

SECTION I: STATEMENT OF WORK

RESILIENCE, ENERGY, AND SUSTAINABILITY MANAGEMENT (RESM) SUSTAINABILITY PROGRAM SUPPORT U.S. DEPARTMENT OF HOMELAND SECURITY

April 2024

1. INTRODUCTION

The purpose of this statement of work (SOW) is to procure technical subject matter expertise (SME) for the Resilience, Energy, and Sustainability Management (RESM) Program support to assist the U.S. Department of Homeland Security (DHS; Government) with the development of strategic planning documents and activities associated with the Executive Order 14057 Implementation Instructions.

Specifically, DHS will require support in tracking of the sustainability program activities, supporting the federal sustainable reporting process, and drafting guidelines for the implementation of the sustainability program, providing data analytics necessary to support the sustainability program, supporting the development of draft internal communications and marketing materials, and continuing support for the 'NEXUS' approach for the RESM program.

2. BACKGROUND

The Department of Homeland Security (DHS) Office of the Chief Readiness Support Officer (OCRSO) Sustainability and Environmental Programs (SEP) Office provides policy, guidance, training, technical support, and Department oversight through coordination with DHS Components, other federal agencies and consultation with the public. The SEP, Resilience, Energy, and Sustainability Management (RESM) Program seeks support in executing Executive Order 14057, Implementing Instructions, and other sustainability mandates through reviewing current and new program initiatives data analytics and supporting the development of sustainability reports, plans, checklists, and guidelines. This support will strengthen the Department's leadership role in sustainability and result in integration of the RESM program throughout DHS and its Components

The scope of work outlines the program management, technical assistance, and subject matter expertise (SME) needed to assist with the development of key strategic, governance, oversight and compliance management documents. This work will enhance the mission effectiveness of DHS operations and Support Components. This scope will assist DHS in developing the strategic goals and analysis necessary for DHS to progress in being a leader in Sustainability. This scope is in alignment with, and further supported by a series of Presidential Executive Orders (EO) issued to support the federal government in combating the climate crisis and federal sustainability. These presidential actions include:

- Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis (EO 13990).
- Tackling the Climate Crisis at Home and Abroad (EO 14008); and

- Catalyzing Clean Energy Industries and Jobs through Federal Sustainability (EO 14057).

3. DESCRIPTION OF SERVICES

In May 2023, the White House Council on Environmental Quality (CEQ) issued Implementing Instructions for the Federal Sustainability Programs. These instructions include sustainability strategic planning coordination across buildings, carbon-pollution free electricity, electric vehicles, resilience, climate action, and environmental justice. The ongoing sustainability reporting will require assistance in coordination, tracking, reporting process, analytics, and support in developing of the DHS sustainability program process and the Nexus approach for the RESM.

4. TASKS AND REQUIREMENTS

The Consultant shall provide a team of qualified subject matter experts (SMEs) to assist developing of a robust sustainability program at DHS.

The Consultant shall be responsible for all labor, equipment, and other resources required to fulfill the requirements of this Task Order. The Consultant staff should demonstrate their understanding of the DHS projects, policy, federal laws and regulation, the associated resilience, energy, and sustainability program. The contractor will assign specialist(s) with the necessary SME who can work independently without supervision to produce the deliverables under this Task.

4.1 DESCRIPTION OF PROJECT MANAGEMENT TASKS:

4.1.1 Kick-off Meeting: A Kick-off meeting (virtual, anticipated to last no more than 1 hour) with DHS will be held within 14 calendar days of NTP in order to accomplish the following:

- Facilitate the exchange of information
- Update and identify the Points of Contact (POCs)
- Obtain in-house data
- Discuss the SOW and update with interim milestones as needed
- Review the proposed schedule
- Review the objectives of the project

The meeting will be a teleconference call. Key personnel identified in the Consultant's proposal are required to attend the Kick-off Meeting.

4.1.2 Project Schedule: The Consultant, in coordination with the Government, shall prepare and maintain a simple project schedule to complete the deliverables identified in this SOW.

4.1.3 Meetings and Coordination: The Consultant shall facilitate, participate, and document the proceedings of planning meetings with the Government. The Government and Consultant will agree on the number of recurring virtual meetings needed to successfully accomplish these tasks in the kickoff meeting. Meetings will

not last longer than 1 hour each. Meetings may be scheduled as needed, either recurring or ad hoc, to discuss task progress and emerging needs.

4.2 IMPLEMENTING PROCEDURES TASKS:

4.2.1 Support the development, writing, and editing of required federal sustainability reports by providing SME expertise and recommendations on areas that need improvement or added content. Provide necessary input based on industry knowledge and experience with other federal government clients. Provide support necessary to improve the internal and external reporting process and incorporate the latest policy changes, guidelines, Executive Orders, and federal requirements and regulations.

4.2.2 Support the Sustainability Program Manager in tracking and evaluation of the sustainable buildings program, identifying areas of improvement or non-compliance, coordinating with Operational Components to discuss sustainability priorities.

4.2.3 Provide data analytics to track DHS sustainable buildings trends and other metrics to drive smart business decisions, improve the communication process, and provide necessary data visualization to showcase sustainable program impacts to leadership.

4.2.4 Support the Sustainability Program Manager with developing internal policies, directives, and other guidelines to effectively articulate requirement changes regarding areas including but not limited to resilience, energy, and sustainability. Assist in developing relevant documentation tied to the internal directives, such as memos and implementation manuals. Support the Sustainability Program Manager on ad hoc deliverable needs in response to new EOs, such as external and internal presentations and additional reporting needs.

4.2.5 Support the Sustainability Program Manager with internal communications and marketing to expand awareness of DHS sustainability goals and targets and tools and resources. Assist in developing draft communication and marketing materials. Support the creation and maintenance of program information for the DHS SEP related intranet websites.

4.2.6 ***Optional based on funding availability:*** Support and maintain the ‘Nexus’ approach communications plan, PowerPoint, and any other supporting documentation. The Nexus approach creates a uniform framework integrates across resilience, energy/water, facility condition, sustainability, and environmental compliance to identify and prioritize projects, break silos in facility assessments, identifying projects, prioritizing projects, and identifying evaluate financing options. Its main message is to enhance collaboration around the resources within these areas to be more effective and efficient in our deliver of project execution and implementation that optimizes facilities. Support and maintain the Nexus Standard Operating Procedures (SOP) and work in tandem with RESM allow for buy-in of resiliency and sustainability initiatives across DHS.

5. GENERAL REQUIREMENTS

The Consultant shall submit all deliverables to the DHS Project Manager via email. The Consultant shall abide by the following standards specified in this section unless use of Government furnished template, or Federal or state regulatory agency template, is used as the basis of the project deliverable.

5.1 REPORTS:

All reports will be provided electronically in MS Word and Adobe PDF formats. Reports should be completely edited and grammatically correct. All documents shall conform as follows:

- Font: Times New Roman, 12 Pitch
- Size: Final trim size of deliverables shall be 8.5 X 11 inches. Image size of standard text shall not exceed 7 X 10 inches.
- Foldouts: Wherever appropriate, use of oversized illustrations, charts, maps, photographs or artwork, may be used. Foldouts shall not exceed 11 X 17 inches with maximum image size of 9.75 X 15.5 inches.
- Color: Color shall be used cases where color differentiation in graphics (illustrations, maps, diagrams, charts) is deemed appropriate for explanation and clarification.
- Printing: Each text page should have a 1-inch margin on all sides.
- Electronic Media: The Consultant will provide the DHS Project Manager with deliverables in electronic format. All deliverables shall be provided to the Government via email or secure document share site that is accessible to the Government. The final documents will be compiled on the CD or DVD in Word and PDF file format. All electronic copies **shall be Section 508 compliant** so they can be posted on the Internet.
- Quality: Report copies should be clean and of sufficient quality to be easily read on subsequent reproductions.
- Consultant Logos/Names: Consultant logos/Names shall not be included on any document cover pages or official correspondence.

5.2 QUALITY STANDARDS:

The Consultant shall ensure that all deliverables are free of all grammatical, editorial, and technical errors. The Consultant shall ensure that all deliverables conform to Government-provided guidance (e.g., templates, SOP, outlines, formats). The Consultant shall ensure that all deliverables satisfy the Government's deliverable requirements listed below.

5.3 GENERAL SECURITY:

All personnel entering in or working on federal property will be screened and checked for criminal history and proper immigration status. Personnel who do not meet the minimum standards will not be allowed on the job site. The Consultant shall ensure that security compliance activities are properly factored into the work scheduling and cost proposals. The Consultant shall coordinate with security officials regarding all applicable security requirements.

The following items determine whether or not a person has met the minimum standards as it relates to the criminal history requirement:

- Felony conviction

- Immigration violation (unless exonerated by a judge)
- Active warrant (anywhere)

Be advised that if an individual does not clear vetting, the Government cannot disclose for privacy reasons why they failed. To further clarify, the DHS vetting criteria is separate from any E-Verify requirements that the Consultant may have.

The Consultant may be required to submit the following information to the applicable DHS COR or Security Manager for each employee (including sub-Consultant personnel) having access to the site, no less than five working days prior to work start:

- Individual's full name
- Date of birth
- Place of Birth
- Social Security number
- Driver's license and/or State identification number
- On a case by case basis, The Consultant may be asked to furnish photocopies of the driver license or state identification card and the social security number or alien registration number in order to help verify and/or resolve conflicting information resulting from the security screening process.

The COR will inform the Consultant of the specific information to be submitted.

6. DELIVERABLES

The Consultant shall provide the deliverables within the anticipated time frames denoted in the following table. The Consultant shall provide deliverables either by email, by uploading to share sites that can be made available to the Government, or by hard copy. The Consultant shall prepare deliverables that conform to the DHS Style Manual, which will be provided to the Consultant by DHS.

TASK	DELIVERABLE	SCHEDULE (Calendar Days)	FORMAT
4.1 Project Management			
4.1.2	Project Schedule	2 days before Kick-off Meeting	Electronic
4.1.3	Meetings and Coordination	As Needed	Electronic
4.2 Implementing Procedures Tasks			
4.2.1	Sustainability Reports Writing, Editing, Review and Recommendations	TBD	Electronic
4.2.2	Tracking and Evaluating Sustainable Buildings	TBD	Electronic
4.2.3	Data Analytics	TBD	Electronic
4.2.4	Support the development of DHS Directives, Policies, and other Guidelines.	TBD	Electronic
4.2.5	Internal Communication and Marketing Support	TBD	Electronic

4.2.6	Nexus On-going Support and Maintenance		
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7. GOVERNMENT FURNISHED PROPERTY

The Consultant shall acquire, manage, and dispose of all Government Property associated with achieving the objectives in accordance with the Consultant's approved property management plan. If, during the execution of this contract, the Consultant becomes responsible for or acquires Government Property, the Consultant shall prepare a final inventory of said Government Property to be delivered near the project completion before beginning final property disposal. An inventory of Government Property will be provided to the Consultant upon award of the contract. At the completion of the project, all Government Property (removed or installed during the course of the project) shall be listed on a property inventory, including a total cost for each property item, and submitted to the Contracting Officer's Representative (COR). The Consultant may consider salvage of Government Property as a potential decrement to their proposal.

8. PERFORMANCE PERIOD

Period of performance will begin upon issuance of this task order and will end in 12 months.

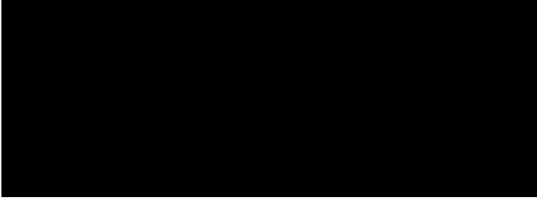
9. TRAVEL ARRANGEMENTS

Local travel to accommodate some in person meetings is anticipated for this effort.

SECTION II - CONTRACT ADMINISTRATION DATA

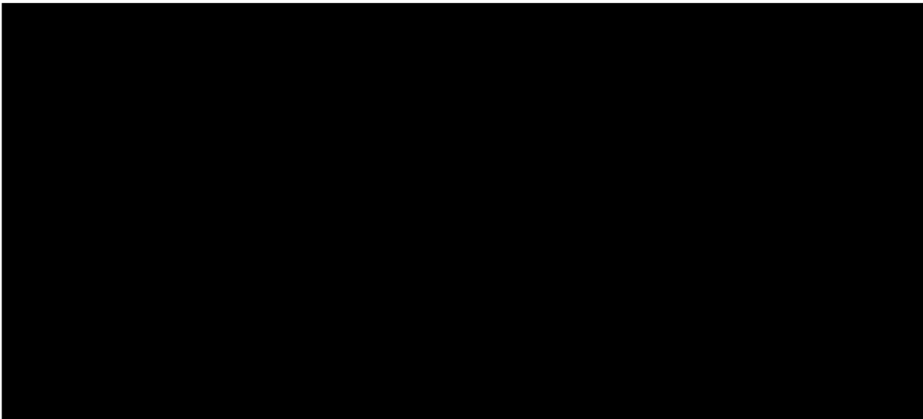
1.0 CONTRACT ADMINISTRATION

This Task Order will be administered by:



Copies of all correspondence concerning this Task Order shall be provided to the Contracting Officer listed above.

2.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR)



3.0 CONTRACTING OFFICER'S AUTHORITY

A warranted Contracting Officer is the only person authorized to issue modifications to the Task Order, approve changes in any of the requirements, or obligate funds. Notwithstanding any clause/provision contained elsewhere in this Task Order, the authority to modify the Task Order remains solely with the Contracting Officer. If the Contractor makes any Task Order changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the Task Order to cover any increases in charges that may result. The Contracting Officer has the authority to perform any and all post-award functions in administering and enforcing the proposed Task Order in accordance with its terms and conditions.

SECTION III: INVOICING

The Consultant may invoice for this work upon completion of the project, or upon completion of the separate tasks (identified in the Deliverables and within the Pricing Schedule). The Consultant can only invoice once per month.

Invoices shall be prepared in accordance with FAR Clauses 52.232-25 Prompt Payment and 52.232-7, Payments under Time and Materials and Labor-Hours. In addition to invoice preparation as required by the FAR, the Contractor's invoice shall include the following information:

- a) Cover sheet identifying DHS;
- b) Task Order and Associated DHS BPA Number;
- c) Modification Number, if any;
- d) DUNS Number;
- e) Month services provided
- f) CLIN and Accounting Classifications

The Contractor shall indicate the associated CLIN and dollar amount invoiced. Supporting documentation shall include labor categories, rates, and hours burned for the billing period; contractor employee name; total cumulative hours and cumulative invoiced to date and dollar amount for contractor employees.

Invoices shall be submitted electronically to [REDACTED]

The contractor shall submit invoices to the email addresses above. Additionally, the contractor shall prepare and submit a sufficient and procurement regulatory compliant invoice and receiving report for technical certification of inspection/acceptance of services and approval for payment. The contractor shall attach back up information to the invoices and receiving reports substantiating all costs for services performed. The receiving agency's written or electronic acceptance by the COR and date of acceptance shall be included as part of the backup documentation. If the invoice is submitted without all required back up documentation, the invoice shall be rejected. The Government reserves the right to have all invoices and backup documentation reviewed by the Contracting Officer prior to payment approval.

