

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/25/2020		2. CONTRACT NO. (If any) 70RSAT19D00000005		6. SHIP TO:	
3. ORDER NO. 70RSAT20FR0000055		4. REQUISITION/REFERENCE NO. RSEN-20-00008		a. NAME OF CONSIGNEE DHS S&T	
5. ISSUING OFFICE (Address correspondence to) U.S. Dept. of Homeland Security Office of Procurement Operations S&T PIADC 40550 Rt. 25 Attn: (b)(6) Orient Point NY 11957				b. STREET ADDRESS 245 Murray Lane Building 410	
7. TO: (b)(6)				c. CITY Washington	
a. NAME OF CONTRACTOR AECOM SERVICES INC				d. STATE DC	
b. COMPANY NAME				e. ZIP CODE 20528	
c. STREET ADDRESS 3101 WILSON BLVD (b)(6)				f. SHIP VIA FOB Destination	
d. CITY ARLINGTON				8. TYPE OF ORDER	
e. STATE VA				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: AECOM Vol. 2. Price Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE 222014446				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		Multiple	
				16. DISCOUNT TERMS Net 30	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 940799224+0000 Division: Office of Science and Engineering Project: OSE Division Support Services Vendor: AECOM International Corp. DHS POC: (b)(6) Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME DHS ICE				\$3,287,609.57		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) Burlington Finance Center PO BOX 1000 Attn: S&T Division				\$3,287,609.57		
c. CITY Williston		d. STATE VT		e. ZIP CODE 05495-1000		

22. UNITED STATES OF AMERICA BY (Signature) (b)(6)		23. NAME (Typed) (b)(6) TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>This Instrument Identifier (PIID): 70RSAT20FR0000055 (Task Order), with AECOM (hereafter "the Contractor") shall provide support to the U. S. Department of Homeland Security (DHS) Science and Technology Directorate's (S&T) Office of Science and Engineering (hereafter the "Government" or "OSE") under the terms of the SETA III Indefinite-Delivery, Indefinite-Quantity (ID/IQ) Contract No. 70RSAT19D00000005.</p> <p>All work shall be accomplished in accordance with the Statement of Work (SOW), Terms and Conditions, and Labor Rates attached herewith.</p> <p>ATTACHMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Attachment 1: SETA III Task Order • Attachment 2: Statement of Work, v.11 (06032020) • Attachment 3: Key Personnel List • Attachment 4: AECOM Pricing Table • Attachment 7: DHS Form 11000-6, Non-Disclosure Agreement • Attachment 8: SETA III NDA Supplement <p>Admin Office: U.S. Dept. of Homeland Security Office of Procurement Operations S&T PIADC 40550 Rt. 25 Attn: (b)(6) Orient Point NY 11957</p> <p>Period of Performance: 06/25/2020 to 06/24/2023</p> <p>Base Period - Task 1: Program Business Office (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4)</p> <p>Delivery: 06/24/2021 Accounting Info: NONE000-000-J8-66-01-96-003-36-00-0000 Continued ...</p>				(b)(4)	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

(b)(4)

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0002	-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Base Period - Task 2: OSE Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Delivery: 06/24/2021 Accounting Info: NONE000-000-J8-66-01-96-003-36-00-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-J0-65-04-03-001-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)				(b)(4)	
0003	-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Base Period - Task 3: Tech Center Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Delivery: 06/24/2021 Accounting Info: NONE000-000-A0-50-96-01-050-36-00-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-J0-67-01-96-201-36-03-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)					
0004	-00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Base Period - Task 4: TST Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Delivery: 06/24/2021 Accounting Info: NONE000-000-A0-50-96-01-050-36-00-0000 -00-00-00-00-GE-OE-25-37-000000 Continued ...					

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	Funded: (b)(4) Accounting Info: NONE000-000-J0-67-03-04-000-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-J0-67-03-02-000-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-J0-65-04-03-001-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4) Accounting Info: NONE000-000-J9-65-04-96-401-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)					
0005	Base Period - Optional Surge Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4)				(b)(4)	
0006	Base Period - Other Direct Costs (ODC) Provide all materials & travel in accordance with attached SOW NTE: (b)(4) Delivery: 06/24/2021 Accounting Info: NONE000-000-J0-65-04-03-001-36-04-0000 -00-00-00-00-GE-OE-25-37-000000 Funded: (b)(4)					
1001	Option Period One - Task 1: Program Business Office (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022 Continued ...					

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1002	Option Period One - Task 2: OSE Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022				(b)(4)	
1003	Option Period One - Task 3: Tech Center Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022					
1004	Option Period One - Task 4: TST Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022					
1005	Option Period One - Optional Surge Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022					
1006	Option Period One - Other Direct Costs (ODC) Provide all materials & travel in accordance with attached SOW Continued ...					

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	NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2022				(b)(4)	
2001	Option Period Two - Task 1: Program Business Office (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2023					
2002	Option Period Two - Task 2: OSE Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2023					
2003	Option Period Two - Task 3: Tech Center Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2023					
2004	Option Period Two - Task 4: TST Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2023 Continued ...					
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2005	<p>Option Period Two - Optional Surge Support (Labor) CLIN Type: Time & Materials (T&M) Provide all support services in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) Option Line Item) Delivery: 06/24/2023</p>				(b)(4)	
2006	<p>Option Period Two - Other Direct Costs (ODC) Provide all materials & travel in accordance with attached SOW NTE: (b)(4) Amount: (b)(4) (Option Line Item) Delivery: 06/24/2023</p> <p>The contractor exceeds this ceiling price at their own risk.</p> <p>Total Order Not-to-Exceed Funding Obligation: (b)(4)</p> <p>All other terms and conditions of the IDIQ 70RSAT19D00000005 remain unchanged.</p> <p>The total amount of award: \$16,765,587.17. The obligation for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

(b)(4)

Attachment 2: Statement of Work (SOW)

Office of Science and Engineering (OSE)

Systems Engineering and Technical Assistance (SETA)

Division Support Services

June 3, 2020, Version 11

1.0 Introduction

The United States Department of Homeland Security (DHS) is committed to using cutting-edge science and technology to make the U.S. more secure. The DHS Science and Technology Directorate (S&T) organizes and supports the scientific, engineering, and technological resources of the United States and applies these resources to produce and deploy technological tools and knowledge products to help protect the homeland. DHS S&T is organized into four main groups: Office of Mission and Capability Support, Office of Science and Engineering, Office of Innovation and Collaboration, and Office of Enterprise Services, that work together to support DHS operating Components and others in the Homeland Security Enterprise (HSE). S&T is organized by functions in which each Division plays a critical role in the execution of research and development programs benefitting homeland security missions. Within S&T, programs are matrixed teams that draw support across the Directorate in order to accomplish program goals.

2.0 General Requirements

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's RDT&E activities; and conducting basic and applied RDT&E activities that are relevant to DHS through both intramural and extramural programs.

The Office of Science and Engineering (OSE) within S&T, provides science and engineering expertise to enhance critical capabilities that keep our Homeland secure. The office, and its five component divisions, supports the Homeland Security Enterprise through technical expertise, analysis, and knowledge products that impact the entire investment lifecycle, from requirements to innovations and operations. The mission of OSE is to "Strengthen homeland security operations and acquisition effectiveness through technical expertise, analysis, and knowledge products."

To fulfill this mission and serve the OSE has outlined three Strategic Goals:

1. Strengthen mission-based operations through cross-cutting science and engineering solutions
2. Improve lifecycle acquisition outcomes to maximize impacts across the DHS mission
3. Enhance homeland security enterprise decision-making capabilities

These goals were developed in line with DHS and S&T Strategic drivers as outlined below in Figure 1.

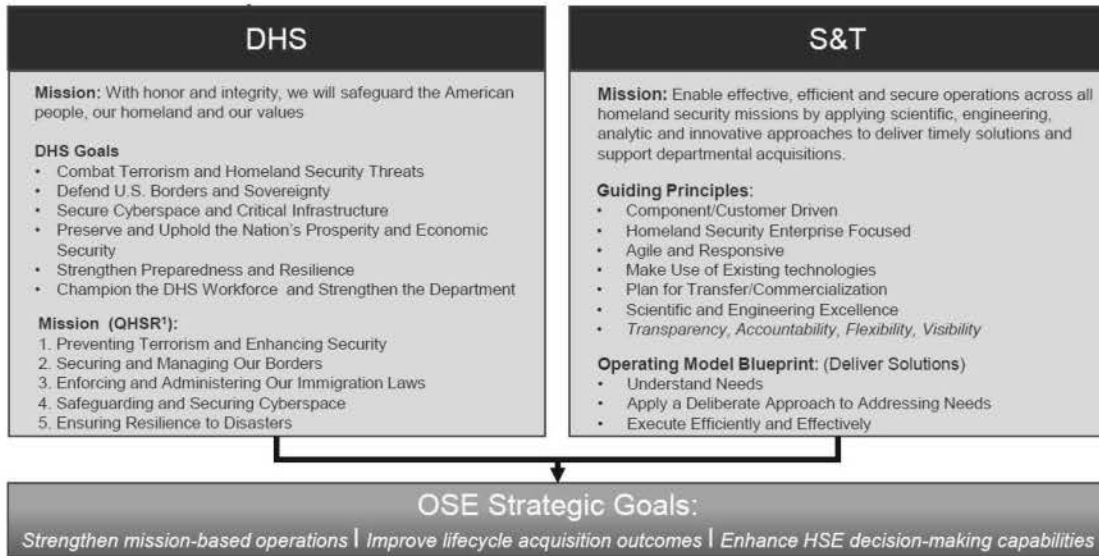


Figure 1: Alignment of OSE to DHS and S&T Strategic Drivers

To conduct its mission and achieve its Strategic Goals, OSE is organized into five divisions: Operations and Requirements Analysis, Systems Engineering and Standards (SES), Technology Centers (TCD), Technology Scouting and Transition (TST), and Test and Evaluation (TED). The ORA, SES, and TED Divisions are identified here only to depict the entire OSE organization, but these division are not in scope of this requirement. The OSE Divisions regard each other as customers as they depend on inputs, activities, and outputs from other OSE Divisions to provide their technical expertise, analysis, and knowledge products to S&T, DHS, and HSE customers. The organization chart is provided below in Figure 2.

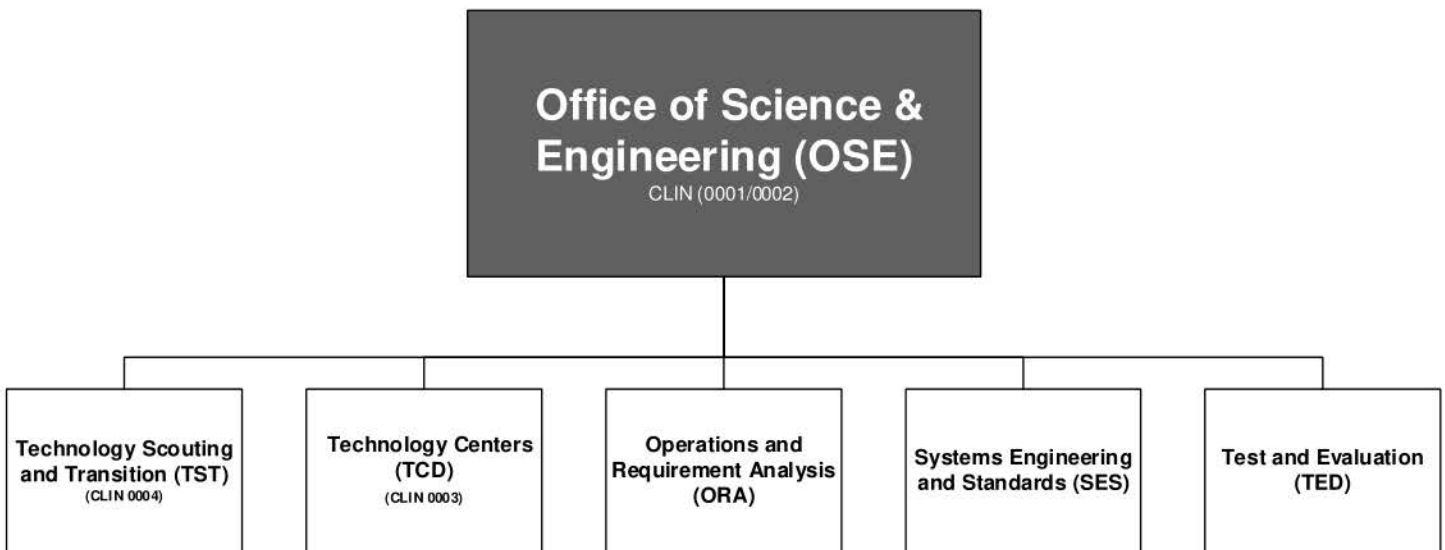


Figure 2 Office of Science and Engineering Organization

The Office is led by a senior government employee and staffed with government employees augmented by contractor staff. The Divisions are led by a senior government employee, staffed with government employees and augmented by contractor staff.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (CO) immediately.

2.2 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified and certified personnel with appropriate combinations of education, training, and experience. The Government will validate resource assignments of all projects to ensure that all tasks are fully resourced and manpower limits are not exceeded. The contractor shall ensure the labor categories labor rates, and man-hours identified in the performance of each Task Order (TO) issue hereunder will be the minimum necessary to accomplish the task.

The contractor shall provide the necessary resources and infrastructure to manage, perform and administer the Statement of Work and shall augment the Government staff when required.

The contractor's personnel are required to have a minimum "Secret" level clearance. A maximal of "Top Secret/Sensitive Compartmental Information" maybe require for some contractor's personnel with a "Need To Know". Those personnel who will be handling "Top Secret" information are required to have a "Top Secret" level clearance or, as required by DHS, Special Access level clearance.

2.3 Inherently Governmental Functions

If contractor personnel attend a meeting and/or workshop on behalf of the Government as a Subject Matter Expert (SME), the contractor SME shall identify themselves as a contractor supporting the Government. Contractor personnel are not authorized to make decisions, nor shall they chair any federal intra-agency/inter-agency meetings. The contractor shall reference FAR 7.503 for other activities that are considered "inherently governmental", and shall not be performed by contractor personnel.

3.0 Office of Science and Engineering Support

CLIN 0001 - Program Business Office (PBO) (Option CLIN 1001, 2001,)

Task 1.1 –Transition-In. To ensure minimum disruption to vital Government business. The contractor shall ensure there will be no service degradation during and after transition. The contractor shall propose a draft Transition-In Plan and submit it with their proposal. A final Transition in Plan is due 10 working days after TO award. The Final Transition In- Plan shall be provided in electronic format with read/write capability using

applications that are compatible with DHS workstations (Windows 10 and Microsoft Office Applications). The Final Transition In- Plan will be approved by the COR within 10 working days of submission. 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 TO. The contractor shall provide a Transition-Out Plan NLT ninety (90) business days prior to expiration of the TO. The Transition-Out Plan 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 final Transition-Out Plan will be approved by the COR within ten (10) business days of submission. 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 key 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 - The contractor shall assign one on-site TO Manager to serve as the point of contact for management of contract staff and deliverables to include tracking all tasks assigned under this order, monitoring the progress of performance on these tasks, and providing deliverables required under this Statement of Work.

Task 1.4 – The TO Manager shall conduct monthly meetings with the COR and Government Program Manager. These meetings shall be working sessions to review overall program efforts.

Task 1.5 – The execution of the TO shall be documented in the Draft TO Management Plan provided with the proposal and the Final TO Management Plan shall be submitted to the Government ten (10) business days after TO Award. The TO Management Plan 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 Final TO Management Plan will be approved by the COR within ten (10) business days of submission.

Task 1.6 – The TO Manager shall provide Monthly Cost and Performance Reports for all assigned tasks under the contract to the COR. The content of the Monthly Cost and Performance Reports shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications) and specified in the TO Management Plan. The Monthly Cost and Performance Reports shall be approved by the COR. The contractor shall deliver this report by the 15th calendar day of each TO month. This report will include a description of the actual work performed by the contractor. Metrics pertaining to financial, schedule, scope information, risk information, and performance assessment information of all work performed hereunder. Actual costs for the reporting month and cumulative costs for the contract to date shall be provided. Budgeted costs for the reporting month and contract to date based on the work performed, and an estimated cost by month for the remainder of the performance period of the contract. The TO Manager shall be qualified and supported by his/her company to act as the contractor's single point of contact for all technical and administrative matters related to this TO. Performance of TO Management Support shall address the specific task within this TO CLIN (CLIN 0001/1001/2001) and can be combined with other responsibilities and tasks listed within this TO.

Task 1.7 – Organizational Conflict of Interest (OCI) Mitigation Plan. A conflict of interest arises or might arise due to the nature of the work to be performed and may, absent some restrictions on future activities, result in an unfair competitive advantage for a Government contractor, impair a Government contractor's objectivity in performing the contract work, or make a Government contractor unable or potentially unable to render impartial assistance or advice to the Government.

According to FAR 9.5 and OCI case law, there are three (3) types of OCIs:

- Unequal Access to Information: A firm has access to nonpublic information as part of its performance of a Government contract and that information may provide the firm a competitive advantage in a later competition for a Government contract. In cases of unequal access to information, the concern is limited to the risk of the firm gaining a competitive advantage; there is no issue of bias.
- Biased Ground Rules: A Firm, as part of its performance of a Government contract, has in some sense set the ground rules for another Government contract by, for example, writing the statement of work or the specification. In biased ground rules OCIs, the primary concern is that the firm could skew the competition, whether intentionally or not, in favor of itself.
- Impaired Objectivity: A firm's work under one Government contract could entail evaluating itself or an affiliated entity, either through a performance assessment or an evaluation of proposals for another contract. The concern is that the firm's ability to render impartial advice to

the Government could appear to be undermined by its relationship with the entity whose work product is being evaluated.

The contractor shall submit an OCI Mitigation Plan describing the policies and procedures that the contractor and its subcontractor will implement to comply with Government and contractor OCI requirements for the DHS Systems Engineering and Technical Assistance Support program and thereby avoid the three potential OCI types described above. The OCI Mitigation Plan shall require that:

- The contractor team fully complies with the OCI regulations promulgated in FAR Part 9.5, and the OCI clause of the TO, and shall be consistent with the contractor's own corporate policy and procedure on OCI.
- The contractor personnel and relevant corporate leadership are aware of the OCI requirements, and the critical need to identify, avoid, and mitigate any real or perceived OCI situations.

The contractor shall flow down any contract OCI clause to all subcontractors on the contractor team. A draft OCI Mitigation Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications) thirty (30) business days after TO award. The Government will provide comments within ten (10) business days. The contractor shall adjudicate all Government comments and produce a final version within ten (10) business days after receipt of Government comments and/or edits. The final OCI Mitigation Plan will be approved by the Contracting Officer (CO) within ten (10) business days of submission of final version.

CLIN 0002 –Office of Science and Engineering Support (Option CLIN 1002, 2002,)

Task 2.1 - The contractor shall provide writing, communications, and administrative support services to support OSE Front Office and the ORA, SES, and TED Divisions. These tasks shall also include, but are not limited to:

- The contractor shall organize material and write descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology
- The contractor shall review documents for grammar and punctuation, and consistency with the organization's style and format.
- The contractor shall perform analyses to identify current and future potential communication channels; identify target audiences; define internal and external perceptions; and identify strengths, weaknesses, and opportunities in those areas.
- The contractor shall provide support to all OSE office/facilities planning, coordination and liaison activities.
- The contractor shall coordinate Security, Travel, Information Technology, Personal Property, Facilities, Emergency Programs, Records Management, and Human Capital matters for OSE leadership.
- The contractor shall support all OSE meetings. For example; executive level meetings, staff meetings, program reviews, conference calls, organizational all-hands, etc. and follow up with recommended actions to the Government staff for resolution and closure.
- The contractor shall identify and track issues, status and progress of issues, closures, actions completed, suspense dates, and pending actions items for OSE leadership to include Executive Secretary taskings.

- The contractor shall schedule and maintain a complex electronic calendar of meetings and appointments, coordinate related arrangements, and reserve conference rooms.
- The contractor shall plan and coordinate planning and travel itineraries for highly visible committee meetings, conferences, and symposia.
- The contractor shall provide recommendations to increase the efficiency and effectiveness of administrative processes. The contractor shall spearhead special projects as required to support an increase efficiency and effectiveness of administrative processes.
- The contractor shall support content development and maintenance of intranet webpages and shared drives.
- The contractor shall have the ability to write about a variety of topics and have an understanding of the complex issues inherent to Government awareness campaigns. The contractor shall create outreach material to communicate value, key messages, and unique stories.
- The contractor shall provide Records Management assistance in accordance with federal records management policy. The contractor shall advise and support the OSE organization in establishing records file plans, transition to electronic records management and analyze policies, procedures, delegations of authority, metrics, training, guidance, evaluation methodologies, and related controls. These include but are not limited to:
 - The contractor shall apply knowledge of OSE mission area to define strategy to comply with Records Management policies to include the development of a Records Management Plan for the organizations. The records management plan shall include a compliance monitoring effort to ensure all OSE mission areas comply with DHS records management policy.
 - The contractor shall coordinate daily with OSE to plan, develop, train, implement, manage, and report on the agency's records information management (RIM) programs, projects, and activities.
 - The contractor shall participate in DHS forums to identify, discuss, and address federal RIM issues, conduct analyses and evaluations to identify deficiencies, recommend improvements to agency RIM programs and activities, and prepare and deliver briefings, whitepapers, and other communications on records management topics to senior staff.
 - The contractor shall attend, participate, and support records management (RM) initiatives and working groups to advance records compliance across the Department.
 - The contractor shall apply RIM and Life cycle management to resolve difficult and complex issues in accordance with federal statues, Executive Branch policies, and standards, including 18 & 44 U.S.C., OMB Circular A-130 and Executive Order 1352.
 - The contractor shall oversee the implementation of the OSE Records Management Plan and include measurable metrics to determine how well the organization has complied with the records management plan. The contractor shall conduct periodic evaluations (minimum of twice yearly) of OSE implementation and adherence to the Records Management Plan.
- The contractor shall provide Personal Property assistance in accordance with federal personal property management policy. The contractor shall advise and support the OSE organization in establishing personal property plans, analyze policies, procedures, delegations of authority, metrics, training, guidance, evaluation methodologies, and related controls. The contractor shall support the OSE

accountable property officer (APO) to plan, develop, train, implement, manage, and report on the office's personal property for OSE programs, projects, and activities.

Task 2.2 - The contractor shall provide subject matter expertise support services to support OSE. The contractor shall analyze acquisition financial information flows; operate financial systems; perform special studies; and report results to improve the overall operational and financial effectiveness for the Office. Assist in the development and maintenance of spend plans; and guard against, identify and report irregularities in budget executions and report on their strategic impact to the organization. These tasks shall also include, but are not limited to:

- As part of the DHS and S&T's annual performance improvement process, OSE has developed performance measures that must be tracked and reported on. The contractor shall provide assistance to ensure realistic technical considerations and measurable metrics are incorporated into initial planning and execution. The contractor shall develop a feedback mechanism and develop a compliance process to ensure that all OSE activities and missions are meeting OSE objectives and aligned to the OSE strategy. The contractor will provide assistance to OSE in collecting and compiling measures. Each year OSE has an opportunity to review the current performance measures to determine if the measures reflect their future goals, the contractor shall support OSE with a recommendation on measures OSE must retain, retire or modify. The contractor shall also have an opportunity to propose new measures.
- The contractor shall support the Government staff by conducting analyses of existing organizational budget planning processes (inputs, processing, approvals, outputs, documentation) and make recommendations to support the establishment and operation of a more efficient and structured cyclical budgeting, planning and execution process;
- The contractor shall support the Government staff in tracking the commitment and obligation status of each PR package for all project areas using existing online systems, spreadsheets, and system reports. Contractor will be provided access to the necessary systems;
- The contractor shall support the Government staff with drafting and processing change requests for projects to include suggested changes to scope, schedule, funding, and closeout.

CLIN 0003 – Technology Center Division (TCD) Support (Option CLIN 1003, 2003,)

Task 3.1 - The contractor shall provide administrative support services to support TCD. The contractor shall perform routine administrative tasks to include but not limited to scheduling, Federal travel arrangements/reimbursements, Executive Secretary tasker coordination/tracking, internal memos, organization/filing, intranet website maintenance, arrange meetings, conference calls to include scheduling with other attendees, scheduling conference room, and arranging conference calls and off-site meetings and coordinating daily operations of each office. The contractor shall anticipate needs of senior executives and manage appointments and meetings accordingly.

Task 3.2 – The contractor shall support TCD in developing 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). 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. Serves as TCD liaison to S&T's strategic Communication and Outreach Division.

Task 3.3 - The contractor shall provide Subject Matter Expert support services to support TCD. The contractor shall provide general scientific and engineering expertise to support S&T's ongoing analysis of the application of emerging technologies to the homeland security mission. The contractor shall support TDC in:

- The contractor shall identify and analyze a broad spectrum of emerging technologies and scientific advancements to determine applicability to the breadth of homeland security operations.
- The contractor shall develop written products (often in the form of whitepapers) for TCD on the applications and/or risks of emerging technologies.
- The contractor shall assist TCD in coordinating and facilitating research on a variety of cutting edge scientific techniques and methods. Interprets technical reports on various research, development, methods, techniques, and tools.
- The contractor shall identify ongoing related research and development projects within DHS component organizations to ensure awareness of potentially fruitful areas for new and additional research and development projects.
- The contractor shall review research and technical literature and databases; developing and furthering contacts with individuals and group in academia, scientific conferences, universities, high tech industries and professional associations; and acquiring knowledge of research and development capabilities within external government and industry organizations to allow S&T awareness of potential avenues for partnership.

Task 3.4 - The contractor shall provide budget formulation and execution support services to TCD. The contractor shall assist TCD by:

- The contractor shall advise on strategic priorities and avenues for ensuring long term funding.
- The contractor shall develop or utilize existing financial database(s) at the Division and Program Level – updating as required – and producing and disseminating Dashboards at Division and Program Level to inform Division leadership of current status and trends so timely corrective action can be taken.
- The contractor shall maintain all current and future-year budget and financial management records, communicate budgetary actions, and alert and advise Division leadership and Government PMs on financial issues, including funding approaches and implications for various initiatives.

- The contractor shall maintain spreadsheets which track historical status of funds, leadership decisions that impact program budget levels, and programmatic decisions on how and when funds will be executed.
- The contractor shall obtain access to and become proficient in S&T's automated Execution, Performance, Invoice, and Consolidation (EPIC) database to query the system and create reports as needed by the division.
- The contractor shall coordinate TCD responses to data calls from the Finance and Budget (FBD) Division regarding TCD's status of funds, planned funding expenditures, and budget justification.
- The contractor shall analyze TCD's financial records, coordinate spend plans and execution plans, and track TCD's commitments to provide a weekly financial status to TCD.
- The contractor shall assist in planning for Continuing Resolution scenarios.
- The contractor shall establish, track, and maintain metrics of TCD's financial commitments, obligations, and expenditures.
- The contractor shall support Budget Development through preparation or revision, and compiling of:
 - Congressional Justifications (CJs)
 - Office of Management and Budget Justification (OMBJ)
 - Resource Allocation Process (RAP)
 - DHS Fiscal Year Spend Plan Development
 - Financial-related taskers such as justification of spending, plans for available funds, etc.
 - Quarterly Milestones
 - Verification and Validation (V&V)

Task 3.5 - The contractor shall provide Portfolio, Program, Project Analyst support services to support TCD. The contractor shall assist program managers in their execution of programs within the RDT&E process encompassing: research related to building knowledge and understanding of (1) how to harness emerging capabilities for homeland security use; (2) how to securely use emerging capabilities; (3) how emerging capabilities may become threats/risks to homeland security missions; and (4) detect, counter, mitigate the misuse of capabilities.

- The contractor shall assist with defining research requirements; provide input to project scope, schedule and budget based on an understanding of the research project lifecycle.
- The contractor shall assist in maintaining changes to project baselines; monitor deliverables; assess documents, plans and applications; conduct quality reviews of projects and tasks.
- The contractor shall prepare presentations and other materials to support project functions.
- The contractor shall assist in identifying project risks and developing mitigation plans.
- The contractor shall draft correspondence, reports, white papers, spreadsheets, communications products, briefs, and other documentation as needed/requested. Participate in meetings; maintain and track action items from meetings; draft meeting minutes after each meeting.

- The contractor shall support the development of procurement requests to include having and applying practical knowledge of the acquisition process as outlined in the Federal Acquisition Regulation in order to formulate various acquisition approaches. Assist in drafting various documents supporting a procurement. Will be relied upon to provided technical and procurement guidance to junior contractor staff on the team.

CLIN 0004 – Technology Scouting and Transition Support (Option CLIN 1004, 2004,)

Task 4.1 - The contractor shall provide administrative support services to support TST. The contractor shall perform routine administrative tasks to include but not limited to scheduling, Federal travel arrangements/reimbursements, Executive Secretary tasker coordination/tracking, internal memos, organization/filing, intranet website maintenance, arrange meetings, conference calls to include scheduling with other attendees, scheduling conference room, and arranging conference calls and off-site meetings and coordinating daily operations of each office. The contractor shall anticipate needs of senior executives and manage appointments and meetings accordingly.

Task 4.2 - The contractor shall provide services to support TST. The contractor shall assist program managers in their execution of programs within the RDT&E process encompassing: technology foraging and scouting; research and development; test and evaluation; systems & operational analysis and engineering; operational testing and integration; information management; technology transfer, transition and commercialization; and risk management and mitigation.

- The contractor shall assist with defining requirements; provides input to project scope, schedule and budget based on an understanding of the program lifecycle.
- The contractor shall assist in maintaining changes to project baselines; monitor deliverables; assess documents, plans and applications; conduct quality reviews of projects and tasks.
- The contractor shall prepare presentations and other materials to support project functions.
- The contractor shall lead activities to identify project risks and assist in the development of mitigation plans.
- The contractor shall draft correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation. Maintains and track action items and participates in meetings.
- The contractor shall support the development of procurement requests to include having and applying practical knowledge of the acquisition process as outlined in the Federal Acquisition Regulation in order to formulate various acquisition approaches. Assist in drafting various documents supporting a procurement. Will be relied upon to provided technical and procurement guidance to junior contractor staff on the team.

Task 4.3 - The contractor shall provide Technology Transition Subject Matter Expertise services to support TST. The contractor shall facilitate the development of transition plans, identify transition strategies and pathways for technology transition, track and evaluate transition measures and metrics of DHS projects, support the development and improvement of transition program processes and artifacts, support transition training and

education objectives, lead transition data calls, facilitate meetings and coordinate transition activities with key stakeholders, and assist in the development of program reviews, including strategic goals and metrics. These tasks shall also include, but are not limited to:

- The contractor shall attend project reviews and recommend improvements, if needed, to the current technology transfer tracking system used to capture the ongoing status of all technologies being transitioned to stakeholders.
- The contractor shall evaluate the complexity of technology transition plans\pathways and key risks to successful transition. They shall recommend appropriate tracking methods and periodicity for each technology transition based upon level of risk.
- The contractor shall generate reports to TST that identifies transition progress and provides recommendations when analysis shows potential delays or failure to transition a technology.

Task 4.4 - The contractor shall provide support services to support Technology Scouting efforts within TST. These tasks shall also include, but are not limited to:

- The contractor shall execute the S&T technology scouting process; conduct research on currently available technologies to commercial, government, and research institutions, develop and summarize recommendations in written and oral formats; work collaboratively in a team environment; generate clear concise scouting reports in a timely manner.
- The contractor shall evaluate the technology scouting process and recommend appropriate modifications and adjustments to improve efficiency and effectiveness.

Task 4.5 - The contractor shall provide Subject Matter Expert support services to support TST. The contractor shall provide general scientific and engineering expertise to support TST's Technology Scouting initiatives.

Task 4.6 - The contractor shall provide Documentation Specialist support services to support TST and Technology Scouting Initiatives. The contractor shall supports the development and maintenance of effective information management plans, processes, repositories and systems. Organizes, maintains, tracks, and files documentation in electronic formats. Maintains document version control and configuration management. Evaluates documentation, specifications, reports, and presentations. Outlines and develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes. Develops databases that extracts and interprets data from the repositories.

Task 4.7 - The contractor shall provide Subject Matter Expert support services to support TST. The contractor shall provide general scientific and engineering expertise to support S&T's Technology Clearinghouse.

Task 4.8 - The contractor shall provide support services to support TST. The contractor shall assist program managers in their execution of the Technology Clearinghouse Program. These tasks shall include, but are not limited to:

- The contractor shall assist with defining requirements; provides input to project scope, schedule and budget based on an understanding of the program lifecycle.
- The contractor shall assist in maintaining changes to project baselines; monitor deliverables; assess documents, plans and applications; conduct quality reviews of projects and tasks.
- The contractor shall prepare presentations and other materials to support project functions.
- The contractor shall lead activities to identify project risks and assist in the development of mitigation plans.
- The contractor shall draft correspondence, reports, white papers, minutes, spreadsheets, communications products, briefs, and other documentation. Maintains and track action items and participates in meetings.

Task 4.9 - The contractor shall provide Technical Writer/Editor/Communications Specialist support services to support TST and S&T's Technology Clearinghouse. The contractor shall support the development and maintenance of effective information management plans, processes, repositories and systems. Organize, maintain, track, and file documentation in electronic formats. Maintain document version control and configuration management. Evaluate documentation, specifications, reports, and presentations. Outline and develop technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes. Develop databases that extracts and interprets data from the repositories.

OPTION CLIN 0005 Surge Support (Option CLIN 1005, 2005,)

The contractor shall provide support in the Senior Analyst labor category up to the ceiling of 3,840 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Subject Matter Expert III labor category up to the ceiling of 3,840 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Senior Budget Analyst labor category up to the ceiling of 1,920 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Administrative Specialist labor category up to the ceiling of 1,920 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, optional support is needed to supplement OSE at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

CLIN 0006 Travel/Other Direct Cost (ODC) (Option CLIN 1006, 2006,)

The contractor is authorized up to the ceiling of \$100,000 for travel and other direct cost in support of all CLINs.

3.1 Period of Performance

Performance Period	From/To Dates (Dates are Examples)
Base Period	June 15, 2020 – June 14, 2021
Option Period 1	June 15, 2021 – June 14, 2022
Option Period 2	June 15, 2022 – June 14, 2023

*Please note that the dates in this chart are being used for reference only. The actual dates of the period of performance may be different.

4.0 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

Classified work is required under this TO. DHS will provide specific guidance to the contractor as to which work will be conducted in a classified manner and at which classification level, in keeping with 6 CFR Part 7, DHS Implementation of the Classified National Security Information Program. The contractor will also adhere to other applicable Government orders, guides, and directives pertaining to classified or confidential work, including but not limited to DHS Instruction 121-01-011 “Department of Homeland Security Administrative Security Program.” This TO may require access to information at the Top Secret and Special Access Required level. In all cases, DHS Sensitive Systems Policy 4300A, v13, July 27, 2017 will be followed.

The contractor shall adhere to all applicable government laws, regulations, orders, guides, and directives pertaining to classified, Sensitive But Unclassified (SBU), FOUO, or personally identifiable information. The contractor shall safeguard SBU, FOUO information specifically in accordance with DHS Management Directive 11042.1 and in compliance with HSAR Class Deviation 15-01 Safeguarding of Sensitive Information.

The contractor’s personnel are required to have a minimum “Secret” level clearance. A maximal of “Top Secret/Sensitive Compartmental Information” maybe require for some contractor’s personnel with a “Need To Know”. Those personnel who will be handling “Top Secret” information are required to have a “Top Secret” level clearance or, as required by DHS, Special Access level clearance.

NOTE: Federal Acquisition Regulation 52.204-2 entitled “Security Requirements (August 1996)” is applicable to this TO and is incorporated into this document in full text below:

This clause applies to the extent that this contract involves access to information classified “Top Secret.”

The contractor shall comply with—

The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); and any revisions to that manual, notice of which has been furnished to the Offeror.

If, subsequent to the date of this TO, the security classification or security requirements under this TO 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 TO, the TO shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

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

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility, Government systems and/or sensitive Government information access for Contractor employees, based upon the results of a DHS fitness (suitability) 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 contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (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, access to any sensitive information or access to DHS Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information, DHS systems or access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting an 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, nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, 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.

4.3 Government Furnished Materials

The Government will make available the materials, computers, office space, communications capability, and information necessary for the contractor to complete the assigned tasks. If network access is necessary, then a Government computer will be issued once the individual contractor has completed the mandatory screening and receives suitability. A DHS badge is required for computer access and login. In many cases temporary Government space will be made available for the contractor to perform their tasks. Some work can be

performed at the contractor's facility. All Government furnished materials will be returned at the completion of the task. The contractor will be responsible for any Government issued materials such as computers.

Before purchasing any items required to support technical tasks performed pursuant to this SOW, the Contractor shall obtain the DHS Contracting Officer and COR's prior written consent. If the DHS Contracting Officer and COR consent to such purchase, such item shall become the property of DHS. The Contractor must maintain any such items according to currently existing property accountability procedures. The DHS Contracting Officer and COR will determine the final disposition of any such items in writing at the conclusion of the Task Order's period of performance.

4.4 Place of Performance

The Contractor shall perform the work under this SOW at the Department of Homeland Security, Science and Technology (S&T) Directorate headquarters located at: 1120 Vermont Avenue NW, Washington, DC 20005 (VTA).

If required, Classified work will be done at the government location only.

4.5 Travel / Temporary Duty (TDY)

Travel to other Government facilities or other contractor facilities may be required and will be specified in the SOW. All travel requirements (including plans, agenda, itinerary, or dates) shall 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 (subject to local policy & procedures; may reference FAR).

4.6 Task Order Manager

The Contractor shall assign a Task Order Manager (TOM). The Task Order Manager shall be qualified to act as the Contractor's single point of contact for all technical and administrative matters related to this task order. The assigned TOM is not necessarily required to be dedicated solely to this Task Order, but the Government has discretion to determine whether TOM performance sufficiently facilitates or hinders execution of government's matrixed mission(s). The Contractor's management superior to the TOM must alert government COR and PM of all efforts proposed to be executed by TOM. The Contractor foregoing this responsibility is cause for TOM removal. The TOM shall be responsible for keeping the COR informed about Contractor progress throughout the performance period of this Task Order and ensure Contractor activities are aligned with DHS objectives.

4.7 Removing Employees for Misconduct or Security Reasons

The Government may, at its sole discretion (via the Contracting Officer*), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.11 Records Management

The Contractor must follow applicable National Archives and Records Administration standards and applicable DHS/S&T guidance as specified in the cognizant program office's approved Records Management File Plan.

5.0 Key Personnel

Key personnel for this award are indicated on AECOM Vol. 1, Factor 2, Exhibit 2.2.

Key personnel changes are subject to Section H.2 of the Contractor's SETA III IDIQ Contract. Key personnel changes require approval of the Contracting Officer and such requests shall be made in writing (including the resume of the proposed replacement) a minimum of fourteen (14) calendar days in advance.

6.0 Protection of Information

Contractor access to information protected under the Privacy Act is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

-and/or-

Contractor access to proprietary information is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

-and/or-

Contractor access to proprietary information is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with DHS MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information. The Contractor shall ensure that all Contractor personnel having access to business or procurement sensitive information sign a non-disclosure agreement (DHS Form 11000-6).

7.0 Post Award Conference:

The Contractor shall attend a Post Award Conference with the Contracting Officer, COR, and PM no later than 5 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract and review the Contractor's draft project plan. The Post Award Conference will be held at the Government's facility, located at the Department of Homeland Security, Science and Technology (S&T) Directorate headquarters at 1120 Vermont Avenue NW, Washington, DC 20005 (VTA) or via teleconference.

8.0 Business Continuity Plan:

The Contractor shall prepare and submit a Business Continuity Plan (BCP) to the Government. The BCP Plan shall be due 30 business days after the date of award, and will be updated on an annual basis. The BCP shall document Contractor plans and procedures to maintain support during an emergency, including natural disasters and acts of terrorism. The BCP, at a minimum, shall include the following:

- A description of the Contractor’s emergency management procedures and policy
- A description of how the Contractor will account for their employees during an emergency
- How the Contractor will communicate with the Government during emergencies
- A list of primary and alternate Contractor points of contact, each with primary and alternate:
 - Telephone numbers
 - E-mail addresses

8.0.1 Individual BCPs shall be activated immediately after determining that an emergency has occurred, shall be operational within 48 hours of activation or as directed by the Government, and shall be sustainable until the emergency situation is resolved and normal conditions are restored or the contract is terminated, whichever comes first. In case of a life threatening emergency, the COR shall immediately make contact with the Contractor Project Manager to ascertain the status of any Contractor personnel who were located in Government controlled space affected by the emergency. When any disruption of normal, daily operations occur, the Contractor Project Manager and the COR shall promptly open an effective means of communication and verify:

- Key points of contact (Government and contractor)
- Temporary work locations (alternate office spaces, telework, virtual offices, etc.)
- Means of communication available under the circumstances (e.g. email, webmail, telephone, FAX, courier, etc.)
- Essential Contractor work products expected to be continued, by priority

8.0.2 The Government and Contractor Project Manager shall make use of the resources and tools available to continue contracted functions to the maximum extent possible under emergency circumstances. Contractors shall obtain approval from the Contracting Officer prior to incurring costs over and above those allowed for under the terms of this contract. Regardless of contract type, and of work location, Contractors performing work in support of authorized tasks within the scope of their contract shall charge those hours accurately in accordance with the terms of this contract.

9.0 Deliverables

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 7 and Microsoft Office Applications) in accordance with Deliverables Table below:

Deliverable	Due By	Task	CLINs	Format
Final Transition In-Plan	Draft due with proposal. Final Transition In- Plan is due 10 working days after TO award. The final Transition In-Plan will be approved by the COR within	All	CLINs 0001/1001/2001/3001/4001	Reports

	ten (10) business days of submission.			
Final Transition Out-Plan	Due NLT ninety (90) business days prior to expiration of the TO. The final Transition-Out Plan will be approved by the COR within ten (10) business days of submission.	All	CLINs 0001/1001/2001/3001/4001	Reports
Final Task Order (TO) Management Plan	Due ten (10) business days after TO Award. The Final Task Order (TO) Management Plan will be approved by the COR within ten (10) business days of submission.	All	CLINs 0001/1001/2001/3001/4001	Reports
Monthly Cost and Performance Reports	Due on the 15 th calendar day of each Task Order Month	All	CLINs 0001/1001/2001/3001/4001	Report
Organizational Conflict of Interest (OCI) Mitigation Plan	Due thirty (30) business days after TO award. The Government will provide comments within ten (10) business days. The contractor shall adjudicate all Government comments and produce a final version within ten (10) business days after receipt of Government comments and/or edits. The final OCI Mitigation Plan will be approved by the Contracting Officer (CO) within ten (10) business days of submission of final version.	Task 1.7	CLINs 0001/1001/2001/3001/4001	Report