

Statement of Work (SOW)
Technology Scouting and Transition (TST)
Systems Engineering and Technical Assistance (SETA)
Division Support Services

May 2023

1.0 Introduction

The United States Department of Homeland Security (DHS) is committed to using cutting-edge science and technology to make the U.S. more secure. The DHS Science and Technology Directorate (S&T) organizes and supports the scientific, engineering, and technological resources of the United States and applies these resources to produce and deploy technological tools and knowledge products to help protect the homeland. DHS S&T is organized into four main groups: Office of Mission and Capability Support (MCS), Office of Science and Engineering (OSE), Office of Innovation and Collaboration (OIC), and Office of Enterprise Services (OES), that work together to support DHS operating Components and others in the Homeland Security Enterprise (HSE). S&T is organized by functions in which each Division plays a critical role in the execution of research and development programs benefitting homeland security missions. Within S&T, programs are matrixed teams that draw support across the Directorate in order to accomplish program goals.

2.0 General Requirements

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 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.

The Office of Science & Engineering (OSE) / Homeland Security Advanced Research Projects Agency (HSARPA) provides technical expertise, enduring research, analysis, and knowledge products and services. OSE's objective subject matter expertise enables DHS S&T programs, DHS Headquarters and components—including major acquisitions—and the broader Homeland Security Enterprise (HSE) to meet priority needs and maximize return on investment. The mission of OSE is to “deliver scientific & technical expertise to optimize decision-making, enable technical development, and enhance acquisition effectiveness for the homeland security enterprise.”

To fulfill this mission, the OSE has outlined four Strategic Goals:

1. Improve process execution to deliver impactful & timely solutions
2. Provide scientific & technical advice to better inform customer decision-making
3. Recognize emerging threats & innovations to prepare DHS for the future of science & technology, and
4. Balance staff & resources to match workload demands

As one of five OSE divisions, the Technology Scouting and Transition Division (TST), supports the achievement of OSE's Strategic Goals by providing valued expertise and services to customers within S&T, DHS, and the broader HSE. The mission of TST is to increase the efficiency and effectiveness of S&T by

providing tools and information to enable informed R&D decisions. TST employs a centralized approach to technology discovery, operational experimentation, technology transition planning, and knowledge sharing to enable the rapid and effective transition of S&T's R&D solutions to DHS components and first responders. Through rigorous research, analysis, experimentation, and transition planning, TST informs the acquisition decision to buy, adapt, or conduct R&D for department-wide solutions.

- TST accomplishes this mission through four primary branches with interrelated functions:
 - Conducting extensive research in technology scouting to provide S&T Program Managers (PMs) and DHS operational components with information on available or emerging technologies to address capability gaps or mission needs.
 - Assisting users to understand the functionality of equipment in the operational environment through Operational Experimentation (OpEx). OpEx provides a scalable and adaptable set of capabilities to support experimentation, technical demonstrations, and field assessments.
 - Promoting a systematic approach to technology transition management by improving capabilities and addressing transitioning deliverables throughout the S&T Business Process Flow BPF. In conjunction with S&T PMs, the Transition Branch creates executable transition plans and other relevant documents to maximize the probability of successful technology transition.
 - Serving as a centralized repository for homeland security technology requirements, the Technology Clearinghouse provides information related to technologies to further the mission of the Department to federal, state, and local government and private sector entities.

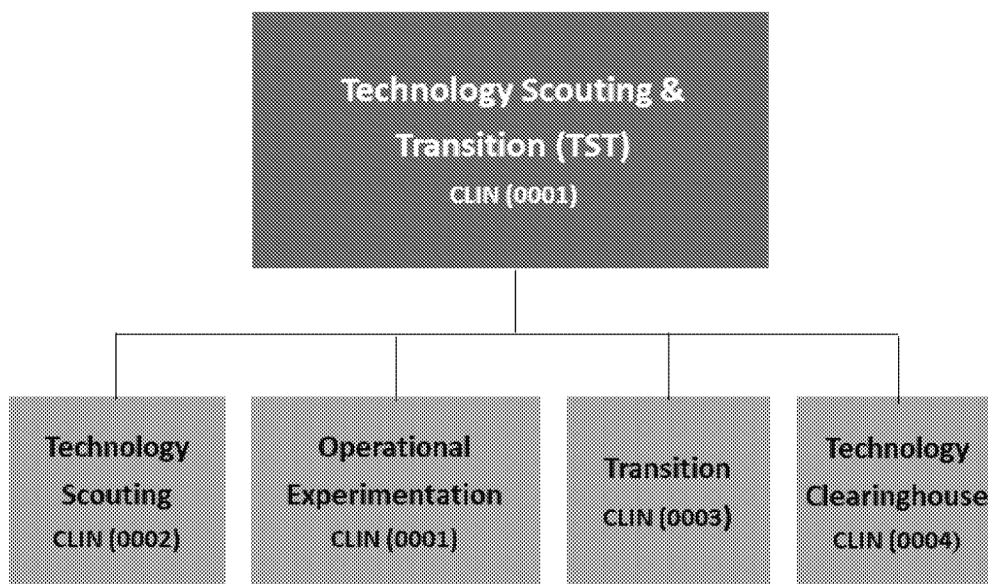


Figure 1 Technology Scouting & Transition Organization

The Technology Scouting and Transition Division is led by a senior government employee and staffed with government employees augmented by contractor staff. The branches are led by senior government employees, staffed with government employees and augmented by contractor staff.

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer (CO) immediately.

2.2 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified and certified personnel with appropriate combinations of education, training, and experience. The Government will validate resource assignments of all projects to ensure that all tasks are fully resourced and manpower limits are not exceeded. The contractor shall ensure the labor categories (as defined in the Labor Categories document), labor rates, and man-hours identified in the performance of each Task Order (TO) issued hereunder will be the minimum necessary to accomplish the task.

The contractor shall provide the necessary resources and infrastructure to manage, perform and administer the Statement of Work and shall augment the Government staff when required.

Classified work is NOT anticipated under this TO, however the performer should consider offering personnel that have a Public Trust Clearance and currently hold, or have the ability to get and maintain a SECRET clearance. Should the need arise to provide support to the SECRET clearance level, a follow on contract mod and DD254 will be executed and specific positions requiring that level of access will be identified to the performer.

2.3 Inherently Governmental Functions

If contractor personnel attends a meeting and/or workshop on behalf of the Government as a Subject Matter Expert (SME), the contractor SME shall identify themselves as a contractor supporting the Government. Contractor personnel are not authorized to make decisions, nor shall they chair any federal intra-agency/inter-agency meetings. The contractor shall reference FAR 7.503 and OMB Circular A-76 for other activities that are considered "inherently governmental", and shall not be performed by contractor personnel.

3.0 Office of Technology Scouting and Transition

CLIN 0001 - TST Front Office (TST) General Administrative, Financial Management, and Operational Experimentation Support (TST) (Options CLIN 1001, 2001)

Task 1.1 –Transition-In. To ensure minimum disruption to vital Government business, the contractor shall ensure there will be no service degradation during and after transition. The contractor shall propose a draft

Transition-In Plan and submit it with their proposal. A final Transition-In Plan is due 10 working days after TO award. The Final Transition-In Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications). The Final Transition-In Plan will be approved by the COR within 10 working days of submission. The contractor shall identify how it will coordinate with the outgoing contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition
- Transition of personnel
- Identify schedules and milestones
- Identify actions required of the Government
- Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings

Task 1.2 – Transition-Out. The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan NLT ninety (90) business days prior to expiration of the TO. The Transition-Out Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications). The final Transition-Out Plan will be approved by the COR within ten (10) business days of submission. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate contractor to contractor coordination to ensure a seamless transition
- Transition of key personnel
- Identify schedules and milestones
- Identify actions required of the Government
- Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings

Task 1.3 - The contractor shall assign a TO Manager (Key Personnel) to serve as the point of contact for management of contract staff and deliverables to include tracking all tasks assigned under this order, monitoring the progress of performance on these tasks, and providing deliverables required under this Statement of Work.

Task 1.4 – The TO Manager shall conduct, at a minimum, monthly meetings with the COR and Government Program Manager. These meetings shall be working sessions to review overall program efforts and discuss any support issues.

Task 1.5 – The execution of the TO shall be documented in the Draft TO Management Plan provided with the proposal and the Final TO Management Plan shall be submitted to the Government ten (10) business days after TO Award. The TO Management Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications). The Final TO Management Plan will be approved by the COR within ten (10) business days of submission.

Task 1.6 – The TO Manager shall provide Monthly Cost and Performance Reports for all assigned tasks under the contract to the COR. The content of the Monthly Cost and Performance Reports shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications) and specified in the TO Management Plan. The Monthly Cost and Performance Reports shall be approved by the COR. The contractor shall deliver this report by the 15th calendar day of each TO month. This report will include a description of the actual work performed by the contractor. Metrics pertaining to financial, schedule, scope information, risk information, and performance assessment information of all work performed hereunder. Actual costs for the reporting month and cumulative costs for the contract to date shall be provided. Budgeted costs for the reporting month and contract to date based on the work performed, and an estimated cost by month for the remainder of the performance period of the contract. The TO Manager shall be qualified and supported by his/her company to act as the contractor's single point of contact for all technical and administrative matters related to this TO. Performance of TO Management Support shall address the specific task within this TO CLIN (CLIN 0001/1001/2001) and can be combined with other responsibilities and tasks listed within this TO.

Task 1.7 – Organizational Conflict of Interest (OCI) Mitigation Plan. A conflict of interest arises or might arise due to the nature of the work to be performed and may, absent some restrictions on future activities, result in an unfair competitive advantage for a Government contractor, impair a Government contractor's objectivity in performing the contract work, or make a Government contractor unable or potentially unable to render impartial assistance or advice to the Government.

According to FAR 9.5 and OCI case law, there are three (3) types of OCIs:

- Unequal Access to Information: A firm has access to nonpublic information as part of its performance of a Government contract and that information may provide the firm a competitive advantage in a later competition for a Government contract. In cases of unequal access to information, the concern is limited to the risk of the firm gaining a competitive advantage; there is no issue of bias.
- Biased Ground Rules: A firm, as part of its performance of a Government contract, has in some sense set the ground rules for another Government contract by, for example, writing the statement of work or the specification. In biased ground rules OCIs, the primary concern is that the firm could skew the competition, whether intentionally or not, in favor of itself.

- Impaired Objectivity: A firm's work under one Government contract could entail evaluating itself or an affiliated entity, either through a performance assessment or an evaluation of proposals for another contract. The concern is that the firm's ability to render impartial advice to the Government could appear to be undermined by its relationship with the entity whose work product is being evaluated.

The contractor shall submit an OCI Mitigation Plan describing the policies and procedures that the contractor and its subcontractor will implement to comply with Government and contractor OCI requirements for the DHS Systems Engineering and Technical Assistance Support program and thereby avoid the three potential OCI types described above. The OCI Mitigation Plan shall require that:

- The contractor team fully complies with the OCI regulations promulgated in FAR Part 9.5, and the OCI clause of the TO, and shall be consistent with the contractor's own corporate policy and procedure on OCI.
- The contractor personnel and relevant corporate leadership are aware of the OCI requirements, and the critical need to identify, avoid, and mitigate any real or perceived OCI situations.

The contractor shall flow down any contract OCI clause to all subcontractors on the contractor team. A draft OCI Mitigation Plan shall be provided in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications) thirty (30) business days after TO award. The Government will provide comments within ten (10) business days. The contractor shall adjudicate all Government comments and produce a final version within ten (10) business days after receipt of Government comments and/or edits. The final OCI Mitigation Plan will be approved by the Contracting Officer (CO) within ten (10) business days of submission of final version.

Task 1.8 – Administrative Support. The contractor shall provide administrative support functions, as appropriate, to the division's Front Office and each subordinate branch. These tasks shall also include, but are not limited to:

- The contractor shall organize material and write descriptive copy according to established standards regarding order, clarity, conciseness, style, and terminology
- The contractor shall review documents for grammar and punctuation, and consistency with the organization's style and format.
- The contractor shall perform analyses to identify current and future potential communication channels; identify target audiences; define internal and external perceptions; and identify strengths, weaknesses, and opportunities in those areas.
- The contractor shall provide support to all TST office/facilities planning, coordination and liaison activities.
- The contractor shall coordinate Security, Travel, Information Technology, Personal Property, Facilities, Emergency Programs, Records Management, and Human Capital matters for TST leadership.
- The contractor shall support all TST meetings. For example, executive level meetings, staff meetings, program reviews, conference calls, organizational all-hands, etc. and follow up with recommended actions to the Government staff for resolution and closure.

- The contractor shall identify and track issues, status and progress of issues, closures, actions completed, suspense dates, and pending actions items for TST leadership to include Executive Secretary taskings.
- The contractor shall schedule and maintain a complex electronic calendar of meetings and appointments, coordinate related arrangements, and reserve conference rooms.
- The contractor shall plan and coordinate planning and travel itineraries for highly visible committee meetings, conferences, and symposia.
- The contractor shall provide recommendations to increase the efficiency and effectiveness of administrative processes. The contractor shall spearhead special projects as required to support an increase efficiency and effectiveness of administrative processes.
- The contractor shall support content development and maintenance of intranet webpages and shared drives, and Office 365 automation support (or its equivalent).
- The contractor shall have the ability to write about a variety of topics and have an understanding of the complex issues inherent to Government awareness campaigns. The contractor shall create outreach material to communicate value, key messages, and unique stories.
- The contractor shall provide Records Management assistance in accordance with federal records management policy. The contractor shall advise and support the TST organization in establishing records file plans, transition to electronic records management and analyze policies, procedures, delegations of authority, data and metrics, training, guidance, evaluation methodologies, and related controls. These include but are not limited to:
 - The contractor shall apply knowledge of TST mission areas to define strategy to comply with Records Management policies to include the development of a Records Management Plan for the organization. The records management plan shall include a compliance monitoring effort to ensure all TST mission areas comply with DHS records management policy.
 - The contractor shall coordinate daily with TST to plan, develop, train, implement, manage, and report on the agency's Records Information Management (RIM) programs, projects, and activities.
 - The contractor shall participate in DHS forums to identify, discuss, and address federal RIM issues, conduct analyses and evaluations to identify deficiencies, recommend improvements to agency RIM programs and activities, and prepare and deliver briefings, whitepapers, and other communications on records management topics to senior staff.
 - The contractor shall attend, participate, and support records management (RM) initiatives and working groups to advance records compliance across the Department.
 - The contractor shall apply RIM and Life cycle management to resolve difficult and complex issues in accordance with federal statutes, Executive Branch policies, and standards, including 18 & 44 U.S.C., OMB Circular A-130 and Executive Order 1352.
 - The contractor shall oversee the implementation of the TST Records Management Plan and include measurable metrics to determine how well the organization has complied with the records management plan. The contractor shall conduct periodic evaluations (minimum of twice yearly) of TST implementation and adherence to the Records Management Plan.
- The contractor shall provide Personal Property assistance in accordance with federal personal property management policy. The contractor shall advise and support the TST organization in establishing personal property plans, analyze policies, procedures, delegations of authority, metrics, training,

guidance, evaluation methodologies, and related controls. The contractor shall support the TST accountable property officer (APO) to plan, develop, train, implement, manage, and report on the office's personal property for TST programs, projects, and activities.

Task 1.9 – OpEx Administrative Support - The contractor shall provide general administrative support services identified in Task 1.8, as appropriate, to support OpEx.

Task 1.10 - The contractor shall provide scientific, engineering, and technology support services to the Operational Experimentation project:

- The contractor shall provide support services identified in Task 1.9, as appropriate, to support OpEx.
- The contractor shall prepare documentation required by DHS compliance offices (Privacy, Compliance Assurance Program Office, etc.) in order to conduct OpEx events.
- The contractor shall attend planning and coordination meetings for exercises and technology assessments being conducted by other government partners in order to identify ways for OpEx to collaborate with government partners and bring back lessons learned which can be used to improve OpEx activities.
- The contractor shall attend discussions with S&T partners to understand the requirements of S&T programs and scope the support OpEx can provide to these programs.

CLIN 0002 – Technology Scouting Branch (TS) Support (Options CLIN 1002, 2002)

The Technology Scouting Branch conducts research on existing technologies and solutions that are available commercially, through another Federal agency or supported research organization, technology scouting provides input to assist in the make versus buy decision, potentially eliminating unnecessary R&D. Providing technology scouting services supports technology research, alternatives analysis, support and capability transition for inserting appropriate technology and knowledge products into DHS Components and the larger HSE.

Task 2.1 – TS Administrative Support - The contractor shall provide general administrative support services identified in Task 1.8, as appropriate, to support TS.

- Task 2.2 – TS Technical Program Support – At a minimum, the contractor shall provide scientific, engineering and technical support services to TS: execute the S&T technology scouting process; conduct research on currently available technologies to commercial, government, and research institutions, develop and summarize recommendations in written and oral formats; work collaboratively in a team environment; generate clear concise scouting reports in a timely manner.
- Evaluate the technology scouting process and recommend appropriate modifications and adjustments to improve efficiency and effectiveness.
- Provide Documentation Specialist support services including:
 - Graphics Development
 - PowerBI/Current System reporting

- SharePoint project tracking and administration
 - MS Tools/Products
 - Tools for development of deliverables/products
 - Web page development
 - One pagers and other marketing materials in support of Technology Scouting Program
- Tracking and reporting of all technology scouting engagements in SharePoint and PowerBI system
- Conduct vendor outreach activities in support of the Technology Scouting Process
- Support the execution of Rapid Technology Assessments (RTA) including:
 - Test Plan Development
 - Coordination with vendors demonstration set-up
 - Facilitation of RTA demonstration
 - Recording and editing of the RTA demonstration
- Coordinate with S&T COD, Security, and other S&T Offices on public release of technology scouting reports and products.
- Develop inputs in response to S&T Taskers related to Technology Scouting Program as requested
- Develop and execute customer surveys to Technology Scouting customers
- Execute the monthly Technology Scouting Coordination Working Group meetings including:
 - Planning activities
 - Presentation development
 - Coordination with stakeholders
 - Meeting facilitation
 - Meeting minutes
 - Action items
- Execute Request for Information (RFIs) with S&T matrix partners and appropriate CO
- Develop content for monthly Tech Scouting Newsletter for S&T-wide distribution
 - Develop other technology scouting related content for inclusion in other S&T newsletters and articles
- Develop and execute weekly and monthly metric reporting as required
 - Weekly Briefing Book
 - Weekly Summary
 - Quarterly reporting
- Develop abstracts of technology scouting reports on a monthly basis
- Develop and maintain distribution lists
- Tracking and responding to emails in the Tech Scouting inbox
- Develop and maintain Technology Scouting Program Management Plan, Standard Operating Procedures, and User Guide documentation for the following:
 - Rapid Technology Assessments
 - Horizon Scanning Reports
 - Technology Vector Forecasts
 - Technology Scouting “Insider” Newsletter
 - Weekly Reporting

- Communication Plan
- Templates
- Other documents as required
- **(SURGE) Prototyping Engineering Scouting Support**
 - Targeted technology scouting for development and creation of prototypes
 - Technologies component discovery
 - Evaluation of the interoperability of sub-technologies
- **(SURGE) Innovation Discovery Scouting Support**
 - Identifying and supporting innovation outreach activities

CLIN 0003 –Technology Transition (TR) Branch Support (Options CLIN 1003, 2003)

The Technology Transition Branch provides transition management services and tools that assist DHS S&T R&D Program Managers in project planning and execution. As part of the R&D lifecycle, all programs and projects require transition planning. TR services focus on critical transition areas identified by S&T including selection and implementation of transition tools and strategies: identification, measurement, and mitigation of transition issues and risks; engagement and communications between the PM and the customer, and assurance that the user is ready and resourced to employ S&T developed products.

Task 3.1 – TR Administrative Support - The contractor shall provide general administrative support services identified in Task 1.8, as assigned, to support TR.

Task 3.2 – TR Technical Program Support – At a minimum, the contractor shall provide scientific, engineering and technical support services to TR:

- Facilitate the development of pre-project transition planning,
- Identify transition strategies and pathways for technology transition,
- Track and evaluate transition measures and metrics of DHS projects,
- Support the development and improvement of transition program processes and artifacts,
- Support transition coaching objectives to S&T R&D managers and support staff,
- Assist with transition data calls, facilitate meetings and coordinate transition activities with key stakeholders,
- Assist in the development of program reviews, including strategic goals and metrics. These tasks shall also include, but are not limited to:
 - Attend project reviews and recommend improvements, if needed, to the current technology transfer tracking system used to capture the ongoing status of all technologies being transitioned to stakeholders.
 - Evaluate the complexity of technology transition plans/pathways and key risks to successful transition.

- Recommend appropriate tracking methods and periodicity for each technology transition based upon level of risk.
- Generate reports to TST that identifies transition progress and provides recommendations when analysis shows potential delays or failure to transition a technology.
- Assist in the development of the National Defense Authorization Act (NDAA) annual report. Generate reports, provide support to TR by coordinating input from other S&T Offices and DHS Components for input and tracking activities.

CLIN 0004 – Technology Clearinghouse Branch (TCH) Support (Options CLIN 1004, 2004)

S&T's Technology Clearinghouse provides collaboration opportunities among homeland security personnel, industry, academia, and other stakeholders and aids in the development of innovative technology solutions for homeland security. The S&T Technology Clearinghouse shares curated information and general resources that assist the industry and manufacturer community in collaborating with DHS and the broader first responder community to protect the Homeland. This curated information defines authoritative homeland security requirements and gaps, research and development investment and business opportunities, licensing opportunities, operational testing and evaluation activities, standards development and other partnership initiatives. The Technology Clearinghouse was authorized in the Homeland Security Act of 2002.

Task 4.1 – TCH Administrative Support - The contractor shall provide general administrative support services identified in Task 1.8, as assigned, to support TCH.

Task 4.2 – TCH Technical Program Support - At a minimum, the contractor shall provide the following scientific, engineering and technical support services to TCH:

- Assist with coordination of Technology Clearinghouse tasks (e.g. ServiceNow platform, content, and governance/policy).
- Assist in coordinating Stakeholder Engagement (internal and external) to promote the Technology Clearinghouse.
- Liaise with the DHS Chief Information Office and the ServiceNow development team to create and monitor the portal development roadmap and tracking of defects and remediation activities.
- Coordinate and assist knowledge product (content) submission, review, posting, and quality control.
- Assist with knowledge product submission, review, assignment of meta data fields and drafting summaries.
- Coordinate development and execution of a Technology Clearinghouse communications plan, coordinating with the S&T Communication and Outreach Division and the DHS HQ Office of Public Affairs.
- Assist with drafting and quality control of promotional/outreach materials and creating knowledge product summaries.

OPTION CLIN 0005 Surge Support (Options CLIN 1005, 2005)

The contractor shall provide support in the Senior Analyst labor category up to the ceiling of 3,840 hours for work in the areas of in support of CLINs (X001, X002, X003, and X004) for anticipated surge in activity. Specifically, optional support is needed to supplement TST at times when there is a need for temporary, high visibility, short notice projects. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Subject Matter Expert III labor category up to the ceiling of 3,840 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, support is needed to supplement TST at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Senior Budget Analyst labor category up to the ceiling of 1,920 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, optional support is needed to supplement TST at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

The contractor shall provide support in the Administrative Specialist labor category up to the ceiling of 1,920 hours for work in the areas of in support of CLINs (X001, X002, X003, X004) for anticipated surge in activity. Specifically, optional support is needed to supplement TST at times when there is a need for temporary, high visibility, short notice support. This support may be provided at the Government site as the situation arises.

CLIN 0006 Travel/Other Direct Cost (ODC) (Option CLIN 1006, 2006)

The contractor is authorized up to the ceiling of \$12,580 for travel in support of all CLINs per year.

CLIN 0007 Other Direct Costs (ODCs) (Option CLIN 1007, 2007)

The contractor is authorized up to the ceiling of \$2,000.00 for other direct costs in support of all CLINs per year.

3.1 Period of Performance

Performance Period	From/To Dates (Dates are Examples)
Base Period	TBD, 12 months
Option Period 1	TBD, 12 months
Option Period 2	TBD-06/02/2026

*Please note that the dates in this chart are being used for reference only. The actual dates of the period of performance may be different.

4.0 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

Classified work is currently not required under this TO.

The contractor shall adhere to all applicable government laws, regulations, orders, guides, and directives pertaining to Sensitive But Unclassified (SBU), FOUO, or personally identifiable information. The contractor shall safeguard SBU, FOUO information specifically in accordance with DHS Management Directive 11042.1 and in compliance with HSAR Class Deviation 15-01 Safeguarding of Sensitive Information.

If, subsequent to the date of this TO, the security classification or security requirements under this TO are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this TO, the TO shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

The contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility, Government systems and/or sensitive Government information access for Contractor employees, based upon the results of a DHS fitness (suitability) investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor 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 contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (suitability) authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the task order. No employee of the contractor shall be allowed unescorted access to a Government facility, access to any sensitive information or access to DHS Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information, DHS systems or access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting an EOD decision may not begin work on the task order. 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, nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

4.3 Government Furnished Materials

The Government will make available the materials, computers, office space when needed, communications capability, and information necessary for the contractor to complete the assigned tasks. If network access is necessary, then a Government computer will be issued once the individual contractor has completed the mandatory screening and receives suitability. A DHS badge is required for computer access and login. In many cases temporary Government space will be made available for the contractor to perform their tasks. All Government furnished materials will be returned at the completion of the task. The contractor will be responsible for any Government issued materials such as computers.

Before purchasing any items required to support technical tasks performed pursuant to this SOW, the Contractor shall obtain the DHS Contracting Officer and COR's prior written consent. If the DHS Contracting Officer and COR consent to such purchase, such item shall become the property of DHS. The Contractor must maintain any such items according to currently existing property accountability procedures. The DHS Contracting Officer and COR will determine the final disposition of any such items in writing at the conclusion of the Task Order's period of performance.

4.4 Place of Performance

The Contractor shall routinely perform the work under this SOW remotely at an approved telework location within a 50 mile radius of and, on occasion, will be required to participate in face-to-face meetings and/or training sessions at the Department of Homeland Security, Science and Technology (S&T) Directorate headquarters located at: **1790 Ash Street, SE, Washington, DC 20003.**

4.5 Travel / Temporary Duty (TDY)

Travel to other Government facilities or other contractor facilities may be required and will be determined by the Government office lead. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the COR (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy & procedures; may reference FAR).

4.6 Task Order Manager

The Contractor shall assign a Task Order Manager (TOM). The Task Order Manager shall be qualified to act as the Contractor's single point of contact for all technical and administrative matters related to this task order. The assigned TOM is not necessarily required to be dedicated solely to this Task Order, but the Government has discretion to determine whether TOM performance sufficiently facilitates or hinders execution of the Government's matrixed mission(s). The Contractor's management superior to the TOM must alert the Government COR and PM of all efforts proposed to be executed by the TOM. The Contractor foregoing this responsibility is cause for TOM removal. The TOM shall be responsible for keeping the COR informed about Contractor progress throughout the performance period of this Task Order and ensure Contractor activities are aligned with DHS objectives.

4.7 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.

4.11 Records Management

The Contractor must follow applicable National Archives and Records Administration standards and applicable DHS/S&T guidance as specified in the cognizant program office's approved Records Management File Plan.

5.0 Key Personnel

Key personnel positions and desired experience for each are identified, by office, in the following table.

Office	Labor Category (#)	Desired Experience
Front Office	Task Order Manager (1)	Previous experience as a Task Order Manager on SETA-like contracts with the ability to recruit, provide, and maintain staffing required for the customer.
Technology Scouting	Senior Portfolio/Program/Project Analyst (1)	Previous experience as a senior-level analyst in conducting research, evaluation, and analysis of quantitative and qualitative data.
Technology Transition	Senior Portfolio/Program/Project Analyst (4)	Previous experience in analyzing, planning, and identifying potential obstacles to transitioning new technologies to operations or the commercial marketplace.
Technology Clearinghouse	Subject Matter Expert I (1)	Previous experience in analyzing requirements, scoping, planning, and coordinating implementation of information sharing platforms and governance processes.
Technology Clearinghouse	Subject Matter Expert II (1)	Previous experience in analyzing requirements, scoping, planning, and coordinating implementation of information sharing platforms and governance processes.

Key personnel changes are subject to Section H.2 of the Contractor's SETA III IDIQ Contract. Key personnel changes require approval of the Contracting Officer and such requests shall be made in writing (including the resume of the proposed replacement) a minimum of fourteen (14) calendar days in advance.

6.0 Post Award Conference

The Contractor shall attend a Post Award Conference with the Contracting Officer, COR, and PM 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 at the Government's facility, located at the Department of Homeland Security, Science and Technology (S&T) Directorate headquarters at 1120 Vermont Avenue NW, Washington, DC 20005 (VTA) or via teleconference.

7.0 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

7.1 Individual BCPs shall be activated immediately after determining that an emergency has occurred, shall be operational within 24 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

7.2 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.

8.0 Deliverables

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows 11 and Microsoft Office Applications) in accordance with Deliverables Table below:

Deliverable	Due By	Task	CLINs	Format
Final Transition-In Plan	Draft due with proposal. Final Transition-In Plan is due 10 working days after TO award. The final Transition-In Plan will be approved by the COR within ten (10) business days of submission.	All	CLINs 0001/1001/2001	Reports
Final Transition-Out Plan	Due NLT ninety (90) business days prior to expiration of the TO. The final Transition-Out Plan will be approved by the COR within ten (10) business days of submission.	All	CLINs 0001/1001/2001	Reports
Final Task Order (TO) Management Plan	Due ten (10) business days after TO Award. The Final Task Order (TO) Management Plan will be approved by the COR within ten (10) business days of submission.	All	CLINs 0001/1001/2001	Reports
Monthly Cost and Performance Reports	Due on the 15 th calendar day of each Task Order Month	All	CLINs 0001/1001/2001	Report
Organizational Conflict of Interest (OCI) Mitigation Plan	Due thirty (30) business days after TO award. The Government will provide comments within ten (10) business days. The contractor shall adjudicate all Government comments and produce a final version within ten (10) business days after receipt of Government comments and/or edits. The final OCI Mitigation Plan will	Task 1.7	CLINs 0001/1001/2001	Report

	be approved by the Contracting Officer (CO) within ten (10) business days of submission of final version.			
--	---	--	--	--

9. 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).

10. TERMS AND DEFINITIONS (ACRONYMS)

PM – Project Manager

BCP – Business Continuity Plan

TST – Technology Scouting and Transition division

TCH – Technology Clearinghouse branch

TR- Technology Transition branch

TS – Technology Scouting branch

CO – Contracting Officer

COR – Contracting Officer's Representative

NLT – Not Later Than

DHS S&T – Department of Homeland Security Science & Technology Directorate