

**PERFORMANCE WORK STATEMENT
FOR USCG FORCE READINESS COMMAND – DEFENSE READINESS
REPORTING
70Z02324CFFCA0001
APRIL 2025 -2029**

1.0 GENERAL

1.1 BACKGROUND

The Defense Readiness Reporting System - Strategic (DRRS-S) serves as a critical component of the Department of Defense (DoD) and United States Coast Guard (USCG) organizations' mission readiness and operational effectiveness. DRRS-S is a comprehensive platform designed to collect, analyze, and report data related to the readiness status of Coast Guard (CG) units', personnel, equipment, supplies, training and ordnance availability assets across various mission areas. DRRS-S plays a vital role in supporting CG decision-making processes by providing accurate and timely information on the readiness posture of the organization. By consolidating data from multiple sources, including operational capabilities, DRRS-S enables senior leadership to assess readiness levels, identify areas for improvement, and allocate resources effectively to support mission requirements and is congressionally mandated (10 U.S.C. § 117. 10 U.S.C. § 482(f)(1). Individual unit assessments are facilitated using Mission Essential Tasks (METs) as the foundation for resource informed, capabilities-based readiness reports. The contractor will assist in all aspects of METL development, and data entry and management including updates to information contained in the CG METL library, DRRS-S, the Navy Training Information Management System (NTIMS), and Navy Organizational Server (NOS). METL support service will include review of various Joint Staff Action Plans (JSAPs) for concurrent clearances and providing joint tasks inputs relating to changes and updates. The Coast Guard Defense Readiness Reporting System – Team (CG-DRRS) are the primary facilitators for the CG enterprise's DoD reporting methodologies and METLs life-cycle maintenance.

1.2 PERFORMANCE REQUIREMENTS SUMMARY

This contract includes a Performance Requirements Summary (PRS) at PWS 19.0. The PRS plays an integral role in the administration of the contract. In addition to any applicable inspection clauses or other related terms and conditions contained in the contract, the PRS must serve as a primary tool for inspection and acceptance of services as facilitated by the Contracting Officer's Representative (COR). Evaluation of the Contractor's overall performance must be in accordance with the performance standards set forth in the PRS, and will be conducted by the COR. The PRS constitutes a material aspect of the contract and will not be changed or otherwise modified without prior written approval of the Contracting Officer.

2.0 SPECIFIC REQUIREMENTS/TASKS

Analytical Services. The contractor shall provide a full range of analytical support. Analyses may incorporate techniques such as data review, case studies, legislation and regulation review, surveys, interviews, observations, and policy reviews. As directed by project manager, develop formal memo summarizing any engagement to include list of attendees, topics discussed, highlight specific items of interest, and provide a list of deliverables and those responsible for submission. Analytical support to the CG-DRRS program in developing standardized methods,

metrics, and calculations used to analysis CG units' resource-based readiness assessments as outlined in National Defense Authorization Act. Highlight specific areas relating to Personnel, Equipment, Supply, Training, and Ordnance for the purpose of identifying and recommending improvements to facilitate informed senior leadership decisions through strategic resource data analysis.

METL Analyst Services:

- Provide monthly status to the COR and Stakeholders. Status reports will include summary of all FC-A contractor supported activity and breakdown of time used against contract line-item numbers.
- Support development and maintenance of all Mission Essential Tasks/Mission Essential Task Lists.
- Maintain and update status of existing METLs (Unit type, date of last approval, status of review, discrepancies, etc.)
- Identify specific changes needed on each METL and interface with program level offices at USCG HQ to ensure program level needs are being addressed.
- Develop a draft METL for USCG Polar Security class ships using existing contracting documents and the METLs for the WAGB class ships. The development may include the use of in person work groups, virtual engagements, and video teleconferencing.
- Per the Project Manager's direction, assist with the planning and generation of documentation required to establish CG-DRRS as an official program of record.
- Per the Project Manager's direction, assist with the planning and generation of documentation to support the operational organizational processes within the CG-DRRS program.
- The contractor shall complete analysis on projects in accordance with approved CG methodologies, analysis standard operating procedures, and industry best practices. Data can be analyzed through a variety of ways such as job task analysis (JTA), strategic needs analysis (SNA), training requirements analysis, front end analysis, and manpower requirements analysis.
- The contractor shall support briefing of stakeholders by compiling draft final reports, creating draft presentations, and support the delivery of out-briefs to close a project. Draft recommendations for any follow-on tasks at the conclusion of projects.
- Develop/Submit contractor plan of action and milestones (POAM).
 - Project Scope
 - Project objective statements
 - Project Schedule with key milestones
 - Roles and Responsibilities of principles
 - Resource requirements
 - Projected outcomes & constraints
 - Contingency Plan (as necessary)
 - Quality Assurance Plan (as necessary)
 - Data Collection Plan and Project Management Report (as necessary)
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DRRS Analyst Services:

- Defining the problem, scope, key metrics, and identify key stakeholders.
- Conducting analysis and providing recommendations on engineering systems and equipment to improve efficiency and effectiveness in Coast Guard operations.
- Assisting in the development and implementation of preventative maintenance programs for Coast Guard assets.
- Collaborating with other stakeholders to identify and implement process improvements to optimize engineering support services.
- Providing technical expertise and guidance to Coast Guard personnel on engineering systems and processes.
- The contractor shall compare performance to requirements for specified jobs and processes. This may involve identifying skills and knowledge required of performers, identifying gaps between optimal and actual performance, and determining root cause of performance gaps.
- Enter CG-DRRS data from unit reports into the DRRS classified system including:
- Aid government personnel by entering data, training personnel, sorting reports, and building ad hoc reports as directed by the project manager.
- Review reports for obvious errors and work with unit submitting report to correct errors.
- Develop reports of trends of individual units and/or trend data for specific groups of units requested by the project manager based on inputs from CG-DRRS stakeholders.
- Aid in building USCG specific reports from the business intelligence capabilities resident in the Navy Readiness Reporting Enterprise (NRRE) and the Defense Readiness Reporting System applications.
- Assist in the completion, analysis, and promulgation of the DRRS NIPR Monthly Report. Support data entry and analysis efforts as needed.
- Create and maintain a SIPR Unit trends spreadsheet based on the readiness categories within the DRRS NIPR Monthly Report. Adjust based on recommendations and senior level guidance.
- Assists with the development of graphic display of CG-DRRS information into various reports to include:
- Trends of individual units and/or trend data for specific groups of units. Trend data will include overall readiness or allow for selection of specific aspects from unit level reporting.
- Unit trends comparing individual unit performance over time and trends of any individual unit compared to other units over time.
- Provide recommendations to project manager for changes in format of reports based on fleet feedback, stakeholder desires, and data analysis.
- The contractor shall support briefing of stakeholders by compiling draft final reports, creating

draft presentations, and support the delivery of out-briefs to close a project. Draft recommendations for any follow-on tasks at the conclusion of projects.

3.0 CONTRACTOR PERSONNEL

Qualified Personnel- The contractor shall provide qualified personnel to perform all requirements specified under this contract.

Contractor shall provide expertise support in the development and maintenance of the Coast Guard's Mission Essential Task List (METL), this entails comprehensive analysis, design, and implementation of mission crucial task across various CG operational units.

FTE required: One (1) Senior Analyst

- Comprehensive analysis and development of the CG METL, ensuring alignment with organizational objectives and operational requirements.
- Establishment of clear and measurable performance standards for METL tasks, facilitating objective assessment of mission readiness and effectiveness.
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- Integration of the METL into CG training and operational processes, promoting proficiency and readiness across the organization (as applicable).
- Ongoing monitoring and refinement of the METL to adapt to changing mission needs and capabilities, ensuring its continued relevance and effectiveness.
- Strict adherence to security protocols and regulations, safeguarding METL data and ensuring compliance with clearance requirements and best practices.
- Conduct regular audits and assessments to ensure compliance with security protocols and regulations governing the handling of Sensitive but Unclassified (SBU) information, will be required under this contract.
- Task Analysis: Conduct thorough analysis of CG mission requirements, operational environments, and capabilities to identify and define essential tasks for inclusion in the METL.
- METL Development: Develop and document the METL, outlining essential tasks, associated performance standards, and metrics for assessment. Ensure alignment with Coast Guard strategic objectives and operational priorities.
- Performance Standards: Define clear and measurable performance standards for each essential task, establishing criteria for proficiency and effectiveness in mission execution.
- Training and Integration: Collaborate with training and operational units to integrate the METL into training programs, exercises, and operational planning processes. Provide guidance and support to ensure effective implementation and utilization of the METL across the Coast Guard (as applicable).
- Continuous Improvement: Continuously review and refine the METL based on feedback, lessons learned, and changes in mission requirements or capabilities. Maintain currency and relevance of the METL to support evolving Coast Guard missions.
- Information Security: Provide training and awareness to METL users and stakeholders on security best practices, emphasizing the importance of safeguarding sensitive information and adhering to security protocols, in accordance with the requirements of a Secret clearance.

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Contractor shall provide essential support services for the CG's requirements relating to

Defense Readiness Reporting System (DRRS). These services are critical for maintaining operational readiness and ensuring accurate reporting within the designated security protocols for classified SIPR access.

- Timely and accurate data management within DRRS, adhering to established protocols and guidelines.
- Regular analysis and reporting of DRRS data, providing valuable insights to support decision-making processes.
- Maintain proactive training and support, ensuring proficiency in DRRS usage and adherence to security protocols.
- Strict adherence to security requirements, safeguarding DRRS data at all times and promptly addressing any security concerns or incidents.
- Active participation in collaborative efforts to enhance the CG's capabilities and contributions to the overall DRRS mission effectiveness.
- Data Management: The contractor employee will be responsible for collecting, organizing, and managing data within the DRRS-S framework on SIPRNet and CG-DRRS on NIPR, respectively. This includes inputting relevant information, updating records as necessary, and ensuring data integrity and accuracy.
- Analysis and Reporting: The contractor employee shall conduct regular analysis of DRRS-S and CG-DRRS data to identify trends, patterns, and anomalies. They will prepare comprehensive reports based on their analysis, providing actionable insights to the CG leadership.
- Support: The contractor employee will provide support to new CG personnel on the use of DRRS-S (where applicable), including proper data entry procedures, troubleshooting common issues, and ensuring adherence to security protocols.
- Continuous Improvement: As part of the ongoing effort to enhance DRRS-S capabilities, the contractor employee will actively participate in discussions and initiatives aimed at improving system functionality, efficiency, and usability.
- Security Compliance: Ensuring compliance with security protocols and regulations is paramount. The contractor employee will work diligently to maintain the confidentiality, integrity, and availability of DRRS data, in accordance with the requirements of a Secret clearance.

3.1 PROJECT MANAGER

The Contractor must provide a Project Manager who must be responsible for all Contractor work performed under this PWS. The Project Manager must be a single point of contact for the Contracting Officer and the COR. The name of the Project Manager, and the name(s) of any alternate(s) who must act for the Contractor in the absence of the Project Manager, must be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as *Key* by the Government. During any absence of the Project Manager, only one alternate must have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates must be able to read, write, speak and understand English. Additionally, the Contractor must not replace the Project Manager without prior approval from the Contracting Officer.

The Project Manager must be available to the COR via telephone between the hours of 09:00 am and 05:00 pm EST, Monday through Friday, and must respond to a request for discussion or resolution of technical problems within 24 hours of notification.

4.0 EMPLOYEE IDENTIFICATION

Contractor employees visiting Government facilities must 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 must comply with all Government escort rules and requirements. All Contractor employees must identify themselves as Contractors when their status is not readily apparent and always display all identification and visitor badges in plain view above the waist.

Contractor employees working on-site at Government facilities must wear a Government issued identification badge. All Contractor employees must 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.

5.0 EMPLOYEE CONDUCT

The Contractor's employees shall comply with all applicable Government regulations, policies, and procedures, including safety, security, sanitation, environmental protection, and possession of weapons when visiting or working at Government facilities. The Contractor shall ensure that employees always present a professional appearance and not bring discredit on the Government. The Government may, at its sole discretion, direct the Contractor to remove any employee from USCG facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required herein. The USCG Contracting Officer (KO) will provide the Contractor with a written explanation to support any request to remove an employee. The Contractor shall not employ any person who is an employee of the United States Government if that employment would or would appear to cause a conflict of interest.

6.0 REVIEW, REVISIONS AND ACCEPTANCE OF DELIVERABLES

The KO or Contracting Officer's Representative (COR) shall perform inspection upon receipt of the deliverable. Acceptance may be presumed unless otherwise indicated in writing by the KO or COR within five (5) business days of receipt of the deliverable. In the event that the Government does not accept a deliverable, the Government will provide a rationale and comments as needed. The Contractor shall resubmit the deliverable within five (5) business days, fully addressing the Government's rationale for non-acceptance. The Government will not reject the resubmission unless the rationale and comments provided for non-acceptance were not adequately addressed by the Contractor or no other problems are identified between the initial and subsequent submissions.

7.0 SECURITY

This Contract will involve access to Sensitive but Unclassified (SBU) information, including privacy information for performing task services. Classified National Security Information (CNSI) will be required based on stakeholders' mission requirements. Classification will range from unclassified and up-to-the SECRET level.

7.1 Personnel Security and Access Consideration

Security Risk and Background Investigation Form Requirements.
The requirements office anticipates the following:

Check Applicable Box	Tier Investigation	Risk	Form
X	1	Low Risk, Non-Sensitive, Physical/Logical Access (HSPD-12 Credentialing)	SF85
	2	Moderate Risk, Public Trust	SF85P
X	3	Non-Critical Sensitive, L, Confidential and Secret Information	SF86
	4	High Risk, Public Trust	SF85P
	5	Q, Top Secret, Compartmented Information, Critical Sensitive, Special Sensitive	SF86

All contractor personnel working under this Contract, at a minimum, must have a favorable fingerprint check and have the minimum Tier 1 investigation initiated and completed to obtain a DoD Common Access Card (CAC) in accordance with Section 6.8, Mission Partner Identity, Credential and Access Management (MP ICAM). Any access to classified information, the contractor personnel must have a completed background investigation at the Tier 3 standard.

Contractor personnel working on-site at Government facilities must comply with all installation security requirements and all security regulations and directives for this Contract (i.e., security and safety, visit request, badging, escorted/unescorted, training, day-to-day requirements, etc.).

7.3 **Contract Classified Information**

Classified information is Government information, which requires protection in accordance with Executive Order 13526, Classified National Security Information (CNSI) as amended and supplemental directives. The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, and attachment to this contract, and the National Industrial Security Program Operating Manual (NISPOM), 32 CFR Part 2 117 for protection of classified information, as directed by the Federal Acquisition Regulation (FAR) Clause 52.204-2, Security Requirements (Mar 2021).

The Prime Contractor must possess at least a SECRET Facility Clearance (FCL) for the overall condition of this contract prior to award of contract. Any subcontractors identified for approval must possess a FCL at the appropriate classification to support classified-related tasks. There is no requirement for the contractor to process or store any classified information at the company's own facilities.

For classified applicability, Contractor personnel must hold U.S. citizenship and must possess a final SECRET Personnel Clearance (PCL) at time of award of contract. Contractor personnel must maintain a SECRET clearance for the life of the contract. Contractor will provide staff cleared at the appropriate level to perform the work. Classified visits will be submitted in accordance with NISPOM and USCG facilities' directives. Request will be forwarded to the applicable command for routing and access approval.

Cleared contractor personnel working this contract must have a Classified Information Non-Disclosure Agreement (SF-312) properly executed by their contracting company's Facility

Security Officer (FSO) and file with their clearance granting authority. The contractor must provide a list of employees' PCL with assigned functions to the COR. The contractor will advise the COR & KO immediately upon reassignments of personnel to other duties not associated with this Contract.

Classified level access is required to perform technical and administrative services to meet the specification of this PWS. Accessing to the Secure Internet Protocol Router Network (SIPRNet) is required as specify within the PWS. Information managed under the "NATO-SECRET" caveat may be accessible via SIPRNet. Actual knowledge of, generation, or production of information under NATO handling caveats is not required for performance on the call order. A NATO security briefing and the requisite security read-on will be required due to NATO information residing on the SIPRNet. The contractor shall not access, download, or further disseminate any special access data (i.e. intelligence, NATO, etc.) outside the execution of the defined contract requirements.

7.3 Security Deliverables

Contractor must provide a Training Plan detailing how procedures are implemented for employee's security briefings and certification that appropriate employees have executed a current SF-312 according to the NISPOM within 45 days after contract award. Contractor's existing plans are acceptable.

The contractor is responsible for controlling and safeguarding FOUO information in accordance with DHS MD 11042.1, "Safeguarding SBU/FOUO information." Contractor must provide an OPSEC Plan detailing how Sensitive but Unclassified/For Official Use Only material will be handled, discussed, disseminated, and protected by their employee within 45 days after contract award. Contractor's existing plans are acceptable.

7.4 Protection Of Information

Contractor must protect all sensitive information (e.g., For Official Use Only, PII, etc.,) to which they have access under this Contract. All Contractor employees with access to sensitive information shall execute DHS Form 11000-6, Department of Homeland Security Non-Disclosure Agreement (NDA), as a condition of access to such information. The Contractor must maintain signed copies of the NDA for all employees as a record of compliance. The Contractor must provide copies of the signed NDA to the Contracting Officer's Representative (COR) no later than two (2) days after execution of the form.

Any access to data, categorized as Controlled Unclassified Information (CUI), shall adhere to the cognizant servicing user agency's guidance to handle such information.

Further, sensitive information must be protected in accordance with DHS Class Deviation 15-01, Revision 1 for proper handling and safeguarding of the security of all such USCG information, as defined in the terms and conditions of this Contract.

7.5 Training

On-site contractor personnel require attending and participating in the USCG Security Education and Awareness Training program as appropriate to the responsibilities associated with assigned duties. Also, this includes contractor personnel to participate in training in rules, practices, procedures, and systems on government requirements.

7.6 Information Technology Security Awareness Training

The Contractor must comply with all applicable requirements to access federal government IT systems. Contractors must take the Information Technology Security Awareness Training

before accessing information under this task order. This training must be completed on an annual basis by all Contractor personnel working under this PWS not later than October 31st of each year. Any new Contractor employees assigned to the task order must complete the training before accessing sensitive information under the task order. This training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Training certificates are to be provided to the COR within thirty (30) days of contract award.

7.7 Privacy Training

All Contractor and subcontractor employees that will have access to Personally Identifiable Information (PII) and/or Sensitive PII (SPII) are required to take *Privacy at DHS: Protecting Personal Information* before accessing PII and/or SPII. The training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year.

7.8 Facility and Computer Access - Mission Partner Identity, Credential and Access Management (MP ICAM)

- (a) "Contractor employee" means an employee of a firm, or an individual, under contract or subcontract to the Coast Guard to provide services who also requires one or more of the following:
 - Physical access to multiple Coast Guard facilities or multiple federally controlled facilities on behalf of the Coast Guard on a recurring basis (a minimum of 2 times per week and/or 8 times per month) for a period of 6 months or more.
 - Remote access, via logon, to Coast Guard network using Coast Guard-approved remote access procedures.
 - Both physical access to Coast Guard facility and logical access, via logon, to Coast Guard networks on-site or remotely. Access to the Coast Guard network must require the use of a computer with Government-controlled configuration or use of Coast Guard-approved remote access procedure in accordance with the Defense Information Systems Agency (DISA) Security Technical Implementation Guide.
- (b) Homeland Security Presidential Directive (HSPD)-12 mandates a federal standard for secure and reliable forms of identification for Federal employees and contractor employees. The Common Access Card (CAC) is a personal identification card for the DoD/Uniformed Services and complies with HSPD-12. The Coast Guard has instituted the CAC as its HSPD-12 compliant personal identification card for contractor and subcontractor employees who are required to access a Coast Guard, DoD, or other federally controlled computer information system and/or facility or need public key infrastructure (PKI) authentication to perform their contractual duties. The Mission Partner Identity, Credential and Access Management (MP ICAM) is the automated application process for obtaining a CAC.
- (c) Contractor and subcontractor employees working pursuant to this contract who are required to access a Coast Guard, DOD, or other federally controlled computer information system and/or facility or need PKI authentication to perform their contractual duties must use MP ICAM to obtain a CAC.
- (d) The Contracting Officer Representative (COR) or Assisting Contracting Officer Representative (ACOR) is the MP ICAM Mission Partner Affiliation Sponsor (MPAS) and initiates contractor accounts in the MP ICAM, approving, returning, or rejecting CAC applications (as applicable); re-verifying assigned contractors every six months; revoking contractor and employee eligibility for a CAC.
- (e) The MPAS ensures that contractor personnel satisfy the security requirements for CAC issuance prior to creating the CAC application in MP ICAM. Current investigative

requirements must be verified according to Commandant Instruction COMDTINST 5500.18, Coast Guard Trusted Associate Sponsorship System. The initial CAC issuance requires a favorably adjudicated Tier 1 investigation (equivalent or higher) or a Tier 1 background investigation (BI) (equivalent or higher) package that has been successfully scheduled with the investigative service provider (ISP) and a FBI fingerprint check with favorable results. The MPAS and Sponsor or other appropriate Federal Government representative must coordinate with the unit BI Verifier (Command Security Officer /Mission Partner Affiliation Sponsor Manager) or the U.S. Coast Guard Security (SECCEN) to confirm the appropriate investigation has been favorably adjudicated or scheduled at the ISP with favorable FBI fingerprint results.

- (f) The COR or Contracting Officer provides such forms to, or requests such information from, contractor employees that may be necessary for obtaining a CAC via the MP ICAM. The Contractor submits completed forms and information as directed by the COR or Contracting Officer. Contractors are responsible for the accuracy and completeness of the information submitted and for any liability resulting from the Government's reliance on inaccurate or incomplete information.
- (g) Contractor employees who are declined via the MP ICAM are ineligible to perform work under this contract.
- (h) When an employee with a CAC is no longer performing work under this contract, the employee must return the CAC to the COR/MPAS or Contracting Officer on the same day the employee stops working.
- (i) The contractor must insert this clause in all subcontracts when a subcontractor's employee is required to access a Coast Guard, DOD, or other federally controlled computer information system and/or facility or need PKI authentication to perform contractual duties.

8.0 PERIOD OF PERFORMANCE

This contract consists of a base year with four option years.
The period of performance is as follows:

Base Period	4/15/2024 – 4/14/2025
Option Period 1	4/15/2025 – 4/14/2026
Option Period 2	4/15/2026 – 4/14/2027
Option Period 3	4/15/2027 – 4/14/2028
Option Period 4	4/15/2028 – 4/14/2029

9.0 PLACE OF PERFORMANCE

The primary place of performance is the United States Coast Guard (USCG) facilities in Hampton Roads, VA. Additional locations are available at the request of the Force Readiness Command Assessment (FC-A) office. However, the Contractor may have to work from the Contractor's facility. Telework will be incorporated into work plans at the convenience of the government.

9.1 Contractor Employee Telework/Remote Worker

According to United States Coast Guard Telework Program; "Telework is a work arrangement where approved employees and military members work at an alternate worksite (e.g., home), but must physically report to their official Coast Guard worksite on a regular and recurring basis." According to USCG Remote Work Program, "Remote work is an arrangement in which

an employee, under a written remote work agreement, is scheduled to perform their work at an alternative worksite (official worksite) and is not expected to perform work at an agency worksite on a regular and recurring basis. The official worksite is the alternative worksite to which the agency and the employee agreed (e.g., the employee's residence)."

Remote work or situational telecommuting (telework) may be authorized for selected labor categories at Government sites. Contractor must ensure security requirements and provisions can be met in accordance with (IAW) Coast Guard Remote Work Program, COMDTINST 5330.11 (series) and Coast Guard Telework Program, COMDTINST 5330.4 (series). Occasional contract employee travel may be required; to expedite onboarding of contract employees or facilitate Government project deliverables IAW Section 12.0 Travel.

10.0 GOVERNMENT FURNISHED RESOURCES

The government will provide the workspace, equipment and supplies necessary to perform the on-site portion of contractor services required this CONTRACT, unless specifically stated otherwise.

11.0 HOURS OF OPERATION

The standard hours of operation for the USCG are between the hours of 0700 and 1700 local time, Monday through Friday (except federal holidays).

12.0 TRAVEL

Contractor travel may be required under this contract. All travel must be approved by the COR in writing prior to the travel occurring. This is a fixed price contract and travel will be reimbursed in accordance with FAR 31.205-46. Only direct costs of travel (airfare, lodging, rental car meals) will be reimbursed at the per diem and lodging rates established in the Federal Travel Regulations. No direct costs such as labor, G&A or any other type of cost burden will be allowed or reimbursed for travel.

13.0 KICK-OFF MEETING

The contractor has the option to request a kick-off meeting with the Contracting Officer and the COR, NLT 15 business days after the date of award. The purpose of the kick-off meeting, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives. The kick-off meeting will be held at the Government's facility, TEAMS or by telephonic communication.

14.0 STATUS REPORTS

The contractor shall submit monthly status reports regarding the project plan. Reports shall be submitted no later than the fifteenth (15th) of each month to the COR and required personnel. The report shall include, at a minimum, an assessment of technical status, schedule status, any travel conducted, and any contractor concerns or recommendations for the previous month's period.

15.0 STATUS MEETINGS

The contractor shall be responsible for keeping the COR informed about contractor status and ensure contractor activities are aligned with CG objectives stated in the contract. At a

minimum, the contractor shall review the status and results of contractor performance with the COR, FORCECOM, and other parties as stated in the contract with frequency of meetings to be determined by the COR.

16.0 GENERAL REPORTING REQUIREMENTS

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with the Coast Guard Standard Workstation Image.

17.0 GOVERNMENT TERMS & DEFINITIONS

- **COR** – Contracting Officer’s Representative.
- **FTE** –Full-time Equivalent (1,920 hours per year)
- **KO** – Contracting Officer.
- **PRS** – Performance Requirements Summary.
- **SME** – Subject Matter Expert; the worker with the know-how or know-why of the performance being analyzed in the project.
- **USCG** – United States Coast Guard.
- **RO** – Requiring Official

18.0 CONTRACTOR FURNISHED PROPERTY

The contractor shall furnish all facilities, materials, equipment, and services necessary to fulfill the requirements this contract, except for the government furnished resources specified in this work statement.

19.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The performance Requirement Summary (PRS) tables below reflect the metrics determined to be important to the success of the performance. They include a representation of the expected standards of performance and surveillance methods. This is not and all-inclusive list and each PRS table may be adjusted to better capture the performance requirement.

Performance Objective	Required Service	Performance Standard	Method of Surveillance
Item 1 The Contractor shall provide quality and timely, analysis	Contractor personnel shall have expertise to complete Analysis projects and work effectively in a team environment.	Completed and delivery tasks and work products shall be, with the exception of government caused delay or force majeure, timely, complete, and documentation shall, upon final acceptance, be free from technical or typographical errors 100% of the time.	If determined to be unacceptable the satisfaction of the Government, then the Government will consider payment reductions.