

DEPARTMENT OF HOMELAND SECURITY (DHS)

STATEMENT OF WORK (SOW)

FOR

Science and Technology Directorate (S&T)

Technology Centers Division

Systems Engineering and Technical Assistance (SETA)

1.0 GENERAL

1.1 BACKGROUND

The United States Department of Homeland Security (DHS) is committed to using cutting-edge science and technology in its quest to make the U.S. more secure. The DHS Science and Technology Directorate (S&T) is tasked with organizing and supporting the scientific, engineering, and technological resources of the United States and applying these resources to produce and deploy technological tools to help protect the homeland. S&T partners and customers include the operating Components of the Department; other government agencies; and State, local, tribal, and territorial emergency responders and officials.

S&T, established by the Homeland Security Act of 2002 (P.L. 107-296), has the primary responsibility for research, development, test, and evaluation (RDT&E) efforts in support of the DHS's mission. This responsibility includes establishing DHS-wide RDT&E priorities, goals, and objectives; coordinating and integrating DHS's RDT&E activities; and conducting basic and applied RDT&E activities that are relevant to DHS through both intramural and extramural programs.

DHS S&T is organized into four main groups: Office of Mission and Capability Support, Office of Science and Engineering, Office of Innovation and Collaboration, and Office of Enterprise Services. These groups work together to engage and support the DHS operating components and other members of the Homeland Security Enterprise (HSE) to fulfill their missions.

The Technology Centers Division (TCD) within the Office of Science and Engineering functions as the source of scientific, engineering, and technological expertise for research and development (R&D) programs, projects, and activities across the Directorate and Department. More specifically, TCD conducts basic and applied scientific research to (1) build knowledge and understanding of evolving threats, current and emerging technologies, and scientific advancements; and (2) to create novel approaches to characterizing threats to homeland security. TCD also provides the scientific and engineering subject matter expertise as needed to S&T and to DHS.

1.2 SCOPE

This Statement of Work outlines requirements that shall support TCD in its day-to-day operations. Such operational activities include paperwork and reporting administration; program analysis, tracking, and reporting; program coordination and communication; budgeting; and strategic planning related to current, potential, and proposed TCD activities.

1.3 OBJECTIVE

The objective of this SOW is to obtain SETA support for TCD. The successful procurement of these services will support TCD in executing its research more effectively and efficiently.

1.4 APPLICABLE DOCUMENTS

N/A

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 TASK ONE. TCD Task Order Management

Contractor shall provide task order management functions, to include the planning, coordination, technical direction, and surveillance of the activities necessary to assure disciplined work performance and timely resources application to accomplish all tasks under this task order. The Task Order Manager shall at a minimum perform the following tasks:

- Provide a Project Management Plan (PMP) to outline how the task order will be managed.
- Be responsible for maintaining communication with the Contracting Officer (CO) and Contracting Officer's Representative (COR), and to immediately notify both the CO and the COR of any problems that would prevent timely performance of all tasks.
- Establish, implement, and maintain technical management and oversight of all work performed under this SOW.
- Assure the technical excellence, cost effectiveness, and timeliness of all required work and deliverable products.
- Act as the Contractor's single point of contact for all technical and administrative matters related to this task order and administer, manage and possess the necessary authorities over all contractor personnel including consultants and subcontractors and unfettered access to actual services performed and hours billed. Establish, implement and maintain management control systems required to plan, organize, direct, and control task order activities. The Contractor's management systems should track and monitor the status of all tasks assigned, from planning to completion, track deliverables, and record projected and actual resources expended on each task. This data should be presented in the Monthly Progress Report.
- Provide the overall management effort required to integrate operational and programmatic functions necessary to perform all tasks and effectively administer the task order. Perform contract management duties including, but not limited to, meetings with the COR as deemed necessary regarding all aspects of the task order, establishing and maintaining staffing requirements, reviewing budget estimates, contractor invoicing and activity reports, sub-contractor invoicing and monthly activity reports, management of task order level activities, development and revisions to spend plan, coordination on new requirements, scopes of work, and response to staffing needs.
- Provide a Task Order Transition In/Out Plan to manage a 90 day transition in/out. This plan shall be in accordance with Attachment I of the Contractor's SETA III IDIQ contract.

2.2 TASK TWO. TCD Front Office Executive Support

This task supports the TCD Front Office's business needs for routine executive-level administrative tasks, which include but are not limited to:

- Scheduling, developing internal memos, filing, and coordinating daily operations of the TCD Front Office.
- Monitoring and maintaining TCD Director's, Deputy Director's, and Technical Director's calendars and phones.
- Arranging TCD meetings and conference calls (both onsite and offsite) to include scheduling attendees, scheduling conference rooms, and arranging telephone conference lines.
- Maintaining and communicating daily briefing book for the TCD Director, Deputy Director, and Technical Director, which includes schedule of activities and meetings, as well as materials needed to prepare for those activities and meetings.
- Arranging travel for the TCD Director, Deputy Director, and Technical Director to include domestic, international, and invitational travel.
- Maintaining continuity of operations plans and call trees for TCD.
- Maintaining a list of action items for the TCD Director, Deputy Director, and Technical Director for follow up and response.

2.3 TASK THREE. TCD Front Office Budget Support

This task supports the TCD Front Office's business need for routine budget-related administrative tasks for the TCD Director, Deputy Director, Technical Director, and Business Operations Manager. These tasks include but are not limited to:

- Assisting Division leadership by advising on strategic priorities and avenues for ensuring long term funding.
- Developing or utilizing existing financial database(s) at the Division and Program Level – updating as required and producing and disseminating Dashboards at Division and Program Level to inform Division leadership of current status and trends so timely corrective action can be taken.
- Maintaining all current and future-year budget and financial management records, communicating budgetary actions, and alerting and advising Division leadership and Government PMs on financial issues, including funding approaches and implications for various initiatives.
- Maintaining spreadsheets which track historical status of funds, leadership decisions that impact program budget levels, and programmatic decisions on how and when funds will be executed.
- Obtaining access to and proficiency in S&T Analytical Tracking System (STATS) database to query the system and create reports as needed by the TCD Director, Deputy Director, Technical Director, and Business Operations Manager.

- Obtaining access and proficiency in S&T's PR Tracker database to query to system to report status of TCD's procurement requests.
- Being knowledgeable of different types of funding vehicles used in TCD to provide guidance to TCD employees.
- Coordinating TCD responses to data calls from the Finance and Budget (FBD) Division regarding TCD's status of funds, planned funding expenditures, and budget justification.
- Analyzing TCD's financial records, coordinating spend plans and execution plans, and tracking TCD's commitments to provide a weekly financial status to the TCD Director, Deputy Director, and Technical Director.
- Planning for Continuing Resolution scenarios.
- Tracking TCD's program milestones for performance measurement.
- Establishing, tracking, and maintaining metrics of TCD's financial commitments, obligations, and expenditures.
- Assisting in drafting narrative language for out-year Resource Allocation Planning.
- Providing Templates and SharePoint processes for Budget development and coordinating/communicating Division Level requirements with FBD.
- Subject to the limitations in the IDIQ contract's H.11 clause: Disclosure and Avoidance of Inherently Governmental Functions, support Budget Development through preparation or revision, and compiling of:
 - Congressional Justifications (CJs)
 - Office of Management and Budget Justification (OMBJ)
 - Resource Allocation Process (RAP)
 - DHS Fiscal Year Spend Plan Development
 - Financial-related taskers such as justification of spending, plans for available funds, etc.
 - Quarterly Milestones
 - Verification and Validation (V&V)

2.4 TASK FOUR. TCD SharePoint Development Support

This task supports TCD in managing and innovating its SharePoint site in order to effectively manage Division operations as well as communicate its work to S&T and DHS colleagues. Specific job duties include:

- Developing, maintaining, and innovating SharePoint tools and mechanisms as solutions that improve effectiveness and efficiencies of Division business processes. These business processes may include, but are not limited to:
 - Tracking events and engagements across the division to ensure TCD has awareness of and can communicate Division activities to S&T leadership at any moment.
 - Tracking federal staff expertise, assignments, and workload to ensure that the division is delivering solutions that meet the needs of its customers. The tools should provide traceability from project deliverables back to requirements and strategic documents, include periodic customer surveys, capture relevant customer

information, highlight major milestones and deliverables across programs and projects within the portfolio, establish tools for foundational understanding (e.g., lexicon, list of acronyms), etc.

- Capturing metrics and success measures of the Division's activities.
- Working with Division staff to test new solutions and incorporate feedback in order to improve existing SharePoint tools and mechanisms the division uses.
- With assistance from TCD branch leads, reviewing and removing obsolete data
- With assistance from TCD branch leads, maintaining role-based access to TCD's SharePoint site.

2.5 TASK FIVE. TCD Privacy Support

This task supports TCD in ensuring all work undergoes compliance reviews and maintains rigorous privacy and data protections. Specific job duties include:

- Recommending techniques, tactics, procedures, and technical solutions to mitigate risk and enhance efficiency of TCD research activities while enabling R&D to achieve new capabilities in support of DHS missions.
- Interfacing with S&T Privacy Office to facilitate conversations and communicate privacy policies and requirements to scientists and engineers.
- Preparing, editing, and submitting privacy documentation to S&T's Privacy Office.
- Taking notes in all meetings with S&T Privacy Office to document conversations and ensure agreement on action items and decision points.

2.6 TASK SIX. Executive Science and Engineering Advisor Strategic Support

This task supports TCD's executive-level Senior Science Advisors and Senior Engineering Advisors with their strategic-level interagency, National, and international activities. Specific duties include:

- Identifying strategy and/or policy needs stemming from emerging technology and scientific advancements
- Developing written products (often in the form of whitepapers) for TCD on the applications and/or risks of emerging technologies.
- Coordinating and facilitating research on a variety of cutting-edge scientific techniques and methods.
- Interpreting technical reports on various research, development, methods, techniques, and tools.
- Identifying ongoing related research and development projects within DHS component organizations to ensure awareness of potentially fruitful areas for new and additional research and development projects.
- Reviewing research and technical literature and databases and acquiring knowledge of research and development capabilities within external government and industry organizations to allow S&T awareness of potential avenues for partnership and maintain awareness on current state of the art.

2.7 TASK SEVEN. TCD Branch Support

This task supports the TCD Branches in their operational planning and execution, which include but are not limited to:

- Scheduling meetings for TCD Branch leadership, developing correspondence, maintaining, records, and coordinating daily operations of the Branch and its portfolios. This includes scheduling Branch-level meetings, conference calls, booking meeting rooms, and issuing invites to attendees.
- Monitoring and deconflicting Branch leadership calendars.
- Offering insight and advice on the applicability of current and future government, industry standard, and/or innovative solutions with respect to business operations and planning.
- Supporting the TCD Front Office in maintaining all current and future-year budget, financial and procurement management records, communicating budgetary actions, and alerting and advising TCD Branches on financial issues, including funding approaches and implications for various initiatives.
- Supporting TCD Branches in responding to data calls on various business operations matters. This includes ensuring responses to taskers and data calls are integrated and complete.
- Assisting the TCD Branches in submitting accountability reports such as metrics, quarterly milestones, STATS and Procurement Track updates, weekly status updates, speaking engagement requests, travel requests, and monthly accomplishments.
- Arranging travel for the TCD Branch leadership. This may include domestic, international, and invitational travel.
- Maintaining continuity of operations plans and call trees for the TCD Branches.
- Maintaining a list of action items for the TCD Branches during staff meetings and ensuring the responsible parties close out action appropriately.

2.8 TASK EIGHT. Research Management Support

This task provides administrative function support for TCD's Subject Matter Experts to enable the efficient and effective execution of research within the Division. Specific job duties of this task include but are not limited to:

- Scheduling meetings for SMEs, developing correspondence, maintaining, records, and coordinating daily activities of SMEs and providing backup assistance to other contract support staff as needed. This includes scheduling meetings, conference calls, booking meeting rooms, and issuing invites to attendees.
- Monitoring and deconflicting SME calendars.
- Facilitating federal responses to Executive Secretariate and leadership taskers.
- Assisting SMEs in submitting accountability reports such as metrics, quarterly milestones, STATS and Procurement Track updates, weekly status updates, speaking engagement requests, travel requests, and monthly accomplishments.
- Arranging travel, to include domestic, international, and invitational travel.

- Maintaining a list of action items during staff meetings and ensuring the responsible parties close out action appropriately.
- Coordinating with other groups, including other contractors, internal to TCD and S&T to respond to budget and Procurement requests.
- Assisting in creating procurement request documentation for TCD research.
- Assisting in building presentations, professional writing/emails, and talking points for presenting to large multi-faceted expert and senior executive groups.
- Compiling and organizing documents in MS Office suite of tools, adobe acrobat, and SharePoint.
- Establishing, tracking, and maintaining metrics of TCD research activities' financial commitments, obligations, and expenditures.

2.9 TASK NINE. Technical Writer Support

This task supports TCD's Subject Matter Experts in technical writing related to the execution of research.

- Gathers, analyzes, and composes complex technical information.
- Translates technical information into clear, readable documents to be used by technical and non-technical personnel.
- Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology.
- Selects photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Develops communications materials for publications, internet, strategic initiatives, user manuals, training materials, installation guides, white papers, reports, etc.
- Develops, writes, and edits functional descriptions, system specifications, special reports, or any other customer deliverables and documents.
- Provides technical writing support and deciphers directions provided on scripted story boards, specifications, etc.
- Reviews documents for technical accuracy in accordance with applicable regulations.
- Creates and manages technical content related to S&T's work on networks and web platforms (i.e. Social Media).

2.10 TASK TEN. Surge Requirements

The Contractor may be required to provide additional support under the task areas described in the base period and each option period, depending on the level of effort required each period. These tasks shall be reimbursed on a Time and Materials basis subject to the labor categories and hourly rates contained in the pricing schedule and the terms of the modification authorizing the work.

3.0 CONTRACTOR PERSONNEL

3.1 Qualified Personnel

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

In addition to having the ability to manage all tasks and schedules to ensure activities are completed in a timely manner, and the ability to build collaborative, responsive relationships with federal clients and with other contractor teams, contractors will be required to possess the following skills below:

Task	Key Personnel	Labor Category	Desired Education	Desired Domain Experience and/or Expertise	Contractor Must Possess the following skills:
1	Yes	Task Order Manager	Any	All Microsoft Office software applications, particularly MS Outlook and MS Teams	Ability to manage scope, schedule, and tasking of direct staff; ability to determine and solve resource needs. Ability to navigate matrixed technical environments.
2	Yes	Senior Administrative Specialist	Any	All Microsoft Office software applications, particularly MS Outlook and MS Teams	*See above
3	Yes	Senior Budget Analyst	Degree in Accounting, Finance, or Mathematics preferred	Federal government financial programming, planning, budgeting, and execution (PPBE); all Microsoft Office software applications, particularly MS Excel	Ability to absorb, integrate and interpret data through various methodologies.
4	Yes	Senior Computer Systems Specialist	Advanced Degree in Computer Science preferred	SharePoint solution development	Ability to communicate complex technical issues to a non-technical audience. Ability to absorb, integrate and interpret data through various methodologies.
5	Yes	SME II	J.D.	Understanding of technology and its privacy implications. Understanding of data structures / formats, standards and best practices related to data at	Ability to communicate complex technical issues to a non-technical audience. Ability to absorb, integrate and interpret data through various methodologies.

				rest, in motion, and while being processed.	
6	Yes	SME II	Advanced Degree	Understanding of broad range of science and technology topics; familiarity with federal research and development execution	<p>Ability to communicate complex technical issues to a non-technical audience.</p> <p>Ability to absorb, integrate and interpret data through various methodologies.</p> <p>Ability to research, analyze and compute mathematical, physical and scientific data to inform policies or programmatic decisions.</p> <p>Ability to apply advanced methods and techniques in a particular field of scientific/engineering specialization.</p> <p>Ability to develop, recommend and refine methods, theories and techniques to evaluate solutions to complex problems and to enhance performance standards, quality and productivity.</p>
7	Yes	Senior Portfolio/ Program/ Project Analyst	Any	<p>Familiarity with federal research and development execution</p> <p>Working knowledge of different types of government funding vehicles for research and development.</p>	<p>Ability to absorb, integrate and interpret data through various methodologies.</p> <p>High proficiency in standard IT tools, including MS Office suite of tools, including MS Teams, adobe acrobat, and SharePoint.</p>
8	No	Senior Portfolio/ Program/ Project Analyst	Any	<p>Familiarity with federal research and development planning, monitoring managing execution and managing product transition.</p> <p>-----</p> <p>FTE Required Domain Knowledge:</p> <ul style="list-style-type: none"> • 1 FTE: Social Science • 1 FTE: 	<p>High proficiency in standard IT tools, including MS Office suite</p>

				Environmental / Earth Science <ul style="list-style-type: none"> • 1 FTE: Chem/ Bio/ Explosives Hazards • 1 FTE: Communication and Network Systems • 1 FTE: Biometrics and/or Identity Technologies • 1 FTE: sensor technologies • 1 FTE: data analytics, data science • 1 FTE: modeling & simulation • 1 FTE: advanced computing capabilities • 1 FTE: Cybersecurity 	of tools, including MS Teams, adobe acrobat, and SharePoint.
9	Yes	Senior Technical Writer / Editor / Communication Specialist	Degree in English or Technical Writing preferred	Familiarity with federal research and development execution	Ability to communicate complex technical issues to a non- technical audience. Ability to absorb, integrate and interpret data through various methodologies. High proficiency in standard IT tools, including MS Office suite of tools, including MS Teams, adobe acrobat, and SharePoint.

3.2 Continuity of Support

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure 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., the Contractor shall provide e-mail

notification to the Contracting Officer's Representative (COR) prior to employee absence. In all cases of planned employee absence, the Contractor shall provide a fully qualified replacement for the length of the planned absence due to vacation or leave.

3.3 Key Personnel

3.3.1 Task Order Manager

The Contractor shall provide a Task Order Manager who shall be responsible for all Contractor work performed under this SOW. The Task Order Manager is responsible for ensuring that the Contractor's SETA III IDIQ level Attachment J Master Quality Control Plan is followed in the performance of this task order. The Task Order Manager shall be a single point of contact for the Contracting Officer and the COR. The name of the Task Order Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Task Order Manager, shall be provided to the Government as part of the Contractor's proposal. The Task Order Manager is further designated as *Key* by the Government. During any absence of the Task Order Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Task Order Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Task Order Manager without prior approval from the Contracting Officer.

3.3.1.1 The Task Order Manager shall be available to the COR via telephone between the hours of 0800 and 1700 EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 3 hours of notification.

3.3.2 Other Key Personnel

LCAT	Name
Senior Administrative Specialist	TBD
Senior Budget Analyst	TBD
Senior Computer Systems Specialist	TBD
SME II	TBD
Task 7 – Senior Portfolio/Program/Project Analyst	TBD
Senior Technical Writer / Editor / Communication Specialist	TBD

3.3.3 Contractor Key personnel shall not be assigned by the Contractor to more than one key position for this requirement.

3.4 Employee Identification

3.4.1 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 readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.4.2 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.

3.5 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.

3.6 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 classified information may be required under this SOW. The details will be provided in a Department of Defense (DD) Form 254.

Task	LCAT	Clearance Lvl	Time Needed	Ability to Obtain
1	Task Order Manager	Public Trust	Day of Award	N/A
2	Senior Administrative Specialist	Public Trust	Day of Award	N/A
3	Senior Portfolio/Program/Project Analyst	Public Trust	Day of Award	N/A
4	Senior Computer Systems Specialist	Public Trust	Day of Award	N/A
5	Subject Matter Expert II	Public Trust	Day of Award	SECRET
6	Subject Matter Expert II	SECRET	Day of Award	TOP SECRET/SCI
7	Subject Matter Expert I	Public Trust	Day of Award	SECRET
8	Senior Portfolio/Program/Project Analyst	Public Trust	Day of Award	SECRET
9	Senior Technical Writer/ Editor/ Communications Specialist	SECRET	Day of Award	TOP SECRET/SCI

4.2 PERIOD OF PERFORMANCE

The period of performance for this contract is a one-year base period with two one-year option periods as follows:

Base Period	Twelve months from date of award
Option Period One	Twelve months from the end of the Base Period
Option Period Two	Twelve months from the end of Option Period One

4.3 PLACE OF PERFORMANCE

The primary place of performance will be the Department of Homeland Security, Science and Technology Directorate facilities. Specific location within the DC metro area will be determined at a later date.

4.4 HOURS OF OPERATION

Contractor employees shall generally perform all work between the hours of 0730 and 1600 EST, 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 ten 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 teleconference.

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 five business days after the Post Award Conference.

4.8 BUSINESS CONTINUITY PLAN

The Contractor shall prepare and submit a Business Continuity Plan (BCP) to the Government. The BCP Plan shall be due 30 business days after the date of award, and will be updated on an annual basis. The BCP shall document Contractor plans and procedures to maintain support during an emergency, including natural disasters and acts of terrorism. The BCP, at a minimum, shall include the following:

- A description of the Contractor's emergency management procedures and policy
- A description of how the Contractor will account for their employees during an emergency
- How the Contractor will communicate with the Government during emergencies

- A list of primary and alternate Contractor points of contact, each with primary and alternate:
 - Telephone numbers
 - E-mail addresses

4.8.1 Individual BCPs shall be activated immediately after determining that an emergency has occurred, shall be operational within two hours of activation or as directed by the Government, and shall be sustainable until the emergency situation is resolved and normal conditions are restored or the contract is terminated, whichever comes first. In case of a life threatening emergency, the COR shall immediately make contact with the Contractor Project Manager to ascertain the status of any Contractor personnel who were located in Government controlled space affected by the emergency. When any disruption of normal, daily operations occur, the Contractor Project Manager and the COR shall promptly open an effective means of communication and verify:

- Key points of contact (Government and contractor)
- Temporary work locations (alternate office spaces, telework, virtual offices, etc.)
- Means of communication available under the circumstances (e.g. email, webmail, telephone, FAX, courier, etc.)
- Essential Contractor work products expected to be continued, by priority

4.8.2 The Government and Contractor Project Manager shall make use of the resources and tools available to continue contracted functions to the maximum extent possible under emergency circumstances. Contractors shall obtain approval from the Contracting Officer prior to incurring costs over and above those allowed for under the terms of this contract. Regardless of contract type, and of work location, Contractors performing work in support of authorized tasks within the scope of their contract shall charge those hours accurately in accordance with the terms of this contract.

4.9 PROGRESS REPORTS

The Project Manager shall provide a monthly progress report 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.

4.10 PROGRESS MEETINGS

The Project Manager shall be available to meet with the COR upon request to present deliverables, discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place in person at the Government's facility or via telephone if an in-person meeting is not possible.

4.11 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 (Windows XP and 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 the law and Government policy and regulation.

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>.

4.14 TRANSITION IN/OUT PLANS

The Contractor shall provide a draft Transition In Plan with their proposal; addressing the task order transition methodology, processes, staffing, key milestones and schedule to assure a complete, effective and efficient transition of task order requirements from the incumbent within 90 days of task order award that is in accordance with Attachment I Master Transition Plan of the Contractor’s SETA III IDIQ. The Contractor shall provide a final Transition In Plan to the COR no later than 5 business days following the Post Award Conference.

The Contractor shall support and cooperate with TCD and its designated agents. During the task order transition period, the Contractor shall coordinate and support daily status meetings with TCD to ensure transition is on track for timely completion. TCD expects the low-risk, phased-in, smooth and seamless transition to occur during non-peak hours with no disruption to its operations or those of other contractors supporting TCD. The COR shall coordinate transition efforts among current service providers and the Contractor. TCD will provide the Contractor with the information and data to effect transition to the performance expectations under the task order.

Task Order transition shall be deemed successfully completed when the Contractor has demonstrated that it is prepared to assume full day-to-day performance of the task order. These activities may occur during normal business hours provided they are scheduled ahead of time to minimize interruptions to day-to-day work requirements. The Contractor shall provide a final transition checklist to the COR indicating that it has successfully completed all transition activities and it is ready to assume full performance of the task order.

The Contractor shall also provide a final Transition Out Plan to the COR to allow for a 90 day transition out at the end of the task order upon COR request.

5.0 GOVERNMENT TERMS & DEFINITIONS

CFO – Chief Financial Officer
CJ – Congressional Justification

COD – Communications and Outreach Division
COR – Contracting Officer’s Representative
DHS - Department of Homeland Security
EPIC - Execution, Performance, Invoice, and Consolidation
FBD – Finance and Budget Division
FDO – Foreign Disclosure Office
FFP – Firm Fixed Price
FO – Front Office
HSE – Homeland Security Enterprise
IDIQ – Indefinite Delivery, Indefinite Quantity
MOA – Memorandum of Agreement
NARA – National Archives and Records Administration
OES - Office of Enterprise Services
OIC - Office of Innovation and Collaboration
OMBJ – Office of Management and Budget Justification
OPO – Office of Procurement Operations
OSE - Office of Science and Engineering, Office
RAP – Resource Allocation Process
RML – Records Management Liaison
RDT&E – Research, Development, Test, and Evaluation
S&T - Science and Technology Directorate
S2 – Deputy Secretary
SETA – Systems Engineering and Technical Assistance
SOW – Statement of Work
TA – Travel Authorization
T&M – Time and Materials
TCD - Technology Centers Division
TS/SCI – Top Secret/Sensitive Compartmentalized Information
V&V - Verification and Validation

6.0 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 Contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this contract 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 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.

7.0 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 6.0.

8.0 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.

8.1 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.

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

8.3 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 Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

9.0 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	10 business days from award date	N/A
2	4.6, 4.7	<i>Draft Contractor Project Plan</i>	At the post award conference	COR, Contracting Officer
3	4.7	Final Contractor Project Plan	5 business days from any changes requested to the Draft Contractor Project Plan	COR, Contracting Officer

ITEM	SOW REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
4	4.8	Original Business Continuity Plan	30 business days from award date	COR, Contracting Officer
5	4.8	Updated Business Continuity Plan	5 business days from any changes requested to the original BCP	COR, Contracting Officer
6	4.9	Progress Reports	15 th of each month	COR, Contracting Officer
7	4.13	Non-Disclosure Agreements (DHS Form 11000-6) fas.org/sgp/othergov/dhs-nda.pdf	Prior to each key personnel start date	COR,
8	4.14	TRANSITION IN/OUT PLANS	Draft with proposal/ Final within 5 days of Post Award Conference	COR