

**FEDERALLY FUNDED RESEARCH AND DEVELOPMENT (FFRDC)  
TECHNICAL EXECUTION PLAN (TEP)**

**U.S. Department of Homeland Security**

**Title: Neurodiverse Federal Workforce**

**Cybersecurity and Infrastructure Security (CISA)/ Office of Equity, Diversity, Inclusion and  
Accessibility (OEDIA)**

**FFRDC: Homeland Security Systems Engineering and Development Institute (HSEDI)**

**Version: 1.21** ~~TEP43-23-0242~~ ~~Cost Proposal P23-676~~

**Date:** ~~August 30, 2023~~ ~~July 22~~ ~~October 17, 2024~~

## **1 Challenge**

Our nation currently faces a cybersecurity and technology workforce gap. The pool of talent from which our nation's government and critical infrastructure organizations draw is insufficient to address the myriad security challenges we face. One potential way to address this workforce gap is to draw on underutilized populations of talented adults with skillsets that are well-suited for the work to be accomplished. One such population is neurodivergent individuals. Neurodivergent individuals, which include those with autism, when aligned to individual aptitudes such as cybersecurity skills and abilities, may find a strong fit within the federal workforce, especially when given proper training and support. However, there are still gaps in understanding how to effectively recruit, evaluate, hire, and sustain neurodivergent technical talent. Addressing challenges associated with these workforce gaps is particularly relevant for the Cybersecurity and Infrastructure Security Agency (CISA), which focuses on understanding and reducing cyber and related critical infrastructure risk for government and critical infrastructure security stakeholders and is committed to being a model employer of a diversely talented workforce.

## **2 Outcome(s)**

CISA leadership has publicly committed to closing the cybersecurity workforce gap, in part by diversifying its workforce, and by expanding the pool of talent from which it draws. Neurodivergent talent is a particular area of interest for CISA. Thus, CISA's long-term goal is being a leader in effectively engaging and hiring neurodiverse talent. This task will contribute to this outcome by supporting a Neurodiverse Federal Workforce (NFW) Initiative that tests, in a federal context, the applicability of a workforce approach successfully used in private

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industry. Although the neurodivergent participants in this task will not be federal employees, this task will help CISA design effective hiring and support strategies which target the autistic community. It will gather data about those strategies and identify and communicate lessons learned that can inform CISA and the broader federal community about how to potentially scale such efforts in the future.

### 3 Background

CISA is interested in working with HSSEDI on this Initiative based on previous work conducted by the MITRE Corporation (MITRE). In support of an Office of Management and Budget (OMB) prize competition to recruit and retain employees on the autism spectrum, MITRE developed an NFW Pilot. MITRE partnered with an advisory group that includes Drexel University; Mercyhurst University; Rochester Institute of Technology; University of Maryland, College Park; SAP; Microsoft; Specialisterne; Untapped; and the DXC Dandelion Program and contracted with the social service provider Melwood Horticultural Training Center, Inc. ("Melwood") to conduct the NFW Pilot to help federal agencies improve their capabilities to identify, hire, train, and promote federal employee candidates on the autism spectrum. The NFW Pilot conducted at the National Geospatial-Intelligence Agency (NGA) in 2021 included management and co-worker training, targeted recruiting, and the provision of career and social development support to prepare candidates on the autism spectrum for a successful career in the federal government. This TEP will leverage the NGA pilot and its lessons learned to help CISA lay the foundations for a strong neuro-inclusive work environment.

### 4 Task Objective(s)

**4.1 Conduct NFW Initiative:** HSSEDI will execute an NFW Initiative whereby HSSEDI and its subcontractor (Melwood) will collaborate with CISA to place Melwood employees who are on the autism spectrum in the CISA workplace. HSSEDI will evaluate the overall process and candidate positions, providing inputs and support to CISA's efforts to build a more neuro-inclusive workforce, focusing on specific, high-need skill areas (e.g., cybersecurity, data analytics).

**4.2 Identify and Share Lessons Learned:**

HSSEDI will gather and analyze data from Initiative participants and CISA stakeholders, such as coworkers, mentors and work supervisors, about Initiative efficacy and advise CISA on actions needed to successfully scale such efforts in the future. When presented with appropriate opportunities, HSSEDI may also develop publicly releasable information products based on this effort, such as informational presentations, which can be used by CISA and the broader community to implement similar initiatives.

### 5 Technical Approach / Analytic Methodology

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HSSEDI will provide objective independent technical support to OEIDA in its efforts to help CISA become more neuro-inclusive. HSSEDI and its Melwood subcontractor (i.e., the HSSEDI Team) will provide technical subject matter expertise and data analytic expertise to help OEIDA execute a new neurodiversity initiative. Execution of this task will include review of documentation, engagement with DHS and other stakeholders, and access to relevant data, which OEIDA will help facilitate. This support is described in the paragraphs below. HSSEDI will provide a Project Management Plan and Task Order Kickoff Briefing for tasks described within this TEP and based on the deliverables tables provided below.

This will be a highly collaborative effort between HSSEDI Team, and CISA. It will be executed in the following phases:

### 5.1 Conduct NFW Initiative

- 5.1.1 Initiative Preparation – approximately first 5 months after task order award, dependent upon availability of qualified and acceptable candidates, timing and availability of DHS participation, and timing of DHS and CISA suitability processes.
- The HSSEDI Team will provide technical assistance to CISA in determining the technical workforce needs for this Initiative and refining Initiative parameters.
  - The HSSEDI Team will recruit up to four (4) individuals hired by Melwood for the NFW Initiative to perform technical roles such as cybersecurity, information technology, and data analysis at CISA.
    - Based on agency requirements and inputs, the HSSEDI Team will recruit qualified program participants who are on the autism spectrum
      - The HSSEDI Team will advertise and seek applicants for the Melwood positions, using CISA input as guides
      - To the best of their ability, the HSSEDI Team will provide an initial candidate list to agency to test mutual understanding of requirements and use that to identify the remaining qualified candidates.
  - The HSSEDI Team will work with CISA to evaluate candidates, some of whom may be hired by Melwood for this effort, for the requisite knowledge, skills, and abilities needed to perform work activities in selected roles which can be fulfilled either remotely and/or at the CISA locations in the Greater Washington DC area, and to provide professional development and self-advocacy training to the candidates.
  - The HSSEDI Team will provide orientation for CISA staff interacting with the initiative participants on working with neurodivergent coworkers.
    - The HSSEDI Team will design and remotely lead neurodiversity orientation sessions prior to participants' activities with the agency

- The HSSEDI Team will conduct one leadership orientation – not shorter than one hour but not to exceed eight hours
  - The HSSEDI Team will conduct one co-worker and mentor orientation, not to exceed two hours
  - The HSSEDI Team will design and remotely lead the first of at least five neurodiversity overview orientations for various groups throughout the host agency.
- CISA will identify workforce needs and provide position descriptions, and preferences for skills and education of potential participants for consideration in recruiting qualified NFW participant candidates.
- CISA will work with the HSSEDI Team to design simulated work tasks based on the selected roles to be filled for use in the participant assessment seminar.
- CISA will identify agency personnel to support NFW participants during the NFW Initiative to include monitoring and supporting NFW participants in daily accomplishment of duties.
- The HSSEDI Team will host a week-long participant assessment seminar to assess a cohort of potential participants in a multi-day hands-on process which includes guidance on self-advocacy, professional development, team activities and work simulations based on the work they will be supporting, the HSSEDI Team will:
  - Adapt and use a multi-day/week programmatic format (“bootcamp”) for assessing program applicants’ suitability as participants in the areas of:
    - Basic technical skills as defined by CISA
    - Career readiness (collaboration skills, ability to take direction, etc.)
    - Accommodations needed, if any
  - Provide input about which candidates should become program participants.
- CISA will require participating agency managers to attend at least one manager orientation session and to allocate several hours for participation during the participant assessment period.
- CISA will participate in the evaluation of potential Initiative participants.
- CISA will require participating agency employees who will be working directly with the participants to attend at least one orientation session on neurodiversity in the workplace and supporting neurodivergent workers.

**5.1.2 Initiative Implementation – approximately second 5 month period after task award**

- The HSEDI Team will support participants and stakeholders throughout an approximately five-month Initiative placement period with subject-matter expertise coaching and reach-back for CISA leaders who directly interact with the initiative participants. The HSEDI Team will hold:
  - Weekly check-ins with program participants (i.e., phone calls, emails, or virtual meetings)
  - Reach-back availability during normal business hours for CISA personnel who are engaging with initiative participants for guidance, conflict resolution, etc.
- The HSEDI Team will meet with the participant cohort one (1) full workday each month of the five months of the Initiative for further professional development and to discuss overall progress. The HSEDI Team will:
  - Provide initiative participants training in areas such as:
    - Professional development
    - Self-advocacy skills
    - Basic corporate social norms
- The HSEDI Team will continue to host lunch-and-learn sessions for CISA staff on fostering neurodiversity in the workplace and supporting neurodivergent employees, including those on the autism spectrum, as mentioned in 5.1.1
- The HSEDI Team will develop instruments to collect feedback to identify lessons learned and evaluate Initiative effectiveness. Instruments may include:
  - Surveys
  - Interview protocols
  - Data requests
- CISA will provide job training and clarify expected standards of performance for NFW participants.
- The participants will be Melwood employees and Melwood will be responsible for the administrative management of the participants. CISA will provide participants day-to-day direction for the specific tasks that participants will execute. If CISA identifies significant performance issues or concerns, it will convey these to HSEDI Team and Melwood will address and resolve them with the participants.
- CISA will provide day-to-day task guidance, facility spaces and IT resources for the cohort of NFW participants for performance of duties for the duration of the Initiative.

**5.2 Identify and Share Lessons Learned – approximately last 5-month period after task award**

During and after the Initiative, the HSEDI Team will gather and analyze data from Initiative participants and stakeholders about Initiative efficacy. During the last five-month period, that data will be used to inform program adjustments, share lessons learned, and advise CISA on actions or changes necessary to successfully build and support a more neurodiverse workforce. In addition, based on its overall experience and observations throughout the process, HSEDI will, as relevant, identify ways CISA can make its processes more neuro-inclusive.

#### 5.2.1 Gather and analyze data

- The HSEDI Team will provide coaching support, as defined in Assumptions for the participants for a 90 day post- Initiative placement transition period.
- The HSEDI Team will provide CISA with the results of Institutional Review Board (IRB), Privacy and Information Security reviews associated with any activities conducted as a part of this Initiative.
- The HSEDI Team will collect data which includes, but is not limited to:
  - Data from/on whom: Neurodivergent Initiative participants and the CISA employees with whom they regularly engage the rest of the employees in the same department (for comparison purposes), and data on the program in general.
  - Experience Data: from surveys, interviews, focus groups, direct observation, etc., about their experience with the Initiative as well as the HSEDI Team experience with on-boarding or off-boarding to or from the agency in the 90-day post-Initiative transition period to help evaluate the efficacy of the program and to identify improvement opportunities.
  - Longer-Term Data Elements: HSEDI will work with CISA to identify data elements that could inform understanding about longer-term program-related impacts from executing this Initiative. If practical, that data may be collected and analyzed as part of this effort and used to inform future iterations of this effort.
- CISA will provide verbal and written feedback to HSEDI about the NFW Initiative.

#### 5.2.2 Share Results

To help encourage neurodiversity-focused efforts across the federal government, HSEDI will develop and share results with CISA and other federal government stakeholders.

- The HSEDI Team will aggregate and report anonymized results for internal CISA presentation and for external sharing. HSEDI will retain the right to disseminate the results that have been approved by CISA for external sharing.
- Based on the results of this initiative, the HSEDI Team will provide recommended updates to the Autism at Work Playbook, to inform a Federal Edition, which will be published under open-source license.



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- CISA will review any presentations/materials for internal or external sharing that result directly from this Initiative.
- The HSSEDI Team will hold two (2) informational sessions with CISA and other interested participants to provide a summary of the conduct of the Initiative, the results, and recommendations for moving forward.

A Project Management Plan (PMP) and Task Order Project Kickoff Briefing are required deliverables for this effort.

## 6 Key Words

Cybersecurity

Neurodivergent workforce

Neurodiversity

Autism

Type of Work

Concept refinement and prototyping

Benefit of Work

Improve federal government's ability to close cybersecurity workforce gap

Subject of Interest

Cybersecurity and neurodivergent populations

## 7 Focus Area and Mission Alignment

Table 1 below aligns the percent of the total projected staff years of technical effort (STE) allocations to the IDIQ focus areas and DHS Quadrennial Homeland Security Review (QHSR) missions.

HSSEDI proposed total STE: 1.88

DHS Management Directive 143-04, "Establishing or Contracting with FFRDCs and National Laboratories" defines a STE as 1,810 hours of paid effort for technical services.

**Table 1: Focus Areas to the QHSR Mission Areas Relationship Matrix**

HSSDI Focus Areas	QHSR Missions					
	Mission 1: Prevent Terrorism and Enhance Security	Mission 2: Secure and Manage Our Borders	Mission 3: Enforce and Administer Our Immigration Laws	Mission 4: Safeguard and Secure Cyberspace	Mission 5: Strengthen National Preparedness and Resilience	Mission 6: Maturing and Strengthening
1. Acquisition Planning and Development	0%	0%	0%	0%	0%	0%
2. Emerging Threats, Concept Exploration, Experimentation and Evaluation	0%	0%	0%	100%	0%	0%
3. Information Technology and Communications	0%	0%	0%	0%	0%	0%
4. Cyber Solutions / Operations	0%	0%	0%	0%	0%	0%
5. Systems Engineering, System Architecture and Integration	0%	0%	0%	0%	0%	0%
6. Technical Quality and Performance	0%	0%	0%	0%	0%	0%
7. Independent Test and Evaluation	0%	0%	0%	0%	0%	0%

## 8 Deliverables and Schedule

HSSDI shall provide the following deliverables (predicated in calendar days) according to [Table 2](#) below, and the most current Project Management Plan (PMP), as approved by the Project Manager and DHS Contracting Officer or COR.

**Table 2: Deliverables**

Scope Ref.	Deliverable Name	Delivery Date
5.0	Project Management Plan (PMP) (Draft)	15 days after award
5.0	Project Management Plan (PMP) (Final)	30 days after award



5.0	Task Order Project Kickoff Briefing	Within 30 days of project award date
5.1	Quarterly Updates	Three months after task award, and every three months subsequent until task completion
5.1	Participant Assessment Seminar Agenda	One week prior to seminar
5.2	Initiative Summary, including summaries of: <ul style="list-style-type: none"> <li>• How the Initiative was conducted</li> <li>• Initiative lessons learned</li> <li>• Data analysis conducted</li> <li>• Information sessions conducted</li> <li>• Recommendations for CISA's future neurodiversity efforts</li> </ul>	Last day period of performance

HSEDI shall provide all deliverables under this task order directly to the S&T FFRDC PMO (via [REDACTED] the Task Order PM, TPOC, and Task Order COR. An unclassified abstract, 100 to 200 words in length, and at least five keywords, or a completed Standard Form 298, "Report Documentation Page," shall accompany each deliverable as indicated in Table 2. Note that the Report Documentation Page will identify the approved release distribution level (e.g., distribution is unlimited; distribution is authorized to US Government agencies only; etc.).

HSEDI shall deliver a monthly status report by the 23<sup>rd</sup> of each month containing metrics pertaining to financial, schedule, technical progress, deliverable status, and risk information related to the task for the previous month. The HSEDI task lead and the task order COR, as needed, will discuss relevant issues in evaluating the task priorities for the next period and update the program plan as necessary.

## 9 Assumptions

- \* Deliverables will be primarily electronic unless otherwise directed by the task sponsor.
- The full Initiative effort is expected to last approximately 15 months. The HSEDI Team makes a good faith effort to identify and place Initiative participants into the Initiative positions. HSEDI assumes that there will be a total of four Initiative participants for five months of active work.
- The candidate placement portion of the Initiative is expected to last approximately five months. The candidate placement -will begin after candidates are selected and they meet the necessary security fitness/suitability requirements. HSEDI currently assumes it could take five months before candidates have been identified, candidates and subcontractors receive DHS/CISA fitness/suitability determinations and are ready for

Initiative placement. However, these estimates may change, dependent upon availability of qualified and acceptable candidates, timing and availability of CISA participation, and timing of the DHS/CISA fitness/suitability process. If it is decided that the number of candidates must be reduced because four viable candidates cannot be identified, or timing and availability of CISA participation, and timing of DHS/CISA fitness/suitability takes longer than anticipated, HSSEDI will make every effort to accommodate the change, but a task order modification may be needed to extend the period of performance, along with additional funding.

- HSSEDI assumes that all selected candidates will be able to complete the full five months of work. If a candidate(s) is unable to complete the full Initiative, HSSEDI will do its best to complete the Initiative and collect the data with the remaining candidates.
- The participants will be Melwood employees and Melwood will be responsible for the administrative management of the participants. CISA will provide participants day-to-day direction for the specific tasks that participants will execute. If CISA identifies significant performance issues or concerns, it will convey these to the HSSEDI Team and Melwood will address and resolve them with the participants.
- After the Initiative placement period concludes, CISA will provide HSSEDI with the data needed to conduct the post- Initiative analysis. For planning purposes, HSSEDI is assuming that CISA will provide this data within 45 days of the Initiative placement period conclusion so that HSSEDI can analyze the information, develop written results, and share results with CISA and other stakeholders within approximately five months after the Initiative placement period is concluded.
- HSSEDI assumes that the participants will be compensated through this contract for the five-month period of the Initiative. They will not be compensated through this contract for the 90 days of post- Initiative coaching, because they will no longer be a Melwood employee but will be transitioning into either a federal role, different employment, or a period of unemployment.
- As a condition for participating in this effort, candidates will sign an agreement with Melwood acknowledging that participation in the assessment and potential participation in the initiative does not make them federal employees, and that participation does not guarantee employment, including federal employment, after the initiative is completed.
- If the assumptions about the timing of the pre- and post- Initiative activities change, this will impact the overall timing of the Initiative, and the task order may need to be modified accordingly.
- "Subject-matter expertise coaching," sometimes known as "job coaching" includes but is not limited to counseling participants in the areas of:
  - Generalized work-oriented misunderstandings
  - Navigating a daily routine

- Executive functioning recommendations
  - Self-care
  - Self-advocacy
  - Self-awareness
  - Understanding general paperwork requirements (e.g., applying for accommodations, writing a federal resume, etc.)
  - Strategies for coping with anxiety
- The HSEDI Team will meet throughout the Initiative with the volunteer advisory group consisting of members from university autism support programs, social service providers, large organizations with long-standing autism-at-work programs, and autism self-advocates, who have all signed MITRE Non-Disclosure Agreements, along with members of several federal agencies. No member of the volunteer advisory group will receive payment as part of this task order. This team provides overall subject-matter expertise and does not discuss specific work roles or work performance.
- Intellectual property rights associated with professional development, training, orientation, and assessment materials produced by the HSEDI Team shall be retained by the HSEDI Team.
- The cost estimate and technical approach is based on information to date. HSEDI will work collaboratively with CISA to clarify and adjust if needed, focus and/or resource needs associated with the specific tasks, subtasks, and formal deliverables, informed by budget and schedule constraints, while remaining within overall project scope.
- CISA will be responsible for managing any necessary formal government review and concurrence process that may derive from deliverables associated with these tasks.
- FAR section 4.7, Contractor Records Retention, requires contractors to maintain records for 3 years following the final payment on a task order. Along with this and other audit obligations, MITRE must maintain a record of all unclassified deliverables, formal and informal. To meet these requirements, HSEDI intends to use its archive site (known as DOV) located in the HSEDI Enclave to collect and store all unclassified deliverables, regardless of where the deliverables are developed.

## Travel

Travel may be necessary to meet and coordinate interagency exchanges of information and to collect data for this task. HSSEDI shall provide trip reports, if requested, to the task order COR for all non-local travel within 30 days of completion of travel.

### Long Distance Travel

From	To	No. of Trips	No. of Staff	No. of Days per Trip
McLean, VA	San Francisco, CA	3	1	6

- Total Number of Trips (All Travelers): 3
- Total Number of Travel Days (All Travelers): 18

The task order COR must approve all foreign travel. Foreign travel must be approved at least 30 days (for unclassified visits) or 45 days (for classified visits) in advance of the planned travel event.

Travel, including local non-commuting travel, shall be reimbursed in accordance with the Federal Travel Regulation. Daily commuting costs shall not be reimbursed. Long-distance travel not specified in this Task Order must be pre-approved by the Task Order CO or COR.

## 10 Period of Performance

The period of performance is 15 months from date of task order award.

## 11 Security Requirements.

This Task Order will require access to the following information

- ☒ 1. Unclassified, no markings
- ☒ 2. Sensitive but Unclassified (SBU), For Official Use Only (FOUO)
- ☐ 3. Law Enforcement Sensitive (LES)
- ☒ 4. Personally Identifiable Information (PII)
- ☒ 5. Protected Critical Infrastructure Information (PCII)
- ☐ 6. Confidential (classified)
- ☐ 7. Secret (classified)
- ☐ 8. Top Secret (classified)

**11.1** Security requirement #2 (SBU, FOUO) – All unclassified “For Official Use Only” (FOUO) work is expected to occur at the “medium” level per the National Institute of Standards

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and Technology (NIST) 800-60 (Federal Information Processing Standard (FIPS) Security Categorization) and the Federal Information Security Management Act (FISMA). Any work at the "high" FOUO level per the FISMA, or any work at the classified level, shall be performed on a stand-alone computer system accredited in accordance with the FISMA and applicable DHS policies.

- 11.2** Security requirement # 5 (PCII) – The FFRDC shall comply with all requirements of the Protected Critical Infrastructure Information (PCII) Program set out in the PCII Act, in the implementing regulations published in the Interim Rule, and in the PCII Procedures Manual as they may be amended from time to time and shall safeguard PCII in accordance with the procedures contained therein.
- 11.3** Security requirement # 5 (PCII) – The FFRDC shall ensure that each of its employees, consultants, and subcontractors who work on the PCII Program have executed non-disclosure agreements (NDAs) in a form prescribed by the PCII Program Manager. The FFRDC shall ensure that each of its employees, consultants and subcontractors has executed a NDA and agrees that none of its employees, consultants or sub-contractors shall be given access to PCII without having previously executed a NDA.
- 11.4** Security requirement # 2 (SBU, FOUO) – The FFRDC 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.
- 11.5** If classified work is required under this Task Order, the Task Order COR shall provide specific guidance to the FFRDC as to which work will be conducted in a classified manner and at which classification level. If such DHS-guidance conflicts with other applicable guidelines (e.g., DOE, DOD, etc.), the FFRDC shall adhere to the more stringent guidelines as determined by the Task Order COR and DHS FFRDC PMO. The FFRDC shall also adhere to other applicable government orders, guides, and directives pertaining to classified or confidential work.

#### **11.6 Authorized IT Environments**

The HSSEDI Team will use their MITRE corporate IT environment for HSSEDI contracts management and administrative support for activities, including:

- Time reporting
- Financial management
- Contract management
- Monthly status reports
- Non-DHS Sensitive project work

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Sensitive HSEDI work described in the TEP will be performed in IT environment(s) authorized by DHS. These may include, a) HSEDI IT Enclave, b) DHS infrastructure (e.g., LAN-A), and/or c) other authorized environment(s) (e.g., classified networks). In accordance with the FFRDC Authorized IT Environment(s) and Data Overview (AIEDO) document.

#### 11.7 DHS Furnished Information

- a) DHS will provide unique information, materials, and forms to the Contractor as specified under this task order. Such DHS-provided information, materials, and forms shall remain the property of DHS, unless otherwise indicated in writing by DHS, and may not be distributed beyond the HSEDI's project performers without DHS's prior written permission.
- b) The DHS COR identified in this task order will be the point of contact (POC) for identifying required information to be supplied by DHS.

#### 11.8 HSEDI Furnished Information

The HSEDI Team will use materials developed and lessons learned from previous phases of the NFW pilot and from other materials already developed by Melwood from related efforts. The HSEDI Team and Melwood will retain intellectual property for those materials.

#### 11.9 Privacy Compliance Requirements

The Government Program Manager will coordinate with the appropriate DHS component's Privacy Office (i.e., CBP, USCIS, S&T, etc.) to determine if a Privacy Threshold Analysis (PTA) is required prior to the start of performance. In those instances, the performer shall support the development of compliance related documentation and meet privacy requirements. Please have your privacy office reach out to S&T Privacy to see what documentation is available.

#### 11.10 SECURITY

Contractor access to unclassified, but Security Sensitive Information may be required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination.

#### 11.11 Requests for Exception to U.S. Citizenship Requirement

Special procedures apply for exception to the requirement that persons accessing DHS systems be U.S. citizens. Under normal circumstances, only U.S. citizens are allowed access to DHS systems and networks; but there is a need at times to grant access to foreign nationals. Access for foreign nationals is normally a long-term commitment, and exceptions to citizenship requirements are treated differently from security policy waivers. Exceptions to the U.S.



citizenship requirement should be requested by completing a Foreign National Visitor Access Request, DHS Form 11052-1, which is available online or through the DHS Office of the Chief Security Officer (OCSO). Components who have access may file their request via the Foreign National Vetting Management System (FNVMS), a part of the DHS OCSO Integrated Security Management System's (ISMS). For further information regarding the citizenship exception process, contact the DHS OCSO

This Policy Directive and the DHS 4300A Sensitive Systems Handbook apply to all DHS employees, contractors, detailees, others working on behalf of DHS, and users of DHS information systems that collect, generate, process, store, display, transmit, or receive DHS information unless an approved waiver has been granted. This includes prototypes, telecommunications systems, and all systems in all phases of the Systems Engineering Life Cycle (SELCL).

#### **11.12 Post-Award Instructions Regarding Security Requirements for Non-Classified Contracts/Orders**

The procedures outlined below shall be followed for the DHS Office of the Chief Security Officer (OCSO), Personnel Security Division (PSD) to process background investigations, Entry on Duty determinations, and fitness determinations, as required, in a timely and efficient manner.

Carefully read the security clauses in the contract. Compliance with the security clauses in the contract is not optional.

Contractor 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 OCSO-HQS PSD. Prospective contractor employees shall complete and submit a combination of the below forms to the DHS OCSO-HQS PSD. The Standard Form (SF) 85 must be completed electronically through the Office of Personnel Management's e-QIP SYSTEM. The SF-85 signature pages and other completed forms must be given to the OCSO-HQS PSD no less than thirty days before the start date of the contract or thirty (30) days prior to the requested entry on duty date, for all contractor employees whether a replacement, addition, subcontractor employee, or vendor. OCSO-HQS PSD does not process any requests until the contract has been awarded and released from PRISM to FPDS and ERA by extension.

- a. Standard Form (SF) 85 Questionnaire for Public Trust Positions
  - i. SF-85P Certification
  - ii. SF-85P Authorization for Release of Medical Information

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- b. FD Form 258 Fingerprint Card (2 copies) or Identity Enrollment Services
- c. DHS Form 11000-6 Conditional Access to Sensitive but Unclassified Information Non-Disclosure Agreement
- d. DHS Form 11000-9 Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act
- e. OF-306 Form, Declaration for Federal Employment

Only complete packages will be accepted by the DHS OCSO-HQS PSD. Specific instructions on submission of packages will be provided upon award of the contract.

The DHS OCSO-HQS PSD may, as it deems appropriate, authorize, and grant a favorable Entry on Duty (EOD) decision based on preliminary checks. A favorable EOD decision allows a contractor employee to commence work temporarily prior to the completion of the full background investigation. The granting of a favorable EOD decision shall not be considered as assurance that a favorable fitness determination will follow. In addition, a favorable EOD or fitness determination shall in no way prevent, preclude, or bar DHS from withdrawing or terminating access to 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 or fitness determination by the DHS OCSO-HQS PSD.

Limited access to Government buildings is allowable without an EOD decision if the Contractor is escorted by a Government employee and the purpose of the visit is to attend a limited number (less than 5) of required briefings or nonrecurring meetings in order to facilitate the transition of a contract. The intent of this statement is to allow a minimum amount of meetings/transition attendances to prepare for a new contract.

The DHS Security Office shall be notified of all terminations /resignations within five (5) days of occurrence. The Contractor shall return to the Contracting Officer Technical Representative (COR) all DHS issued identification cards and building passes that have either expired or have been 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.

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.

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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).

- 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 a contractor from performing under the terms of the contract.
- Your POC at the Security Office is:

DHS OCSO/PSD Security Customer Service Center

Telephone: [REDACTED]

E-mailbox: [REDACTED]

Field Code Changed

## 12 Safeguarding/Storage:

- a. No safeguarding/storage needed at the FFRDC. Clauses that apply are included in TEP Attachment-Required Security Language.

## 13 Other Contract Details

*In accordance with the language in the HSEDI contract, the following sections are repeated here for awareness and should not be changed. If they are changed, the language in the IDIQ takes precedence.*

### 13.1 Inherently Governmental Functions

As defined under FAR subpart 7.503 (d) and additionally as described in the Office of Federal Procurement Policy (OFPP) Letter 11- 01, Performance of Inherently Governmental and Critical Functions (76 Fed Reg 56227), the FFRDC may perform certain functions closely associated with inherently Governmental functions. However, in accordance with Federal Acquisition Regulation (FAR) 7.503(c)(20) and Homeland Security Acquisition Manual 3037.103(e), the FFRDC shall not draft Congressional testimony, responses to Congressional correspondence, or agency responses to audit reports from the Inspector General, the Government Accountability Office, or other Federal audit entity. Furthermore, in accordance with FAR 7.503(c)(12)(ii), FFRDC employees, subcontractors, and/or consultants will not be voting members on any DHS source selections. When applicable, FAR clause 52.203-16, "Preventing Personal Conflicts of Interest," as included in the IDIQ contract, will apply to this Task Order.

### 13.2 Out of Scope Work

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The following types of work are out of scope for the FFRDC to perform. More specific types of work that are out of scope are found in the relevant IDIQ contract:

- Performance of any services and functions as defined under FAR Subpart 7.5 - "Inherently Governmental Functions," specifically subparts 7.503 (a), (b) and (c).
- Performance of any Systems Engineering and Technical Assistance (SETA) type work, particularly where such work is directly for staff augmentation and of a general support nature where the specific type and quantity of deliverables are undefined.
- Preparation of any Independent Government Cost Estimates (IGCEs).
- Participation in any Source Selection Evaluation or any other membership body where voting and/or ranking of proposals will lead to a subsequent monetary or contract award. The FFRDC may provide independent technical evaluation of proposals in support to a Source Selection Evaluation body but may not provide any ranking, voting or other assigned ordering or selection criteria other than commenting on the technical merit of a particular proposal or proposal section(s). Use of the FFRDC in evaluating an offeror's proposal MUST BE DISCLOSED IN THE SOLICITATION OF PROPOSALS and the offeror(s) given the opportunity to affect non-disclosure agreements and/or withdraw their offer(s), otherwise the FFRDC may not participate.
- Delivering recurring compliance training to DHS employees, particularly that which could reasonably be considered staff augmentation services, is not allowed. Training associated with the transfer of skills from the FFRDC to DHS is acceptable, as long as such training is non-recurring (i.e., train the trainer) and is not intended to be part of a formal established training program. Waivers to this may be requested from the FFRDC COR. Seminars, workshops, and short-courses intended to extend the access and awareness of FFRDC, methods, and data sets to practitioners across the Homeland Security Enterprise to assist them in improving mission effectiveness and efficiency is permissible.
- Software and/or hardware development or other manufacturing unless such development is associated with a prototype demonstration or other proof of concept system and not intended to be a permanent solution or in response to formal requirements.

#### 14 Publications and Communications Concerning Work Performed

*In accordance with the language in the HSSEDI FFRDC contract, the following statement is repeated here for awareness and should not be changed. If it is changed, the language in the IDIQ takes precedence.*

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The FFRDC shall mark all technical data or computer software pursuant to the terms of the IDIQ Contract. This will include, for copyrighted works, an appropriate notice acknowledging DHS's sponsorship of the work, license rights, and the appropriate copyright notice as detailed in the IDIQ Contract.

The DHS desires widespread dissemination of the results of funded non-sensitive research and does not seek to undermine the independence or objectivity of the FFRDC or FFRDC operator in anyway. The FFRDC therefore will generally seek public release approval for the results of non-sensitive research. Thirty (30) days prior to release, the FFRDC will first ask for the task order COR's and CO's agreement that the research is suitable for release. The FFRDC contract governs the scope of the review. Specifically, this review is strictly a mechanism by which the Department identifies the inclusion of Sensitive Information, as defined in the IDIQ contract, Section I.13(a). The review does not include a determination of the FFRDC's analytical conclusions, final findings, or analytical outcomes.

- Are you interested in releasing information publicly from this research?  
Yes. The HSSEDI Team will publish findings from this effort. The HSSEDI Team will anonymize and aggregate results and may share these results in a variety of ways, to include internal and external presentations, white papers/reports, and journal articles. Audiences typically include interested stakeholders, Federal Agency employees, researchers, academics, the public, etc. In addition, results from this effort may be shared with the drafters of the federal version of the Autism at Work Playbook. The current version of the playbook is available under open-source license.
- If you don't want to release the results, is HSSEDI able to release info about the methodology to the other components or the public? YES
- What is the desired audience for the release of info? Component only/all of DHS/public release?  
*Public release*
- Do you want an outreach event as part of the release?  
*TBD*
- Would you be interested in having the S&T FFRDC PMO assist with the release of favorable results?  
*TBD*

#### 14.1 Place of Performance/Off-site Contractor Approval

Offsite-contractor approval is not required for this effort. The work shall be performed in accordance with Section F.6 of Performance in the base contract terms and conditions

#### 14.2 Badging

Contractors will require a badge to access government systems and government facilities. S&T will provide DHS HQ badges to all FFRDC Contractors to allow access to the SciTech network. At

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the discretion of other DHS Components, they may issue an additional component specific badge. Please coordinate with the PMO and S&T Security to obtain the badge request form.

The Component who issued the component badge has the ability to take the badge back at the end of the task order if desired. All terminated FFRDC Contractors must return all current or expired DHS issued identification cards and building passes. In accordance with Section H.1.3 Badging in the base contract terms and conditions.

#### 15 DHS Furnished Facilities, Supplies and Services

If work at CISA is necessary for the services being performed under this Task Order, such facilities will be provided at offices at the appropriate location. Parking facilities are not provided. Basic facilities such as workspace and associated operating requirements (e.g., phones, desks, utilities, desktop computers, and consumable and general-purpose office supplies) will be provided to HSEDI personnel.

DHS Furnished Property – a quarterly report of all S&T property should be submitted to the COR | FFRDC of all of the equipment purchased on behalf of the Government, and Government Furnished equipment being utilized by HSEDI.

Subsequently, a yearly report of all Government Furnished Equipment shall be provided to the COR | FFRDC. The COR | FFRDC will need a property form filled out for all S&T Contractor Acquired Equipment /Property or purchases on behalf of the Government for insertion into the S&T property management system (SAMS). This insertion will need to include the property form filled out in its entirety, paid invoice(s) showing the property purchase and a picture of the current state of that property.

- a) Additional DHS property will not be provided to the FFRDC unless otherwise agreed. If DHS property is provided to the FFRDC for task performance, the FFRDC shall maintain property records, sending a yearly report of all items currently attached to the task order to the COR|FFRDC and the Program Manager and a disposition of the property must be completed at the end of the period of performance.
- b) Before purchasing any individual item equal to or exceeding \$5,000 that is required to support technical tasks performed pursuant to this Task Order, that has not already been accepted by the Government with the issuance of the Task Order, HSEDI shall obtain prior written consent from the Program Manager, task order Contracting Officer, and task order COR. HSEDI shall maintain any such items according to the IDIQ Contract's property accountability procedures, and FAR Part 45.
- c) All DHS/GFP/GFE (IT equipment, building passes etc.) must be returned at the conclusion of the task order in accordance with component's procedures.
- d) If any GFP/GFE is not returned, a report of survey must be submitted to the COR and Project Manager, referencing the DHS equipment number, pass or card number, name

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of individual to whom equipment was issued, and the last known location of property.  
Contractors who lose a badge will be required to fill out an additional lost badge form.

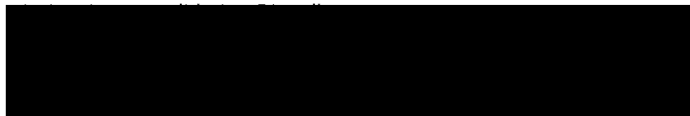
#### 16 Submission of Vouchers/Invoices for Payment

- (a) The designated payment office for CISA is located at:



Please contact the Customer Contact Center at 1-877-491-6521 with any additional questions or comments.

- (b) The Contractor shall submit all vouchers and invoices electronically to the e-mail addresses below:



- (c) Instructions for electronic invoice submissions:
- The invoice number and CISA Division shall be in the subject line of the e-mail
  - The invoice attached to the e-mail shall be in PDF format
  - Only one invoice should be submitted per e-mail message
- (d) Contents of a "Proper" invoice IAW FAR 32.905(b):
- Name and address of contractor
  - Invoice date and invoice number
  - Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number)
  - Description, quantity, unit of measure, unit price, and extended price of supplies delivered, or services performed
  - Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms) bill of lading number and weight of shipment will be shown for shipments on Government bills of lading

- Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment)
- Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice
- Taxpayer Identification Number (TIN). The contractor must include its TIN on the invoice only if required by agency procedures
- Electronic Funds Transfer (EFT) banking information (if required by agency procedures)
- Any other information or documentation required by the contract

(e) Invoices shall be submitted no sooner than monthly, after work has been completed.

(d) Payment requests.

(1) The payment periods are stipulated in the payment clause(s) contained in this contract.

(2) Vouchers submitted under cost type contracts and invoices submitted under fixed-price contracts shall include the items delineated in FAR 32.905(b) supported by relevant back-up documentation. Back-up documentation shall include at a minimum, the following information:

(i) Vouchers.

(A) Breakdown of billed labor costs and associated contractor generated supporting documentation for billed direct labor costs to include rates used and number of hours incurred.

(B) Breakdown of billed other direct costs (ODCs) and associated contractor generated supporting documentation for billed ODCs.

(C) Indirect rate(s) used to calculate the amount of billed indirect expenses.

(D) Progress reports, as required.

(ii) Invoices.

(A) Description of goods and services delivered as part of the contract's terms and conditions, including the dates of delivery/performance.

(B) Progress reports, as required.

(C) Date goods and services were performed.

(iii) Fee vouchers.

(A) Listing of all provisionally-billed fee by period or date earned since contract award.

(B) A reconciliation of all billed and earned fee.

(C) A clear explanation of the fee calculations.

(e) Improper vouchers/invoices. The Contracting Officer will submit a rejection letter and a copy of the invalid invoice to the vendor, where the vendor may submit a corrected invoice.

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

(g) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate payment request for the amount withheld will be required before payment for that amount may be made.

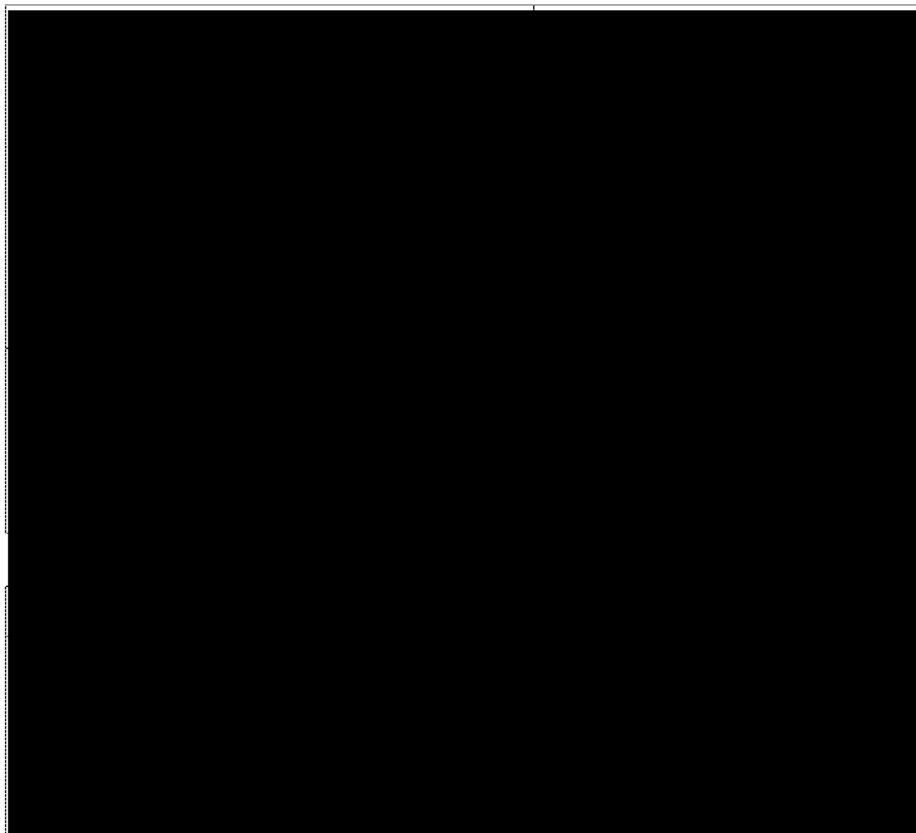
#### 17 Points of Contact

Government POCs	Corresponding HSEDI POCs

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