

**STATEMENT OF WORK (SOW)**  
**FOR**  
**Special Purpose Craft – Ice Rescue Transport (SPC-IRT)**

**DRAFT 23 May 2022**

**1.0 GENERAL**

**1.1 BACKGROUND**

This contract shall support the Surface Acquisitions Logistics Center (SALC) in the development of integrated logistics products to support the Special Purpose Craft – Ice Rescue Transport (SPC-IRT). The U.S. Coast Guard has accepted 7 of the anticipated 11 SPC-IRTs with the remaining boats to be delivered over the next couple of years.

Capable of transiting open water, rough water, solid ice, thin ice, broken ice, and snow the SPC-IRT provides unique ice rescue capability to the Coast Guard. The SPC-IRT is intended to deliver ice rescue crews for responses greater than one-half mile and less than 10 miles from shore.

**1.2 SCOPE**

The Contractor shall provide all resources necessary to accomplish the tasks and deliverables described in this Statement of Work (SOW) and attachments.

**1.3 APPLICABLE DOCUMENTS**

Compliance and Reference Documents can be found in Attachment 2.

**2.0 SPECIFIC REQUIREMENTS/TASKS**

The Contractor shall provide the Section C-2 Requirements identified in SALC ALSS IDIQ Contract SOW (Section C) and the tasks identified in Table 1 below and shall be IAW Attachment 1 (ILS SOW Tasks), and cited references for the detailed requirements for each task.

Table 1 – ILS SOW Tasks

<b>Task Number</b>	<b>ESWBS</b>	<b>Task Name</b>	<b>Definite Item (D) Option Item (O)</b>	<b>Firm Fixed Price (FFP) or Labor Hour (LH)</b>	<b>Anticipated Workload</b>
003	04113	Configuration Build and Baseline Establishment	<b>D</b>	<b>LH</b>	<b>180 Configuration Line Items</b>
005a*	08110	Backfit Reliability Centered Maintenance (RCM) Analysis Report	<b>D</b>	<b>LH</b>	<b>~2 Systems</b>
005b**	08120	Classic Reliability Centered Maintenance (RCM) Analysis Report	<b>D</b>	<b>LH</b>	<b>~4 Systems</b>
008	08140	Maintenance Procedure Cards (MPCs)	<b>D</b>	<b>LH</b>	<b>~150 MPCs</b>
024a	08300	Provisioning Support	<b>D</b>	<b>LH</b>	<b>~300 Parts</b>

\* The following systems are anticipated to require Backfit Reliability Centered Maintenance Analysis:  
320 DC Distribution System

100 Fendering System

\*\* The following systems are anticipated to required Classic Reliability Centered Maintenance Analysis:

233 Main Propulsion System

252 Main Propulsion Control and Monitoring System

561 Steering Gear System (helm, rudder, and ice brake)

### **3.0 CONTRACTOR PERSONNEL**

The Contractor shall propose staffing levels and recommended labor categories based on the ALSS Contract Attachment 2 - Labor Category Descriptions and Qualifications Matrix and the requirements for this task order (TO).

### **3.1 QUALIFIED PERSONNEL**

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

### **3.2 CONTINUITY OF SUPPORT**

The Contractor shall ensure that the contract requirements are met in accordance with required timelines and that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

### **3.3 KEY PERSONNEL**

Reference ALSS IDIQ Contract Section H-11 Addition or Substitution of Personnel. The following Contractor personnel are designated as *Key* for this requirement.

Project Manager

**3.3.1** Contractor *Key* personnel may be assigned by the Contractor to more than one key position for this requirement and may be assigned by the Contractor to additional contract deliverables.

#### **3.3.2 PROJECT MANAGER**

3.3.2.1 The Contractor shall provide a Project Manager (PM) who shall be responsible for all Contractor work performed under this TO. The PM is further designated as *Key* by the Government.

3.3.2.2 The PM shall be a single point of contact for the Contracting Officer and the COR. It is anticipated that the Project Manager shall be one of the senior level employees provided by the Contractor for this work effort. The Contractor shall provide the name of the PM, and the name(s) of any alternate(s) who shall represent the Contractor in the absence of the PM, as well as a summary of experience and qualifications, to the Government. During any absence of the PM, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this TO. The PM and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the PM without prior written approval from the Contracting Officer.

3.3.2.3 The PM, or their alternate, shall be available to the COR via telephone between the hours of 7:00 am and 4:00 pm EST, Monday through Friday.

3.3.2.4 Specific deliverables of this task include:

- 3.3.2.4.1 Develop and maintain a production schedule for all assigned SALC Boat Acquisition ILS development efforts to include the assignment of resources required in order to meet production deadlines. The schedule shall be to the level of detail to include each task item of each Boat Acquisition Task Order.
- 3.3.2.4.2 Create and maintain contractor process guide(s) for the development of each task item deliverable to include government furnished information, contractor development process, submission of contractor products for government review, and response steps to correct government comments. The intent is to capture and standardize the process the steps from providing of government furnished information to the government's acceptance of a contract deliverable. The process guide(s) shall also include the contractor's quality management program to ensure the delivery of contractually compliant deliverable to the government. The process guide(s) shall also include onboarding and departure of new personnel to include required access and permissions to government systems and information technology tools. The contract shall submit a list of the anticipated process guide(s) with the draft Task Order project plan to include anticipated submission dates to the government for review. The intent is not for the government to dictate how the contractor shall perform the required tasks but to ensure compliance with applicable references and provide insights and share best practices.
- 3.3.2.4.3 Develop training plan for all employees assigned to a Boat Acquisition task order as required to gain compliance with requirements of Attachment 1 to the ALSS contract.
- 3.3.2.4.4 Create and implement standard format for weekly and monthly reports that provide a clear and concise summary of the required information to include useful metrics that facilitate informed decision-making regarding quantity, quality, and timeliness of contract deliverables.
- 3.3.2.4.5 Provide recommendations for process and product improvements to Boat Acquisition Logistics Team Lead to improve quality, quantity, and timeliness of required contract deliverables.
- 3.3.2.4.6 Share and implement best practices across Boat Acquisitions Task Orders to improve the quality, quantity, and timeliness of contractor deliverables across multiple task orders.

### **3.4 EMPLOYEE IDENTIFICATION**

Reference ALSS IDIQ Contract Section H-12.

### **3.6 EMPLOYEE CONDUCT**

Reference ALSS IDIQ Contract Section H-13.

### **3.7 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS**

Reference ALSS IDIQ Contract Section H-14.

## **4.0 OTHER APPLICABLE CONDITIONS**

### **4.1 SECURITY**

Reference ALSS IDIQ Contract Sections H-5, H-6, and I-3.

#### **4.1.1 FACILITY AND COMPUTER ACCESS**

Reference ALSS IDIQ Contract Section I-4.

### **4.2 PERIOD OF PERFORMANCE**

The period of performance for this contract is 12 month from the date of award.

### **4.3 PLACE OF PERFORMANCE**

The primary place of performance will be a combination of the Contractor's facilities and/or the U. S. Coast Guard at SALC at 711 E. Ordnance Road, Curtis Bay, MD 21226. The U.S. Coast Guard has 01 workspaces available onsite to support this task order.

### **4.4 HOURS OF OPERATION**

Contractor employees shall generally perform all work between the hours of 6:00 AM and 6:00 PM EST, with core hours between 9:00 AM and 2:30 PM, Monday through Friday (except Federal holidays). However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW. Overtime is not permitted unless approved in advance, by the Contracting Officer. The Contractor will not charge for any unauthorized overtime or any closure of the SALC (i.e. inclement weather).

### **4.5 TRAVEL**

No travel is anticipated under this task order.

### **4.6 TASK ORDER (TO) KICK-OFF MEETING**

The Contractor shall attend a TO Kick-Off Meeting with the Contracting Officer and the COR no later than five (5) business days after the date of TO award. The purpose of the TO Kick-Off Meeting, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this TO and review the Contractor's draft project plan. The ALSS IDIQ PM and TO Key Personnel shall attend in person when able. The Kick-Off Meeting will be held at the USCG SALC, 711 E. Ordnance Road, Suite 711, Baltimore, MD 21226.

#### **4.7 PROJECT PLAN**

The Contractor shall provide a draft Project Plan at the TO Kick-Off Meeting for Government review and comment. The plan, at a minimum, shall include: (a) list of work to be performed; (b) project schedule; (c) description of intended results; (d) role of key personnel, if applicable and (e) how quality of service (project) will be maintained throughout life of contract. The Contractor shall provide a final Project Plan to the COR not later than 10 business days after the TO Kick-Off Meeting.

#### **4.8 PROGRESS REPORTS**

- 4.8.1 Monthly Progress Report: The PM shall provide a monthly progress report to the Government Task Order COR(s) and the Contracting Officer. This report shall include: a summary of activities by work package task and accomplishments for the current reporting period, hours and funds expended by each employee working on the task (monthly and cumulative) by work package task, schedule information, planned activities for the next reporting period, and planned travel for the next reporting period. The report shall identify contract budget and contract costs. The Contractor shall identify any issues or problems that the Contractor perceives as impacting their ability to satisfy requirements. Each work item task has its own reporting requirements that should be followed IAW the work item task.
- 4.8.2 Weekly Progress Report: The Contractor shall provide weekly progress reports identifying the status of tasks, and activities worked and completed during the previous week. These reports will be due 1 business day following the end of the period of report. Copies of report shall be forwarded to the Government Task Order COR (s).

#### **4.9 PROGRESS MEETINGS**

The PM shall be available to meet with the TO COR (s) upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place at a mutually convenient location or via teleconference.

#### **4.10 GENERAL REPORT REQUIREMENTS**

The Contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with USCG Standard Workstation (Microsoft Office Applications).

#### **4.11 PROTECTION OF INFORMATION**

Reference ALSS IDIQ Contract Section I-3.

#### **5.0 GOVERNMENT FURNISHED RESOURCES**

The Government will provide the workspace, equipment and supplies necessary to perform the on-site portion of Contractor services required in this TO, unless specifically stated otherwise in this work statement. The Contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this TO, and shall be responsible for returning all Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear.

The Government will provide the following information, data and documents to the Contractor for work required under this contract:



- SPC-IRT Technical Drawings
- SPC-IRT Commercial Off the Shelf Technical Manuals
- SPC-IRT Master Equipment List
- SPC-IRT Builder Boat Operator Handbook
- SPC-IRT Builder Recommended Spare Parts List
- SPC-IRT Builder Recommended Maintenance
- SPC-IRT Builder Operator/Maintainer Training Curriculum
- Additional technical data as may be made available to the government

The Government will provide copies of the references cited in SOW 1.4 at the TO Kick-Off Meeting if not already provided. The Contractor shall use Government furnished information, data and documents only for the performance of work under this contract, and shall be responsible for returning all Government furnished information, data and documents to the Government at the end of the performance period. The Contractor shall not release Government furnished information, data and documents to outside parties without the prior and explicit consent of the Contracting Officer.

## **6.0 CONTRACTOR FURNISHED PROPERTY**

The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in SOW 2.0 and SOW 5.0.

## **7.0 GOVERNMENT ACCEPTANCE PERIOD**

The COR will review deliverables prior to acceptance and provide the contractor with documented notification of acceptance or reasons for non-acceptance via tracked electronic method.

**7.1** Timelines for Government review and Contractor resubmission shall be in accordance with SOW Attachment 1.

**7.2** 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.

## **8.0 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 COR prior to proceeding to next deliverable or event in this SOW.

ITEM	SOW REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
1	4.6	<b>TO Kick-Off Meeting</b>	5 days after TO award	N/A
2	4.6, 4.7	<i>Draft Contractor Project Plan</i>	At Kick-Off Meeting	COR, Contracting Officer
3	3.3	<i>Draft Process Guide(s) List and Timeline</i>	At Kick-Off Meeting	COR, Contracting Officer
4	4.7	<b>Final Contractor Project Plan</b>	10 Business Days after TO Kick-Off Meeting	COR, Contracting Officer
5	3.3.	<b>Final Process Guide(s) List and Timeline</b>	10 Business Days after TO Kick-Off Meeting	COR, Contracting Officer
6	4.9	<b>Monthly Progress Reports</b>	NLT the 10 <sup>th</sup> of every month	COR, Contracting Officer
7	2.0	Baseline Configuration	Per Attachment 1	COR
8	2.0	Reliability Centered Maintenance Analysis Reports (Classic and Backfit)	Per Attachment 1	COR
9	2.0	Draft Maintenance Procedure Cards	Per Attachment 1	COR