

**DEPARTMENT OF HOMELAND SECURITY
CYBERSECURITY & INFRASTRUCTURE SECURITY AGENCY (CISA)
STATEMENT OF WORK (SOW)
for
Economic Analysis Support Services**

1.0 GENERAL

1.1 BACKGROUND

The Cybersecurity and Infrastructure Security Agency (CISA) is the Nation's risk advisor, working with partners to defend against today's threats and collaborating to build more secure and resilient infrastructure for the future. Our partners in this mission span the public and private sectors, with CISA serving as the foundation to mobilize the collective defense and leader of the Nation's efforts to understand and manage the risk to our critical infrastructure. CISA includes the Office of the Director (OD) and four subcomponents: the Cybersecurity Division (CD), Infrastructure Security Division (ISD), the Emergency Communications Division (ECD), and the National Risk Management Center (NRMC), which are headquartered in the National Capital Region (NCR). Within NCR, the Office of the Chief Economist provides benefit-cost analysis, economic impact analysis, modeling and simulation, risk analysis, and quantitative policy analysis to inform prioritization and resource allocation decisions for customers throughout DHS.

1.2 SCOPE

The Office of the Chief Economist is seeking professional support services in conducting economic analysis for the development of regulations, Information Collection Requests, reports in support of requirements to comply with executive orders, as well as non-regulatory economic analysis projects in support of all CISA subcomponents.

The contractor must provide all personnel, equipment, materials, supervision and other items and services necessary to perform services to conduct the economic analyses, documentation and assessments required for the promulgation of regulations in accordance with the standards set forth in Attachment 2, entitled "Performance Requirements Summary". Such economic analyses will require the contractor to have specialized expertise in conducting economic analysis in accordance with authorities that include Executive Order 12866 (Regulatory Planning and Review), Executive Order 13563 (Identifying and Reducing Regulatory Burdens), OMB Circular A-4 (Guidelines for the Conduct of Regulatory Analysis), and the Regulatory Flexibility Act. The contractor shall also have expertise in using any of the various analytic methods of economics, including econometrics, mathematical modeling and simulation, game theory, and experimental or behavioral economics.

In addition to preparing economic analyses, the contractor may be required to provide technical writing support and to have the capacity to review and summarize thousands of public comments on DHS's regulatory actions. The contractor may be required to complete economic analysis in support Information Collection Request (ICR) in accordance with the Paperwork Reduction Act (PRA).

2.0 SPECIFIC REQUIREMENTS/TASKS

Individual Task Orders will be used to assign detailed performance-based work statements with related performance standards (acceptable quality) and performance measures (how performance will be measured).

2.1 TASK ONE: Regulatory Evaluations

The Contractor shall develop regulatory evaluations to analyze rulemakings promulgated by CISA. The contractor shall have the capacity to provide the full range of such regulatory evaluations such as:

2.1.1 Economic Analysis – Rigorously assess potential costs and benefits of proposed and final rules and retrospective analyses of existing regulations IAW Executive Order 12866 (Regulatory Planning and Review), Executive Order 13563 (Identifying and Reducing Regulatory Burdens), OMB Circular A-4 (Guidelines for the Conduct of Regulatory Analysis) and other OMB guidance relevant to estimating the costs and benefits of regulatory actions.¹ Contractor prepared economic and regulatory analyses shall fully comply with the standard of analysis contained in these Executive Orders and OMB guidance documents. The contractor shall have the capability to perform formal probabilistic analysis and produce written reports as required by OMB Circular A-4 using software (e.g. such as *Crystal Ball*).

2.1.2. Small Entity Economic Impact Analysis – Assess whether a rule is expected to result in a significant economic impact on a substantial number of small entities and provide the factual basis to support such a determination, and if directed/applicable, perform a full Regulatory Flexibility Analysis IAW the Regulatory Flexibility Act. The Small Business Administration's publication *A Guide for Government Agencies: How to Comply with the Regulatory Flexibility Act* should be used as guidance on the preparation of such small entity economic analyses.

2.1.3 Paperwork Burden Analysis – Assess whether there are any data collection and reporting activities associated with a rule, and if directed, prepare the necessary Information Collection Request IAW the Paperwork Reduction Act.

2.1.4 Energy Impact Analysis – Analyze whether the rule is expected to affect energy supply, distribution, or use IAW Executive Order 13211. **Please see the below links for additional information.**

2.1.5 International Trade Impact Analysis - Assess whether a rule creates unnecessary obstacles to the foreign commerce of the United States.

¹Such OMB guidance includes: (1) OMB OIRA Guidance "Agency Checklist: Regulatory Impact Analysis" October 28, 2010, http://www.whitehouse.gov/sites/default/files/omb/inforeg/regpol/RIA_Checklist.pdf; (2) OMB OIRA Guidance "Regulatory Impact Analysis: Frequently Asked Questions," February 7, 2011, http://www.whitehouse.gov/sites/default/files/omb/assets/OMB/circulars/a004/a-4_FAQ.pdf; and (3) OIRA Guidance "Regulatory Impact Analysis: A Primer" August 5, 2011, http://www.whitehouse.gov/sites/default/files/omb/inforeg/regpol/circular-a-4_regulatory-impact-analysis-a-primer.pdf.

2.1.6 Unfunded Mandates Reform Analysis – Assess the impact of a rule on affected state governments, local governments and private entities IAW UMRA.

2.2 TASK TWO: Regulatory Evaluation Support Functions

The Contractor shall support regulatory evaluations by providing support for projects that arise as an outgrowth of a completed regulatory evaluation. This support will include, but may not be limited to the following:

2.2.1. Research Support

Conduct research to identify and obtain data as needed for economic analysis. This could include purchasing data sets from private sources, academic research, and collecting, organizing and formatting large data sets to make them accessible for CISA's needs.

2.2.2. Public Comment Processing Support

Depending on the rulemaking, DHS may receive thousands of public comments on its proposed regulations. The contractor shall have the capacity to review and categorize thousands of public comments and produce a written summary of the comments by issue raised by the commenters in a manner suitable for publishing in the *Federal Register*. For example, the contractor would provide a detailed report of the public comments raised by the economic analysis, such as the estimated compliance costs being too high or low, the affected population being incorrect, the way a fee is calculated is incorrect, etc.

2.3 TASK THREE: Technical Writing

The contractor shall have the capacity to produce rulemaking documents, with the proper format, suitable for publication in the Federal Register in accordance with the *Federal Register Drafting Handbook*.

2.3.1 Submission of Reports and Documents

The Contractor shall provide all reports and presentations in electronic format with read/write capability in Microsoft Office Applications.

All reports or documents that contain analyses and recommendations the contractor shall at a minimum describe the procedures used to arrive at analyses/recommendations; List sources for assumptions and data relied upon; provide all data produced in the performance of this analysis; detail the basis, methods, assumptions and considerations upon which the analysis is based. It shall be possible for a qualified third party reading an analysis prepared by the contractor to see clearly how the contractor arrived at all estimates and conclusions.

The contractor is responsible for generating data of known and defensible quality and is responsible for implementing all required and necessary activities to successfully achieve these goals. Data generated shall be readily verifiable through adequate documentation of the empirical tools, formulas and processes by which the data was generated. Contractor prepared reports and documents of economic and regulatory analyses shall fully comply with the standard

Attachment 1

of analysis contained in the Executive Orders 13563 and 12866 and OMB guidance relevant to estimating the costs and benefits of regulatory actions.

2.3.2 Information Sources

The contractor shall utilize publicly available data/information for assessments to the maximum extent possible. For example, the Bureau of Labor Statistics and the U.S. Census Bureau have a significant amount of publicly available relevant information that may be useful to economists conducting regulatory analyses. Such data includes wage rates by occupation, national labor turnover rates, and industry level employment and revenue data. When publicly available data is not available, the contractor will need to develop its own data. All data gathered and produced in the performance of this BPA shall be provided to the agency.

2.3.3 Documentation

The agency shall review and approve all work products in draft form prior to use or distribution. The agency will make all regulatory, policy and interpretative decisions resulting from contractor-provided advice and assistance provided under this BPA. The contractor shall not publish or otherwise release, use, or disclose any work product generated under this BPA without the express authorization of the COR.

2.4 Task 4: Non-regulatory Economic Analysis

Conduct economic analysis in support of non-regulatory applications using any of the various analytic methods of economics, including econometrics, mathematical modeling and simulation, game theory, and experimental or behavioral economics.² Examples include benefit-cost analysis, cost-effectiveness analysis, economic consequence analysis, economic impact analysis (such as computable general equilibrium analysis and input-output analysis), analysis of private markets, and other analyses for which the results can be expressed in terms of economic metrics such as employment, gross domestic product, costs, benefits, incentives, utility, or return on investment.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

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

3.2 Continuity of Support

Contractor personnel assigned to work on the task order(s) may be categorized as either key personnel or other (non-key) personnel. The personnel specified on individual task order(s) of the BPA are considered to be essential to the work the Contractor agrees to perform hereunder. Prior to diverting the key personnel to other programs, the Contractor shall notify the

² The American Economic Association provides a complete definition of economics at: <http://www.aeaweb.org/students/WhatIsEconomics.php> and <http://www.aeaweb.org/students/Fields.php>

Attachment 1

Contracting Officer reasonably in advance and shall submit justification, including proposed substitutions or replacements, in sufficient detail to permit the Contracting Officer to evaluate the impact on the work the Contractor is obligated to perform hereunder. The Contractor shall not replace any of the key personnel named to work on the individual task order(s) without the written consent of the Contracting Officer

3.3 Minimum Qualifications – Key Personnel

3.3.1 Project Manager

- The Contractor shall provide a PM who shall be responsible for all Contractor work performed under this SOW
- Currently holds, or is able to obtain, DHS Fitness Determination
- BA/BS (M.A or M.B.A preferred) in social science, business or equivalent.
- 10 years of experience in social science, business administration, or science and at least five years of supervisory experience in a management role with demonstrated success in staffing and managing technical projects and staff members and is knowledgeable about Federal contracting and procurement regulations.

3.3.2 Senior Economist

- The Contractor shall provide an individual with demonstrated expertise in a field of economics and work in which there is a dearth of applicable precedent. A Senior Economist shall be capable of formulating and guiding major research attacks on economic problems of great difficulty.
- Currently holds, or can obtain, DHS Fitness Determination
- Master's Degree in Economics
- 10 years' experience completing economic analyses

3.3.3 Economist

- The Contractor shall provide an individual that is capable of completing a level of economic analysis that requires the ability to solve difficult problems and draw rational inferences, but the level of work would not be precedent setting in nature.
- Currently holds, or is able to obtain, DHS Fitness Determination
- Master's Degree in Economics
- 5 years' experience completing economic analyses

3.4 Minimum Qualifications - Non-Key Personnel

3.4.1 Senior Staff Associate

- The Contractor shall provide a Senior Staff Associate, responsible for performing work of a technically complex nature in directing and reviewing the work of Staff Associates and Junior Staff Associates, and for the day-to-day management of the professional activity on a project.
- Currently holds, or is able to obtain, DHS Fitness Determination
- Advanced degree in social science, business, science, or equivalent.
- 10 years of experience and training in social science, business administration, statistics, or science and 5 years of supervisory experience leading technical projects and staff members.

3.4.2 Staff Associate

- The Contractor shall provide a Staff Associate responsible for performing work of a moderately complex nature under the direction of a Senior Staff Associate. A Staff Associate may direct the performance of one or more elements of a project that are related to his/her education and experience.
- Currently holds, or is able to obtain, DHS Fitness Determination
- Bachelor's degree in social science, business administration, science, or statistics.
- 3 years of experience and training in social science, business administration, statistics, or science and experience in technical support and analysis of complex programs, tasks, processes, and procedures.

3.4.3 Junior Staff Associate

- The Contractor shall provide a Junior Staff Associate responsible for performing information collection, analysis, and interpretation under the direction of a Staff Associate or a Senior Staff Associate.
- Currently holds, or can obtain, DHS Fitness Determination
- Bachelor's degree in social science, business administration, science, or statistics.
- A Junior Staff Associate has at least one year of experience in research

3.4.4 Technical Writer

- The Contractor shall provide a Technical Writer responsible for the gathering, organizing, analyzing, and composing technical information described in the PWS. Edits functional descriptions, system specifications, user manuals, and special reports, Statements of Work, or any other customer deliverables and documents. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Technical Writers shall possess all the demonstrated experience and knowledge requirements delineated below, as verified by a signed and dated resume by the individual and a corporate executive.
- Currently holds, or is able to obtain, DHS Fitness Determination
- Bachelor's degree or equivalent
- 5 years of experience developing and preparing complex technical publications utilizing state-of-the-art workstations, internal and external communications media, and software.

Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Technical Writer shall possess the following knowledge and skills:

- Ability to communicate effectively, both orally and in writing;
- Ability to analyze the needs of the target audience; and
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

3.4.5 Administrative Specialist

- The Contractor shall provide an Administrative Specialist who directly supports program managers or project managers by preparing documents, presentations and graphics and

Attachment 1

supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents as described in this PWS.

- Currently holds, or can obtain, DHS Fitness Determination
- High school diploma
- One year of experience using software systems such as Microsoft Word, Microsoft Power Point, and Excel, as well as, financial reporting systems, and desktop publishing systems.

Additional Required Knowledge and Skills: In addition to the experience and educational requirements described above, the Administrative Specialist shall possess the following knowledge and skills.

- Ability to communicate effectively, both orally and in writing;
- Ability to analyze the needs of the target audience; and
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

3.5 Employee Identification

3.5.1 Contractor employees visiting Government facilities shall wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not clear and display all identification and visitor badges in plain view above the waist at all times.

3.5.2 Contractor employees working on-site at Government facilities shall wear a Government issued identification badge. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent (in meetings, when answering Government telephones, in e-mail messages, etc.) and display the Government issued badge in plain view above the waist at all times.

3.6 Employee Conduct

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of DHS uniforms, and possession of weapons) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Homeland Security. The Project Manager shall ensure Contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

3.7 Removing Employees for Misconduct or Security Reasons

The Government may, at its sole discretion (via the Contracting Officer), direct the Contractor to remove any Contractor employee from DHS facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services

required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.0 OTHER APPLICABLE CONDITIONS

4.1 SECURITY

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

POST-AWARD INSTRUCTIONS REGARDING SECURITY REQUIREMENTS FOR CONTRACTS/ORDERS

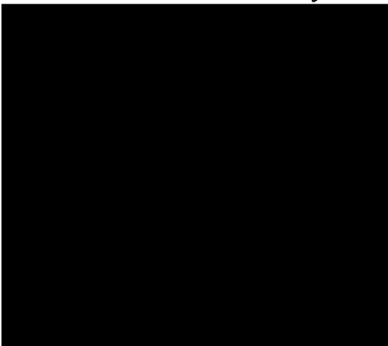
The procedures outlined below shall be followed for the DHS Security Office to process background investigations and suitability determinations, as required, in a timely and efficient manner.

- Carefully read the security clauses in the Order. Compliance with the security clauses in the contract is not optional.
- Contract 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 Security Office. Prospective Contractor employees shall submit the following completed forms to the DHS Security Office. The Standard Form 85P will be completed electronically, through the Office of Personnel Management's e-QIP SYSTEM. The completed forms must be given to the DHS Security Office no less than thirty (30) days before the start date of the contract or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:
 - a. Standard Form 85P, "Questionnaire for Public Trust Positions"
 - b. FD Form 258, "Fingerprint Card" (2 copies)
 - 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 Rep01is Pursuant to the Fair Credit Reporting Act"
- Only complete packages will be accepted by the DHS Security Office. Specific instructions on submission of packages will be provided upon award of the contract.
- DHS may, as it deems appropriate, authorize and grant a favorable entry on duty (EOD) decision based on preliminary suitability checks. The favorable EOD

Attachment 1

decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow. A favorable EOD decision or a full employment suitability 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 decision or suitability determination by the Security Office.

- Limited access to Government buildings is allowable prior to the EOD decision if the Contractor is escorted by a Government employee. This limited access is to allow Contractors to attend briefings and non-recurring meetings in order to begin transition work.
- 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. 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.
- The POC at the Security Office is:



4.2 PERIOD OF PERFORMANCE

The period of performance for this contract will consist of the following:

Base Period –	September 29, 2021 – September 28, 2022
Option Period I –	September 29, 2022 – September 28, 2023 <i>(if exercised)</i>
Option Period II –	September 29, 2023 – September 28, 2024 <i>(if exercised)</i>
Option Period III –	September 29, 2024 – September 28, 2025 <i>(if exercised)</i>
Option Period IV –	September 29, 2025 – September 28, 2026 <i>(if exercised)</i>

4.3 PLACE OF PERFORMANCE

The primary place of performance will be at the Contractor's facility.

4.4 HOURS OF OPERATION

Contractor employees shall perform all work between the hours of 08:00 a.m. and 6:00 p.m. Eastern time, 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.

4.5 TRAVEL

Contractor travel may be required to support this requirement. All travel required by the Government outside the local commuting area(s) will be reimbursed to the Contractor in accordance with the Federal Travel Regulations. The Contractor shall be responsible for obtaining COR approval (electronic mail is acceptable) for all reimbursable travel in advance of each travel event.

4.6 POST AWARD CONFERENCE

The Contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 10 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract and review the Contractor's draft project plan. The Post Award Conference will be held via telephone.

4.7 PROJECT PLAN

The Contractor shall provide a draft Project Plan at the Post Award Conference for Government review and comment. The Contractor shall provide a final Project Plan to the COR not later than 10 business days after the Post Award Conference.

4.8 PROGRESS REPORTS

The Project Manager shall provide a monthly progress report, 15th business day of each month, to the Contracting Officer and COR via electronic mail. This report shall include a summary of all Contractor work performed, including a breakdown of labor hours by labor category, all direct costs by line item, an assessment of technical progress, schedule status, any travel conducted and any Contractor concerns or recommendations for the previous reporting period. The Contracting Officer and COR reserve the right to change the frequency of reports based on performance or changes in mission needs.

4.9 PROGRESS MEETINGS

The Project Manager shall be responsible for keeping the COR informed about Contractor progress throughout the performance period of this contract and ensure Contractor activities are aligned with DHS objectives. At a minimum, the Project Manager shall meet, via teleconference, with the COR on a monthly basis to discuss progress, exchange information and resolve emergent technical problems and issues.

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 DHS workstations Microsoft Office Applications.

4.12 PROTECTION OF INFORMATION

Contractor access to proprietary information is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with DHS MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information. The Contractor shall ensure that all Contractor personnel having access to business or procurement sensitive information sign a non-disclosure agreement (DHS Form 11000-6).

Requirement to Support Completion of Privacy Compliance Documents

The Contractor agrees to support the completion of the Privacy Threshold Analysis (PTA) document when it is required. PTAs are triggered by the creation, modification, upgrade, or disposition of an IT system, or the collection of Personally Identifiable Information, and must be renewed at least every three years. Upon review of the PTA, the DHS Privacy Office determines whether a Privacy Impact Assessment (PIA) and/or Privacy Act System of Records Notice (SORN), or modifications thereto, are required. The Contractor shall provide adequate support to complete the PIA in a timely manner, and shall ensure that project management plans and schedules include the PTA, PIA, and SORN (to the extent required) as milestones. Additional information on the privacy compliance process at DHS, including PTAs, PIAs, and SORNs, is located on the DHS Privacy Office website (www.dhs.gov/privacy) under "Privacy Compliance Process & Templates." DHS Privacy Policy Guidance Memorandum 2008-02 sets forth when a PIA will be required at DHS, and the Privacy Impact Assessment Guidance and Template outline the requirements and format for the PIA.

4.13 SECTION 508 COMPLIANCE

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by P.L. 105-220 under Title IV (Rehabilitation Act Amendments of 1998) all Electronic and Information Technology (EIT) developed, procured, maintained and/or used under this contract shall be in compliance with the "Electronic and Information Technology Accessibility Standards" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR Part 1194. The complete text of Section 508 Standards can be accessed at <http://www.access-board.gov/> or at <http://www.section508.gov>.

1. Section 508 Requirements (include in the SOW, PWS, or SOO)

Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) (codified at 29 U.S.C. § 794d) requires that when Federal agencies develop, procure, maintain, or use information and communications technology (ICT), it shall be accessible to people with disabilities. Federal employees and members of the public with disabilities must be afforded access to and use of information and data comparable to that of Federal employees and members of the public without disabilities.

All products, platforms and services delivered as part of this work statement that, by definition, are deemed ICT shall conform to the revised regulatory implementation of Section 508 Standards, which are located at 36 C.F.R. § 1194.1 & Appendix A, C & D, and available at <https://www.gpo.gov/fdsys/pkg/CFR-2017-title36-vol3/pdf/CFR-2017-title36-vol3-part1194.pdf>. In the revised regulation, ICT replaced the term electronic and information technology (EIT) used in the original 508 standards. ICT includes IT and other equipment.

Exceptions for this work statement have been determined by DHS and only the exceptions described herein may be applied. Any request for additional exceptions shall be sent to the Contracting Officer and a determination will be made according to DHS Directive 139-05, Office of Accessible Systems and Technology, dated November 12, 2018 and DHS Instruction 139-05-001, Managing the Accessible Systems and Technology Program, dated November 20, 2018, or any successor publication.

1.1 Section 508 Requirements for Technology Services (include in the SOW, PWS, or SOO)

1. When providing maintenance upgrades, substitutions, and replacements to ICT, the contractor shall not reduce the original ICT's level of Section 508 conformance prior to upgrade, substitution or replacement. The agency reserves the right to request an Accessibility Conformance Report (ACR) for proposed upgrades, substitutions and replacements prior to acceptance. The ACR should be created using the on the Voluntary Product Accessibility Template Version 2.2 508 (or successor versions). The template can be located at <https://www.itic.org/policy/accessibility/vpat>
2. When developing or modifying ICT, the Contractor is required to validate ICT deliverables for conformance to the applicable Section 508 requirements. Validation shall occur on a frequency that ensures Section 508 requirements is evaluated within each iteration and release that contains user interface functionality.
3. When modifying, installing, configuring or integrating commercially available or government-owned ICT, the Contractor shall not reduce the original ICT Item's level of Section 508 conformance.
4. When developing or modifying web based and electronic content components, except for electronic documents and non-fillable forms provided in a Microsoft Office or Adobe PDF format, the Contractor shall demonstrate conformance to the applicable Section 508 standards (including WCAG 2.0 Level A and AA Success Criteria) by conducting testing using the DHS Trusted Tester for Web Methodology Version 5.0 or successor versions, and shall ensure testing is conducted by individuals who are certified by DHS on version 5.0 or successor versions (e.g. "DHS Certified Trusted Testers"). The Contractor shall provide the Trusted Tester Certification IDs to DHS upon request. Information on the DHS Trusted Tester for Web Methodology Version 5.0, related test tools, test reporting,

Attachment 1

training, and tester certification requirements is published at <https://www.dhs.gov/trusted-tester>.

5. When developing or modifying electronic documents and forms provided in a Microsoft Office or Adobe PDF format, the Contractor shall demonstrate conformance to the applicable to the applicable Section 508 standards (including WCAG Level A and AA Level 2.0 Success Criteria) by conducting testing using the test methods published under “Accessibility Tests for Documents” at <https://www.dhs.gov/compliance-test-processes>.
6. When developing or modifying ICT deliverables that contain the ability to automatically generate electronic documents and forms in Microsoft Office and Adobe formats, or when the capability is provided to enable end users to design and author web based electronic content (i.e. surveys, dashboards, charts, data visualizations, etc.), the Contractor shall demonstrate the ability to ensure these outputs conform to the applicable Section 508 standards (including WCAG 2.0 Level A and AA Success Criteria). The Contractor shall demonstrate conformance by conducting testing and reporting test results based on representative sample outputs. For outputs produced as Microsoft Office and Adobe PDF file formats, the Contractor shall use the test methods published under “Accessibility Tests for Documents”, which are published at <https://www.dhs.gov/compliance-test-processes>. For outputs produced as web based electronic content, the Contractor shall use the DHS Trusted Tester for Web Methodology Version 5.0, or successor versions. This methodology is published at <https://www.dhs.gov/trusted-tester>
7. Contractor personnel shall possess the knowledge, skills and abilities necessary to address the accessibility requirements in this work statement.

1.2 Section 508 Deliverables (include in the SOW, PWS, or SOO)

1. **Section 508 Test Plans:** When developing or modifying ICT pursuant to this contract, the Contractor shall provide a detailed Section 508 Conformance Test Plan. The Test Plan shall describe the scope of components that will be tested, an explanation of the test process that will be used, when testing will be conducted during the project development life cycle, who will conduct the testing, how test results will be reported, and any key assumptions.
2. **Section 508 Test Results:** When developing or modifying ICT pursuant to this contract, the Contractor shall provide test results in accordance with the Section 508 Requirements for Technology Services provided in this solicitation.
3. **Section 508 Accessibility Conformance Reports:** For each ICT item offered through this contract (including commercially available products, and solutions consisting of ICT that are developed or modified pursuant to this contract), the Offeror shall provide an Accessibility Conformance Report (ACR) to document conformance claims against the applicable Section 508 standards. The ACR shall be based on the Voluntary Product Accessibility Template Version 2.0 508 (or successor versions). The template can be found at <https://www.itic.org/policy/accessibility/vpat>. Each ACR shall be completed by following all of the instructions provided in the template, including an explanation of the validation method used as a basis for the conformance claims in the report.
4. **Other Section 508 Documentation:** The following documentation shall be provided upon request for ICT items offered through this contract:
 - o Documentation of features provided to help achieve accessibility and usability for people with disabilities.
 - o Documentation on how to configure and install the ICT Item to support accessibility.

Attachment 1

- Documentation of core functions that cannot be accessed by persons with disabilities.
- Documentation of remediation plans to address non-conformance to the Section 508 standards

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 contract, unless specifically stated otherwise in this work statement.

The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

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 any offsite requirements of this contract.

7.0 GOVERNMENT ACCEPTANCE PERIOD

The 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 COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

7.1 The 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's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

7.2 The COR will have 10 business days to review deliverables and make comments. The Contractor shall have 10 business days to make corrections and redeliver.

7.3 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

Attachment 1

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	Post Award Conference	No later than 10 business days after date of award	CO, CS, COR, and PM
2	4.7	Project Plan	No later than 10 business days after post award conference	CO, CS, COR, and PM
3	4.8	Progress Report	15th business day of each month	CO, CS, COR, and PM
4	2.3	Rulemaking documents, with the proper format, suitable for publication in the Federal Register in accordance with the <i>Federal Register Drafting Handbook</i> .	As Assigned	CO, CS, COR, and PM [Electronic format with read/write capability in Microsoft Office Applications]
5	2.0	Complete economic analysis in support Information Collection Request (ICR) in accordance with the <i>Paperwork Reduction Act (PRA)</i> .	As Assigned	CO, CS, COR, and PM [Electronic format with read/write capability in Microsoft Office Applications]

Attachment 1

ITEM	SOW REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
6	2.3	Reports and documents of economic and regulatory analyses shall fully comply with the standard of analysis contained in the Executive Orders 13563 and 12866 and OMB guidance relevant to estimating the costs and benefits of regulatory actions.	As Assigned	CO, CS, COR, and PM [Electronic format with read/write capability in Microsoft Office Applications]