

**Department of Homeland Security
Cybersecurity and Infrastructure Security Agency
STATEMENT OF WORK (SOW)
FOR
Subscription Services**

1.0 GENERAL

1.1 BACKGROUND

CISA is responsible for protecting the Nation's critical infrastructure from physical and cyber threats through effective coordination and collaboration among a broad spectrum of government and private sector organizations. Within CISA, The Office of External Affairs is responsible for all aspects of communications and messaging, media relations, branding, and marketing, as well as congressional engagement. The Office of External Affairs works across the agency to share CISA's story with the U.S. Congress, stakeholders, media, and, most importantly, the American people.

1.2 SCOPE

The purpose of this Delivery Order is to acquire annual subscription services for Politico Pro Subscription for CISA.

1.3 OBJECTIVE

CISA requires annual subscription services to Politico Pro to receive status updates regarding policy-specific Intel. The subscription is required to be informed of all actions occurring in congress in relation to DHS and CISA.

1.4 APPLICABLE DOCUMENTS

1.4.1 Reference Documents

The following documents may be helpful to the Contractor in performing the work described in this document:

DHS Management Directive 140-01, *"Information Technology Security Program*

- DHS 4300A Policy Directive, (Version 13.2, September 20, 2022)
- DHS National Security Systems Policy Directive 4300B, Version 10.1, November 21, 2018' for NSS Collateral (Unclass, Secret or Top Secret Collateral).
- 'DHS Sensitive Compartmented Information (SCI) Systems 4300C Instruction Manual, Version 2.1, March 24, 2017' for TS SCI/C-LAN.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 TASK ONE. *Annual Subscription for 55 users*

Under this Delivery Order, NPPD shall receive:

- Policy coverage of 16 areas
- Congressional Directory
- Events Calendar
- DataPoint
- Document Drawer

2.2 TASK TWO. *OPTIONAL – Additional Subscriptions*

3.0 GOVERNMENT ACCEPTANCE PERIOD

The Government CISA OCEAO COR will review deliverables prior to acceptance and provide the Contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the Government CISA OCEAO COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

3.1 The Government CISA OCEAO COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the Government CISA OCEAO COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

3.2 The Government CISA OCEAO COR will have 10 business days to review deliverables and make comments. The Contractor shall have 10 business days to make corrections and redeliver.

3.3 All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The Contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

4.0 DELIVERABLES

The Contractor shall consider items in **BOLD** as having mandatory due dates. Items in *italics* are deliverables or events that must be reviewed and/or approved by the Government CISA OCEAO COR prior to proceeding to next deliverable or event in this SOW.

CLIN Description	# of Licenses	Due by
Politico Pro Subscription	55	2/21/2023

Days: Calendar days unless specified otherwise.

DAC: Calendar days after acceptance of Interagency Agreement.

NLT: No Later Than

EOC: End of Interagency Agreement

5.0 PERIOD OF PERFORMANCE

The period of performance for this contract is:

Base Period	February 21, 2023 through February 20, 2024
Option Period One	February 21, 2024 through February 20, 2025

6.0 PLACE OF PERFORMANCE

The primary place of performance will be at the Department of Homeland Security at 1110 N Glebe Rd, Arlington VA.

7.0 Invoice/Receipts

Invoices shall be prepared in accordance with FAR Clause 52.232-25 Prompt Payment and FAR Clause 52.212-4 Contract Terms and Conditions – Commercial Products and Services. Invoices must be submitted monthly by the 5th of each month. Additionally, Contractor's invoice shall include the following information:

Cover sheet identifying DHS:

Task Order Number:

Modification Number, if any:

UEI Number:

Contract Line-Item Number (CLIN) and Accounting Classifications

ATTN: CISA/M&BSO

The contractor shall submit invoices monthly.

Contract Line Item Number (CLIN) and description for each billed item.

Any additional backup information as required by this contract.

The Contractor shall submit the invoice electronically to the address below:E-mail:

[REDACTED]

Simultaneously provide an electronic copy of the invoice to the following individuals at the addresses below:

[REDACTED]

The contractor shall submit invoices to the email addresses above.