

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER RSTE-19-00002		PAGE OF 1 22	
2. CONTRACT NO. 70RSAT19D00000002		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER 70RSAT19FR0000139		5. SOLICITATION NUMBER 70RSAT19R00000017		6. SOLICITATION ISSUE DATE 07/16/2019
7. <b>FOR SOLICITATION INFORMATION CALL:</b>		(b)(6)				8. OFFER DUE DATE/LOCAL TIME ET	
9. ISSUED BY U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW, #0115 Washington DC 20528-0115			CODE DHS/OPO/S&T/S	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: 541611 SIZE STANDARD: \$15.0			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO DHS S&T 245 Murray Lane Building 410 Washington DC 20528			CODE S&T MURRAY LANE	16. ADMINISTERED BY U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW, #0115 Washington DC 20528-0115		CODE DHS/OPO/S&T/S&T	
17a. CONTRACTOR/OFFEROR MANTECH SRS TECHNOLOGIES INC ATTN (b)(6) 2251 CORPORATE PARK DRIVE HERNDON VA 20171		CODE 0661830390000	FACILITY CODE	18a. PAYMENT WILL BE MADE BY DHS ICE Burlington Finance Center PO BOX 1000 Attn: S&T Division Williston VT 05495-1000		CODE DHS-S&T-INV	
TELEPHONE NO. (b)(6)				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: 066183039+0000 The Department of Homeland Security (DHS) issues a hybrid Time and Material/Firm-Fixed Price Task Order to obtain program management, administrative and technical support services for the Science and Technology (S&T) Directorate, Office of Test and Evaluation (T&E) against the Science and Technology Systems Engineering and Technical Assistance III (SETA III) multiple-award Indefinite Quantity, Indefinite Delivery (IDIQ) contract in <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						
25. ACCOUNTING AND APPROPRIATION DATA See schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) (b)(4)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 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.				<input type="checkbox"/> 29. AWARD OF CONTRACT: _____ 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)							

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>accordance with the attached Statement of Work (Attachment 1).</p> <p>All applicable terms and conditions flow down from the SETA III IDIQ and shall apply to this task order.</p> <p>Ceiling Price for this order is (b)(4)</p> <p>If the Contractor exceeds the ceiling price, the Contractor does so at its own risk.</p> <p>Refer to Attachment 2 Pricing Table for detailed Labor Categories, rates and number of hours.</p> <p>The period of performance for this requirement is a 9-month base period, two (2) 12-month Option Periods and six (6) month option to extend.</p> <p>Period of Performance: 09/30/2019 to 12/29/2022</p> <p>Base Period Labor: Task 1 Program Management Support</p> <p>Firm-Fixed Price CLIN Quantity: Nine (9) Months</p> <p>If the contractor exceeds the ceiling price of Continued ...</p>				(b)(4)

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
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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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 ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )
		42c. DATE REC'D (YY/MM/DD)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>(b)(4) the Contractor will do so at its own risk. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-03-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)</p> <p>Base Period Labor: Task 2 T&amp;E Program Support This is a Time and Material CLIN</p> <p>See Attachment 1: Pricing Schedule</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p>				(b)(4)
0003	<p>Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-03-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)</p> <p>Base Period - Labor Task 3 Program (Mission Area) Support</p> <p>This is a T&amp;M CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-03-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0004	<p>Funded: (b)(4)</p> <p>Base Period Labor: Task 4 T&amp;E Support for Policy and T&amp;E Workforce Development</p> <p>This is a T&amp;M CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-06-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-A9-50-03-03-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)</p>				(b)(4)
0005	<p>Base Period Labor: Task 5 T&amp;E Technical Subject Matter Support</p> <p>This is a T&amp;M CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-06-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)</p>				(b)(4)
0006	<p>Base Period Labor: Task 6 (Optional) Surge Support T&amp;E TAMs</p> <p>This is a T&amp;M CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item)</p> <p>Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0007	Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-06-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)				(b)(4)
	Base Period Labor: Task 7 (Optional) Surge Support R&D TAMs  This is a T&M CLIN  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item)				(b)(4)
0008	Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-06-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)				(b)(4)
	Base Period Labor: Task 7 (Optional) Surge Support R&D TAMs  This is a T&M CLIN  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item)				(b)(4)
0009	Delivery: 06/29/2020  Base Period Labor: ODC Travel  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.				(b)(4)
	Delivery: 06/29/2020 Accounting Info: NONE000-000-A9-50-03-06-000-36-05-0000-00-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)				
1001	Option Period I - Task 1 Continued ...				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Program Management Support</p> <p>Firm-Fixed Price CLIN</p> <p>Quantity: Twelve (12) Months</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				
1002	<p>Option Period 1 Labor: Task 2</p> <p>T&amp;E Program Support</p> <p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				(b)(4)
1003	<p>Option Period 1 Labor: Task 3</p> <p>Program (Mission Area) Support</p> <p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				(b)(4)
1004	<p>Option Period 1 Labor: Task 4</p> <p>T&amp;E Support for Policy and T&amp;E Workforce Development</p> <p>Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1005	<p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p> <p>Option Period 1 Labor: Task 5</p> <p>T&amp;E Technical Subject Matter Support</p>				(b)(4)
1006	<p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p> <p>Option Period 1 Labor: Task 6</p> <p>(Optional) Surge Support T&amp;E TAMs</p>				(b)(4)
1007	<p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p> <p>Option Period 1 Labor: Task 7</p> <p>(Optional) Surge Support R&amp;D TAMs</p> <p>Continued ...</p>				(b)(4)

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MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				
1008	<p>Option Period 1 Labor: Task 7</p> <p>(Optional) Surge Support R&amp;D TAMs</p> <p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				(b)(4)
1009	<p>Option Period 1 - ODC Travel</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2021</p>				(b)(4)
2001	<p>Option Period 2 - Labor: Task 1 Program Management Support</p> <p>Firm-Fixed Price CLIN Quantity: Twelve (12) Months</p> <p>If the contractor exceeds the ceiling price of Continued ...</p>				(b)(4)



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MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4) the Contractor will do so at its own risk. Amount: (b)(4) Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2002	<p>Option Period 2 - Labor: Task 2 T&amp;E Program Support  This is a Time &amp; Material CLIN Quantity: Twelve (12) Months</p>				(b)(4)
	<p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2003	<p>Option Period 2 - Task 3 Program (Mission Area) Support  This is a Time and Material CLIN</p>				(b)(4)
	<p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2004	<p>Option Period 2 - Task 4 T&amp;E Support for Policy and T&amp;E Workforce Development  This is a Time and Material CLIN  If the contractor exceeds the ceiling price of Continued ...</p>				(b)(4)

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2005	<p>Option Period 2 - Task 5 T&amp;E Technical Subject Matter Support  This is a Time and Material CLIN</p>				(b)(4)
	<p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2006	<p>Option Period 2 - Task 6 (Optional) Surge Support T&amp;E TAMs  This is a Time and Material CLIN</p>				(b)(4)
	<p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 06/29/2022</p>				
2007	<p>Option Period 2 - Task 7 (Optional) Surge Support R&amp;D TAMs  This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2008	<p>Amount: (b)(4) (Option Line Item)                      Product/Service Code: R408                      Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2022</p> <p>Option Period 2 - Task 7                      (Optional) Surge Support R&amp;D TAMs</p> <p>This is a Time and Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p>				(b)(4)
2009	<p>Amount: (b)(4) (Option Line Item)                      Product/Service Code: R408                      Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2022</p> <p>Option Period 2 - ODC Travel</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p>				(b)(4)
3001	<p>Amount: (b)(4) (Option Line Item)                      Product/Service Code: R408                      Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 06/29/2022</p> <p>Option to Extend Services IAW 52.217-8 - Labor:                      Task 1                      Program Management Support</p> <p>Firm-Fixed Price CLIN                      Quantity: Six (6) Months</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p>				(b)(4)
	<p>Amount: (b)(4) (Option Line Item)                      Product/Service Code: R408                      Continued ...</p>				

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
3002	<p>Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 12/29/2022</p> <p>Option to Extend Services IAW 52.217-8 Labor Task 2 T&amp;E Program Support</p> <p>This is a Time &amp; Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4), the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 12/29/2022</p>				(b)(4)
3003	<p>Option to Extend Services IAW 52.217-8 - Labor Task 3 Program (Mission Area) Support</p> <p>This is a Time &amp; Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk.</p> <p>Amount: (b)(4) (Option Line Item)</p> <p>Product/Service Code: R408</p> <p>Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT</p> <p>Delivery: 12/29/2022</p>				(b)(4)
3004	<p>Option to Extend Services IAW 52.217-8 - Labor Task 4 T&amp;E Support for Policy and T&amp;E Workforce Development</p> <p>This is a Time &amp; Material CLIN</p> <p>If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own Continued ...</p>				(b)(4)

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MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022				
3005	Option to Extend Services IAW 52.217-8 - Labor Task 5 T&E Technical Subject Matter Support  This is a Time & Material CLIN  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022				(b)(4)
3006	Option to Extend Services IAW 52.217-8 - Labor Task 6 (Optional) Surge Support T&E TAMs  This is a Time & Material CLIN  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT- PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022				(b)(4)
3007	Option to Extend Services IAW 52.217-8 - Labor Task 7 (Optional) Surge Support R&D TAMs  This is a Time & Material CLIN  If the contractor exceeds the ceiling price of Continued ...				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR  
MANTECH SRS TECHNOLOGIES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022</p>				
3008	<p>Option to Extend Services IAW 52.217-8 - Labor Task 7 (Optional) Surge Support R&amp;D TAMs  This is a Time &amp; Material CLIN  If the contractor exceeds the ceiling price of (b)(4) the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022</p>				(b)(4)
3009	<p>Option to Extend Services IAW 52.217-8 - ODC Travel  If the contractor exceeds the ceiling price of (b)(4), the Contractor will do so at its own risk. Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT  Delivery: 12/29/2022  The total amount of award: (b)(4) The obligation for this award is shown in box 26.</p>				(b)(4)

**SETA III TASK ORDER**

**SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE III INDEFINITE-DELIVERY/INDEFINITE-QUANTITY CONTRACT REQUIREMENT**

**1. REQUIREMENT TITLE:**

Systems engineering and Technical Assistance III (SETA III) Support Services for Science and Technology directorate (S&T), Test and Evaluation Division (TED).

**2. PROCUREMENT INSTRUMENT IDENTIFIER:**

70RSAT19FR0000139

**3. ISSUING OFFICE:**

U.S. Department of Homeland Security, Directorate for Management, Office of the Chief Procurement Officer, Office of Procurement Operations, Science and Technology Acquisitions Division

**4. AGENCY CONTACTS:**

Contracting Officer: (b)(6)

Contract Specialist: J  

Please include both contacts in communications related to this opportunity.

**5. ISSUE DATE:**

**5.1. Notice Type:** Request for Proposal (RFP)

**5.2. Version (Check one, complete form field only for modifications):**

Base       Modification/Amendment (Fill-in number (/P#####)):

**5.3. Issuance Date:** June 24, 2019, Last Amendment July 16, 2019

**6. PERIOD OF PERFORMANCE**

**6.1.** If this notice is an RFI, the duration here is an estimate only.

**6.2.** The period of performance for this requirement is thirty-nine (39) months from date of award.

**6.3.** This requirement includes two (2) option periods.

<b>Option Period</b>	<b>Duration (in Months)</b>
Base Period	Nine (9) months
Option Period 1	Twelve (12) months

**SETA III TASK ORDER**

Option Period 2	Twelve (12) months
FAR 52.217-8 Extended Services	Six (6) months

- 6.4. The total anticipated period of performance for this requirement if all options are exercised is 39 months.
- 6.5. This section will be completed by the contracting officer at the time the Task order is awarded:  
The full period performance is from September 30, 2019 through December 29, 2022.

**7. INFORMATION**

**7.1. NAICS Code and Small Business Size Standard:**

The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the 541611 North American Industry Classification System code (Administrative Management and General Management Consulting Services) with a small business size standard of \$15M in average annual receipts.

**7.2. Product Service Code (PSC):**

The services in this solicitation are best represented by PSC Code: R408 - Support-Professional: Program Management/Support

**7.3. Type of Contract:** This is a hybrid contract, Time and Material/Firm-Fixed Price.

**7.4. Telework for this requirement:**

- Is permitted subject to the stipulations of § H.4 “Telework” of the SETA III IDIQ.
- Is not permitted since the contracting officer has determined, in writing, the requirements of the agency, including security requirements, cannot be met if teleworking is permitted.

**7.5. Security:**

This requirement is:

- Unclassified       Classified       Mix of Both

The Facility Clearance Level for this requirement is:

- Unclassified       Secret       Top Secret

**7.6. The work will be performed at a site owned/controlled by:**



**SETA III TASK ORDER**

Government       Contractor       Mix of Both

7.7. The place(s) of performance for this requirement are:

(b)(6)

**8. DESCRIPTION OF SERVICES**

(Please refer to the Statement of Work.)

**9. LABOR CATEGORIES AND DESCRIPTIONS**

The successful Offeror’s applicable labor categories and rates will be included as part of the awarded Task Order.

**10. INVOICING INSTRUCTIONS**

Invoices shall be submitted via email to (b)(6) with a courtesy copy (cc:) to the Contracting Officer’s Representative (COR) and Contracting Officer (CO).

**11. TASK ORDER CLAUSES**

11.1. All Applicable and Required clauses set forth in Federal Acquisition Regulation (FAR) 52.301 automatically flow down to all SETA III task orders, based on their specific contract type, e.g. FFP, LH, or T&M.

11.2. The clause at FAR 52.212-4, “Contract Terms and Conditions - Commercial Items,” applies to this acquisition.

11.3. The clause at FAR 52.212-5, “Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items,” applies to this acquisition with all applicable additional FAR clauses cited therein.

11.4. Representation and Certification provisions from the SETA III master contracts automatically flow down to all task orders.

11.5. The following additional clauses are applicable to this requirement if the boxes next to them are checked (contracting officer must check and complete as applicable):

**52.204-2 SECURITY REQUIREMENTS (AUG 1996)**

(a) This clause applies to the extent that this contract involves access to information classified “Confidential,” “Secret,” or “Top Secret.”

(b) The Contractor shall comply with --

**SETA III SOLICITATION AND TASK ORDER TEMPLATE**

(1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of Clause)

**52.211-11 LIQUIDATED DAMAGES-SUPPLIES, SERVICES, OR RESEARCH AND DEVELOPMENT (SEPT 2000)**

(a) If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$<INSERT DOLLAR AMOUNT> per calendar day of delay.

(b) If the Government terminates this contract in whole or in part under the Default-Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

(c) The Contractor will not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor as defined in the Default-Fixed-Price Supply and Service clause in this contract.

(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 sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed thirty-nine (39) months.

**SETA III TASK ORDER**

(End of clause)

**3052.215-70 KEY PERSONNEL OR FACILITIES (DEC 2003)**

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

Mr. Thanh Luu

(End of clause)

**3052.242-72 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (DEC 2003)**

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

(End of clause)

**11.6. CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

(a) The Contracting Officer's Representative (COR) that will be responsible for the day-to-day coordination of this Task Order. The COR for this Task Order is designated in accordance with Homeland Security Acquisition Regulation (HSAR) 3052.242-72 Contracting Officer's Technical Representative (DEC 2003) included in this Task Order.

(b) The COR for this Task Order is:

(b)(6)

**SETA III TASK ORDER**

(b)(6)

(c) The COR will represent the Contracting Officer in the administration of technical details within the scope of the Task Order. The COR is also responsible for final inspection and acceptance of all Task Order deliverables and reports, and such other responsibilities as may be specified in this Task Order. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government that affect, price, quality, quantity, delivery, or other terms and conditions of this Task Order. If, as a result of technical discussions, it is desirable to modify Task Order obligations or specifications, changes will be issued in writing and signed by the Contracting Officer.

(d) The Alternate Contracting Officer’s Representative (ACOR) will be responsible for the day-to-day coordination of this Task Order when the COR is unavailable. The ACOR for this Task Order is designated in accordance with Homeland Security Acquisition Regulation (HSAR) 3052.242-72 Contracting Officer’s Technical Representative included in this Task Order.

(e) The ACOR for this Task Order is:

(b)(6)

(f) The ACOR will represent the Task Order Contracting Officer in the administration of technical details within the scope of the Task Order when the COR is unavailable. References in this Task Order to the COR shall be construed to mean the ACOR in the event the COR is unavailable.

**11.7. CONTRACTING OFFICER AND CONTRACT SPECIALIST**

(a) The Contracting Officer (CO) is the only person authorized to approve changes to any of the terms and conditions of this Task Order. In the event the Contractor effects any changes at the direction of any person other than the CO, the changes will be considered to have been made without authority and no adjustment will be made in the Task Order price to cover any increase in prices incurred as a result thereof. The CO shall be the only individual authorized to accept nonconforming work, waive any requirement of the Task Order, or to modify any term or condition of the Task Order. The CO is the only individual who can legally obligate government funds. No cost chargeable to the proposed Task Order can be incurred before receipt of a fully executed Task Order, which includes any subsequent modifications or other specific written authorization from the CO.

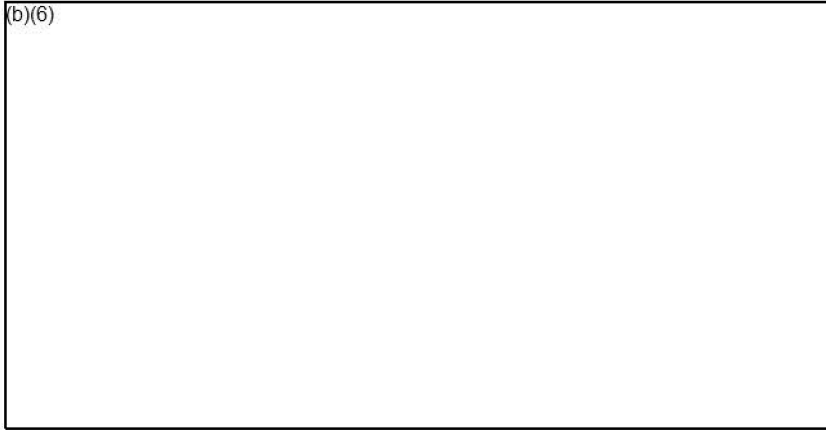
(b) The Contractor shall not comply with any order, direction or request of government personnel unless it is issued in writing and signed by the CO, or is pursuant to specific authority otherwise included as a part of this Task Order. No order, statement, or conduct of government personnel, other than the CO, who visit the Contractor’s facilities or in any other manner communicate with

**SETA III TASK ORDER**

Contractor personnel during the performance of this Task Order shall constitute a change under the Changes clause included in this Task Order.

(c) The Contracting Officer for this Task Order is:

(b)(6)



SETA III TASK ORDER

ATTACHMENTS

<b>Number</b>	<b>Title</b>	<b># of Pages</b>
(1)	Statement of Work	37
(2)	Price Schedule	9

**Attachment I**  
**Department of Homeland Security (DHS)**

**Statement of Work (SOW)**  
**for**  
**Systems Engineering and Technical Assistance III (SETA III) Support**  
**Services for Science and Technology Directorate (S&T), Test and Evaluation**  
**Division (TED)**

**1.0 GENERAL**

**1.1 Introduction**

The DHS is committed to using cutting-edge technologies and scientific talent in its quest to make America more secure. The DHS S&T Directorate is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland. S&T partners and customers include the operating Components of the Department, other Government agencies, State, local, tribal, and territorial emergency responders and officials. S&T, established by the Homeland Security Act of 2002 (P.L. 107-296), has the primary responsibility for research, development, test, and evaluation (RDT&E) efforts in support of the DHS's mission. This responsibility includes establishing DHS- wide RDT&E priorities, goals, and objectives; coordinating and integrating DHS RDT&E activities; and conducting basic and applied RDT&E activities that are relevant to DHS through both intramural and extramural programs. S&T is the primary research and development arm of DHS. The mission of S&T is to enable effective, efficient, and secure operations across all homeland security missions by applying scientific, engineering, analytic, and innovative approaches to deliver timely solutions and support departmental acquisitions. S&T is organized into four main groups:

- Office of Mission & Capability Support
- Office of Science & Engineering
- Office of Innovation & Collaboration
- Office of Enterprise Services

**1.1.1 Office of Test and Evaluation.**

Mission: Improve acquisition and research and development (R&D) outcomes through comprehensive test and evaluation (T&E) engagement throughout the program or project lifecycle.

The Test and Evaluation Division (TED) is an organization within S&T that performs critical functions in support of delivering enhanced capabilities to Department of Homeland Security Operators. Test and evaluation (T&E) is a lifecycle activity; it begins with requirements definition, continues through design and development to help programs manage risks, and support deployment and operations through continuous monitoring. T&E provides a mechanism by which programs can better understand the capabilities and limitations of the system when operated and supported by trained users in the intended operational environment. As favorable T&E outcomes are a strong determinant of acquisition and R&D program outcomes, the TED objective is to do all that is possible to help programs identify and reduce the risks contributing to unfavorable outcomes.

T&E Functions:

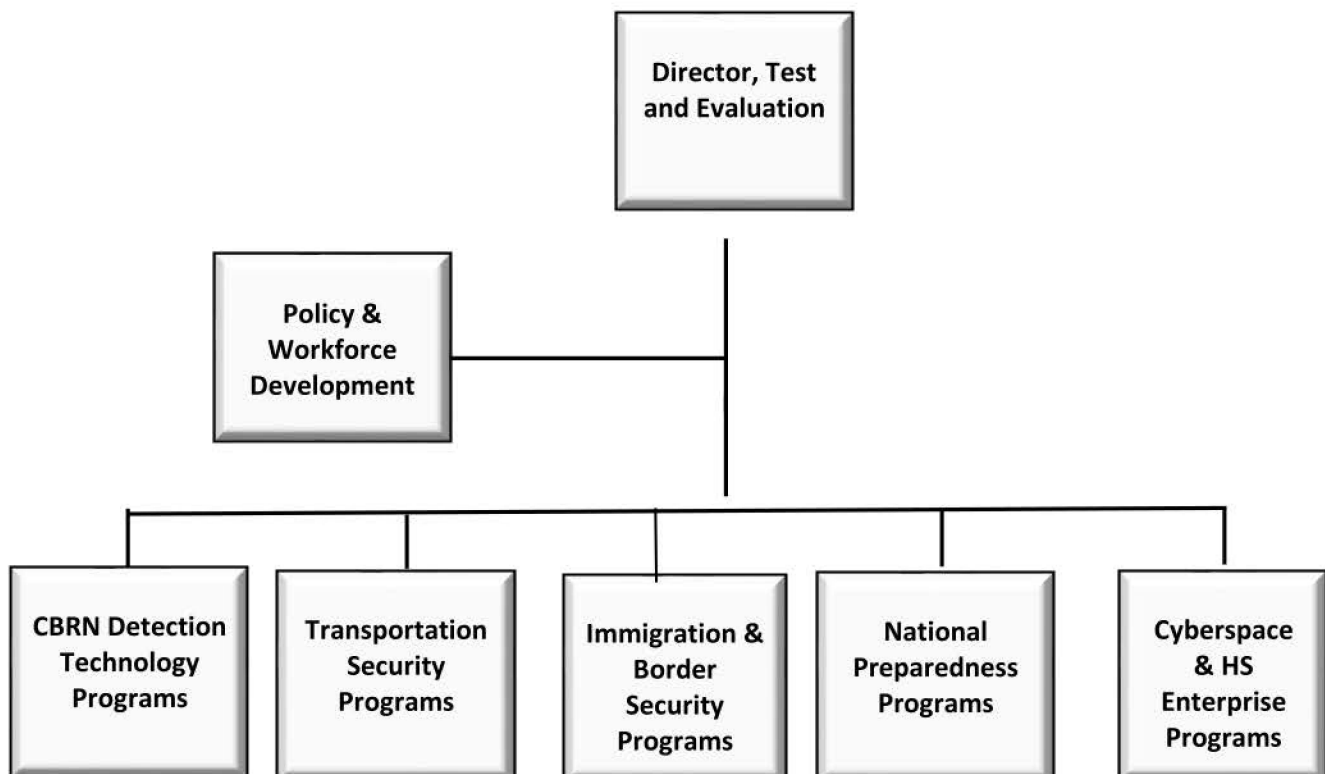
- Serve as the DHS T&E Authority
- Provide independent review and analysis of test results
- Establish T&E policy
- Serve as the focal point for T&E workforce development

These functions include assisting the Components' T&E efforts in the area of; 1) T&E planning, 2) T&E execution, and 3) Assessment. This requires the Office of T&E to mentor and / or coach the T&E professionals and teams while overseeing major acquisition programs for DHS. In addition, the Office provides technical assistance in the areas of a) T&E Policy and T&E Workforce Development; and b) general support to the Director.

This support and guidance is provided across the Components and Directorates of DHS;

- Customs and Border protection (CBP)
- U.S. Coast Guard (USCG)
- U.S. Secret Services (USSS)
- U.S. Citizenship and Immigration Service (USCIS)
- Federal Emergency Management Agency (FEMA)
- Transportation Security Administration (TSA)
- U.S. Immigration and Customs Enforcement (ICE)
- Science and Technology (S&T)
- Management (USM)
- National Protection & Programs (NPPD)
- Countering Weapons of Mass Destruction (CWMD)
- Homeland Security Acquisition Institute (HSAI)

Provided is an overview of the Test and Evaluation Division (TED) organization.





## 1.2 Background

### 1.2.1 The DHS Acquisition Environment

To equip the DHS Components to accomplish their broad mission set, the department manages an equally broad portfolio of acquisition programs operating in the land, sea, air, and cyberspace domains, and encompassing a diverse set of security, detection, communications, and other technologies. Acquisition programs fall into three levels:

Level 1: > \$1 billion Life Cycle Cost Estimate (LCCE)

Level 2: \$300 million - \$1 billion LCCE or Special Interest; and

Level 3 < \$300 million LCCE (note: for reporting purposes, programs less than \$50 million are not included as Level 3 programs).

The Under Secretary for Management serves as the Department's Chief Acquisition Officer and chairs the Acquisition Review Board. DHS S&T also supports the Components with a diverse portfolio of R&D programs. S&T R&D programs fall into three levels:

- Category 1: > \$10 million annual program costs;
- Category 2: \$5 million - \$10 million annual costs; and
- Category 3 < \$5 million annual program cost.

### 1.2.2 Test and Evaluation (T&E) Defined

Test and evaluation (T&E) is a lifecycle activity; it begins with requirements definition, continues through design and development to help programs manage risks, and support deployment and operations through continuous monitoring. T&E provides a mechanism by which programs can better understand the capabilities and limitations of the system when operated and supported by trained users in the intended operational environment. Although the words test and evaluation are sometimes used interchangeable, they are two different concepts:

- Testing is a program or procedure designed to obtain, verify, or provide data for the evaluation of any of the following:
  - Progress in accomplishing developmental objectives
  - Performance, operational capability, and sustainability of systems, subsystems, components, and equipment items
  - Vulnerability, including cyber resilience, of systems, subsystems, components, and equipment items
- Evaluation is the process whereby data is logically assembled, analyzed, and compared to expected performance to aid in making systematic decisions. Evaluation reviews and analyzes qualitative or quantitative data obtained from design review, hardware inspection, Modeling and Simulation (M&S), hardware and software testing, metrics review, or operational usage of equipment.

The information has many uses including program risk identification, risk mitigation, empirical data for validation of models and simulations, production decisions, and fielding decisions. T&E enables an assessment of the attainment of technical performance, specifications, and system maturity (developmental testing) and the demonstration of the ability to execute homeland security missions, with actual operators, under as realistic

conditions as possible to determine whether systems are operationally effective, suitable.

### 1.3 Scope

The scope of work for this acquisition includes labor, materials, equipment, and supplies necessary to supply program management and technical services to the Science and Technology Directorate's TED's six mission areas:

- Transportation Security Programs
- National Preparedness Programs
- Cyberspace and Homeland Security Enterprise Programs
- Chemical, Biological, Radiological, Nuclear (CBRN) Detection Technology Programs
- Policy and Workforce Development
- Immigration & Border Security Programs

The support services shall be in accordance with the task requirements outlined in this Statement of Work (SOW).

The purpose of this Task Order is to obtain technical, program management, and administrative services for TED in the S&T Directorate within DHS. The Contractor tasks are all in support of Government personnel. The support tasks shall include: technical/program management support for project planning, including program operations and execution support; systems analysis, engineering and operations research; providing technical and project management support; drafting requirements and guidance for use on the program, development and maintenance of project plans, and providing recommendations for requisite alternatives, adjustments, or deviations from approved plans; administrative management in the areas of financial planning and budgeting, assets and records management, and organizational planning. Administrative support in information technology project management and support, information technology engineering support, information technology security management and support, internal controls and audit support, task and activity tracking and oversight, and performance management and will enhance the organizational strengths of TED.

Along with the T&E mission support, Functional Expert Consultants across any of the program areas shall provide for specific, highly technical, (Subject matter experts) that are needed on a T&E Oversight program. Examples of areas of expertise for T&E mission support are: Web Cloud IT T&E, Cyber resilience T&E, reliability, maintainability, and availability analysis; interoperability; Agile IT T&E, Cooperative Vulnerability Program identification / assessment, adversarial assessment, simulants, stimulants, and emulators advanced knowledge of explosives chemistry, physics, microbiology, epidemiology, and Chemical, Biological, Radiological and Nuclear and security threats.

### 1.4 Objective

The objective of this requirement is to provide TED with essential support services that are not inherently governmental and may require a level of effort that is not sufficiently consistent

to warrant additional staffing with federal employees. This requirement will provide opportunity to improve TED’s overall operations and permit TED to improve upon existing organizational strengths. Our mission is to maximize the efficient use of TED resources in support of the Homeland Security mission.

1.5 Applicable Documents

The Contractor shall comply with requirements of the following documents, updated as required, to meet the requirements of this contract:

- 49 CFR 1520 Protection of Sensitive Security Information
- DHS IT Security Program Publication DHS 4300.Pub
- DHS Test and Evaluation Management Directive 026-06
- DHS Test and Evaluation Instruction 026-06-001
- DHS Acquisition Management Directive 102-01, Revision 03

2.0 TASK REQUIREMENTS

Table C-1, has been updated to reflect:

- Inclusion of Immigration and Border Security Programs, per SOW 1.3 Scope
  - Note, total quantity of TAMs remains at 8
- Cross comparison of RFP Labor Categories and SETA III Labor Categories

**Table C-1. T&E Mission Area and FTE requirements**

Mission Area	Task	CLIN	Type	FTE	Original RFP Labor Category	SETA III Labor Category
Task Order	1.1	0001	Program Management	.25	Sr. Manager, Group 1	(b)(4)
	1.2					
	1.3					
	1.4					
Director, Office of T&E	2.1	0002	Executive Assistant (EA)	1.0	Sr. Administrative Professional	
Transportation Security Programs	3.1	0003	Test Area Manager (TAM)	1.0	Sr. Operations Research Analyst	
			TAM with IT background	1.0	Sr. Operations Research Analyst	
Immigration and Border Security Programs	3.1	0003	Test Area Manager (TAM)	1.0	Sr. Operations Research Analyst	
National Preparedness Programs	3.1	0003	Test Area Manager (TAM)	1.0	SME-Operations Research Analyst	
		0002		1.0	SME-Operations Research Analyst	

					Sr. Engineer, Group 4	
	2.2		Program Specialist	1.0	Sr. Administrative Professional	(b)(4)
Cyberspace & Homeland Security Enterprise Programs	3.1 3.2	0003	Financial Systems Management Resource SME	1.0	Sr. Engineer, Group 4	
			TAM with IT background	1.0	Sr. Engineer, Group 4	
			Test Area Manager (TAM)	1.0	Sr. Engineer, Group 4	
CBRN Detection Technology Programs	3.1	0003	Test Area Manager with CBRN background	1.0	Sr. Engineer, Group 4	
Policy & T&E Workforce Development	4.1	0004	Policy & Workforce Development	1.0	SME- Operations Research Analyst	
	4.2 4.3 4.4		0002	T&E Instructional Advisor & Developer	2.0	
	2.2 2.3 2.4	Program Support		1.0	Journeyman Admin Professional	
		Office Manager		1.0	Sr. Admin Professional	
		Financial Support	1.0	SME-Business & Financial Spec Group 2		
	Tech Editor	1.0	Senior Editor			
T&E SMEs & TAMs	5.1	0005	WebCloud IT T&E	1.0	SME-Ops Research Analyst	
	5.2		Cyber resilience T&E	1.0	Sr, Engineer Group 4	
	5.3		Reliability T&E	1.0	Sr, Engineer Group 4	
	3.1	0006	Test Area	2.0	SME-Ops	

	6.1		Manager (TAM)		Research Analyst	
R&D Test Area Managers (TAM)	7.1 7.2 7.3	0007  0008	R&D TAMs  R&D TAMs	4.0  4.0	Sr, Engineer Group 4 Sr, Engineer Group 4	(b)(4)

**2.1 Task 1: Program Management Support:**

The contractor shall identify a single point of contact for task management, to include tracking all tasks under each program area. The contract-level PM monitors the progress of contractor performance on these tasks and ensures the provision of quality and timely deliverables required by the Statement of Work.

Task 1.1 – Transition In

A transition shall ensure minimum disruption to vital Government business. The contractor shall ensure there will be no service degradation during and after transition. A final Transition in Plan is due ten (10) working days after award. The contractor shall identify how it will coordinate with the outgoing contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition
- Transition of personnel
- Identify schedules and milestones
- Identify actions required of the Government
- Establish and maintain effective communication with the incoming contractor/ Government personnel for the period of the transition via weekly status meetings

Task 1.2 – Transition Out

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming Contractor /Government personnel at the expiration of the Task Order. The contractor shall provide a Transition-Out Plan NLT ninety (90) days prior to expiration of the Task Order. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition
- Transition of personnel
- Identify schedules and milestones
- Identify actions required of the Government

- Establish and maintain effective communication with the incoming contractor/  
Government personnel for the period of the transition via weekly status meetings

Task 1.3 – Monthly Status Report

The contractor shall provide monthly status report on performance and expenditures by the 15<sup>th</sup> of each month following award of the Task Order. This report shall include:

- Description of progress per CLIN
  - Accomplishments
  - Major issues, obstacles and resolution
- Travel
  - Executed that month (Name, program supported, purpose, location, date(s), cost)
  - Projected for next month (Name, program supported, purpose, location, date(s), cost)
- Cost expenditures per CLIN for reported month

Task 1.4 – Trip Report

The contractor shall provide a travel report within five (5) working days upon completion of travel in support of the Government. This report shall include:

- Purpose of trip
- Program / Project
- System equipment identification
- Dates
- Destination
- Person on trip
- Technical Monitor
- Persons in attendance
- Background
- Discussion
- Issues, concerns, obstacles and resolution

**2.2 Task 2: Director, Office of T&E Program Support**

Task 2.1 – Executive Administrative Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level I completion of training for DHS and/or commercial equivalent T&E certification. The contractor shall provide Executive Administrative Support for the Director, Office of T&E. Executive Assistance shall interface/communicate at the executive level. The contractor shall assist in document preparation, scheduling, record keeping, recording minutes, after action reports, preparing travel orders, reserving Government facility meeting space, office supply and inventory, preparing briefing packages, property control, information research and archival, data entry, project coordination, control activities, and assistance to the S&T Executive Secretariat process. The contractor shall anticipate needs of senior executives and leaders, managing the office, appointments and

other calendars accordingly.

#### Task 2.2 – Program Management Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level II completion of training for DHS and / or commercial equivalent T&E certification. The Contractor support shall have demonstrated skills and abilities within program management support in the area of;

- Records management
- Documentation preparation, review, and editing
- Staffing filling and tracking of all key documents within Director, Office of T&E
- Arranging for and secure all meeting places to include requisite audiovisual
- Preparing briefing packages
- Assist Government with the internal financial management in regards to procurement request (PR) package submission and tracking of funding management within Director, Office of T&E (DOT&E).
- Design TED SharePoint sites and develop libraries for and serve as external and internal site administrator
- Assist in constructing new best practices guidance for TED personnel, such as document templates, working group charters, and internal handbooks
- Improve DHS workforce by developing T&E webinars; serve as webinar coordinator
- Coordinate with Homeland Security Acquisition Institute (HSAI) in developing and publicizing workforce changes
- Support workforce courseware for TEV 100 course

#### Task 2.3 – Financial Management Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level I completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall assist in financial management support to achieve the objectives of the organization, utilizing federal government best practices to ensure funds are managed in the most efficient and effective manner in accordance with federal laws and regulations as well as internal policies. The contractor shall assist TED in achieving acquisition program cost, schedule, and performance goals, and compliance with acquisition requirements, such as those identified in DHS Acquisition Directive 102-01. The contractor shall provide limited support to the procurement process, such as assisting with market research and research for various justifications, determinations and findings to support the TED missions. The contractor shall provide support for TED contract close-out activities. The contractor shall assist the Government in liaison support between TED and other DHS, United States Government (USG), or private organizations.

#### Task 2.4 – Technical Editor Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level I completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall be required to provide technical editor services. The contractor shall assist TED with the review of technical documentation in support of systems engineering, test and evaluation, policy/directives/instructions, requirements, standards. The contractor will propose comments, corrections, questions or improvements to all documents reviewed. The contractor shall prepare a list of comment, corrections, questions or improvements using a standard comment matrix format or by preparing a written narrative

response. The contractor shall participate, when requested, in comment adjudication meetings. The contractor shall set priorities and work schedules accordingly, and will maintain flexibility to support review of time sensitive reviews and be able to prepare recommended responses outside of a comment me will include time sensitive reviews and responses. Additionally the contractor shall:

- Provide TED technical writer assistance for both authoring and editing all TED document deliverables to include public documents that require coordination with the S&T Office of Corporate Communications (OCC).
- Be capable of preparing information in a variety of social media and formal correspondence formats, which may include development of TED presentations, correspondence, as well as creating and managing blog and Facebook entries.
- Be responsible for overall quality enhancements for external communications, and information products. Make all deliverables electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications).
- Record efforts of this task and store items developed as well any comments received

### 2.3 Task 3: T&E Mission Area Program Support

- Mission Area Programs
  - National Preparedness Programs
  - Transportation Security Programs
  - CBRN Detection Technology Programs
  - Cyberspace & Homeland Enterprise programs

#### Task 3.1 - Program (Mission Area) Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide consistent and collaborative support to T&E, and adhere to the DHS Records Management policy for all work support Major Acquisition Programs within DHS. The contractor shall provide T&E Functional Experts who possess the skills to evaluate T&E and assist the Government in such activities as:

- T&E Planning and Reporting Documentation. The contractor shall assist in the review and edit of program T&E documents and provide the Government advice. These documents shall include but are not limited to: Operational Requirements Documents, Acquisition Strategies, Program Management Baselines, test strategies, test plans, T&E Master Plans (TEMPs), test reports/system evaluation reports, Letters of Assessment (LOAs), and Analysis of Alternatives (AoAs).
- Effectiveness and Suitability Assessments. The contractor shall review the programs T&E design and make recommendations to the Government on the effectiveness, suitability, and executable methodologies of the programs T&E Master Plan, test plans and T&E related documents.
- Test Sufficiency Assessment. The contractor shall assess programs TEMPs provided by the Government and provide the Government recommendations regarding the ability of the program to assess the operational requirements. The contractor shall provide the Government assistance regarding T&E oversight support to ensure test execution follows the program TEMP (e.g.: test site visits, witness test activities, collect data, participate in scoring conferences, assist in data reviews)
- Technical Readiness Level Assessment. The contractor shall review program T&E plans and provide the Government recommendations regarding the adequate testing



- for Technical Readiness Level assessment expected throughout the T&E lifecycle.
- T&E Policy Compliance Assessment. The contractor shall assess programs for T&E policy compliance and provide the Government recommendation regarding the T&E program plans.
  - Test Agent Nomination Assessment. The contractor shall assist the Government in the assessment and review of Operational Test Agent (OTA) nomination criteria and provide the Government recommendation.
  - Modeling and Simulation Accreditation. The contractor shall assist in the analysis of modeling and simulation (M&S) efforts for program under Director, Office of T&E Oversight and provide recommendation to Government. Including but not limited to analyzing modeling and simulation of T&E efforts, determining processes for accrediting specific stimulation, investigating M&S as a technically-, operationally-, and cost- effective method to support T&E.
  - Collaboration. The contractor as directed, shall collaborate with internal and external stakeholders across the DHS enterprise, other Government agencies, and contractor entities to obtain input in the form of issues, concerns, recommendations, and/or concurrence relating to programs under Director, Office of Test & Evaluation oversight such as; T&E activities, documentation, and products to ensure all stakeholders requirements/needs are considered and provide recommendations to Government lead.
  - The contractor shall assist the Government and support the Director, Test and Evaluation Division with tracking the T&E status of DHS programs under TED oversight. This status shall include maintaining a schedule of minor milestones, major milestones, deliverables, and other relevant program information for internal use and for external communication. The contractor shall assist the Government with collection of information. The government shall determine the visualization of the collected information, once determined, the contractor shall be responsible for keeping the information current.
  - The contractor shall assist the Government with expertise in order to evaluate and make recommendations on program performance measures. These measures include, key performance measures, critical technical parameters, measures of performance, measures of effectiveness and measures of suitability. The Contractor shall work within DHS to coordinate T&E and T&E oversight activities, and with external test and evaluation facilities as required to measure performance that demonstrates improvement to DHS operations and missions.
  - The contractor shall assist the Government with expertise to include preparation and attendance at Programs Integrated Product Team meetings, Acquisition Review Team (ART) meetings, T&E Strategy Briefings, T&E Concept Briefings, Program Test Readiness Reviews (OTRRs), and any other meeting or activity as designated by the Government.

#### Task 3.2 – Financial Systems Management Resource

The contractor shall assist the Government with Financial Systems Management Resource test and evaluation expertise, in order to evaluate programs test and evaluation design and provide the Government recommendations. This review shall include adequately assessing their Financial Systems Management Resource use and application and a suitable test and evaluation approach. The TAM shall provide support, guidance, recommendations and mentoring within Financial Systems Management Resource T&E to Deputy Director, Cyber and Homeland Security Enterprise Programs, in the review of programs T&E Master Plans

(TEMP), Operational Test Plans and the development of Letter of Assessments. SME as directed shall be prepared to provide a directed focused training session on Financial Systems Management Resource T&E.

## 2.4 Task 4: T&E Policy and T&E Workforce Development Support

### Task 4.1 – Test and Evaluation Policy

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and/or commercial equivalent T&E certification. The contractor shall assist the Government with the development of internal and external T&E process and policy documentation, consistent with DHS directives, instructions.

- T&E Information. The contractor shall assist the Government with update and/ or development of T&E policy that compliments existing and future DHS acquisition policy to ensure decision makers have adequate T&E information to support milestone decisions.
- T&E Process Improvement. The contractor shall as requested by the government review Office of T&E processes and provide the Government recommendations regarding improvements of program management and execution T&E. Recommendations shall include but not be limited to internal T&E process guide development, best practices, and improved document processing. The contractor shall research Government and industry acquisition and T&E sources and analyze results for applicable T&E plans and procedures.

### Task 4.2 – T&E Workforce Development Training

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and/or commercial equivalent T&E certification. The contractor shall provide qualified personnel to assist the Government in the development of the T&E workforce material, that will cover such topics; Cyber resilience T&E, Reliability T&E, Integrated Testing, T&E Plans, Operational T&E Plans, Assessments, etc. The Government host monthly T&E Learning Seminar's and the Contractor shall provide support and assistance in the recommendation of topics, development of lecture slides and at the request for the Government present. These presentations shall be developed in the DHS T&E power point template (provided by the Government) for length of no more than 2.5 hours per T&E Learning seminar with a questions and answer session. The contractor shall be prepared to support the Government in the development of T&E workshops in length of 1 to 4 days, dealing with such topics as; Cyber resilience T&E, Design of Experiment etc.

### Task 4.3 – Develop & Review Formal T&E Courses

The contractor shall support the Government with the review and or development of Formal Test and Evaluation Curriculum. This support may be required to update existing T&E course material and or to develop new T&E course material. The contractor shall be required to provide a subject matter expert, with experience in adult learning concepts and developing interactive web based or class room training. This task shall include the contractor review and or update each current T&E Training course (T&E 100, T&E 200, T&E 300, FTE 201, and FTE 205) on an annual basis and provide recommendations to Deputy Director, Policy and Workforce Development NLT the third quarter of each fiscal year (FY). Contractor shall work with Homeland Security Institute (HSAI) in the implementation of all curriculum updates.

#### Task 4.4 – Conduct Formal T&E Courses

The contractor shall conduct classroom instruction in a professional manner by one or more qualified, experienced instructors with experience in adult learning concepts in support of current Homeland Security Acquisition Institute (HSAI) T&E courses of instruction; TEV 100, TEV 200, TEV 300, FTE 201, and FTE 205. These course(s) shall be conducted at either the Homeland Security Acquisition (HSAI) located at 90 K Street NE, Washington DC or at other DHS facilities as required in support of the Government.

- Due to an occasional need to change the dates and locations of the training courses, classes may be cancelled and rescheduled by the Government without penalty if given twenty-one (21) days' notice. These classes may be rescheduled upon mutual agreement by the COR and contractor within the Task Order period of performance.
- The contractor shall arrive in sufficient time prior to the start of each class to confirm that the training room is properly prepared and necessary materials are present; prepare any specialized equipment, etc. as necessary. Class hours are 8:00 am to 4:00 pm unless otherwise specified by the COR a minimum of twenty-one (21) days' notice.
- The contractor shall instruct up to twenty-four (24) students in each class using the course materials and student texts provided. The Government may provide supplemental instructional aids. The contractor shall instruct the class in a manner conducive to adult learning and accommodate a reasonable spectrum of learning styles. The contractor shall accommodate students with physical and learning disabilities within the instruction method. Coordination of reasonable accommodations (sign language interpreters, large-print student materials, etc.) shall be provided by the Government. (HSAI) however the contractor shall be required to identify the needs for the accommodations to be provided.
- The contractor shall administer and grade in-class exercises and end-of-course examinations using approved grading rubrics, provided by Government (HSAI), to students to assess knowledge and proficiency in the learning modules. These exercises, examinations and grading rubrics will be provided by HSAI. At the end of each class, the contractor shall return completed exams to Government (HSAI) and provide a list of students with completion status (including student grades) within (3) business day of the completion of each class. The list of students with completion status shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications). The contractor shall also encourage each student to complete an anonymous survey, delivered via email on the morning of the last day of the class from the Government registration system known as FAITAS (Federal Acquisition Institute Training Application System).
- The contractor shall permit HSAI or HSAI-appointed staff to audit classes unannounced to ensure compliance and quality control. In addition, the contractor shall provide the COR and HSAI with any course materials it may need to respond to inquiries from Congress, other Federal agencies, and the public. Contractor representatives shall attend meetings relating to such inquiries as requested by the Government.
- The contractor shall prepare for classroom instruction by becoming familiar with the Instructor material and Student Exercise Guide, and all supplemental materials provided in electronic format for each course. Printed copies of these instructor preparation materials will not be provided. The contractor shall meet with Deputy

Director, Policy and Workforce Development prior to each T&E course session in order to discuss the course material and review any recommendations.

## **2.5 Task 5: T&E Technical Subject Matter Support**

### Task 5.1 – Web Cloud Subject Matter Expert to Support Mission Areas

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide Web Cloud test and evaluation expertise in order to assist the Government with ensuring that DHS acquisition programs adequately assess their use and application of the Web Cloud posture and generate a suitable test and evaluation approach that is executable. SME shall provide support, guidance, recommendations and mentoring within Web Cloud T&E to all Deputy Director's in the review of programs T&E Master Plans (TEMP), Operational Test Plans and the development of Letter of Assessments. SME shall provide support to the instructional advisor (Task 4.3 and 4.4) in regards to cyber resilience T&E inclusion within the T&E curriculum. SME shall provide as directed focused training on Web Cloud T&E.

### Task 5.2 – Cyber Resilience T&E Subject Matter Expert to Support Mission Areas

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide Cyber test and evaluation expertise in order to assist the Government with ensuring that DHS acquisition programs adequately assess their Cyber posture and generate a suitable test and evaluation approach that is executable. SME shall provide support, guidance, recommendations and mentoring within reliability T&E to all Deputy Director's in the review of programs T&E Master Plans (TEMP), Operational Test Plans and the development of Letter of Assessments. SME shall provide support to the instructional advisor (Task 4.3 and 4.4) in regards to cyber resilience T&E inclusion within the T&E curriculum. SME shall provide as directed focused training on cyber resilience T&E.

### Task 5.3 – Reliability T&E Subject Matter Expert to Support Mission Areas

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level III completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide Reliability T&E expertise in order to assist the Government with ensuring that DHS acquisition T&E efforts adequately include reliability T&E. SME shall provide support, guidance, recommendations and mentoring within reliability T&E to all Deputy Director's in the review of programs T&E Master Plans (TEMP), Operational Test Plans and the development of Letter of Assessments. SME shall provide support to the instructional advisor (Task 4.3 and 4.4) in regards to reliability T&E inclusion within the T&E curriculum. SME shall provide as directed focused training on reliability T&E.

## **2.6 Task 6 (Optional): Surge Support, T&E TAMs**

### Task 6.1 – Test Area Manager (TAM) support to Mission Areas

Contractor support shall have demonstrated skills and abilities within Operational T&E such as attained by T&E Level III completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide experience in OT&E for the purpose of reviewing and analyzing the DHS Operational Test Agency (OTA) nominations and / or

existing OTAs and provide recommendations to Mission Area Deputy Directors. Contractor as directed, shall be responsible for the managing, preparation and execution of OT&E related training venues in support DHS.

## 2.7 Task 7 (Optional): Surge Support, R&D TAMs

### Task 7.1 – Program (R&D) Support

Contractor support shall have demonstrated skills and abilities within T&E such as attained by T&E Level II completion of training for DHS and / or commercial equivalent T&E certification. The contractor shall provide consistent and collaborative support to R&D T&E, and adhere to the DHS Records Management policy for all work support to Research & Developmental Programs / Projects within DHS and Science & Technology. The contractor shall provide T&E Functional Experts who possess the skills to evaluate T&E and assist the Government in such activities as:

- T&E Planning and Reporting Documentation. The contractor shall assist in the review and edit of program T&E documents and provide the Government advice. These documents shall include but are not limited to: Operational Requirements Documents, Acquisition Strategies, Program Management Plans, T&E Strategies, Test Plans, test reports/system evaluation reports, Letters of Assessment (LOAs), and Analysis of Alternatives (AoAs).
- Test Sufficiency Assessment. The contractor shall assess programs T&E Design and Test Plans provided by the Government and provide the Government recommendations regarding the ability of the program to assess the operational requirements. The contractor shall provide the Government assistance regarding T&E oversight support to ensure test execution follows the program Test Plans (e.g.: test site visits, witness test activities, collect data, participate in scoring conferences, assist in data reviews)
- Technical Readiness Level Assessment. The contractor shall review program T&E plans and provide the Government recommendations regarding the adequate testing for Technical Readiness Level assessment expected throughout the T&E lifecycle.
- T&E Policy Compliance Assessment. The contractor shall assess programs for T&E policy compliance and provide the Government recommendation regarding the T&E program plans.
- Modeling and Simulation Accreditation. The contractor shall assist in the analysis of modeling and simulation (M&S) efforts for program under Director, Office of T&E Oversight and provide recommendation to Government. Including but not limited to analyzing modeling and simulation of T&E efforts, determining processes for accrediting specific stimulation, investigating M&S as a technically, operationally, and cost effective method to support T&E.
- Collaboration. The contractor as directed, shall collaborate with internal and external stakeholders across the DHS enterprise, other Government agencies, and contractor entities to obtain input in the form of issues, concerns, recommendations, and/or concurrence relating to programs under Director, Office of Test & Evaluation oversight such as; T&E activities, documentation, and products to ensure all stakeholders requirements/needs are considered and provide recommendations to Government lead.

### Task 7.2 – Program T&E Status (R&D) Support

The contractor shall assist the Government and support the Director, Test and Evaluation Division with tracking the T&E status of DHS S&T R&D programs / projects under TED engagement / assistance. This status shall include maintaining a schedule of minor

milestones, major milestones, deliverables, and other relevant program information for internal use and for external communication. The contractor shall assist the Government with collection of information. The government shall determine the visualization of the collected information, once determined, the contractor shall be responsible for keeping the information current.

Task 7.3 – Performance Measures

The contractor shall assist the Government with expertise in order to evaluate and make recommendations on program performance measures. These measures include, key performance measures, critical technical parameters, measures of performance, measures of effectiveness and measures of suitability. The Contractor shall work within DHS S&T R&D programs / projects to coordinate T&E and T&E engagement activities, and with external test and evaluation facilities as required to measure performance that demonstrates improvement to DHS operations and missions.

**3.0 SPECIAL REQUIREMENTS**

**3.1 DHS T&E Training.** Provided below is the current DHS training requirements for T&E Level I through III. This training can be found at the Federal Acquisition Institute Training Application System, [www.fai.gov](http://www.fai.gov). All proposed contractor staff must meet the applicable Level I, II and/or III requirements in order to perform the tasks that require the successful completion of these courses.

Clarifications:

- The Request for Proposal SOW established the criteria regarding training, suggest within write-ups provides current attainment, deficit and plan to mitigate.
- The table provides an inclusion of equivalent courses from Defense Acquisition University, [www.dau.mil](http://www.dau.mil). The table also provides a few commercial entities that may be considered as equivalent for T&E courses. International Test and Evaluation Association (ITEA), Certified Test and Evaluation Professional (CTEP), [www.itea.org](http://www.itea.org).

<b>Level</b>	<b>DHS Course Requirements</b>	<b>DoD DAU Course Equivalent</b>	<b>Possible Commercial Equivalent</b>	<b>Remarks</b>
1	AQN 101, Intro to Acquisition	ACQ 101, Fundamentals of Systems Acquisition		
	TEV 100, Fundamentals of T&E	TST 102, Fundamentals of T&E	CTEP (ITEA)	
	SE 101, Fundamentals of Systems Eng	Eng 101, Fundamentals of Systems		

		Engineering		
	CLE 023, Modeling and Simulations for T&E			
	CLL 008, Designing for Supportability			Government will consider waiving this requirement
2	AQN 201, A&B, Intermediate Systems Acquisition	ACQ 202 & 202, Intermediate Systems Acquisition		
	TEV 200 or FTE 201, Intermediate T&E	TST 204, Intermediate T&E		
	ISA 101 or FAC 062			Government will consider waiving this requirement
	CLE 035, Probability and Statistics			
	CLE 301, Reliability and Maintainability			Government will consider waiving these requirements
	CLM 013, Work Breakdown Structure			
	CLM 016 or FCE 200 or BCE 106: Cost Estimating			
3	TEV 300, Advanced T&E	TST 303, Advanced T&E		
	SE 201, Intermediate Systems Engineering	Eng 201, Systems Engineering		
	CLE 062, Human Systems Integration			Government will consider waiving these requirements
	CLL 015, Business Case Analysis			

### 3.2 Location and Hours of Work

Accomplishment of the results contained in this SOW requires work at (b)(6). Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start no earlier than 0600 and no later than 0900. Core hours of work are from 0900 to 1500 daily. All employees are expected to be available during core hours IAW S&T Work Schedule Policy.

### 3.3 Travel / Temporary Duty (TDY)

Travel to other government facilities or other contractor facilities may be required and will be specified by the S&T Technical Representative. All travel requirements (including plans, agenda, itinerary, or dates) will be pre-approved by the government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs and Federal Travel Requirements.

### **3.4 Labor Categories, Education and Experience (Update)**

**Education and Experience:** In proposing labor categories and rates, the Offeror shall align its own categories with the Government Labor Category descriptions, education, and experience levels below which are relevant to this requirement. It is required that all experience and education be in a technical field directly related to the labor category being proposed and all diplomas, GED certificates, and degrees will be from accredited institutions that can be readily verifiable.

#### **3.4.1 Task Order Manager**

**Education:** B.S. / B.A. + 10 years of relevant experience or Master's + 5 years of relevant experience.

**Description:** Oversees the development of contractor staff, and alignment of the staff to the Government's requirement at the task order level. Provides and ensures quality and timely services and delivery of contractual items under the contract terms and conditions. Serves as point of contact with the contracting officer representative and the task order contracting officer. Performs day-to-day management of contract execution, possibly involving multiple groups of personnel at multiple locations. Establishes and maintains technical and financial reports demonstrating task order progress and delegates responsibilities to subordinates and oversees successful contract/task order completion. Maintains effective client interface with the COR. Motivates contractor staff and ensures contractor staff are adequately trained and fully understands the work environment.

#### **3.4.2 Budget Analyst**

**Education:** B.S. / B.A. + 5 years of relevant experience or Master's +3 years of relevant experience.

**Description:** Analyzes acquisition financial information flows; designs and operates financial systems; performs special studies; and reports results to improve the overall operational and financial effectiveness for the program/project. Analyzes and interprets financial data to determine cost benefits, performance, trends and for forecast financial probability. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles, and applicable laws and regulations. May be also required to assist in the development and maintenance of spend plans; and guard against, identify and report irregularities in budget executions.

#### **3.4.3 Technical Writer / Editor Communications Specialist**

**Education:** B.S. / B.A. + 5 years of relevant experience or Master's + 3 years of relevant experience.

**Description:** Gathers, analyzes, and composes complex technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Selects photographs, drawings, sketches, diagrams, and charts to illustrate material. Develops communications materials for publications, internet, strategic initiatives, user manuals, training materials, installation guides, white papers, reports, etc. Develops, writes, and edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents. Provides technical writing support and deciphers directions provided on scripted storyboards, specifications, etc. Reviews documents for technical accuracy in accordance with applicable regulations. Supports content creating and management on networks and web platforms (i.e. Social Media).



#### **3.4.4 Senior Administrative Specialist**

**Education:** B.S. / B.A. + 7 years of relevant experience or Master's + 5 years of relevant experience.

**Description:** Performs administrative duties as required such as writing memos, filing, typing, and copying documents. Develops spreadsheets, maintains program, project, and task files, technical support information for program, project managers. Organizes and maintains calendars for one or more managers, schedules meetings, takes meeting notes and distributes to attendees. Prepares correspondence, briefs, and reports and assists with planning, initiation, and tracking of task assignments and associated data. Assists with preparing and processing travel and maintaining travel requests and records. Distributes and monitor taskings, data calls and coordinating troubleshoot requests.

#### **3.4.5 Administrative Specialist**

**Education:** B.S. / B.A. + 3 years of relevant experience or Master's + 2 years of relevant experience.

**Description:** Performs administrative duties as required such as writing memos, filing, typing, and copying documents. Develops spreadsheets, maintains program, project, and task files, technical support information for program, project managers. Organizes and maintains calendars for one or more managers, schedules meetings, takes meeting notes and distributes to attendees. Prepares correspondence, briefs, and reports and assists with planning, initiation, and tracking of task assignments and associated data. Assists with preparing and processing travel and maintaining travel requests and records. Distributes and monitor taskings, data calls and coordinating troubleshoot requests.

#### **3.4.6 Senior Analyst**

**Education:** B.A. / B.S. + 10 years of relevant experience or Master's + 5 years of relevant experience.

**Description:** Contributes to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Areas of expertise may include economic and behavioral analysis, data analytics, biometric analysis, communication and network systems, business process reengineering, performance management, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, quality assurance, regulatory compliance, and situational awareness and decision support.

#### **3.4.7 Analyst**

**Education:** B.S. / B.A. + 5 years of relevant experience or Master's + 3 years of relevant experience.

**Description:** Contributes to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Areas of expertise may include economic and behavioral analysis, data analytics, biometric analysis, communication and network systems, business process reengineering, performance management, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, change management, organizational development, quality assurance, regulatory compliance, and situational awareness and decision support.

### 3.4.8 Senior Engineer

**Education:** B.S. / B.A. + 10 years of relevant experience or Master's + 5 years of relevant experience.

**Description:** Plans and performs high-level engineering analysis, evaluation, design, integration, documentation, and implementation of complex solutions that require a thorough knowledge of applied mathematics, scientific, and / or technical skills. Designs and prepares engineering plans, reports and related documentation. Absorbs, integrates data through various methodologies.

### 3.5 Security Requirements

- a. The procedures outlined below shall be followed in order for the DHS Security Office to process background investigations and suitability determinations, as required, in a timely and efficient manner.
- b. Carefully read the security clauses in the contract. Compliance with these clauses is not optional.
- c. Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, requiring access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through the DHS Security Office. Prospective Contractor employees shall submit the following completed forms to the DHS Security Office:
  - Standard Form 85P: Complete Standard Form 85P electronically via the Office of Personnel Management's e-QIP SYSTEM. The completed Form 85P must be given to the DHS Security Office no less than thirty (30) days before the start date of the contract or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor;
  - Standard Form 85P, "Questionnaire for Public Trust Positions";
  - FD Form 258, "Fingerprint Card" (two (2) copies);
  - DHS Form 11000-6 "Conditional Access To Sensitive But Unclassified Information Non-Disclosure Agreement"; and
  - DHS Form 11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act."

Only complete packages will be accepted by the DHS Security Office. Specific instructions on submission of packages will be provided upon award of the contract.

- d. DHS may, as appropriate, authorize and grant a favorable entry on duty (EOD) decision based on preliminary suitability checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as a determination that a

full employment suitability authorization will follow. A favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar DHS from withdrawing or terminating access government facilities or information, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Security Office. Contract employees waiting for an EOD decision may begin work on the contract provided they do not access sensitive Government information. Limited access to Government buildings is allowable prior to the EOD decision if the Contractor is escorted by a Government employee. This limited access is to allow Contractors to attend briefings, non-recurring meetings and begin transition work.

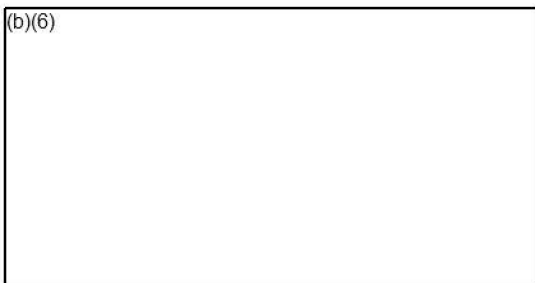
e. The Contractor shall notify the DHS Security Office of all terminations/resignations within five (5) days of occurrence. The Contractor shall return to the Contracting Officer's Representative (COR) all DHS issued identification cards and building passes that either have expired or collected from terminated employees. If an identification card or building pass is not available to be returned, a report shall be submitted to the COR, referencing the pass or card number, name of individual to who it was issued and the last known location and disposition of the pass or card.

f. When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor shall provide for the administrative control of sensitive data being processed. Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level. Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

g. Failure to follow these instructions may delay the completion of suitability determinations and background checks. Note that any delays in this process that are not caused by the Government do not relieve the Contractor from performing under the terms of the contract.

DHS S&T Security Office POC:

(b)(6)

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### **3.6 Security and Suitability**

Generally, the work performed under this SOW is unclassified unless otherwise specified by DHS. If classified work is required under this SOW, DHS will provide specific guidance to the Contractor as to which work will be conducted in a classified manner and at which classification level. The Contractor shall also adhere to other

applicable Government orders, guides, and directives pertaining to classified or confidential work.

The highest level of the contract will be at the “Top Secret / Special Compartment Information” level with the majority of the work at the “Secret” level. The Contractor’s personnel are required to have a minimum “Secret” level clearance. The Government will communicate with the Contractor regarding those positions requiring a TS/SCI level of clearance. All personnel supporting this SOW shall be required to obtain and maintain the clearance level required for the position as identified in the task(s). The Government reserves the right to approve or deny suitability of the contractor’s individual employees based on security risks, unsatisfactory performance, or disruptive influence to mission accomplishment.

Secret level storage/safeguarding will not be needed at the contractor site. The details will be specified on the Defense Department (DD) Form 254.

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full suitability authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the Task Order. No employee of the contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the DHS Office of Security. Contract employees assigned to the Task Order not needing access to sensitive DHS information or recurring access to DHS facilities will not be subject to security suitability screening. Contract employees waiting and EOD decision may not begin work on the Task Order. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings, non-recurring meetings, and begin transition work.

Classified information is Government information which requires protection in accordance with Executive Order 12958, National Security Information (NSI) as amended and supplemental directives. If the contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

Contractor shall comply with all government facility and security requirements while on government property, including obtaining and displaying identification badges, obtaining vehicle decals and proper vehicle operation.

All services provided under this Task Order must be compliant with DHS 4300B DHS National Security System Policy and the DHS 4300B National Security System Handbook. Additionally, where there is a requirement for encryption, all encryption shall be FIPS 197 Advanced Encryption Standard (AES) that has been FIPS 140-2 certified.

### 3.7 FAR 52.204-2 SECURITY REQUIREMENTS (AUG 1996)

- (a) This clause applies to the extent that this contract involves access to information classified “Confidential,” “Secret,” or “Top Secret.”
- (b) The Contractor shall comply with --
  - (1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DoD 5220.22-M); and
  - (2) Any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

**(End of Clause)**

### 3.8 SAFEGUARDING OF SENSITIVE INFORMATION (MAR 2015)

- (a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor employees (hereafter referred to collectively as “Contractor”). The Contractor shall insert the substance of this clause in all subcontracts.
- (b) *Definitions.* As used in this clause—

“Personally Identifiable Information (PII)” means information that can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, either alone, or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-personally identifiable information can become personally identifiable information whenever additional information is made publicly available—in any medium and from any source—that, combined with other available information, could be used to identify an individual.

PII is a subset of sensitive information. Examples of PII include, but are not limited to: name, date of birth, mailing address, telephone number, Social Security number (SSN),

email address, zip code, account numbers, certificate/license numbers, vehicle identifiers including license plates, uniform resource locators (URLs), static Internet protocol addresses, biometric identifiers such as fingerprint, voiceprint, iris scan, photographic facial images, or any other unique identifying number or characteristic, and any information where it is reasonably foreseeable that the information will be linked with other information to identify the individual.

“Sensitive Information” is defined in HSAR clause 3052.204-71, Contractor Employee Access, as any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);
- (2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, “Policies and Procedures of Safeguarding and Control of SSI,” as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);
- (3) Information designated as “For Official Use Only,” which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person’s privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and any information that is designated “sensitive” or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

“Sensitive Information Incident” is an incident that includes the known, potential, or suspected exposure, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or unauthorized access or attempted access of any Government system, Contractor system, or sensitive information.

“Sensitive Personally Identifiable Information (SPII)” is a subset of PII, which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Some forms of PII are

sensitive as stand-alone elements. Examples of such PII include: Social Security numbers (SSN), driver's license or state identification number, Alien Registration Numbers (A-number), financial account number, and biometric identifiers such as fingerprint, voiceprint, or iris scan. Additional examples include any groupings of information that contain an individual's name or other unique identifier plus one or more of the following elements:

- (1) Truncated SSN (such as last 4 digits)
- (2) Date of birth (month, day, and year)
- (3) Citizenship or immigration status
- (4) Ethnic or religious affiliation
- (5) Sexual orientation
- (6) Criminal History
- (7) Medical Information
- (8) System authentication information such as mother's maiden name, account passwords or personal identification numbers (PIN).

Other PII may be "sensitive" depending on its context, such as a list of employees and their performance ratings or an unlisted home address or phone number. In contrast, a business card or public telephone directory of agency employees contains PII but is not sensitive.

(c) *Authorities.* The Contractor shall follow all current versions of Government policies and guidance accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>, or available upon request from the Contracting Officer, including but not limited to:

- (1) DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified (for Official Use Only) Information
- (2) DHS Sensitive Systems Policy Directive 4300A
- (3) DHS 4300A Sensitive Systems Handbook and Attachments
- (4) DHS Security Authorization Process Guide
- (5) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information
- (6) DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program
- (7) DHS Information Security Performance Plan (current fiscal year)
- (8) DHS Privacy Incident Handling Guidance
- (9) Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules accessible at <http://csrc.nist.gov/groups/STM/cmvp/standards.html>
- (10) National Institute of Standards and Technology (NIST) Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations accessible at <http://csrc.nist.gov/publications/PubsSPs.html>
- (11) NIST Special Publication 800-88 Guidelines for Media Sanitization accessible at <http://csrc.nist.gov/publications/PubsSPs.html>

(d) Handling of Sensitive Information. Contractor compliance with this clause, as well as the policies and procedures described below, is required.

(1) Department of Homeland Security (DHS) policies and procedures on Contractor personnel security requirements are set forth in various Management Directives (MDs), Directives, and Instructions. *MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information* describes how Contractors must handle sensitive but unclassified information. DHS uses the term “FOR OFFICIAL USE ONLY” to identify sensitive but unclassified information that is not otherwise categorized by statute or regulation. Examples of sensitive information that are categorized by statute or regulation are PCII, SSI, etc. The *DHS Sensitive Systems Policy Directive 4300A and the DHS 4300A Sensitive Systems Handbook* provide the policies and procedures on security for Information Technology (IT) resources. The *DHS Handbook for Safeguarding Sensitive Personally Identifiable Information* provides guidelines to help safeguard SPII in both paper and electronic form. *DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program* establishes procedures, program responsibilities, minimum standards, and reporting protocols for the DHS Personnel Suitability and Security Program.

(2) The Contractor shall not use or redistribute any sensitive information processed, stored, and/or transmitted by the Contractor except as specified in the contract.

(3) All Contractor employees with access to sensitive information shall execute *DHS Form 11000- 6, Department of Homeland Security Non-Disclosure Agreement (NDA)*, as a condition of access to such information. The Contractor shall maintain signed copies of the NDA for all employees as a record of compliance. The Contractor shall provide copies of the signed NDA to the Contracting Officer’s Representative (COR) no later than two (2) days after execution of the form.

(4) The Contractor’s invoicing, billing, and other recordkeeping systems maintained to support financial or other administrative functions shall not maintain SPII. It is acceptable to maintain in these systems the names, titles and contact information for the COR or other Government personnel associated with the administration of the contract, as needed.

(e) *Authority to Operate*. The Contractor shall not input, store, process, output, and/or transmit sensitive information within a Contractor IT system without an Authority to Operate (ATO) signed by the Headquarters or Component CIO, or designee, in consultation with the Headquarters or Component Privacy Officer. Unless otherwise specified in the ATO letter, the ATO is valid for three (3) years. The Contractor shall adhere to current Government policies, procedures, and guidance for the Security Authorization (SA) process as defined below.

(1) Complete the Security Authorization process. The SA process shall proceed according to the *DHS Sensitive Systems Policy Directive 4300A* (Version 11.0, April 30, 2014), or any successor publication, *DHS 4300A Sensitive Systems Handbook* (Version 9.1, July 24,



2012), or any successor publication, and the *Security Authorization Process Guide* including templates.

- (i) Security Authorization Process Documentation. SA documentation shall be developed using the Government provided Requirements Traceability Matrix and Government security documentation templates. SA documentation consists of the following: Security Plan, Contingency Plan, Contingency Plan Test Results, Configuration Management Plan, Security Assessment Plan, Security Assessment Report, and Authorization to Operate Letter. Additional documents that may be required include a Plan(s) of Action and Milestones and Interconnection Security Agreement(s). During the development of SA documentation, the Contractor shall submit a signed SA package, validated by an independent third party, to the COR for acceptance by the Headquarters or Component CIO, or designee, at least thirty (30) days prior to the date of operation of the IT system. The Government is the final authority on the compliance of the SA package and may limit the number of resubmissions of a modified SA package. Once the ATO has been accepted by the Headquarters or Component CIO, or designee, the Contracting Officer shall incorporate the ATO into the contract as a compliance document. The Government's acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the IT system controls are implemented and operating effectively.
- (ii) Independent Assessment. Contractors shall have an independent third party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the SA package, and report on technical, operational, and management level deficiencies as outlined in *NIST Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations*. The Contractor shall address all deficiencies before submitting the SA package to the Government for acceptance.
- (iii) Support the completion of the Privacy Threshold Analysis (PTA) as needed. As part of the SA process, the Contractor may be required to support the Government in the completion of the PTA. The requirement to complete a PTA is triggered by the creation, use, modification, upgrade, or disposition of a Contractor IT system that will store, maintain and use PII, and must be renewed at least every three (3) years. Upon review of the PTA, the DHS Privacy Office determines whether a Privacy Impact Assessment (PIA) and/or Privacy Act System of Records Notice (SORN), or modifications thereto, are required. The Contractor shall provide all support necessary to assist the Department in completing the PIA in a timely manner and shall ensure that project management plans and schedules include time for the completion of the PTA, PIA, and SORN (to the extent required) as milestones. Support in this context includes responding timely to requests for information from the Government about the use, access, storage, and maintenance of PII on the Contractor's system, and providing timely review of relevant compliance documents for factual accuracy. Information on the DHS privacy compliance process, including PTAs, PIAs, and SORNs, is accessible at

<http://www.dhs.gov/privacy-compliance>.

(2) *Renewal of ATO.* Unless otherwise specified in the ATO letter, the ATO shall be renewed every three (3) years. The Contractor is required to update its SA package as part of the ATO renewal process. The Contractor shall update its SA package by one of the following methods: (1) Updating the SA documentation in the DHS automated information assurance tool for acceptance by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls; or (2) Submitting an updated SA package directly to the COR for approval by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls. The 90 day review process is independent of the system production date and therefore it is important that the Contractor build the review into project schedules. The reviews may include onsite visits that involve physical or logical inspection of the Contractor environment to ensure controls are in place.

(3) *Security Review.* The Government may elect to conduct random periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS, the Office of the Inspector General, and other Government organizations access to the Contractor's facilities, installations, operations, documentation, databases and personnel used in the performance of this contract. The Contractor shall, through the Contracting Officer and COR, contact the Headquarters or Component CIO, or designee, to coordinate and participate in review and inspection activity by Government organizations external to the DHS. Access shall be provided, to the extent necessary as determined by the Government, for the Government to carry out a program of inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of Government data or the function of computer systems used in performance of this contract and to preserve evidence of computer crime.

(4) *Continuous Monitoring.* All Contractor-operated systems that input, store, process, output, and/or transmit sensitive information shall meet or exceed the continuous monitoring requirements identified in the *Fiscal Year 2014 DHS Information Security Performance Plan*, or successor publication. The plan is updated on an annual basis. The Contractor shall also store monthly continuous monitoring data at its location for a period not less than one year from the date the data is created. The data shall be encrypted in accordance with *FIPS 140-2 Security Requirements for Cryptographic Modules* and shall not be stored on systems that are shared with other commercial or Government entities. The Government may elect to perform continuous monitoring and IT security scanning of Contractor systems from Government tools and infrastructure.

(5) *Revocation of ATO.* In the event of a sensitive information incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this provision, the Contracting Officer may direct the Contractor to take additional security measures to secure sensitive information. These measures may include restricting access to sensitive information on the Contractor IT system under this contract. Restricting access may include disconnecting the system processing, storing, or

transmitting the sensitive information from the Internet or other networks or applying additional security controls.

(6) *Federal Reporting Requirements.* Contractors operating information systems on behalf of the Government or operating systems containing sensitive information shall comply with Federal reporting requirements. Annual and quarterly data collection will be coordinated by the Government. Contractors shall provide the COR with requested information within three (3) business days of receipt of the request. Reporting requirements are determined by the Government and are defined in the *Fiscal Year 2014 DHS Information Security Performance Plan*, or successor publication. The Contractor shall provide the Government with all information to fully satisfy Federal reporting requirements for Contractor systems.

(f) *Sensitive Information Incident Reporting Requirements.*

(1) All known or suspected sensitive information incidents shall be reported to the Headquarters or Component Security Operations Center (SOC) within one hour of discovery in accordance with *4300A Sensitive Systems Handbook Incident Response and Reporting* requirements. When notifying the Headquarters or Component SOC, the Contractor shall also notify the Contracting Officer, COR, Headquarters or Component Privacy Officer, and US-CERT using the contact information identified in the contract. If the incident is reported by phone or the Contracting Officer's email address is not immediately available, the Contractor shall contact the Contracting Officer immediately after reporting the incident to the Headquarters or Component SOC. The Contractor shall not include any sensitive information in the subject or body of any e-mail. To transmit sensitive information, the Contractor shall use *FIPS 140-2 Security Requirements for Cryptographic Modules* compliant encryption methods to protect sensitive information in attachments to email. Passwords shall not be communicated in the same email as the attachment. A sensitive information incident shall not, by itself, be interpreted as evidence that the Contractor has failed to provide adequate information security safeguards for sensitive information, or has otherwise failed to meet the requirements of the contract.

(2) If a sensitive information incident involves PII or SPII, in addition to the reporting requirements in *4300A Sensitive Systems Handbook Incident Response and Reporting*, Contractors shall also provide as many of the following data elements that are available at the time the incident is reported, with any remaining data elements provided within 24 hours of submission of the initial incident report:

- (i) Data Universal Numbering System (DUNS);
- (ii) Contract numbers affected unless all contracts by the company are affected;
- (iii) Facility CAGE code if the location of the event is different than the prime contractor location;
- (iv) Point of contact (POC) if different than the POC recorded in the System for Award Management (address, position, telephone, email);
- (v) Contracting Officer POC (address, telephone, email);
- (vi) Contract clearance level;

- (vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network;
- (viii) Government programs, platforms or systems involved;
- (ix) Location(s) of incident;
- (x) Date and time the incident was discovered;
- (xi) Server names where sensitive information resided at the time of the incident, both at the Contractor and subcontractor level;
- (xii) Description of the Government PII and/or SPII contained within the system;
- (xiii) Number of people potentially affected and the estimate or actual number of records exposed and/or contained within the system; and
- (xiv) Any additional information relevant to the incident.

(g) *Sensitive Information Incident Response Requirements.*

- (1) All determinations related to sensitive information incidents, including response activities, notifications to affected individuals and/or Federal agencies, and related services (e.g., credit monitoring) will be made in writing by the Contracting Officer in consultation with the Headquarters or Component CIO and Headquarters or Component Privacy Officer.
- (2) The Contractor shall provide full access and cooperation for all activities determined by the Government to be required to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents.
- (3) Incident response activities determined to be required by the Government may include, but are not limited to, the following:
  - (i) Inspections,
  - (ii) Investigations,
  - (iii) Forensic reviews, and
  - (iv) Data analyses and processing.
- (4) The Government, at its sole discretion, may obtain the assistance from other Federal agencies and/or third-party firms to aid in incident response activities.

(h) *Additional PII and/or SPII Notification Requirements.*

- (1) The Contractor shall have in place procedures and the capability to notify any individual whose PII resided in the Contractor IT system at the time of the sensitive information incident not later than 5 business days after being directed to notify individuals, unless otherwise approved by the Contracting Officer. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval by the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, utilizing the *DHS Privacy Incident Handling Guidance*. The Contractor shall not proceed with notification unless the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, has determined in writing that notification is appropriate.

(2) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

- (i) A brief description of the incident;
- (ii) A description of the types of PII and SPII involved;
- (iii) A statement as to whether the PII or SPII was encrypted or protected by other means;
- (iv) Steps individuals may take to protect themselves;
- (v) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents;  
and
- (vi) Information identifying who individuals may contact for additional information.

(i) *Credit Monitoring Requirements.* In the event that a sensitive information incident involves PII or SPII, the Contractor may be required to, as directed by the Contracting Officer:

(1) Provide notification to affected individuals as described above; and/or

(2) Provide credit monitoring services to individuals whose data was under the control of the Contractor or resided in the Contractor IT system at the time of the sensitive information incident for a period beginning the date of the incident and extending not less than 18 months from the date the individual is notified. Credit monitoring services shall be provided from a company with which the Contractor has no affiliation. At a minimum, credit monitoring services shall include:

- (i) Triple credit bureau monitoring;
- (ii) Daily customer service;
- (iii) Alerts provided to the individual for changes and fraud; and
- (iv) Assistance to the individual with enrollment in the services and the use of fraud alerts; and/or

(3) Establish a dedicated call center. Call center services shall include:

- (i) A dedicated telephone number to contact customer service within a fixed period;
- (ii) Information necessary for registrants/enrollees to access credit reports and credit scores;
- (iii) Weekly reports on call center volume, issue escalation (i.e., those calls that cannot be handled by call center staff and must be resolved by call center management or DHS, as appropriate), and other key metrics;
- (iv) Escalation of calls that cannot be handled by call center staff to call center management or DHS, as appropriate;
- (v) Customized FAQs, approved in writing by the Contracting Officer in

- coordination with the Headquarters or Component Chief Privacy Officer; and
- (vi) Information for registrants to contact customer service representatives and fraud resolution representatives for credit monitoring assistance.

(j) *Certification of Sanitization of Government and Government-Activity-Related Files and Information.* As part of contract closeout, the Contractor shall submit the certification to the COR and the Contracting Officer following the template provided in *NIST Special Publication 800-88 Guidelines for Media Sanitization.*

(End of clause)

### **3.9 INFORMATION TECHNOLOGY SECURITY AND PRIVACY TRAINING (MARCH 2015)**

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor employees (hereafter referred to collectively as “Contractor”). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Security Training Requirements.*

(1) All users of Federal information systems are required by Title 5, Code of Federal Regulations, Part 930.301, Subpart C, as amended, to be exposed to security awareness materials annually or whenever system security changes occur, or when the user’s responsibilities change. The Department of Homeland Security (DHS) requires that Contractor employees take an annual Information Technology Security Awareness Training course before accessing sensitive information under the contract. Unless otherwise specified, the training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall complete the training before accessing sensitive information under the contract. The training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, initial training certificates for each Contractor and subcontractor employee shall be provided to the Contracting Officer’s Representative (COR) not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(2) The DHS Rules of Behavior apply to every DHS employee, Contractor and subcontractor that will have access to DHS systems and sensitive information. The DHS Rules of Behavior shall be signed before accessing DHS systems and sensitive information. The DHS Rules of Behavior is a document that informs users of their responsibilities when accessing DHS systems and holds users accountable for actions taken while accessing DHS systems and using DHS Information Technology resources capable of inputting, storing, processing, outputting, and/or transmitting sensitive information. The DHS Rules of

Behavior is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Unless otherwise specified, the DHS Rules of Behavior shall be signed within thirty (30) days of contract award. Any new Contractor employees assigned to the contract shall also sign the DHS Rules of Behavior before accessing DHS systems and sensitive information. The Contractor shall maintain signed copies of the DHS Rules of Behavior for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, the Contractor shall e-mail copies of the signed DHS Rules of Behavior to the COR not later than thirty (30) days after contract award for each employee. The DHS Rules of Behavior will be reviewed annually and the COR will provide notification when a review is required.

(c) *Privacy Training Requirements.* All Contractor and subcontractor employees that will have access to Personally Identifiable Information (PII) and/or Sensitive PII (SPII) are required to take *Privacy at DHS: Protecting Personal Information* before accessing PII and/or SPII. The training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall also complete the training before accessing PII and/or SPII. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Initial training certificates for each Contractor and subcontractor employee shall be provided to the COR not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

**(End of clause)**

### 3.10 Special Security Requirement- Contractor Pre-Screening

a. Contractors requiring recurring access to Government facilities or access to sensitive but unclassified information and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Homeland Security (DHS) contract by pre-screening the person/candidate prior to submitting their name for consideration to work on the contract. Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor shall submit only the candidates who have not had a felony conviction within the past 36 months, illegal drug use within the past 12 months, or misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months from the date of submission of their name as a candidate to perform work under this contract. Pre-screening shall be conducted within 15 days after contract award. The fitness determination does not affect the candidate's fitness for employment with your firm on other assignments unrelated to this contract. This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified information, and/or logical access to IT resources. Failure to comply with the pre-screening requirement will result in the Contracting Officer taking the appropriate remedy (i.e., recording non-compliance into the Past Performance Database, contract termination).

b. Logical access means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) require validation of an

individual's identity through some mechanism such as a personal identification number (PIN) card, username and password, biometric or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization.

### **3.11 CONTRACTOR EMPLOYEE ACCESS (SEP 2012)**

(a) *Sensitive Information*, as used in this clause, means any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All Contractor employees requiring recurring access to Government facilities or access to sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.



(d) The Contracting Officer may require the Contractor to prohibit individuals from working on the contract if the Government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those Contractor employees authorized access to sensitive information, the Contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(End of clause)

#### **4.0 KEY PERSONNEL**

The contractor shall provide resumes of the key personnel designated by the DHS in this SOW. The contractor shall notify the CO and COR prior to making any change in the individual(s) identified in the proposal and/or assigned to this contract. All substitutions must be submitted in writing to the CO and COR at least fifteen (15) days in advanced of the proposed substitution. All requests for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution. Requests for substitution shall include a complete resume of the proposed substitute and any other information required by the CO or COR which is necessary to approve or disapprove the proposed substitution. The contractor shall demonstrate that the qualifications of the substitution are equal to or better than the qualifications of the personnel being replaced. The CO and COR will evaluate such requests. The COR will recommend and the CO will approve or disapprove substitutions and promptly notify the contractor of the Government decision in writing. Note: The Government may designate additional Contractor personnel as *Key* at the time of award.

As identified by the requirements in Section 2.0 above, the key labor category needed to support TED requirements is:

- 1) Task Order Manager

#### **5.0 OTHER APPLICABLE CONDITIONS**

##### **5.1 Section 508 Compliance Requirements**

Unless the Government invokes an exemption, all Electronic Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 U.S.C. 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 CFR 1194. The contractor shall identify all EIT products and services proposed, identify the technical standards applicable to all products and services proposed and state the degree of compliance with the applicable standards. Additionally, the

contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor’s or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

**6.0 DELIVERABLES**

The contractor shall provide deliverables as described in the awarded SOW. Deliverables shall be specified by the government. Format and delivery schedule for deliverables outlined in Table 2, below.

Table C-2. Deliverables

<b>Deliverable</b>	<b>Due date</b>	<b>Task</b>	<b>CLINs</b>	<b>Format</b>
Monthly Status Report on Performance and Expenditures	By the 15 <sup>th</sup> of each month	Task 1.3	CLIN 0001	Report
Transition In Plan	10-working days after award of Task Order contract	Task 1.1	CLIN 0001	Plan
Transition Out Plan	90-days prior to expiration of Task Order	Task 1.2	CLIN 0001	Plan
OTA Nomination Assessment	As Required (Estimate 1-6/yr per program area)	Task 3.1 Task 6.1	CLIN 0003, 0006	Letter
TEMP, Letter of Assessment, and OTPS	As Required (Estimate 1-6/yr per program area)	Task 3.1	CLIN 0003	Per DHS Policy
OTPS, Letter of Assessments	As Required (Estimate 1-6/yr per program area)	Task 7.1 Task 7.2 Task 7.3	CLIN 0007, 0008	Per DHS Policy
Technical Reports, T&E Program Status Reports	As Required (Estimate 18/yr per program area)	Task 3.1 Task 7.1 Task 7.2 Task 7.3	CLIN 0003, 0007, 0008	Report
Briefing materials, Correspondence, Memoranda, Meeting Minutes	As Required (Estimate 60/yr per program area)	Task 2.1 Task 2.2	CLIN 0002	Presentation Document
T&E Policy Review	As Required (Estimate 2/yr)	Task 4.1	CLIN 0004	Directive or Instruction
Instructor Material & Student Exercise Guide review	As Required (Estimate 4/yr) 10-days prior to course execution	Task 4.2 Task 4.3	CLIN 0004	Provided by Govt for Ctr use in prep for courses
T&E Courseware Review	As Required (Estimate 3 courses (TEV 100, 200, & 300, FTE 201, and FTE 205) per yr) 30-days from	Task 4.2 Task 4.3	CLIN 0004	Courseware

	receipt of courseware			
T&E Course Surveys Review	As Required (Estimate 6 courses per with 24 students per course per yr)	Task 4.3	CLIN 0004	Surveys
T&E Training Sessions	As Required (Estimate 1 course per year with 30 students) 10-days prior to government designated training date	Task 4.4	CLIN 0004	Presentation
T&E Training Sessions	As Required (Estimate 1 course per year with 30 students) 10-days prior to government designated training date	Task 4.4	CLIN 0004	Presentation
T&E Training Sessions	As Required (Estimate 1 course per year with 30 students) 10-days prior to government designated training date	Task 4.4	CLIN 0004	Presentation
T&E Training Sessions	As Required (Estimate 1 course per year with 30 students) 10-days prior to government designated training date	Task 4.4	CLIN 0004	Presentation
Trip Reports	As Required (Estimate 0 – 3/yr per program area) within 5-working days upon completion of trip	Task 1.4	CLIN 0001	Report
Records Management Documentation	As Required per DHS Policy	Task 2.2	CLIN 0002	Per DHS Policy
SME Technical Assessments and Recommendations	As Required (Estimate 4/yr per program area)	Task 3.1 Task 6.1	CLIN 0003, 0006	Report

(End of Section C)

**Task 1- Program Management Support (Fixed Price)**

ManTech	EQUIVALENT SETA III LABOR CATEGORY	BASE			OPT YEAR 1			OPT YEAR 2			OPTION to EXTEND SERVICES (6 months)			TOTAL
		Hours	Fixed Hourly Rate	Cost	Hours	Fixed Hourly Rate	Cost	Hours	Fixed Hourly Rate	Cost	Hours	Fixed Hourly Rate	Cost	Total Cost
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>														
Senior Manager, Group 1 (CLIN 0001)	(b)(4)	(b)(4)												
Transition In (Senior Manager)														
Transition Out														
Monthly Reports														
Trip Report														
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
<b>Total Subcontract A Labor</b>														
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
<b>Total Subcontract B Labor</b>														
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
Labor category title														
<b>Total Subcontract C Labor</b>														
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>														
<b>MATERIALS</b>														
Materials														
<b>Total Materials</b>														
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>														
Indirect Burden Applied To Material Cost Pool 1 (Materials)														
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>														
<b>TOTAL COST</b>														

Note 1: The rates should be fully burdened labor rates for effort performed by the Prime contractor (including indirect costs and profit).  
 Note 2: This includes Prime Contractor Optional CLINs Labor cost.  
 Note 3: Materials include direct materials, subcontracts for supplies and incidental services, and other direct costs (e.g., travel, computer usage charges).  
 Note 4: Profit is NOT allowable on Materials.  
 Note 5: For all Indirect Material Cost pools, please provide the description of the allocation base for each pool (please add additional pools if applicable):  
 Indirect Burden Applied to Material Cost Pool 1:  
 Indirect Burden Applied to Material Cost Pool 2:

Task 2 - T&E Program Support (TM)

<b>ManTech</b>		(b)(4)
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>	
Senior Administrative Professional (CLIN 0002)		(b)(4)
Senior Administrative Professional (CLIN 0002)		
Journeyman Administrative Professional (CLIN 0002)		
Senior Administrative Professional (CLIN 0002)		
SME-Business & Financial Specialist, Group 2 (CLIN 0002)		
Senior Editor (CLIN 0002)		
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract A Labor</b>		
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract B Labor</b>		
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract C Labor</b>		
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>		
<b>MATERIALS</b>		
Materials		
<b>Total Materials</b>		
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>		
Indirect Burden Applied To Material Cost Pool 1 (Materials)		
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>		
<b>TOTAL COST</b>		

Task 3- Program (Mission Area) Support (T&M)

ManTech		(b)(4)
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>	
Senior Operations Research Analyst (CLIN 0003)	(b)(4)	
Senior Operations Research Analyst (CLIN 0003)		
Senior Engineer, Group 4 (CLIN 0003)		
SME-Operations Research Analyst (CLIN 0003)		
Senior Operations Research Analyst (CLIN 0003)		
Senior Engineer, Group 4 (CLIN 0003)		
Senior Engineer, Group 4 (CLIN 0003)		
Senior Engineer, Group 4 (CLIN 0003)		
Senior Engineer, Group 4 (CLIN 0003)		
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract A Labor</b>		
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract B Labor</b>		
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract C Labor</b>		
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>		
<b>MATERIALS</b>		
Materials		
<b>Total Materials</b>		
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST (Note 5)</b>		
Indirect Burden Applied To Material Cost Pool 1 (Materials)		
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>		
<b>TOTAL COST</b>		

Task 4- T&E Support for Policy and T&E Workforce Development (T&M)

ManTech	
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>
SME-Operations Research Analyst (CLIN 0004)	(b)(4)
Senior Engineer, Group 4 (CLIN 0004)	
Senior Engineer, Group 4 (CLIN 0004)	
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract A Labor</b>	
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract B Labor</b>	
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract C Labor</b>	
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>	
<b>MATERIALS</b>	
Materials	
<b>Total Materials</b>	
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
Indirect Burden Applied To Material Cost Pool 1 (Materials)	
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
<b>TOTAL COST</b>	

(b)(4)
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Task 5- T&E Technical Subject Matter Support (T&M)

<b>ManTech</b>		(b)(4)
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>	
SME-Operations Research Analyst (CLIN 0005)		(b)(4)
Senior Engineer, Group 4 (CLIN 0005)		
Senior Engineer, Group 4 (CLIN 0005)		
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract A Labor</b>		
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract B Labor</b>		
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
Labor category title		
<b>Total Subcontract C Labor</b>		
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>		
<b>MATERIALS</b>		
Materials		
<b>Total Materials</b>		
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>		
Indirect Burden Applied To Material Cost Pool 1 (Materials)		
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>		
<b>TOTAL COST</b>		



Task 7- (Optional) Surge Support R&D TAMs (T&M)

<b>ManTech</b>	(b)(4)
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>
Senior Engineer, Group 4 (CLIN 0007)	(b)(4)
Senior Engineer, Group 4 (CLIN 0007)	
Senior Engineer, Group 4 (CLIN 0007)	
Senior Engineer, Group 4 (CLIN 0007)	
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract A Labor</b>	
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract B Labor</b>	
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract C Labor</b>	
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>	
<b>MATERIALS</b>	
Materials	
<b>Total Materials</b>	
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
Indirect Burden Applied To Material Cost Pool 1 (Materials)	
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
<b>TOTAL COST</b>	

**Task 6- (Optional) Surge Support T&E TAMs (T&M)**

<b>ManTech</b>	(b)(4)
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>EQUIVALENT SETA III LABOR CATEGORY</b>
SME-Operations Research Analyst (CLIN 0006)	(b)(4)
SME-Operations Research Analyst (CLIN 0006)	
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract A Labor</b>	
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract B Labor</b>	
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract C Labor</b>	
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>	
<b>MATERIALS</b>	
Materials	
<b>Total Materials</b>	
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
Indirect Burden Applied To Material Cost Pool 1 (Materials)	
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
<b>TOTAL COST</b>	

<b>ManTech</b>	
<b>PRIME CONTRACTOR - LABOR CATEGORY</b>	<b>SETA III - LABOR CATEGORY</b>
Senior Engineer, Group 4 (CLIN 0008)	(b)(4)
Senior Engineer, Group 4 (CLIN 0008)	
Senior Engineer, Group 4 (CLIN 0008)	
Senior Engineer, Group 4 (CLIN 0008)	
<b>SUBCONTRACTOR A - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract A Labor</b>	
<b>SUBCONTRACTOR B - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract B Labor</b>	
<b>SUBCONTRACTOR C - LABOR CATEGORY</b>	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
Labor category title	
<b>Total Subcontract C Labor</b>	
<b>TOTAL PRIME AND SUBCONTRACTOR LABOR</b>	
<b>MATERIALS</b>	
Materials	
<b>Total Materials</b>	
<b>INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
Indirect Burden Applied To Material Cost Pool 1 (Materials)	
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
<b>TOTAL COST</b>	

(b)(4)
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**Travel and ODCs (Fixed Price)**

<b>ManTech</b>	(b)(4)
<b>TRAVEL</b>	
<b>Total Travel</b>	
<b>ODC's</b>	
<b>Total ODC's</b>	
<b>INDIRECT BURDEN APPLIED TO COSTs</b>	
<b>TOTAL INDIRECT BURDEN APPLIED TO MATERIAL COST</b>	
<b>TOTAL COST</b>	