

Statement of Work (SOW)
Subscription Services to Congressional Quarterly

U.S. Department of Homeland Security
Science and Technology Directorate Chief
Administration Office
April 21, 2020

1. Introduction and Overview

The U.S. Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America safer. The DHS Science and Technology Directorate (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland.

In support of the S&T mission, many divisions need access to certain scientific journals and databases in order to remain at the forefront of their research. S&T/Administrative Support Division (ASD), Business Readiness and Support office (BRSO) has finalized new processes for ordering including several layers of authorization and verification following in the guidance set forth in the *Management Action Directive: Senior Accountable Official for Subscription Consolidation*. The request to procure the subscription to Congressional Quarterly (CQ) for selected/key staff members meets these requirements.

2. Statement of Work

Program Element / Project	Deliverables	Delivery Schedule
Base Period: S&T Subscriptions Program	Subscription for Congressional Quarterly for 9 subscribers	09/15/2020 – 09/14/2021
Option Period 1: S&T Subscriptions Program	Subscription for Congressional Quarterly for 9 subscribers	09/15/2021 – 09/14/2022
Option Period 2: S&T Subscriptions Program	Subscription for Congressional Quarterly for 9 subscribers	09/15/2022 – 09/14/2023
Option Period 3: S&T Subscriptions Program	Subscription for Congressional Quarterly for 9 subscribers	09/15/2023 – 09/14/2024
Option Period 4: S&T Subscriptions Program	Subscription for Congressional Quarterly for 9 subscribers	09/15/2024 – 09/14/2025

3. Other Contract Details

- 3.1. **Period of Performance.** The period of performance for the Base Period is from 09/15/2020 through 09/14/2021. DHS may send notices to the contractor to exercise up to four(4) 12-month Option Periods (OP1 – 09/15/2021 – 09/14/2022, OP2 – 09/15/2022 – 09/14/2023, OP3 – 09/15/2023 – 09/14/2024 and OP4 – 09/15/2024 – 09/14/2025) in accordance with the terms of this SOW.
- 3.2. **Other Direct Costs.** Congressional Quarterly is on the Library of Congress (LOC) FEDLINK negotiated schedule. See pricing list.
- 3.3. **Travel.** Travel may be required to provide training at an agreed upon and designated location; up to twice a year.
- 3.4. **Government Furnished Information**
- 3.4.1. The Government will provide certain information, materials, and forms to the contractor to support certain tasks under this SOW.
- 3.4.2. The Contracting Officer Representative (COR) and the Contracting Officer (CO) will be the points of contact (POC) for identification of any required information to be supplied by DHS.
- 3.4.3. The contractor shall prepare all documentation, in accordance with the guidelines provided by DHS.
- 3.5. **Government Furnished Facilities, Supplies, and Services.** Not Applicable.
- 3.6. **Government Furnished Property.** Not Applicable.
- 3.7. **Place of Performance.** Vendor shall perform the work under this SOW at contractor's location.
- 3.8. **Deliverables.** The Vendor shall provide all deliverables required by this task order directly to the COR with a copy of the transmittal letter to the CO. In addition to this subscription, the Vendor will provide tech support and provide the COR with written information/email to communicate resolution and status of all customer service inquiries.
- 3.9. **Program Status Report.** Vendor will provide Monthly Usage Reports and other trend reports. The Vendor representative shall provide both the COR and Contracting Officer information that pertains to issues, changes, and training on a monthly basis.
- 3.10. **Funding Requirements.** DHS will provide prompt payment to the Vendor in accordance with appropriations laws.
- 3.11. **Security Requirements.** All work performed under this SOW is unclassified.
- 3.12. **Invoicing.** Invoicing instructions: submit invoices via email to the following addresses:
[REDACTED] COR & CO email addresses as listed in this SOW.

DHS will provide the Vendor written/email notice, if an individual designated as a POC changes.