management Analyst	2	3744 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	16848 HRs
Task 9 5.9	Management Analyst	2	3744 HRs
Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	13104 HRs
Task 11 5.11	Senior Graphics Specialist	1	1872 HRs

OPTION PERIOD 4 (FFP)

Item	Labor Category	FTEs	Hours
Task 1 5.1	Program and Project Manager	1	1872 HRs
Task 2 5.2	Auto Declassification Task/Team Lead (1) Auto Declassification SME (.5) Senior Auto Declassification Analyst (2) Auto Declassification Analyst (2) Junior Declassification Analyst (3)	8.5	15912 HRs
Task 3 5.3	Mandatory Declassification Task/Team Lead (1) Senior Mandatory Declassification Analyst (1) Mandatory Declassification Analyst (4) Junior Mandatory Declassification Analyst (8)	14	26208 HRs
Task 4 5.4.1	Senior FOIA Analyst (2) FOIA Analyst (1) Junior FOIA Analyst (1)	4	7488 HRs
Task 5 5.5	Senior Security Review Specialist	2	3744 HRs
Task 6 5.6	Records Task/Team Lead (3) Records SME (3.5) Senior Records Analyst (3) Junior Records Analyst (10) System Admin (1.5) System Engineer (.3) IT Specialist (1)	22.3	41746 HRs
Task 7 5.7	Management Analyst	2	3744 HRs
Task 8 5.8	Technical Writers (6) Management Analyst (1) Management Analyst Task/Team Lead (1) Website Administrator (1)	9	16848 HRs
Task 9 5.9	Management Analyst	2	3744 HRs
Task 10 5.10	Senior Correspondence Analyst (1) Correspondence Specialist (3) Junior Correspondence Analyst (3)	7	13104 HRs
Task 11 5.11	Senior Graphics Specialist	1	1872 HRs

TABLE B
ESTIMATED METRICS BY DIVISION

ITEM	PROCESS TOTALS	LOCATION	SECURITY LEVEL
RECORDS, AND DECLASSIFICATION DIVISION			
PWS 5.2. Automatic/Systematic Declassification	Automatic and Systematic Declassification reviews: Estimated Workload (325,000 per month/3.9 Million per year)	Contractor Facility (75%); NDC (20%); NCR (5%)	Active TS and at minimum 15% requiring TS/SCI eligibility
PWS 5.3. Mandatory Declassification Reviews	Base period: 240 cases per month (2880 per year) POP 1-4: 240 cases per month (2880 per year)	Contractor Facility	Active TS and at minimum 30% requiring TS/SCI eligibility
PWS 5.3.2 Foreign Relations of the US Reviews	141 cases per month (1700 per year)	Contractor Facility	Active TS and 15% at minimum requiring TS/SCI edibility
PWS 5.6.2 Records Management Support Services	Estimated records disposition reviews 416,000 pages per month (estimated annual workload 5,000,000 pages); 24 hours of training per year	Contractor Facility/NCR	Active TS and at minimum 30% requiring TS/SCI eligibility
PWS 5.6.3 RM Analysis/Assessment Reviews	Estimated assessments: 5 Directorate-level organizations supported per year	Contractor Facility/NCR	Active TS
PWS 5.6.4 RM Training	Estimated 48 hours per year with attendance 8 or more personnel; maintain training posted on website	Mark Center/NCR	Active TS
PWS 5.6.5 Electronic Records Ingestion	Estimated 666,667 pages per month (8 M pages per year)	Contractor Facility	Active TS and 30% minimum requiring TS/SCI edibility
PWS 5.6.6 Temporary Records Storage	Estimated 6M pages of classified records (1600-2400 boxes), and 50,000 pages of SCI (15-20 boxes), and 1.2 M Pages of unclassified records (500 boxes)	Contractor Facility	Active TS and at minimum 30% requiring TS/SCI eligibility

PWS 5.6.7 Electronic Records Storage (EA)	Estimated 4.5M pages (approximately 30 terabytes) (approximately 375,000 pages added monthly)	Contractor Facility	Active TS and at minimum 30% requiring TS/SCI eligibility
PWS 5.6.8 Records Research and Discovery	Estimated 240 Cases (major searches – greater than 10 documents; some searches may exceed 20,000 pages) The contractor will respond to all cases within the allotted timeframe and maintain an estimated open case load of 20 per month.	Contractor Facility	Active TS and at minimum 30% requiring TS/SCI eligibility
PWS 5.6.9 Image Capture	Estimated 290,000 pages per month (3.5M Pages per year) Records Conversion in support of MDR, Litigation, Historical Research, and RM	Contractor Facility	Active TS and at minimum 30% requiring TS/SCI eligibility
PWS 5.4.10 Courier support for Declassification, MDR, and Records Management	Courier runs to support Tasks 5.2, 5.3, and 5.6 – these tasks are fulfilled at the contractor facility. Estimated courier runs are: Pentagon: 4-6 per month Mark Center: 8-10 per month WNRC: 8 per month Other NCR: 2 per month	Contractor Facility, Mark Center, and NCR	Active TS and at minimum 15% requiring TS/SCI eligibility
DOD FREEDOM OF INFORMATION DIVISION			
PWS 5.4.1 Freedom of Information Act and Privacy Act	Estimated case support processing 150 per month	Mark Center	TS/SCI
PWS 5.4.1 Freedom of Information Act/Privacy	Estimated case processing 1500 per year	Mark Center	TS/SCI
PWS 5.4.1.2 Courier Support	Estimated courier runs per location: Pentagon: 22 per month Mark Center: 22 per month Crystal City: 2 per month	Mark Center/NCR	TS/SCI
DOD OFFICE OF PREPUBLICATION AND SECURITY REVIEW			
PWS 5.5. Security Reviews	Estimated 20% of the 3800 security review cases annually - collecting subject matter expert comments,	Pentagon	TS/SCI and TS

	recommending closure actions, documentation, correspondence, ensuring transmission of results to customer		
DIRECTIVES DIVISION			
PWS 5.7 Information Collections Compliance reviews	Estimated 111 collections package reviews conducted per month (1332 collections package reviews per year)	Mark Center	Secret
PWS 5.8.2 Issuances Analysis and coordination	Estimated 80 task reviews per month 960 tasks completed per year	Mark Center	Secret
PWS 5.8.2 Issuances Analysis and coordination	Estimated 171 compliance reviews per month with an accuracy rate of 90%	Mark Center	Secret
PWS 5.9 Forms Development	Estimated form case load of 125 tasks completed per month, 1500 forms tasks completed per year - includes cases categorizes as current (published during reporting period), pending, and cancelled (during reporting period); management of forms and survey review; includes tracking inquiries, reports and coordination.	Mark Center	Secret
PWS 5.9.5 Website Administration	The contractor will post an estimated 25 issuances per month (300 per year). The contractor will post an estimated 3 forms per month (36 per year).	Mark Center	Secret
PWS 5.9.5 Web Portal Management	Manage DoD Unclassified and Classified Issuance portals, ensure established time lines are met 90% of the time	Mark Center	TS

PWS 5.9.5 Web Portal Management	Development and enhancement support for the Information Collections System and Forms Management Portal Project. Established time lines are met 90% of the time. Milestones achieved reported.	Mark Center	TS
CORRESPONDENCE MANAGEMENT DIVISION			
PWS 5.10 Correspondence Management	Estimated 20,000 Pages processed per month ensure, established time lines are met 95 % of the time (Add to the PRS)	Pentagon	TS/SCI and TS
PWS 5.10.1 Scanned Pages	Estimated 12,000 pages scanned per month	Pentagon	TS/SCI and TS
PWS 5.10.1 Cases Launched	Estimated 330 cases launched in CATMS per month	Pentagon	TS/SCI and TS
PWS 5.10.1 Items Delivered	Estimated 92 items delivered per month	Pentagon	TS/SCI and TS
PWS 5.10.1 Burn Bags Processed	Estimated 290 burn bags per month	Pentagon	TS/SCI and TS
PWS 5.10.1 General Officer Nominations	Estimated 8 packages per month for General/Flag Officers (100 per year)	Pentagon	TS/SCI and TS
PWS 5.10.1 Officer Nominations	Estimated 120 packages for O-6 and below per month (1440 per year)	Pentagon	TS/SCI and TS
PWS 5.10.1 Documents filed and archived	Estimated 1,000 documents processed per month for filing and archiving (12,000 per year)	Pentagon	TS/SCI and TS
PWS 5.10.1 Document validation	Estimated 700 documents validated per month	Pentagon	TS/SCI and TS

PWS 5.10.1 Other packages	Estimated 350 other packages processed per month (Other includes White House Incoming and Bulk, Congressionals, other standard request packages)	Pentagon	TS//SI and TS
PWS 5.10.1 Boxes Retired	80-100 boxes prepared annually for retirement	Pentagon	TS//SI and TS
OSD GRAPHICS PRESENTATION DIVISION			
PWS 5.11 Graphics and Presentation Support- Projects are based upon demand.	Annual expected workload of 150 medium projects per year, per person: 450 total projects.	Pentagon	Unclassified

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

OMB No. 0704-0567
OMB approval expires:
May 31, 2022

The public reporting burden for this collection of information, 0704-0567, is estimated to average 70 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED
(See Instructions)

~~Top Secret~~

**b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/
MATERIAL REQUIRED AT CONTRACTOR FACILITY**

~~Top Secret~~

2. THIS SPECIFICATION IS FOR: (X and complete as applicable.)

- ☒ **a. PRIME CONTRACT NUMBER** (See instructions.)
HQ003422D0004
- ☐ **b. SUBCONTRACT NUMBER**
- ☐ **c. SOLICITATION OR OTHER NUMBER** DUE DATE (YYYYMMDD)

3. THIS SPECIFICATION IS: (X and complete as applicable.)

- ☒ **a. ORIGINAL** (Complete date in all cases.) DATE (YYYYMMDD)
20220217
- ☐ **b. REVISED** (Supersedes all previous specifications.)
REVISION NO. DATE (YYYYMMDD)
- ☐ **c. FINAL** (Complete Item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? ☒ No ☐ Yes If yes, complete the following:

Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? ☒ No ☐ Yes If yes, complete the following:

In response to the contractor's request dated _____, retention of the classified material is authorized for the period of: _____

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE

Qualx Corporation
6564 Loisdale Ct STE 305
Springfield, VA 22150

b. CAGE CODE

5Q8Y1

c. COGNIZANT SECURITY OFFICE(S) (CSO)

(Name, Address, ZIP Code, Telephone required; Email Address optional)
Defense Counterintelligence & Security Agency
Alexandria 2 Field Office
571-551-7940
dss.ncr.dss-isfo.mbx.alexandria-field-office-2@mail.mil

7. SUBCONTRACTOR(S) (Click button if you choose to add or list the subcontractors
– but will still require a separate DD Form 254 issued by a prime contractor to each subcontractor)

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE(S) (CSO)

(Name, Address, ZIP Code, Telephone required; Email Address optional)

8. ACTUAL PERFORMANCE (Click button to add more locations.)

a. LOCATION(S) (For actual performance, see instructions.)

SEE SECTION 13 CONTINUATION SECTION AT
THE BOTTOM OF THIS FORM

b. CAGE CODE

(If applicable,
see Instructions.)

HQ0034

c. COGNIZANT SECURITY OFFICE(S) (CSO)

(Name, Address, ZIP Code, Telephone required; Email Address optional)
WHS Security Office
4800 Mark Center Drive, suite 10G07

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

The Contractor shall provide support to Internal Directorate Mission and Business Processes; OSD Automatic/Systematic Declassification Review (ADR) Program; OSD/JS Mandatory Declassification Review (MDR) Program; DoD Foreign Relations of the United States (FRUS) Declassification Review Program; OSD/JS Freedom of Information Act (FOIA) Program; DoD Security Review; OSD Records and Information Management (RIM) Program.

**CLEARED
For Open Publication**

Sep 01, 2026

Department of War

10. CONTRACTOR WILL REQUIRE ACCESS TO: (X all that apply. Provide details in Blocks 13 or 14 as set forth in the instructions.)

- ☐ a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION
- ☒ b. ~~RESTRICTED DATA~~
- ☒ c. ~~CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)~~
(If ~~CNWDI~~ applies, ~~RESTRICTED DATA~~ must also be marked.)
- ☒ d. ~~FORMERLY RESTRICTED DATA~~
- ☒ e. NATIONAL INTELLIGENCE INFORMATION:
- ☒ (1) ~~Sensitive Compartmented Information (SCI)~~
- ☒ (2) ~~Non-SCI~~
- ☒ f. ~~SPECIAL ACCESS PROGRAM (SAP) INFORMATION~~
- ☒ g. ~~NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION~~
- ☒ h. ~~FOREIGN GOVERNMENT INFORMATION~~
- ☒ i. ~~ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION~~
- ☒ j. ~~CONTROLLED UNCLASSIFIED INFORMATION (CUI)~~
(See instructions.)
- ☐ k. OTHER (Specify) (See instructions.)

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (X all that apply. See instructions. Provide details in Blocks 13 or 14 as set forth in the instructions.)

- ☐ a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY
(Applicable only if there is no access or storage required at contractor facility. See instructions.)
- ☐ b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY
- ☒ c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL
- ☐ d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE
- ☐ e. PERFORM SERVICES ONLY
- ☐ f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES
- ☐ g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER
- ☐ h. REQUIRE A COMSEC ACCOUNT
- ☐ i. HAVE A TEMPEST REQUIREMENT
- ☐ j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS
- ☐ k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE
- ☐ l. RECEIVE, STORE, OR GENERATE ~~CONTROLLED UNCLASSIFIED INFORMATION (CUI)~~
(DoD Components: refer to DoDM 5200.01, Volume 4 only for specific ~~CUI~~ protection requirements. Non-DoD Components: see instructions.)
- ☒ m. OTHER (Specify) (See instructions.)

12. PUBLIC RELEASE

Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPO) or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for review and approval prior to release to the appropriate government approval authority identified here with at least office and phone contact information and if available, an e-mail address. (See instructions)

☐ DIRECT ☒ THROUGH (Specify below)

Public Release Authority:

Defense Office of Prepublication and Security Review (DOPSR),
1155 Defense Pentagon Washington, DC 20301

13. SECURITY GUIDANCE

The security classification guidance for classified information needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended.

(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. The field will expand as text is added. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. Also allows for up to 6 internal reviewers to digitally sign. See instructions for additional guidance or use of the fillable PDF.)

ACCESS TO DOD INFORMATION

The contractor requires significant access to classified information to support DoD wide efforts. Details of the access required is specified in the performance work statement. Security classification guidance is significant, and will be provided by the GCA. The contractor must thoroughly understand the classification, declassification, and security review processes. The contractor will ensure compliance with all training and briefing requirements for classified and unclassified accesses required in performance of this contract. Training and briefings include but is not limited to information security, marking classified information, unauthorized disclosures, classified storage requirements, industrial security, operations security, physical security, sensitive compartmented information administration, personnel security, counterintelligence, ~~NATO, RD, FRD, CNWDI, ACCM, SAP~~, derivative classification, cyber security, controlled unclassified information, privacy act, insider threat. DoD information, to include government information in non-DoD systems, will be dispositioned at the direction of the government upon termination of the contract per DoD policies.

PERSONNEL SECURITY

The contractor is responsible for obtaining ~~Secret~~ and ~~Top Secret~~ personnel clearances, through DCSA, then posting the access in the DoD

system of record (e.g. DISS).

For those contractor personnel granted a ~~Top Secret~~ clearance and who require access to ~~SCI~~, the contractor will submit a ~~SCI~~ nomination request to the GCA. The request will contain the following:

- Submit one request per individual, on company letterhead.
- Nominee's full name and social security number.
- Date and place of birth.
- Citizenship.
- Investigation date and type.
- Clearance level.
- Clearance date and granted by.
- Company name.
- Contract number.
- DoD organization the nominee will support.
- Location of work to be performed.
- Duty title, telephone number, email.
- The nomination request must be signed by the Facility Security Officer.
- The nomination is submitted to the GCA, and approved/disapproved, and signed by the GCA/COR.

The GCA Special Security Officer (SSO) will prepare a ~~SCI~~ nomination package and submit it to the GCA Personnel Security Operations Division (PSOD) for processing. Contractor personnel must follow PSOD instructions for the nominations, or ~~SCI~~ access cannot be granted. If the nominee is determined eligible for access, the SSO will contact the nominee to complete the required indoctrination briefings and non-disclosure agreements.

CONTRACTOR SCIF

The contractor is required to have a Sensitive Compartmented Information Facility (SCIF) at their facility. The contractor will comply with DNI and Intelligence Community Directives (ICD) for construction, accreditation, and operation of a SCIF. Facility accreditations must be obtained from Defense Intelligence Agency (DIA) through the GCA and WHS Security Office, Special Security Officer (SSO) if not already in place. Storage of ~~SCI~~ will not take place until the facility accreditation is in place and copies of all accreditations are submitted to the WHS Security Office. Prior approval from the GCA and DIA is required before subcontracting. ~~SCI~~ remains the property of the government and upon completion of the contract or when no longer needed (whichever occurs first), will be returned or destroyed IAW instructions provided by the government. Contract personnel must possess proper clearance and indoctrinations and must not release controlled information to unauthorized personnel.

RELEASE OF ~~SENSITIVE COMPARTMENTED INFORMATION (SCI)~~ INTELLIGENCE INFORMATION TO US CONTRACTORS

1) Requirements for access to ~~SCI~~:

- a) All ~~SCI~~ will be handled in accordance with special security requirements, which will be furnished by the designated responsible special security office (SSO).
- b) ~~SCI~~ will not be released to contractor employees without specific release approval of the originator of the material as outlined in governing directives; based on prior approval and certification of "need-to-know" by the designated contractor.
- c) Names of contractor personnel requiring access to ~~SCI~~ will be submitted to the contract monitor (CM) for approval. Upon receipt of written approval from the CM, the company security officer will submit request(s) for special background investigations in accordance with the NISPOM, to the DIA/SSO. The entire personnel security questionnaire package should not be forwarded to the DIA/SSO. The Contractor Special Security Officer (CSSO) must follow the instructions provided by the DIA/SSO to the CSSO.
- d) Inquiries pertaining to classification guidance on ~~SCI~~ will be directed through the CSSO to the responsible CM as indicated on the DD Form 254.
- e) ~~SCI~~ furnished in support of this contract remains the property of the Department of Defense (DoD) department, agency, or command originator. Upon completion or cancellation of the contract, ~~SCI~~ furnished will be returned to the direct custody of the supporting SSO, or destroyed IAW instructions outlined by the CM.
- f) ~~SCI~~ will be stored and maintained only in properly accredited facilities at the contractor location.

2) The contract monitor (CM) will:

a) Review the ~~SCI~~ product for contract applicability and determine that the product is required by the contractor to complete contractual obligations. After the CM has reviewed the ~~SCI~~ product(s) for contract applicability and determined that the product is required by the contractor to complete obligations, the CM must request release from the originator through the DIA/SSO. Originator release authority is required on the product types below:

i) Documents bearing the control markings of ~~ORCON, PROPIN~~.

ii) GAMMA controlled documents.

iii) Any NSA/SPECIAL marked product.

iv) All categories as listed in DoD 5105.21-M-1

b) Prepare or review contractor billet/access requests to insure satisfactory justification (need-to-know) and completeness of required information.

c) Approve and coordinate visits by contractor employees when such visits are conducted as part of the contract effort.

d) Maintain records of all ~~SCI~~ material provided to the contractor in support of the contract effort. By 15 January (annually), provide the contractor, for inventory purposes, with a complete list of all documents transferred by contract number, organizational control number, copy number, and document title.

e) Determine dissemination of ~~SCI~~ studies or materials originated or developed by the contractor.

f) Within 30 days after completion of the contract, provide written disposition instructions for all ~~SCI~~ material furnished to, or generated by, the contractor with an information copy to the supporting SSO.

g) Review and forward all contractor requests to process ~~SCI~~ electronically to the accrediting SSO for coordination through appropriate ~~SCI~~ channels.

h) Request for release of intelligence material to a contractor must be prepared by the contract monitor (CM) and submitted to the DIA/SSO. This should be accomplished as soon as possible after the contract has been awarded. The request will be prepared and accompanied with a letter explaining the requirement and copies of the DD Form 254 and Statement of Work.

Release of Non-~~SCI~~ Intelligence Information to DoD Contractors

1) Requirements for access to non-~~SCI~~

a) All intelligence material released to the contractor remains the property of the US Government and may be withdrawn at any time. Contractors must maintain accountability for all classified intelligence released into their custody.

b) The contractor must not reproduce intelligence material without the written permission of the originating agency through the DIA/SSO. If permission is granted, each copy shall be controlled in the same manner as the original.

c) The contractor must not destroy any intelligence material without advance approval or as specified by the contract monitor (CM). (EXCEPTION: Classified waste shall be destroyed as soon as practicable in accordance with the provisions of the Industrial Security Program).

d) The contractor must restrict access to only those individuals who possess the necessary security clearance and who are actually providing services under the contract with a valid need to know. Further dissemination to other contractors, subcontractors, other government agencies, private individuals or organizations is prohibited unless authorized in writing by the originating agency through the CM.

e) The contractor must ensure each employee having access to intelligence material is fully aware of the special security requirements for this material and shall maintain records in a manner that will permit the contractor to furnish, on demand, the names of individuals who have had access to this material in their custody.

f) Intelligence material must not be released to foreign nationals or immigrant aliens whether they are consultants, US contractors, or employees of the contractor and regardless of the level of their security clearance, except with advance written permission from the originator. Requests for release to foreign nationals shall be initially forwarded to the contract monitor and shall include:

- i) A copy of the proposed disclosure.
 - ii) Full justification reflecting the benefits to US interests.
 - iii) Name, nationality, particulars of clearance, and current access authorization of each proposed foreign national recipient.
 - g) Upon completion or termination of the classified contract, or sooner when the purpose of the release has been served, the contractor will return all classified intelligence (furnished or generated) to the source from which received unless retention or other disposition instructions (see DCID 6/1) are authorized in writing by the CM.
 - h) The contractor must designate an individual who is working on the contract as custodian. The designated custodian shall be responsible for receipting and accounting for all classified intelligence material received under this contract. This does not mean that the custodian must personally sign for all classified material. The inner wrapper of all classified material dispatched should be marked for the attention of a designated custodian and must not be opened by anyone not working directly on the contract.
 - i) Within 30 days after the final product is received and accepted by the procuring agency, classified intelligence materials released to or generated by the contractor, must be returned to the originating agency through the contract monitor unless written instructions authorizing destruction or retention are issued. Requests to retain material shall be directed to the CM for this contract in writing and must clearly indicate the justification for retention and identity of the specific document to be retained.
 - j) Classification, regrading, or declassification markings of documentation produced by the contractor shall be consistent with that applied to the information or documentation from which the new document was prepared. If a compilation of information or a complete analysis of a subject appears to require a security classification other than that of the source documentation, the contractor shall assign the tentative security classification and request instructions from the contract monitor. Pending final determination, the material shall be safeguarded as required for its assigned or proposed classification, whichever is higher, until the classification is changed or otherwise verified.
- 2) Intelligence material carries special markings. The following is a list of the authorized control markings of intelligence material:
- a) ~~"Dissemination and Extraction of Information Controlled by Originator (ORCON)."~~ This marking is used, with a security classification, to enable a continuing knowledge and supervision by the originator of the use made of the information involved. This marking may be used on intelligence which clearly identifies, or would reasonably permit ready identification of an intelligence source or method which is particularly susceptible to countermeasures that would nullify or measurably reduce its effectiveness. This marking may not be used when an item or information will reasonably be protected by use of other markings specified herein, or by the application of the "need-to-know" principle and the safeguarding procedures of the security classification system.
 - b) ~~"Authorized for Release to (Name of Country(ies)/International Organization)"~~ The above is abbreviated ~~"REL"~~. This marking must be used when it is necessary to identify classified intelligence material the US government originator has predetermined to be releasable or has been released through established foreign disclosure channels to the indicated country(ies) or organization.
- 3) The following procedures govern the use of control markings.
- a) Any recipient desiring to use intelligence in a manner contrary to restrictions established by the control marking set forth above shall obtain the advance permission of the originating agency through the CM. Such permission applies only to the specific purposes agreed to by the originator and does not automatically apply to all recipients. Originators shall ensure that prompt consideration is given to recipients' requests in these regards, with particular attention to reviewing and editing, if necessary, sanitized or paraphrased versions to derive a text suitable for release subject to lesser or no control markings.
 - b) The control marking authorized above shall be shown on the title page, front cover, and other applicable pages of documents, incorporated in the text of electrical communications, shown on graphics, and associated (in full or abbreviated form) with data stored or processed in automatic data processing systems. The control marking also shall be indicated by parenthetical use of the marking abbreviations at the beginning or end of the appropriate portions. If the control marking applies to several or all portions, the document must be marked with a statement to this effect rather than marking each portion individually.
 - c) The control markings shall be individually assigned at the time of preparation of intelligence products and used in conjunction with security classifications and other marking specified by E.O. 13526 and its implementing security directives. The marking shall be carried forward to any new format in which the same information is incorporated including oral and visual presentations.
 - d) Request for release of intelligence material to a contractor must be prepared by the contract monitor (CM) and submitted to the DIA/

SSO. This should be accomplished as soon as possible after the contract has been awarded. The request will be prepared and accompanied with a letter explaining the requirements and copies of the DD Form 254 and Statement of Work.

PUBLIC RELEASE OF DOD INFORMATION

Separate from the contract performance requirements, release of any DoD information to the public by any means, or to other unauthorized recipient is prohibited. This includes during contract performance and after the contract ends. Security reviews must be requested to the GCA, and if appropriate the request will be submitted for further processing.

Requests must be submitted through: Defense Office of Prepublication and Security Review (DOPSR), 1155 Defense Pentagon Washington, DC 20301

All DoD information intended for publication or dissemination must undergo a security and policy pre-publication review. This material includes, but is not limited to: books, manuscripts and theses, biographies, articles, book reviews, audio/video materials, speeches, press releases, conference briefings, research papers, gaming materials and other media. Unauthorized releases must be reported to the GCA. For more information visit the DOPSR website: <http://www.esd.whs.mil/DOPSR/>

NIPRNET, UNCLASSIFIED INFORMATION SYSTEM

This contract requires the contractor to access and use the unclassified government computer system known as the NIPRNET at locations identified by the GCA. All provisions of DoD Risk Management Framework (RMF) apply. This system is Unclassified only, and inappropriate or improper use of the system will result in a reportable incident to the DCSA. NIPRNET as well as other unclassified systems or equipment (e.g. printers, facsimile) will not be used to process classified information. NIPRNET systems will be used only for an official Government purpose.

NIPRNET is not required at the contractor's facility. Access to NIPRNET is required at GCA facilities.

SIPRNET, CLASSIFIED ~~SECRET~~ INFORMATION SYSTEM

This contract requires the contractor to access and use the classified government computer system known as the SIPRNET at locations identified by the GCA. All provisions of DoD Risk Management Framework (RMF) apply. This system is authorized for use up to but not exceeding the ~~Secret~~ level only. Inappropriate or improper use of the system will result in a reportable incident to the DCSA. Individuals having access to SIPRNET require a NATO Awareness Briefing and also must complete Derivative Classification training as a condition of access to SIPRNET. SIPRNET will not be used to process ~~Top Secret~~ information. SIPRNET systems will be used only for an official Government purpose.

SIPRNET is not required at the contractor's facility. Access to SIPRNET is required at GCA facilities.

JWICS, CLASSIFIED ~~TOP SECRET/SCI~~ INFORMATION SYSTEM

This contract requires the contractor to access and use the classified government computer system known as the Joint Worldwide Intelligence Communication System (JWICS) at locations identified by the GCA. All provisions of DoD Risk Management Framework apply. This system is authorized for use up to but not exceeding the ~~Top Secret~~ level only, and inappropriate or improper use of the system will result in a reportable incident to the DCSA. Contractor personnel must complete Derivative Classification training as a condition of access to the classified network. Training will be completed using resources available at the CDSE website and contract personnel will refer to the marking guidance materials also available at the CDSE website.

JWICS is NOT required at the contractor facility. The contractor will use JWICS information systems at GCA facilities.

~~TOP SECRET~~ INFORMATION SYSTEM

The contractor requires a Top Secret information system at their facility, certification and accreditation provided by DCSA. Processing ~~SCI~~ or ~~SAP~~ on this system is prohibited.

Access to government information systems at GCA facilities, requires the appropriate level of security clearance/access, submission and GCA approval of a DD Form 2875, "System Authorization Access Request (SAAR).

COMMON ACCESS CARD (CAC)

This contract requires personnel to obtain the Government issued Common Access Card (CAC) in order to provide identification for access government computer systems and physical access to facilities. Personnel must meet and maintain investigative and adjudicative requirements specified in DoDI 5200.46, and immediately report to the GCA any issues affecting CAC eligibility. Government issued credentials are the property of the United States Government and must be returned when no longer required for performance on this contract. Return CACs to: Washington Headquarters (WHS) Security Office, 4800 Mark Center Drive, Suite 10G07, Alexandria, VA 22350.

CACs will not be used to access information systems, facilities, or installations that are outside the performance requirements of this contract. CACs will be used only by the individual to whom it was issued and will not be used for or by any other person.

The contractor will immediately notify the GCA if a CAC is lost, stolen, or otherwise missing. Replacement CACs will require the contractor employee to obtain a signed memo from the WHS Security Office, requesting a new CAC be issued.

COMPUTER SECURITY

Contractor personnel are "Authorized Users" of the DoD networks and must comply with responsibilities identified in DoDI 8500.01.

The Contractor is not authorized "Privileged" access. The contractor will not have access to system control, monitoring, administration, criminal investigation, or compliance functions.

Contractor personnel must:

- Comply with laws, rules, and regulations for use of information systems.
- Meet all requirements before accessing a particular information system.
- Use information systems only for the official purpose specified in this contract.
- Not process classified information on unclassified systems or systems of a lower classification.
- Complete mandatory initial and annual cyber awareness training.
- Complete Privacy Act training.
- Enforce need to know.
- Not share system access cards (e.g. CAC), or passwords, with other individuals.
- Follow procedures to address suspicious email (e.g. phishing)
- Not introduce personal wireless hot spots or portable electronic devices (e.g. cell phone) into spaces where classified or sensitive information is processed/stored.
- Not post DoD information to publicly accessible web sites.
- Not process DoD information on personal devices (e.g. cell phone, laptop, camera, voice recorders)
- Not use thumb drives or other storage devices.
- Not introduce or use software, firmware, equipment, hardware, or USB devices, to the DoD network that has not been approved by the Government network Authorizing Official (e.g. Defense Information Systems Agency/Joint Service Provider).
- Not connect any personal devices/equipment to DoD equipment/network.
- Not connect Government issued equipment (e.g. local desk top printer; government issued iphone) before obtaining approval from the information system owner.
- Not connect any USB device, unless specifically approved in writing by the information system owner.
- Return Government equipment when no longer required for performance on this contract.

DOD UNCLASSIFIED INFORMATION ON NON-DOD INFORMATION SYSTEM

The contractor will not process DoD unclassified information (which includes CUI), on non-DoD information systems unless the system is in compliance with DoD Instruction 8582.01 "Security of Unclassified DoD Information on Non-DoD Information Systems," and NIST SP 800-171. Adequate security must be provided for all unclassified DoD information on non-DoD information systems. A non-DoD information system is any information system that is not owned, controlled, or operated by the DoD and that is not used or operated by a contractor or other non-DoD entity exclusively on behalf of the DoD. Upon completion or cancelation of the contract, DoD unclassified information will be returned or destroyed by government direction.

MOBILE DEVICES

The introduction of mobile devices (personal or government issued) into facilities where classified information is processed, handled, stored, or discussed, is prohibited. Prohibited devices normally feature the ability to receive or transmit data, record audio/video, make cellular phone calls, and have wi-fi technology. Examples of prohibited devices include but not limited to: cell phones; laptops; smart watch; camera; mp3 player. Key fobs for medical alert, motor vehicle, or home security are generally acceptable provided they have no features similar to prohibited devices. Medical devices may be acceptable but require individual assessment.

DoD REGULATION

DoD security requirements can be found on the DoD issuances website: <http://www.esd.whs.mil/DD/>

SECURITY EXECUTIVE AGENT DIRECTIVE 3

The contractor must comply with "Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position," along with DoD Manual 5200.02 and NISPOM.

IN/OUT PROCESSING

Contractor personnel must complete security in-processing upon entry to the contract and security out-processing prior to departing from this contract. All government property and information must be returned to the GCA at or before out-processing.

ORIGINAL CLASSIFICATION AUTHORITY

Original Classification is not authorized. If the contractor believes information not currently classified, requires classification, the contractor will immediately notify the GCA.

SAFEGUARDING CLASSIFIED INFORMATION & ~~CUI~~ DURING MEETINGS/PRESENTATIONS

Classified information must be protected from unauthorized disclosure. Classified meetings/training/conferences (presentations) must be pre-approved by the GCA; must serve a specific U.S. Government purpose; dissemination of classified information by other means is not sufficient; must take place only at an approved U.S. Government facility or cleared contractor facility meeting appropriate safeguard requirements. The contractor must comply with all safeguarding requirements during classified presentations. Classified presentations at non approved Government locations (e.g. hotel) is prohibited.

~~CUI~~ must be protected from unauthorized disclosure. ~~CUI~~ presentations must be pre-approved by the GCA and must serve a specific U.S. Government purpose. ~~CUI~~ presentations must take place at Government approved locations and must not occur in locations where there is risk of unauthorized disclosure to foreign personnel/governments or others who do not have an official "need to know." For additional information refer to the NISPOM and DoDM 5200.01 Volumes 1 through 3.

COURIER AUTHORIZATION

Transmission of classified information must first be accomplished using an approved classified network. Within the National Capitol Region and with GCA approval, individual contract employees can be approved to hand carry classified information. Couriers must be in possession of a Government issued courier authorization letter/card; couriers must complete required training; double lockable zippered courier bags will be used; travel with classified information via aircraft is prohibited. DoD information will not be viewed or discussed while carrying. Couriers will proceed directly to the approved destination, and will report to the GCA any deviation from the route or failure to safeguard classified information.

CLASSIFIED INFORMATION OR CUI IN THE PUBLIC DOMAIN

If the contractor discovers classified information or ~~CUI~~ on a publically accessible website, the contractor must immediately notified the GCA and WHS SO. The contractor must not continue to view the information; do not share the information with co-workers; do not print or save the information; do not email the information to anyone or to a personal device; and do not acknowledge the validity of the information to unauthorized persons who may inquire (e.g. the media).

TELEWORK

If approved by the GCA to telework, use of classified information is prohibited. Unclassified information/~~CUI~~ must be accessed via Government approved equipment and DoD network. Personal software/equipment must not be introduced/connected to DoD equipment or used to process DoD information. Connection of personal devices to a DoD computer/network is prohibited.

DESTRUCTION OF DoD INFORMATION

The contractor must comply with on-site security procedures to dispose of DoD Information. Destruction is by use of approved burn bags and coordinated by the GCA.

DISPOSITION OF DOD INFORMATION & EQUIPMENT

All information/equipment must be returned to the Government when no longer required for performance on this contract.

AUDIO/VISUAL RECORDINGS

The recording of DoD information, equipment, personnel, or facilities by any means is prohibited.

HAZARDOUS MATERIALS & WEAPONS

Hazardous materials and weapons are prohibited from entry on/into government facilities. Examples of items prohibited include but are not limited to: firearms; knives/daggers; billy clubs/black jacks; brass knuckles; martial arts weapons; explosive or explosive parts; irritant gases; any other weapon, device, instrument, material, or substance animate or inanimate that is used for or is readily capable of causing death or serious bodily injury. Any weapon the possession of which is prohibited under the laws of the state in which the facility is located.

CONTINUED RESPONSIBILITY

Safeguarding classified information and ~~CUI~~ is a lifelong obligation. Contractor personnel will continue to safeguard DoD information to which they had access to/knowledge of.

SECURITY INCIDENTS

The contractor will immediately report to the GCA any known or suspected incident in which government information/equipment is not properly safeguarded or has been disclosed to unauthorized persons; data spills on information systems; or concerns of workplace violence.

..On site host security office as appropriate.

..WHS Security Office: Whs.pentagon.em.mbx.security-officers@mail.mil, or 571-372-0921/0938/0936/0940.

..PENTCIRT: Hotline (703) 695-CIRT(2478) to report data spills.

..Law Enforcement: Pentagon Force Protection Agency: Emergency: 703.697.5555 or 911 from Office Landline; Non-Emergency Phone: 703.697.1001

Ref 10b: ~~Restricted Data~~ Information is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. Written concurrence of the GCA is required prior to subcontracting. : Initial and refresher briefings must be completed as required prior to access.

Ref 10c: ~~CNWDI~~ Information is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. Written concurrence of the GCA is required prior to subcontracting. : Initial and refresher briefings must be completed as required prior to access.

Ref 10d: The contractor is permitted access to ~~Formerly Restricted Data (FRD)~~ in the performance of this contract. Access to ~~FRD~~ requires a final U.S. Government clearance at the appropriate level. Written concurrence of the GCA is required prior to subcontracting. : Initial and refresher briefings must be completed as required prior to access.

Ref 10e1: ~~SCI~~ Access required. No public release of information authorized, public disclosure or confirmation of any subject related to the support contract is not authorized without first obtaining written approval from the GCA. : Access to ~~SCI~~ is authorized in the performance of this contract and requires a U.S. Government issued security clearance and access authority at the designated level. The Contractor will comply with the provisions in Intelligence Community Directive (ICD) 703, "Protection of Classified National Intelligence, Including Sensitive Compartmented Information." The contractor will ensure coordination with and approval from the appropriate GCA Program managers and security officers, prior to access. See Item 13 for additional information.

Ref 10e2: Non-~~SCI~~ Information is not releasable to contractor employees who have not received a clearance at the appropriate security level. Written concurrence of the GCA is required prior to subcontracting. Access to Intelligence information required for performance. : Access to non-~~SCI~~ intelligence information is required. The contractor will ensure coordination with and approval from the appropriate GCA Program managers and security officers, prior to access. All intelligence material released to the contractor remains the property of the U.S. Government and may be withdrawn at any time. Contractors must maintain accountability for all classified intelligence released into their custody. Upon completion or termination of the classified contract, or sooner when the purpose of the release has been served, the contractor will return all classified intelligence (furnished or generated) to the source from which received unless retention or other disposition instructions are authorized in writing by the COR. See Item 13 for additional information.

Ref 10f: : ~~Special Access Program (SAP)~~ Information. The contractor will ensure coordination with and approval from the appropriate GCA Program managers and security officers, prior to access. Access to ~~SAP~~ information is authorized in the performance of this requirement and requires a U.S. government issued security clearance at the designated level and a determination of need-to-know by a Department of Defense cognizant authority. Security guidance for the protection of ~~SAP~~ information will follow the provisions of DoD Directive 5207.07, ~~Special Access Program~~ Policy, and DoD instruction 5205.11, Management, Administration, and oversight of DoD ~~SAPs~~, including associated DoD Manuals 5205.07, Volumes 1 through 4, and applies on all DoD CIO efforts. All ~~SAP~~ material remains the property of the releasing Government User Agency upon completion or cancellation of this requirement. ~~SAP~~ materials previously furnished will be returned to the direct custody of Director, DoD SAP CIO, to include final reports produced at the ~~SAP~~ level. The ~~SAP~~ Program Manager will provide security classification guidance for the performance of the requirement. Contractor personnel must adhere to the special access requirements/procedures developed by the ~~SAP~~ program/study manager. User agency managers will grant access when the need-to-know is established and required to accomplish the required efforts under this requirement. ~~SAP~~ program/study manager must approve all requests for access. Discussion, storage, or processing of ~~SAP~~ information associated with this requirement will be conducted in facilities specifically accredited by the appropriate component-level.

The contractor is not authorized ~~SAP~~ information at their facility. All access will take place at the GCA identified facilities. In the event records brought back to the contractor facility do contain ~~SAP~~ information, the contractor will immediately secure the material in their SCIF, and restrict access to prevent unauthorized disclosure. The contractor will immediately notify the GCA who will provide instructions to have the material returned to the appropriate government office.

Ref 10g: Personnel not assigned to a ~~NATO~~ staff position, but requiring access to ~~NATO classified information, NATO COSMIC, NATO Secret~~ or access to the ~~NATO~~ accredited SIPRNET terminals, must possess the equivalent FINAL or Interim U.S. Security Clearance based upon the appropriate personnel security investigation required. Personnel with access to ~~NATO ATOMAL~~ information must have the appropriate level FINAL U.S. Security Clearance. The government program/project manager is the designated representative that will ensure the contractor security manager and concerned employees are ~~NATO~~ briefed prior to access being granted. The contractor will maintain strict compliance in regards to ~~NATO~~ information IAW NISPOM Ch 10, Section 7. Prior approval from the GCA is required for subcontracting.

Ref 10h: ~~Foreign Government Information (FGI)~~ is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. Written concurrence of the GCA is required prior to subcontracting.

Ref 10i: ~~Alternative Compensatory Control Measures (ACCM)~~ Information : The GCA and appropriate ~~ACCM~~ GPM will provide appropriate classification guidance. See DoDM 5200.2, Volume 3, "DoD Information Security Program: Protection of Classified Information," available at: <http://www.esd.whs.mil/DD/>. The contractor must be briefed into the ~~ACCM~~ by the owning component before having access. The contractor must follow safeguarding requirements. Care must be taken to ensure identification of the security plan does not disclose ~~ACCM~~ protected data. The contractor will ensure coordination with and approval from the appropriate GCA Program managers and security officers, prior to access.

Ref 10j: ~~Controlled Unclassified Information (CUI)~~ generated and/or provided under this contract shall be safeguarded and marked as specified in DoD Instruction 5200.48.

Ref 11c: The contractor requires access to classified information. Any extracts must apply derivative classifications and markings consistent with the source documents. Use of "Multiple Sources" on the "Derived From" line necessitates compliance with the NISPOM, paragraph 4-208b.

Ref 11l : Refer to item 10j.

[Block: 8A]

WASHINGTON HEADQUARTERS SERVICES, Government facilities in the National Capitol Region (NCR), and cleared contractor facility (identified at award). Facilities in the NCR include: Pentagon, Washington, DC; Mark Center, Alexandria, VA; Suffolk Building, Arlington, VA; International Point, Centreville VA; National Declassification Center (NDC), U.S. National Archives, College Park, MD. Additionally, the COR may designate other areas of performance in the NCR region such as Crystal City, VA; Washington, DC; Fort Belvoir, VA; or Bethesda, MD. Any new areas will be identified by the issuance of a modification.

List of Attachments (All Files Must be attached Prior to Signing, i.e., for any digital signature on the form)

NAME & TITLE OF REVIEWING OFFICIAL

SIGNATURE

(b)(6)

(b)(6)

(b)(6)

Date: 2022.02.16 15:03:27 -0500

14. ADDITIONAL SECURITY REQUIREMENTS

Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

☐ No ☒ Yes

If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the CSO. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. (See instructions for additional guidance or use of the fillable PDF.)

DIA has exclusive security responsibility for ~~SCI~~ classified material released under this contract and held within the contractor's SCIF.

15. INSPECTIONS

Elements of this contract are outside the inspection responsibility of the CSO.

☐ No ☒ Yes

If Yes, explain and identify specific areas and government activity responsible for inspections. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. (See instructions for additional guidance or use of the fillable PDF.)

DIA has exclusive inspection responsibility of the SCIF at the contractor facility.

16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)

a. GCA NAME

WHS Acquisition Directorate

b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See Instructions) HQ0034	c. ADDRESS (Include ZIP Code) 4800 Mark Center Drive, Alexandria, VA, 22350	d. POC NAME (b)(6)
		e. POC TELEPHONE (Include Area Code) (b)(6)
		f. EMAIL ADDRESS (See Instructions) (b)(6)

17. CERTIFICATION AND SIGNATURES
 Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below. Upon digitally signing Item 17h, no changes can be made as the form will be locked.

a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial) (See Instructions) Karen Smith	d. AAC OF THE CONTRACTING OFFICE (See Instructions) HQ0034	h. SIGNATURE SMITH. KAREN A. (b)(6) (b)(6) Digitally signed by SMITH KAREN A. Date: 2022.02.16 15:22:36 -05'00'
b. TITLE Contract Specialist/Contracting Officer	e. CAGE CODE OF THE PRIME CONTRACTOR (See Instructions.) 5Q8Y1	
c. ADDRESS (Include ZIP Code) WASHINGTON HEADQUARTERS SERVICES, ACQUISITION DIRECTORATE 4800 MARK CENTER DRIVE, SUITE 09F09 ALEXANDRIA	f. TELEPHONE (Include Area Code) +1 (703) 901-5265 g. EMAIL ADDRESS (See Instructions) karen.a.smith202.civ@mail.mil	i. DATE SIGNED (See Instructions) 20220216

18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL

☐ a. CONTRACTOR ☐ b. SUBCONTRACTOR ☐ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR ☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION ☒ e. ADMINISTRATIVE CONTRACTING OFFICER	☒ f. OTHER AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.) (b)(6)
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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 51	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	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 CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL		
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		41c. DATE	42a. RECEIVED BY (<i>Print</i>)		
			42b. RECEIVED AT (<i>Location</i>)		
			42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

POINTS OF CONTACT

Contractor

QualX Corporation

(b)(6)

Director of Contracts & Procurement

6564 Loisdale Ct, Suite 305

Springfield, VA 22150

(b)(6)

Requiring Activity

(b)(6)

Enterprise Business Division

Executive Services Directorate

Pentagon, 3C842

(b)(6)

Contract Specialist

Ronica L. Shelton

Contract Specialist

Washington Headquarters Services

Acquisition Directorate (WHS/AD)

4800 Mark Center Drive, Ste. 09F09-02

Alexandria, VA 22350

Phone: (202) 770-8515

Email: ronica.l.shelton.civ@mail.mil

Contracting Officer

Karen A. Smith

Contracting Officer/Team Lead

Washington Headquarters Services

Acquisition Directorate (WHS/AD)

4800 Mark Center Drive, Suite 09F09-02

Alexandria, VA 22350-3400

Phone: (703) 901-5265

Email: Karen.a.smith202.civ@mail.mil

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Directorate Operations and Mission Sppt FFP The Contractor shall provide Directorate Operations and Mission Support Services in accordance with the Performance Work Statement (PWS), Section 5.1, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Funding for CLIN 0001 FFP Incremental in the amount of PURCHASE REQUEST NUMBER: HQ0642263240-0001	(b)(4)			(b)(4)

NET AMT

(b)(4)

ACRN AB
CIN: HQ06422632400001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	Funding for CLIN 0001 FFP Incremental Funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263240-0001				(b)(4)
NET AMT					(b)(4)
ACRN AB CIN: HQ06422632400001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Automatic Declassification Sppt FFP The Contractor shall provide Automatic/Systematic Declassification Support Services. in accordance with the Performance Work Statement (PWS), Section 5.2, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	Funding for CLIN 0002 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263232-0001				(b)(4)

NET AMT

ACRN AC
CIN: HQ06422632320001

(b)(4)
(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Mandatory Declassification Review Sppt FFP The Contractor shall provide Mandatory Declassification Review (MDR) Support Services in accordance with Performance Work Statement (PWS), Section 5.3, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination PURCHASE REQUEST NUMBER: HQ0642263254 R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301	Funding for CLIN 0003 FFP PURCHASE REQUEST NUMBER: HQ0642265914				(b)(4)

NET AMT

(b)(4)

ACRN AM
CIN: HQ06422659140001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	FOIA/ Privacy Act Sppt FFP The Contractor shall provide Freedom of Information Act/Privacy Act (PA) Support Services in accordance with the Performance Work Statement (PWS), Section 5.4, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000401	Funding for CLIN 0004 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263241-0002				(b)(4)
NET AMT					(b)(4)
ACRN AD CIN: HQ06422632410001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Pre-Publication and Security Review Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000501	Funding for CLIN 0005 FFP 6Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263257-0001				(b)(4)
NET AMT					(b)(4)
ACRN AE CIN: HQ06422632570001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000502	Funding for CLIN 0005 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263257-0001				(b)(4)
NET AMT					(b)(4)
ACRN AE CIN: HQ06422632570001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Records and Information Management Sppt FFP The Contractor shall provide Records and Information Support Services in accordance with the Performance Work Statement (PWS), Section 5.6, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000601	Funding for CLIN 0006 FFP Incremental funding in the amount of PURCHASE REQUEST NUMBER: HQ0642263256-0002			(b)(4)	(b)(4)

NET AMT

(b)(4)

ACRN AF
CIN: HQ06422632560001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Information and Collection Sppt FFP The Contractor shall provide Information and Collections Support Services in accordance with the Performance Work Statement (PWS), Section 5.7, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000701	Funding for CLIN 0007 FFP Funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263252-0001				(b)(4)

NET AMT

(b)(4)

ACRN AG
CIN: HQ06422632520001

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	DoD Issuance and Program Sppt FFP The Contractor shall provide DoD Issuance and Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.8, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000801	Funding for CLIN 0008 FFP Incremental funding in the amount of PURCHASE REQUEST NUMBER: HQ0642263237-0001			(b)(4)	(b)(4)
ACRN AH CIN: HQ06422632370001					(b)(4)

NET AMT

(b)(4)

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000802	Funding for CLIN 0008 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263237-0001				(b)(4)
NET AMT					(b)(4)
ACRN AH CIN: HQ06422632370001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Forms Program Sppt FFP The Contractor shall provide DoD Forms Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.9, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000901	Funding for CLIN 0009 FFP Incremental Finding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642264948-0001				(b)(4)
NET AMT					(b)(4)
ACRN AJ CIN: HQ06422649480001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Correspondence Management Sppt FFP The Contractor shall provide Correspondence Management Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.10, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001001	Funding for CLIN 0010 FFP Incremenatl funding in the amont of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263544-0001				(b)(4)
NET AMT					(b)(4)
ACRN AK CIN: HQ06422635440001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001002	Funding for CLIN 0010 FFP Incremenatl funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263544-0001				(b)(4)
NET AMT					(b)(4)
ACRN AK CIN: HQ06422635440001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	Graphics Development Spt FFP The Contractor shall provide Graphics Development Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.11, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	11	Months	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001101	Funding for CLIN 0011 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263248-0001				(b)(4)
ACRN AL CIN: HQ06422632480001					(b)(4)

NET AMT

(b)(4)

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001102	Funding for CLIN 0011 FFP Incremental funding in the amount of (b)(4) PURCHASE REQUEST NUMBER: HQ0642263248-0001				(b)(4)
NET AMT					(b)(4)
ACRN AL CIN: HQ06422632480001					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	Directorate Operations and Mission Sppt FFP The Contractor shall provide Directorate Operations and Mission Support Services in accordance with the Performance Work Statement (PWS), Section 5.1, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499	12	Months	(b)(4)	(b)(4)
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic Declassification Sppt FFP The Contractor shall provide Automatic/Systematic Declassification Support Services. in accordance with the Performance Work Statement (PWS), Section 5.2, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification Review Sppt FFP The Contractor shall provide Mandatory Declassification Review (MDR) Support Services in accordance with Performance Work Statement (PWS), Section 5.3, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		12	Months	(b)(4)	(b)(4)
OPTION	FOIA/ Privacy Act Sppt FFP The Contractor shall provide Freedom of Information Act/Privacy Act (PA) Support Services in accordance with the Performance Work Statement (PWS), Section 5.4, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security Review Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information Management Sppt FFP The Contractor shall provide Records and Information Support Services in accordance with the Performance Work Statement (PWS), Section 5.6, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		12	Months	(b)(4)	(b)(4)
OPTION	Information and Collection Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuance and Program Sppt FFP The Contractor shall provide DoD Issuance and Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.8, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009		12	Months	(b)(4)	(b)(4)
OPTION	Forms Program Sppt FFP The Contractor shall provide DoD Forms Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.9, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management Sppt FFP The Contractor shall provide Correspondence Management Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.10, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development Sppt FFP The Contractor shall provide Graphics Development Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.11, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations and Mission Sppt FFP The Contractor shall provide Directorate Operations and Mission Support Services in accordance with the Performance Work Statement (PWS), Section 5.1, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic Declassification Sppt FFP The Contractor shall provide Automatic/Systematic Declassification Support Services. in accordance with the Performance Work Statement (PWS), Section 5.2, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification Review Sppt FFP The Contractor shall provide Mandatory Declassification Review (MDR) Support Services in accordance with Performance Work Statement (PWS), Section 5.3, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		12	Months	(b)(4)	(b)(4)
OPTION	FOIA/ Privacy Act Sppt FFP The Contractor shall provide Freedom of Information Act/Privacy Act (PA) Support Services in accordance with the Performance Work Statement (PWS), Section 5.4, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security Review Sppt FFP				
	he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document.				
	FOB: Destination				
	R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information Management Sppt FFP				
	The Contractor shall provide Records and Information Support Services in accordance with the Performance Work Statement (PWS), Section 5.6, the Task Order, attached documents, and all other applicable requirements listed in this document.				
	FOB: Destination				
	R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		12	Months	(b)(4)	(b)(4)
OPTION	Information and Collection Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuance and Program Sppt FFP The Contractor shall provide DoD Issuance and Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.8, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009		12	Months	(b)(4)	(b)(4)
OPTION	Forms Program Sppt FFP The Contractor shall provide DoD Forms Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.9, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management Sppt FFP The Contractor shall provide Correspondence Management Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.10, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development Sppt FFP The Contractor shall provide Graphics Development Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.11, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations and Mission Sppt FFP The Contractor shall provide Directorate Operations and Mission Support Services in accordance with the Performance Work Statement (PWS), Section 5.1, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic Declassification Sppt FFP The Contractor shall provide Automatic/Systematic Declassification Support Services. in accordance with the Performance Work Statement (PWS), Section 5.2, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification Review Sppt FFP The Contractor shall provide Mandatory Declassification Review (MDR) Support Services in accordance with Performance Work Statement (PWS), Section 5.3, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		12	Months	(b)(4)	(b)(4)
OPTION	FOIA/ Privacy Act Sppt FFP The Contractor shall provide Freedom of Information Act/Privacy Act (PA) Support Services in accordance with the Performance Work Statement (PWS), Section 5.4, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security Review Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information Management Sppt FFP The Contractor shall provide Records and Information Support Services in accordance with the Performance Work Statement (PWS), Section 5.6, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007		12	Months	(b)(4)	(b)(4)
OPTION	Information and Collection Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuance and Program Sppt FFP The Contractor shall provide DoD Issuance and Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.8, the Solicitation, attached documents, and all other applicable requirements listed in this document.				
	FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009		12	Months	(b)(4)	(b)(4)
OPTION	Forms Program Sppt FFP The Contractor shall provide DoD Forms Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.9, the Solicitation, attached documents, and all other applicable requirements listed in this document.				
	FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management Sppt FFP The Contractor shall provide Correspondence Management Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.10, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development Sppt FFP The Contractor shall provide Graphics Development Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.11, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months	(b)(4)	(b)(4)
OPTION	Directorate Operations and Mission Sppt FFP The Contractor shall provide Directorate Operations and Mission Support Services in accordance with the Performance Work Statement (PWS), Section 5.1, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		12	Months	(b)(4)	(b)(4)
OPTION	Automatic Declassification Sppt FFP The Contractor shall provide Automatic/Systematic Declassification Support Services. in accordance with the Performance Work Statement (PWS), Section 5.2, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		12	Months	(b)(4)	(b)(4)
OPTION	Mandatory Declassification Review Sppt FFP The Contractor shall provide Mandatory Declassification Review (MDR) Support Services in accordance with Performance Work Statement (PWS), Section 5.3, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		12	Months	(b)(4)	(b)(4)
OPTION	FOIA/ Privacy Act Sppt FFP The Contractor shall provide Freedom of Information Act/Privacy Act (PA) Support Services in accordance with the Performance Work Statement (PWS), Section 5.4, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		12	Months	(b)(4)	(b)(4)
OPTION	Pre-Publication and Security Review Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006		12	Months	(b)(4)	(b)(4)
OPTION	Records and Information Management Sppt FFP The Contractor shall provide Records and Information Support Services in accordance with the Performance Work Statement (PWS), Section 5.6, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007		12	Months	(b)(4)	(b)(4)
OPTION	Information and Collection Sppt FFP he Contractor shall provide Pre-Publication and Security Review Support Services in accordance with the Performance Work Statement (PWS), Section 5.5, the Task Order, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008		12	Months	(b)(4)	(b)(4)
OPTION	DoD Issuance and Program Sppt FFP The Contractor shall provide DoD Issuance and Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.8, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009		12	Months	(b)(4)	(b)(4)
OPTION	Forms Program Sppt FFP The Contractor shall provide DoD Forms Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.9, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010		12	Months	(b)(4)	(b)(4)
OPTION	Correspondence Management Sppt FFP The Contractor shall provide Correspondence Management Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.10, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4011		12	Months	(b)(4)	(b)(4)
OPTION	Graphics Development Spt FFP The Contractor shall provide Graphics Development Program Support Services in accordance with the Basic Performance Work Statement (PWS), Section 5.11, the Solicitation, attached documents, and all other applicable requirements listed in this document. FOB: Destination R499				
NET AMT					(b)(4)

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0002	Destination	Government	Destination	Government
000201	N/A	N/A	N/A	N/A
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	N/A
0004	Destination	Government	Destination	Government
000401	N/A	N/A	N/A	N/A
0005	Destination	Government	Destination	Government
000501	N/A	N/A	N/A	N/A
000502	N/A	N/A	N/A	N/A
0006	Destination	Government	Destination	Government
000601	N/A	N/A	N/A	N/A
0007	Destination	Government	Destination	Government
000701	N/A	N/A	N/A	N/A
0008	Destination	Government	Destination	Government
000801	N/A	N/A	N/A	N/A
000802	N/A	N/A	N/A	N/A
0009	Destination	Government	Destination	Government
000901	N/A	N/A	N/A	N/A
0010	Destination	Government	Destination	Government
001001	N/A	N/A	N/A	N/A
001002	N/A	N/A	N/A	N/A
0011	Destination	Government	Destination	Government
001101	N/A	N/A	N/A	N/A
001102	N/A	N/A	N/A	N/A

1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
1007	Destination	Government	Destination	Government
1008	Destination	Government	Destination	Government
1009	Destination	Government	Destination	Government
1010	Destination	Government	Destination	Government
1011	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
2006	Destination	Government	Destination	Government
2007	Destination	Government	Destination	Government
2008	Destination	Government	Destination	Government
2009	Destination	Government	Destination	Government
2010	Destination	Government	Destination	Government
2011	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
3006	Destination	Government	Destination	Government
3007	Destination	Government	Destination	Government
3008	Destination	Government	Destination	Government
3009	Destination	Government	Destination	Government
3010	Destination	Government	Destination	Government
3011	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government
4006	Destination	Government	Destination	Government
4007	Destination	Government	Destination	Government
4008	Destination	Government	Destination	Government
4009	Destination	Government	Destination	Government
4010	Destination	Government	Destination	Government
4011	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
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0001	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0002	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000201	N/A	N/A	N/A	N/A
0003	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000301	N/A	N/A	N/A	N/A
0004	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000401	N/A	N/A	N/A	N/A
0005	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000501	N/A	N/A	N/A	N/A
000502	N/A	N/A	N/A	N/A
0006	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165

000601	N/A	N/A	N/A	N/A
0007	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000701	N/A	N/A	N/A	N/A
0008	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000801	N/A	N/A	N/A	N/A
000802	N/A	N/A	N/A	N/A
0009	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
000901	N/A	N/A	N/A	N/A
0010	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
001001	N/A	N/A	N/A	N/A
001002	N/A	N/A	N/A	N/A
0011	POP 17-FEB-2022 TO 16-JAN-2023	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
001101	N/A	N/A	N/A	N/A
001102	N/A	N/A	N/A	N/A

1001	POP 17-JAN-2023 TO 16-JAN-2024	N/A	WHS/ESD (b)(6) 1155 DEFENSE PENTAGON (b)(6) WASHINGTON DC 20301 (b)(6) FOB: Destination	HQ0165
1002	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1003	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1004	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1005	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1006	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1007	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1008	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1009	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1010	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
1011	POP 17-JAN-2023 TO 16-JAN-2024	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2001	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2002	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2003	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2004	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2005	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2006	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

2007	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2008	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2009	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2010	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
2011	POP 17-JAN-2024 TO 16-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3001	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3002	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3003	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3004	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3005	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3006	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3007	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3008	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3009	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3010	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
3011	POP 17-JAN-2025 TO 16-JAN-2026	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4001	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4002	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

4003	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4004	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4005	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4006	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4007	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4008	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4009	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4010	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165
4011	POP 17-JAN-2026 TO 16-JAN-2027	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0165

ACCOUNTING AND APPROPRIATION DATA

AB: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815210000^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AC: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815201320^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AD: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815270000^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AE: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815411341^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AF: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815221322^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AG: ^^^097^2022^2022^0100^000^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815231323^22_0100D_0901598^251.10 Manageme^^^
AMOUNT: (b)(4)

AH: ^^^097^2022^2022^^0100^000^^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815301330^22_0100D_0901598^251.10 Manageme^^
AMOUNT: (b)(4)

AJ: ^^^097^2022^2022^^0100^000^^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_791320201916^22_0100D_0901598^251.10 Manageme^^
AMOUNT: (b)(4)

AK: ^^^097^2022^2022^^0100^000^^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815350000^22_0100D_0901598^251.10 Manageme^^
AMOUNT: (b)(4)

AL: ^^^097^2022^2022^^0100^000^^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_132513381338^22_0100D_0901598^251.10 Manageme^^
AMOUNT: (b)(4)

AM: ^^^097^2022^2022^^0100^000^^251^D^4GTQ^^^^2000^00008522^012215^ESD^ESD-WHS
EXECUTIV^ESD_131815191319^22_0100D_0901598^251.10 Manageme^^
AMOUNT: (b)(4)

ACRN	CLIN/SLIN	CIN
AB	000101	HQ06422632400001
	000102	HQ06422632400001
AC	000201	HQ06422632320001
AD	000401	HQ06422632410001
AE	000501	HQ06422632570001
	000502	HQ06422632570001
AF	000601	HQ06422632560001
AG	000701	HQ06422632520001
AH	000801	HQ06422632370001
	000802	HQ06422632370001
AJ	000901	HQ06422649480001
AK	001001	HQ06422635440001
	001002	HQ06422635440001
AL	001101	HQ06422632480001
	001102	HQ06422632480001
AM	000301	HQ06422659140001

(b)(4)

CLAUSES INCORPORATED BY FULL TEXT

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 before contract expiration.

(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 15 days before the expiration of the period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 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 65 month.

(End of clause)

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

2 in 1 invoices

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	HQ0768
Issue By DoDAAC	HQ0034
Admin DoDAAC**	HQ0034
Inspect By DoDAAC	HQ0165
Ship To Code	HQ0165
Ship From Code	NA
Mark For Code	NA
Service Approver (DoDAAC)	HQ0165
Service Acceptor (DoDAAC)	HQ0165
Accept at Other DoDAAC	NA
LPO DoDAAC	NA
DCAA Auditor DoDAAC	NA
Other DoDAAC(s)	NA

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(b)(6) (b)(6)

Ronica Shelton (Contract Specialist) ronica.l.shelton.civ@mail.mil

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (APR 2014)

(a) Contract line item(s) below /are incrementally funded. For those item(s), the referenced sums of the total CLIN price is presently available for payment and allotted to this contract.

For CLIN 0001	The sum of	(b)(4)	the total price	(b)(4)	is presently available
For CLIN 0002	The sum of		the total price		is presently available
For CLIN 0003	The sum of		the total price		is presently available
For CLIN 0004	The sum of		the total price		is presently available
For CLIN 0005	The sum of		the total price		is presently available
For CLIN 0006	The sum of		the total price		is presently available
For CLIN 0007	The sum of		the total price		is presently available
For CLIN 0008	The sum of		the total price		is presently available
For CLIN 0009	The sum of		the total price		is presently available
For CLIN 0010	The sum of		the total price		is presently available
For CLIN 0011	The sum of		the total price		is presently available

An allotment schedule is set forth in paragraph (j) of this clause.

(b) For items(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination

of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract \$--

For CLIN 0001 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0002 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0003 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0004 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0005 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0006 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0007 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) to fully fund the CLIN.

For CLIN 0008 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) to fully fund the CLIN.

For CLIN 0009 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) to fully fund the CLIN.

For CLIN 0010 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

For CLIN 0011 The sum of (b)(4) the total price (b)(4) is presently available with (b)(4) required to fully fund the CLIN.

In total, (b)(4) the total base period price (b)(4) is available with (b)(4) required to fully fund the base period of performance. Additional funding is required by April 16, 2022.

(End of clause)

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Revised PWS Task Order 29		23-NOV-2021
	1 (ESD)		
Attachment 2	DD254		21-JUL-2021
Attachment 3	Non-Disclosure Agreement		12-JUL-2021

MEMORANDUM FOR: (b)(6)**SUBJECT: Designation of Contracting Officer's Representative****Reference: (a) FAR 1.602-2, (b) DFARS Part 201.602-2, (c) DoDI 5000.72**

1. Pursuant to the authority of FAR 1.602.2, (b)(6) Management and Program Analysis, you are designated as the Primary Contracting Officer Representative (COR) for the administration of the following contract/order:

2. Contract/Order:

Contract Number: HQ003417C0022,

Order Number:

Contractor Name: QUALX CORPORATION

Contractor Address: 6564 LOISDALE CT STE 305

Date of Award: 2021/01/17

Period of Performance Monitoring: 2017/03/17 thru 2022/01/16

COR Training Type: B

Type of COR: Primary

For: Information Management and Information Access Support Services

3. You will serve as the COR throughout the period of performance monitoring of this contract unless this designation is terminated. Your performance and contributions as the COR will be reported to your immediate supervisor as part of your official performance review.

As a matter of practice, the COR should prepare Memorandums for the Record (MFR) of all meetings, trips and telephone conversations relating to this contract/order. Each MFR, other similar records and all other correspondence relating to this contract/order shall cite the contract number/order number. A copy of all documentation and correspondence shall be furnished to the Contracting Officer and all other interested government parties having a need to know. Consideration must be given to restrictions regarding contractor proprietary data, as well as classified and business sensitive information.

4. You ARE AUTHORIZED to take action with respect to the following:

- a. Maintain liaison with the prime contractor, your staff, other contractors, and customers related to the project.
- b. Perform inspection and acceptance for the Government assuring performance/delivery is in accordance with contract/order requirements, terms and conditions. If applicable, ensure the hours worked by the contractor are the hours billed in the contractor's invoice. [For more complex acquisitions, the Contracting Officer may choose to retain authority for acceptance.]
- c. Promptly report to the Contracting Officer, in writing, any performance issues/delays by the contractor. Your written notice should include actions you have taken to assist in remedying the situation.
- d. Ensure the Government meets its contractual obligations to the contractor under the contract/order. This includes Government-furnished equipment, information and services called for under the contract/order, and timely government comment on or approval of any draft deliverables as may be required by the contract/order.
- e. Inform the Contracting Officer, in writing, of any needed changes to the scope of work included in the contract/order; and specify if these changes were recommended by you or the contractor.
- f. When possible, but without change to the existing contract/order, resolve issues. Work with the contractor and the Contracting Officer to resolve issues. Verify the contractor has taken corrective measures and problem is resolved.
- g. Maintain a contract/order file(s) in the Surveillance and Performance Monitoring Module (SPM) of Procurement Integrated Enterprise Environment (PIEE) and include the following:
 - 1) A copy of the contract/order and all modifications (unless available in Electronic Data Access (EDA))
 - 2) This COR designation memorandum
 - 3) Correspondence between you and the contractor

- 4) Copies of correspondences to or from the contracting officer
 - 5) Minutes of all meetings
 - 6) Copies of all invoices submitted and paid (unless available in Wide Area Workflow) and the COR access on a routine basis
 - 7) Copies of all contractor data submittals
 - 8) Records of all inspections performed and the results
 - 9) All other documentation of actions taken by you or required by your agency
 - 10) Other: (List Agency Specified Requirements):
- h. Other (Optional: Choose from the list all that apply)
- Yes - 1) Assist with contract/order closeout
- Yes - 2) Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications. Specific emphasis should be placed on the quality provisions, for both adherences to the contract provisions and to the contractor's own quality control program.
- Yes - 3) Coordinate site entry for contractor personnel, and insure that any Government-furnished property is available when required.
- Yes - 4) CPARS Responsibility. You are responsible for documenting contractor performance in the Contractor Performance Assessment Reporting System (CPARS). The COR shall complete other CPARS assessments as required throughout the life of the contract, usually every 12 months and at the end of contract performance.
- No - 5) eCMRA Responsibility. If required, the COR shall monitor and verify the accuracy of the contractor's input into "Accounting for Contract Services" at the Department of Defense Contract Manpower Reporting Application (eCMRA) web site at www.ecmra.mil.
- No - 6) SPOT Responsibility. The COR shall register with SPOT at <https://spot.dmdc.mil>.
- a. The COR will select the Government Administrator option in order to adequately manage the personnel deployment information.
 - b. The COR shall name the Contracting Officer as the "Sponsoring Point of Contact".
 - c. SPOT will contact the Contracting Officer to confirm that you will act as the Government Administrator for the subject contract/order.
 - d. The COR shall complete the Government Administrator training located on the SPOT website and load a copy of the certificate into their COR Information in JAM.
 - e. The COR shall confirm that all SPOT data is complete, accurate and up to date on a monthly basis by logging onto the website and confirming the contractor's SPOT data.
 - f. The COR shall identify, in their COR report to the Contracting Officer, any issues with SPOT Data. If you need assistance with SPOT registration, login, training or use, please check the SPOT website at <https://spot.dmdc.mil> for the latest helpdesk phone line and email address.
- No - 7) TASS Responsibility. You are delegated responsibility for serving as a TASS TA. TAs shall be sponsors for eligible populations within TASS and will utilize TASS to register data for the DD Form 1172-2, re-verify CAC holder affiliation, and revoke CACs in accordance with DoDM 1000.13-M-V1 and the TASS (CVS) TASM/ TA and Applicant User Guides <http://www.dtic.mil/whs/directives/>.
- No - 8) Travel Order Approval Authority. You are delegated the responsibility of approving contractor travel orders under this contract. Verify that travel receipts are valid and match the travel requirements identified in the Performance Work Statement (PWS) or Statement of Work (SOW). Notify the Contracting Officer immediately if any issues or problems are observed.
- Yes - 9) Combating Trafficking Persons: If the Contracting Officer, has designated the COR with the responsibility of oversight with respect to Combating Trafficking Persons, the COR is required to document their plan within their QASP. At a minimum the COR shall:
- a. Read and understand the Combating Trafficking in Persons clause.
 - b. Describe how they will monitor the contractor's performance regarding trafficking in persons.
 - c. Document any observed non-compliance.
 - d. Bring any potential issue in this area to the immediate attention of the contracting officer before engaging the contractor in reference to these activities.
- Yes - 10) Conflict of Interest: You certify by signing this letter that you have no actual or appearance of a conflict of interest. This includes

to the best of your knowledge any persons whose financial interests are imputed to you, members of your household, AND persons with whom you have a covered relationship.

i. Other:

5. You shall NOT:

- a. Take any actions that would commit or change the contract/order price, quantity, quality, schedule/delivery, scope of work, place of performance, or any other term or condition of the existing contract. The COR neither misrepresents the limits of their authority in dealing with the contractor nor takes any action which may constitute an informal agreement or unauthorized commitment.
- b. Direct or redirect any contract/order action. This can only be done by the Contracting Officer.
- c. Advise the contractor HOW to perform but rather WHAT is required in the contract/order, including participating in any manner in the hiring process.
- d. Direct the contractor or its subcontractor to operate in conflict with the contract terms and conditions.
- e. Discuss acquisition plans, strategies or provide any advance information that might give one contractor an advantage over another contractor in forthcoming procurements.
- f. Other:

6. This authority is not re-delegable and cannot be re-designated or transferred.

7. You may be held personally and financially liable for unauthorized actions.

8. Standards of Conduct and Conflict of Interests. You are reminded that Government employment, as a public trust, requires that DoD personnel place loyalty to country, ethical principles, and law above private gain and other interests. You must comply with DOD 5500.7-R, Joint Ethics Regulation. As a COR, you are directed to read and familiarize yourself with reference (b) to ensure that, in carrying out your responsibilities in your official capacity, you avoid any action which might result in, or reasonably be expected to create the appearance of, conduct prejudicial to the Government. You will not allow yourself to be placed in a position which conflict of interest might arise or might justifiably be suspected. You are reminded that throughout the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement there is direction relating to gratuities, and it applies not only to you but also to members of your family. You are cautioned that if you violate any of the Standards of Conduct, you will be subject to the full range of statutory and regulatory sanctions.

9. For this action, you do meet the qualification established in DoDI 5000.72 for this contract action.

10. For this action, you have been designated as a departmental accountable official.

11. You have not been designated as an OGE 450 filer. If designated, you must supply your supervisor and the Contracting Officer with evidence that you have officially filed an OGE Form 450 Confidential Financial Disclosure Report each February.

12. For this action, you are required to submit a report Monthly concerning performance of services rendered under this contract to the contacting officer.

13. If you are to be reassigned or to be separated from Government service, you must notify the contracting officer sufficiently in advance of reassignment or separation to permit timely selection and designation of a successor COR.

14. Additional Duties (List all other duties not previously covered):

15. You and your supervisor are required to acknowledge receipt of this designation. Should you have any questions regarding this designation please contact your contracting officer.

16. Digital Signature/Contact Information:

Contracting Officer Name: Karen Smith

Signature: SMITH.KAREN.A (b)(6)

Date: 2021/02/04

Email: karen.a.smith202.civ@mail.mil

Telephone: 703-901-5265

COR/COR Management Acknowledgement and Digital Signature: I acknowledge receipt of my COR designation. I have received

and understand the assigned duties and responsibilities. I certify that I have no personal or other conflict of interest with regard to this appointment.

COR Name: (b)(6)

Signature: (b)(6)

Date: 2021/02/04

Email: (b)(6)

Telephone: (b)(6)

As supervisor of the appointed employee, I verify that the COR accepts the duties, responsibilities, limitations and unauthorized, prohibited actions as described in this memorandum.

Supervisor Name: (b)(6)

Signature: (b)(6)

Date: 2021/02/04

Email: (b)(6)

Telephone: (b)(6)

17. Distribution:

No - cc: Contractor Cognizant

No - cc: Cognizant Contract Administration Office

Yes - cc: SPM Module (COR Surveillance File)

No - cc: -