

**United States Department of Homeland Security
Directorate of Science & Technology
Office of Science and Engineering
Statement of Work for
Exploratory Research for the
Office for Homeland Security Statistics**

1.0 GENERAL

1.1 BACKGROUND

Created in 2023, the United States Department of Homeland Security (DHS) Directorate of Science and Technology (S&T) Office of Science and Engineering (OSE) Office for Homeland Security Statistics (OHSS) provides reports and statistical data covering a range of topics. OHSS currently has data and reports on immigration, law enforcement, and international trade. Over time, OHSS will cover all DHS statistical data, including cybersecurity; emergency management; infrastructure protection; maritime; screening; terrorism and targeted violence; and chemical, biological radiological, and nuclear.

OHSS will maximize DHS's data transparency and consistency, strengthen evidence-based decision-making, and improve efficiency and effectiveness of statistical reporting. The goals of this new office are to:

- 1) Publish and manage enterprise statistical standards;
- 2) Create objective, credible, accurate, relevant, and timely federal homeland security data to:
 - a. Collect, analyze, publish, and disseminate information to support evidence-based policymaking and leadership decisions;
 - b. Increase data transparency, supporting interagency partners, Congress, and the public;
- 3) Reduce Component statistical reporting requirements.

In the United States Office of Management and Budget's (OMB) Fiscal Year (FY) 24 "Analytical Perspectives: Budget of the U.S. Government" – Chapter 9: "Leveraging Federal Statistics to Strengthen Evidence-Based Decision-Making" (<https://www.whitehouse.gov/omb/budget/analytical-perspectives>). OMB provides an overview of the Federal statistical system, including "highlights of new and revamped critical Government-wide statistical standards and guidance that enhance the suite of official statistics" and details on the 13 Federal statistical agencies/units (Confidential Information Protection and Statistical Efficiency Act of 2018, as amended by Title III of the Foundations for Evidence-Based Policymaking Act of 2018). Per OMB Statistical Policy Directive No. 1, Federal statistical agencies/units must fulfil four fundamental responsibilities (see <http://www.gpo.gov/fdsys/pkg/FR-2014-12-02/pdf/2014-28326.pdf>):

- 1) Relevance and timeliness;
- 2) Accuracy and credibility;

- 3) Objectivity;
- 4) Confidentiality and exclusive statistical use of data

This exploratory research effort will directly support the *DHS Strategic Framework for Countering Terrorism and Targeted Violence (2019)* through Goal 1/Objective 1.1/Priority Actions: “Enhance DHS Methods of Collecting and Analyzing Data and Information on Relevant Patterns of Violence,” “Improve Information Sharing with State, Local, Tribal, And Territorial (SLTT) Partners” and “Provide Transparency Regarding how the Department Protects PII” through six research goals:

- 1) Provide recommendations to ensure OHSS alignment with federal statistical system requirements, to “ensure its efficiency and effectiveness, as well as the objectivity, impartiality, utility, and confidentiality of information collected for statistical purposes” (per 44 U.S.C. 3561(12)(A-B, “statistical purpose” means “the description, estimation, or analysis of the characteristics of groups, without identifying the individuals or organizations that comprise such groups” and “includes the development, implementation, or maintenance of methods, technical or administrative procedures, or information resources that support” statistical purposes). OHSS activities conducted for statistical purposes include data collection, compilation, integration, processing, protection, analysis, reporting, and dissemination.
- 2) Provide recommendations to strengthen OHSS data collection capabilities for the Public Safety and Violence Prevention (PSVP) mission domain – as a proof of concept – to enable innovative, advanced, and systematic data collection methods for statistical purposes;
- 3) Provide recommendations to strengthen OHSS data analysis capabilities for the PSVP mission domain – as a proof of concept – to enable iterative, strategic, and question-driven data analyses for statistical purposes;
- 4) Provide recommendations to identify short-term PSVP data and statistical reporting needs;
- 5) Provide recommendations to identify longer-range PSVP data, statistical reporting, and foundational research priorities; and
- 6) Ensure that recommendations will be acceptable to the communities OHSS wants to reach and will meet data and statistical reporting needs across diverse stakeholder constituencies and priorities.

1.2 SCOPE

Through policy review, targeted literature search, and extensive Subject Matter Expert (SME) interviews, the performer shall provide recommendations that:

- 1) Ensure OHSS alignment with federal statistical system requirements (<http://www.gpo.gov/fdsys/pkg/FR-2014-12-02/pdf/2014-28326.pdf>)

- a. Identify different data types/methods that federal statistical agencies collect for statistical purposes (e.g., administrative data vs. internally collected data vs. externally collected data; survey data vs. assessment data vs. record data vs. platform data) and associated requirements.
 - b. Identify best practices, challenges/barriers, and facilitators for effective execution of federal statistical agencies' evidence-building functions and activities, including data collection, data compilation, data integration, data processing, data analysis, data reporting, and dissemination of information for statistical purposes.
 - c. Identify best practices, challenges/barriers, and facilitators for federal statistical agencies' abilities to effectively fulfill their fundamental responsibilities to 1) relevance and timeliness, 2) accuracy and credibility, 3) objectivity, and 4) confidentiality and exclusive statistical use of data;
- 2) Strengthen OHSS data collection capabilities for the public safety and violence prevention (PSVP) mission domain as a proof of concept;
 - 3) Strengthen OHSS data analysis capabilities for the PSVP mission domain as a proof of concept;
 - 4) Identify short-term OHSS data and statistical reporting needs for the PSVP mission domain; and
 - 5) Identify longer-range DHS data, statistical reporting, and foundational research priorities for the PSVP mission domain.

1.3 OBJECTIVES

This effort will provide scientific information instrumental to the stand-up of the new OHSS within DHS. The documents created will be used to ensure alignment of OHSS activities conducted for statistical purposes (collection, compilation, integration, processing, protection, analysis, reporting, and dissemination) with federal statistical system requirements; strengthen OHSS data collection and analysis capabilities for public safety and violence prevention, as a proof of concept; and identify short-term needs and longer-range priorities for DHS data, statistical reporting, and foundational research on public safety and violence prevention.

1.4 APPLICABLE DOCUMENTS

1.4.1. Compliance Documents

The following documents provide specifications, standards, or guidelines that must be complied with in order to meet the requirements of this contract:

- All S&T-funded research must comply with Protection of Human Subjects (<https://www.ecfr.gov/on/2018-07-19/title-6/chapter-I/part-46>), commonly known as "The Common Rule" (6 C.F.R. Part 46) and Confidentiality of Identifiable Research and Statistical Information (28 C.F.R. Part 22 - <https://www.govinfo.gov/app/details/CFR->

2011-title28-vol1/CFR-2011-title28-vol1-part22). The performer will need to submit the necessary associated documents and findings from a certified Institutional Review Board (IRB) for Human Subjects Protections to the Contracting Officer's Representative as well as the Compliance Assurance Program Office (CAPO). These actions must be completed before any DHS funding can be used for the collection of human subjects data, including recruitment of subjects or any other activities that are subject to "The Common Rule."

- The performer will need to complete a Privacy Threshold Assessment (PTA) to ensure information collective and maintained is limited to what is necessary to achieve the research project's objectives and consistent with the applicable terms and conditions. individual privacy, civil rights, and civil liberties are being upheld.

2.0 SPECIFIC REQUIREMENTS/TASKS

2.1 TASK ONE: Program Management

2.1.1. The contract shall attend a kick-off meeting within 10 business days of contract award. The contractor shall provide a meeting agenda before the meeting and a list of action items after the meeting.

2.1.2. The contractor shall submit a draft project management plan, to be approved by the DHS S&T Program Manager.

2.1.3. The contractor shall submit a final project management plan.

2.1.4 The contractor shall attend management meeting every other week with the DHS S&T Project Manager (PM). The contractor shall provide a meeting agenda before the meeting, draft minutes of the meeting, attendees and an updated list of tasks after each meeting.

2.1.5. The contractor shall provide quarterly written updates/reports.

2.1.6. The contractor shall support the DHS S&T PM in completing required compliance documentation.

2.1.7. The contractor shall conduct a closeout meeting with DHS no later than two weeks before contract end.

2.2 TASK TWO: Understanding Federal Statistical System Requirements and Effectiveness

2.2.1. The contractor shall develop an expert interview research methodology (Phase 1), including a semi-structured or structured interview protocol and utilizing qualitative analysis software, to understand the range of data types/methods collected by federal statistical agencies for statistical purposes (e.g., administrative data vs. internally collected data vs. externally collected data; survey data vs. assessment data vs. record data vs. platform data) and associated requirements for specific data types/methods; best practices, challenges/barriers, and facilitators

for effective execution of federal statistical agencies' evidence-building functions and activities (including the collection, compilation, integration, processing, analysis, reporting, and dissemination of information for statistical purposes); and best practices, challenges/barriers, and facilitators for effective fulfillment of federal statistical agencies' four fundamental responsibilities (<http://www.gpo.gov/fdsys/pkg/FR-2014-12-02/pdf/2014-28326.pdf>):

- 1) relevance and timeliness;
- 2) accuracy and credibility;
- 3) objectivity;
- 4) confidentiality and exclusive statistical use of data

2.2.2. The contractor shall conduct expert interviews with at least five (5) Subject Matter Experts (SMEs) from each the 13 recognized federal statistical agencies/units (Confidential Information Protection and Statistical Efficiency Act of 2018 (CIPSEA 2018), as amended by Title III of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), i.e., at least 65 qualitative SME interviews total, to understand the range of data types/methods collected by federal statistical agencies for statistical purposes (e.g., administrative data vs. internally collected data vs. externally collected data; survey data vs. assessment data vs. record data vs. platform data) and associated requirements for specific data types/methods.

2.2.3. The contractor shall also use the SME interviews described in 2.2.2 to identify best practices, challenges/barriers, and facilitators for effective execution of federal statistical agencies' evidence-building functions and activities, including the collection, compilation, integration, processing, analysis, reporting, and dissemination of information for statistical purposes.

2.2.4. The contractor shall also use the SME interviews described in 2.2.2 to identify best practices, challenges/barriers, and facilitators for effective fulfillment of federal statistical agencies' four fundamental responsibilities:

- 1) relevance and timeliness;
- 2) accuracy and credibility;
- 3) objectivity; and
- 4) confidentiality and exclusive statistical use of data.

2.3 TASK THREE: Understanding OHSS Stakeholder Data Needs – PSVP Proof of Concept

2.3.1. The contractor shall review relevant DHS and Component policy documents related to Public Safety and Violence Prevention (PSVP) to identify DHS PSVP data sources/systems and to identify DHS Headquarters (HQ) and Components' OHSS constituent base/stakeholders for data and statistical reporting in the PSVP mission domain. The contractor shall develop a framework for documenting relevant PVSP data characteristics and populate the framework for at least 3 identified DHS PSVP data sources/systems. Relevant data characteristics may include data type/method (how data were collected); data duplication; clearances (IRB, PTA, OMB-required); confidentiality protections (e.g., safeguarding confidential data from unauthorized

access, editing, deletion, and use; physical and information system security; access logs); privacy concerns; data quality/standards (known limitations, sources of error); frequency of data collection; focus of observation; unit of analysis; standardized measurement definitions; potential for longitudinal analysis; ability to link data to larger group/other datasets – behind secure firewall – via identifiers; ability to access demographic identifiers already built into a dataset or platform; data access; data timeliness; data public availability. *See draft RAND Research Report (forthcoming), “Inventorying Data to Support Army Harmful Behavior Prevention Metrics and Measures.”*

2.3.2. The contractor shall conduct a limited literature review of published studies related to PSVP to identify (a) new *external* PSVP data sources/datasets, using RAND’s (2021) report, *A Review of Public Data About Terrorism and Targeted Violence to Meet U.S. Department of Homeland Security Mission Needs*, as a temporal baseline; and (b) *external* OHSS constituent base/stakeholders for data and statistical reporting in the PSVP mission domain, including federal, state, local, tribal, and private sectors, Non-Governmental Organizations (NGOs), Federally Funded Research and Development Centers (FFRDCs), academia, Congress, and the media.

2.3.3. The contractor shall develop an expert interview research methodology (Phase 2), including a semi-structured or structured interview protocol and utilizing qualitative analysis software, to understand the diversity and range of OHSS constituent/stakeholder needs and priorities for PSVP data and statistical reporting.

2.3.4. The contractor shall conduct expert interviews with Government SMEs from OHSS’s PSVP constituent base/stakeholders to build a comprehensive understanding of the diversity and range of Government PSVP data and statistical reporting (near-term) needs and (longer-range) priorities. The contractor shall consider inclusion in the interview sample of Government SMEs from DHS HQ offices (S&T, Center for Prevention Programs and Partnerships (CP3), Office for Civil Rights and Civil Liberties (CRCL), Office of Intelligence and Analysis (I&A), Office of Legislative Affairs (OLA), DHS Components (Federal Emergency Management Agency (FEMA), U.S. Citizenship and Immigration Services (USCIS), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection (CBP), U.S. Coast Guard (USCG), Transportation Security Administration (TSA), U.S. Secret Service (USSS), Cybersecurity and Infrastructure Security Agency CISA, Federal Law Enforcement Training Centers (FLETC)), and other Government entities (e.g., OMB, National Security Council (NSC), Department of Justice (DOJ), National Counterterrorism Center (NCTC), Department of State, U.S. Agency for International Development (USAID), Centers for Disease Control and Prevention (CDC), Department of Defense (DoD)) to ensure comprehensive capture of the diversity and range of Government PSVP data and statistical reporting (near-term) needs and (longer-range) priorities, including data collection, data compilation, data integration, data processing, data protection, data analysis, data reporting, and dissemination. Within each DHS HQ office, DHS Component, and Government entity, the contractor shall conduct expert interviews with 1-3 SMEs who oversee programs and/or policies related to PSVP and 1-3 SMEs with knowledge of potentially relevant PSVP data sources/datasets. The contractor shall conduct a minimum of 65 qualitative SME interviews, in total, across DHS and other Government entities. The contractor may consider a snowball sampling approach for recruitment.

2.3.5. The contractor shall also use the SME interviews described in 2.3.4 to gather, inventory, and categorize the range of PSVP data types/methods currently collected by DHS and other Government entities likely to constitute OHSS's PSVP stakeholder base, for both statistical and non-statistical purposes (e.g., administrative data vs. internally collected data vs. externally collected data; survey data vs. assessment data vs. record data vs. platform data). The contractor shall ensure inclusion of specific elements PSVP data currently collected by DHS and other Government entities likely to constitute OHSS's PSVP stakeholder base. Specific elements of currently collected PSVP data may include incident characteristics (including demographics); perpetrator characteristics (including demographics); victim characteristics (including demographics); environmental/contextual characteristics; measures used to estimate prevalence; risk and/or protective factors for perpetration across the social-ecological model (SEM), i.e., individual-level, relationship, community, environmental, societal); risk and/or protective factors for victimization across the SEM; and interaction with specific federal, state, or local service or agency (i.e., activities intended to increase public safety and/or prevent, protect and/or respond to violence).

2.3.6. The contractor shall also use the SME interviews described in 2.3.4 to describe actual and/or anticipated challenges/barriers and facilitators for effective execution of federal statistical agencies' evidence-building functions and activities, including the collection, compilation, integration, processing, analysis, reporting, and dissemination of information for statistical purposes.

2.3.7. The contractor shall also use the SME interviews described in 2.3.4 to describe actual and/or anticipated challenges/barriers and facilitators for effective fulfilment of federal statistical agencies' four fundamental responsibilities:

- 1) relevance and timeliness;
- 2) accuracy and credibility;
- 3) objectivity;
- 4) confidentiality and exclusive statistical use of data.

2.4 TASK FOUR: Strengthening Statistical and Foundational Research Methodologies – PSVP Proof of Concept

2.4.1. The contractor shall develop recommendations for a DHS scientific infrastructure to enduringly execute innovative, advanced, and systematic data collections and iterative, strategic, and question-driven data analysis for foundational research and statistical purposes in the PSVP mission space. The contractor shall provide recommendations that ensure alignment with federal statistical system requirements and enable longitudinal comparisons.

2.4.2. The contractor shall development recommendations for establishing an approval process and governance structure to determine when – and for what specific purpose(s) – new or ad-hoc data collections and/or data analyses should be added to the PSVP scientific infrastructure described in 2.4.1.

2.4.3. The contractor shall develop recommendations for PSVP data and statistical reporting (near-term) needs identified in 2.3.4.

2.4.4. The contractor shall develop recommendations for longer-range PSVP data, statistical reporting, and foundational research priorities.

2.4.5. The contractor shall deliver a final research report, including recommended templates for PSVP statistical standards and data sharing agreements; an inventory of identified PSVP data sources/sytems; a framework for documenting PSVP data characteristics, populated for at least 3 DHS PSVP data sources/systems; and an overview of research methodology, findings, and recommendations.

2.4.6. The contractor shall deliver targeted research products (including slides and an outbrief – pending stakeholder interest and availability; brief research summaries) that are tailored (as needed) to each of the OHSS PSVP constituents/stakeholders identified in 2.3.1. and 2.3.2.

3.0 CONTRACTOR PERSONNEL

3.1 QUALIFIED PERSONNEL

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

3.2 CONTINUITY OF SUPPORT

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., and replacement personnel will not be provided, the contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) prior to employee absence; otherwise, the contractor shall provide a fully qualified replacement.

3.3 KEY PERSONNEL

Before replacing any individual designated as Key by the Government, the contractor shall notify the Contracting Officer (CO) no less than 15 business days in advance, submit written justification for replacement, and provide the name and qualifications of any proposed substitute(s). All proposed substitutes shall possess qualifications equal to or superior to those of the Key person being replaced, unless otherwise approved by the Contracting Officer. The contractor shall not replace Key Contractor personnel without approval from the Contracting Officer. The following contractor personnel are designated as Key for this requirement. Note: The Government may designate additional contractor personnel as Key at the time of award.

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

3.4 SCIENTIFIC PROJECT MANAGER

The contractor shall provide a Scientific Project Manager (Scientific PM) who shall be responsible for all contractor work performed under this Statement of Work (SOW). The Scientific PM shall be a single point of contact for the Contracting Officer and the COR. It is anticipated that the Scientific PM shall be one of the senior level employees provided by the contractor for this work effort. The name of the Scientific PM, and the name(s) of any alternate(s) who shall act for the contractor in the absence of the Scientific PM, shall be provided to the Government as part of the contractor's proposal. The Scientific PM is further designated as Key by the Government. During any absence of the Scientific PM, only one alternate shall have full authority to act for the contractor on all matters relating to work performed under this contract. The Scientific PM and all designated alternates shall be able to read, write, speak and understand English. Additionally, the contractor shall not replace the Scientific PM without prior approval from the Contracting Officer.

3.4.1 The Scientific PM shall be available to the COR via telephone, e-mail, and/or virtual meeting (e.g., Microsoft Teams) between DHS S&T's core hours of 10:00 and 3:00 EST, Monday through Friday (unless out of the office on leave), and shall respond to a request for discussion or resolution of technical problems within 24 hours of notification, on the next working day (unless out of the office on leave).

4.0 OTHER APPLICABLE CONDITIONS

4.1. TECHNICAL DIRECTION

4.1.1. Performance of work under this contract shall be subject to the technical direction of the COR. The term "Technical Direction" is defined to include, without limitation, the following:

(a) Directions to the contractor which redirect the contract effort, shift work emphasis between work areas of tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish contractual statement of work.

(b) Provision of information to the contractor that assists in the interpretation of drawings, specifications or technical portions of the work description.

(c) Review and, where required by the contract, approval of technical reports, drawings, specifications and technical information to be delivered by the contractor to the Government under the contract. Technical direction must be within the general scope of work stated in the contract. The COR does not have authority to and may not issue any technical direction which

(i) constitutes an assignment of additional work outside the general scope of the contract;
(ii) constitutes a change as defined in the contract clause entitled "Changes" (FAR 52.243-1);
(iii) in any manner cause an increase or decrease in the total contract cost or price, the fixed fee or the time required for contract performance; or

(iv) changes any of the expressed terms, conditions, or specifications of the contract. All technical direction shall be issued in writing by the COR or shall be confirmed in writing within five (5) working days after issuance.

The contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by this article. If, in the opinion of the contractor, any instruction or direction issued by the COR is within one of the categories and defined in (i) through (iv) above, the contractor shall not proceed but shall notify the CO in writing within five (5) working days after the receipt of any instruction or direction and shall request the CO to modify the contract accordingly. Upon receiving such notification from the contractor, the CO shall issue an appropriate contract modification or advise the contractor in writing that, in his/her opinion, the technical direction is within the scope of the contract. The contractor shall thereupon proceed immediately with the direction given. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto shall be subject to the provisions of the contract clause titled, "Disputes" (FAR 52.233-1.).

4.2 PERIOD OF PERFORMANCE

The period of performance for this contract is two years from the date of award.

4.3 PLACE OF PERFORMANCE

The primary place of performance will be the contractor's facilities with potential visits to DHS facilities in the Washington Metro Area.

4.4 HOURS OF OPERATION

Contractor employees shall generally perform all work between regular working hours, Monday through Friday (except federal holidays). However, there may be occasions when contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

4.5 TRAVEL

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

4.6 POST AWARD CONFERENCE

The contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 10 (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 virtually (e.g., Microsoft Teams).

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 20 (twenty) business days after the Post Award Conference.

4.8 PROGRESS REPORTS

The Scientific PM shall provide a quarterly 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.

4.9 PROGRESS MEETINGS

The Scientific PM shall meet with the COR on an every other week basis to discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place via teleconference.

4.10 GENERAL REPORT REQUIREMENTS

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows XP and Microsoft Office Applications).

5.0 GOVERNMENT TERMS AND DEFINITIONS

Term / Acronym	Definition
CAPO	Compliance Assurance Program Office
CBP	U.S. Customs and Border Protection
CDC	Centers for Disease Control and Prevention
CIPSEA	Confidential Information Protection and Statistical Efficiency Act
CISA	Cybersecurity and Infrastructure Security Agency
CO	Contracting Officer
COR	Contracting Officer's Representative
CP3	DHS Center for Prevention Programs and Partnerships
CRCL	DHS Office for Civil Rights and Civil Liberties
DHS	Department of Homeland Security
DOD	Department of Defense
DOJ	Department of Justice
FAR	Federal Acquisition Regulation
FEMA	Federal Emergency Management Agency
FLETC	Federal Law Enforcement Training Centers
FFRDC	Federally Funded Research and Development Center
FY	Fiscal Year
HQ	Headquarters
I&A	DHS Office of Intelligence and Analysis
ICE	U.S. Immigration and Customs Enforcement
IRB	Institutional Review Board
NCTC	National Counterterrorism Center
NGO	Non-Governmental Organization
NSC	National Security Council
OHSS	DHS Office of Homeland Security Statistics
OLA	DHS Office of Legislative Affairs
OMB	Office of Management and Budget
PM	Project Manager
PSVP	Public Safety and Violence Prevention
PTA	Privacy Threshold Assessment
S&T	DHS Science and Technology Directorate
SEM	Social-Ecological Model
SLTT	State, Local, Tribal, and Territorial
SME	Subject Matter Expert
SOW	Statement of Work
TSA	Transportation Security Administration
USAID	U.S. Agency for International Development
USCG	U.S. Coast Guard
USCIS	U.S. Citizenship and Immigration Services
USSS	U.S. Secret Service

6.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources or equipment to the contractor in support of this contract.

7.0 GOVERNMENT ACCEPTANCE PERIOD

The COR will review deliverables prior to acceptance and provide the contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the contractor notifying it that the deliverable has been accepted.

7.1 The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the contractor's accepted proposal. In the event of a rejected deliverable, the contractor will be notified in writing by the COR of the specific reasons for rejection. The contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

7.2 The COR will have 10 (ten) business days to review deliverables and make comments. The contractor shall have 10 (ten) business days to make corrections and redeliver.

7.3 All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

8.0 DELIVERABLES

The contractor shall consider items in **BOLD** as having mandatory due dates. Items in *italics* are deliverables or events that must be reviewed and/or approved by the COR prior to proceeding to next deliverable or event in this SOW.

Item	SOW Reference	Deliverable/Event	Due by	DISTRIBUTION
1	2.1.1	Post Award Conference (Kick-Off)	10 business days after award	N/A
2	2.1.2	<i>Draft Project Management Plan, for DHS review</i>	10 business days after award	DHS S&T PM, COR, Contracting Officer
3	2.1.3	Final Project Management Plan	1 month after award	DHS S&T PM, COR, Contracting Officer

Item	SOW Reference	Deliverable/Event	Due by	DISTRIBUTION
4	2.1.4	Meeting Documentation: agenda, attendees, draft minutes, and follow-on action items	Every other week for life of contract	DHS S&T PM, COR, Contracting Officer
5	2.1.5	Quarterly Written Updates	Quarterly for life of contract	DHS S&T PM, COR, Contracting Officer
6	2.1.6	Compliance Documentation	As required, for life of contract	DHS S&T PM, COR, Contracting Officer
7	2.1.7	Project Closeout Meeting	No later than 2 weeks before contract end	DHS S&T PM, COR, Contracting Officer
8	2.2.1	<i>Draft Research Methodology – Phase 1</i>	3 months after contract award	DHS S&T PM, COR, Contracting Officer
9	2.2.1	<i>Research Methodology – Phase 1 (IRB-approved)</i>	5 months after contract award	DHS S&T PM, COR, Contracting Officer
10	2.2.2., 2.2.3, 2.2.4	<i>List of proposed SME interviewees – Phase 1</i>	6 months after contract award	DHS S&T PM, COR, Contracting Officer
11	2.3.1	Policy Document Review – initial findings	6 months after award	DHS S&T PM, COR, Contracting Officer
12	2.3.2	Targeted Literature Review – initial findings	7 months after award	DHS S&T PM, COR, Contracting Officer
13	2.3.3	<i>Draft Research Methodology – Phase 2</i>	9 months after award	DHS S&T PM, COR, Contracting Officer
14	2.3.3	<i>Research Methodology – Phase 2 (IRB-approved)</i>	11 months after award	DHS S&T PM, COR, Contracting Officer
15	2.3.4, 2.3.5, 2.3.6, 2.3.7	<i>List of proposed SME interviewees – Phase 2</i>	12 months after award	DHS S&T PM, COR, Contracting Officer
16	2.4.1, 2.4.2, 2.4.3, 2.4.4	<i>Draft Recommendations – Infrastructure, Governance, Data, Statistical Reporting & Foundational Research</i>	17 months after award	DHS S&T PM, COR, Contracting Officer

Item	SOW Reference	Deliverable/Event	Due by	DISTRIBUTION
17	2.4.1, 2.4.2, 2.4.3, 2.4.4	<i>Final Recommendations --- Infrastructure, Governance, Data, Statistical Reporting & Foundational Research</i>	19 months after award	DHS S&T PM, COR, Contracting Officer
18	2.4.5	<i>Draft Final Research Report</i>	19 months after award	DHS S&T PM, COR, Contracting Officer
19	2.4.5	Final Research Report	23 months after award	DHS S&T PM, COR, Contracting Officer
20	2.4.6	<i>Draft Stakeholder Research Products</i>	20 months after award	DHS S&T PM, COR, Contracting Officer
21	2.4.6	Final Stakeholder Research Products	22 months after award	DHS S&T PM, COR, Contracting Officer
22	2.4.6	Stakeholder Outbriefs (pending interest and availability)	No later than 2 weeks before contract end	DHS S&T PM, COR, Contracting Officer

9.0 ADDITIONAL GUIDANCE

9.1 Contractor access to classified information is not required under this SOW.

9.2 Authorities. The Contractor shall follow all current versions of Government policies and guidance accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>, or available upon request from the Contracting Officer, including but not limited to:

- (1) DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified (for Official Use Only) Information
- (2) DHS Sensitive Systems Policy Directive 4300A
- (3) DHS 4300A Sensitive Systems Handbook and Attachments
- (4) DHS Security Authorization Process Guide
- (5) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information
- (6) DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program
- (7) DHS Information Security Performance Plan (current fiscal year)
- (8) DHS Privacy Incident Handling Guidance
- (9) Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules accessible at <http://csrc.nist.gov/groups/STM/cmvp/standards.html>

- (10) National Institute of Standards and Technology (NIST) Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations accessible at <http://csrc.nist.gov/publications/PubsSPs.html>
- (11) NIST Special Publication 800-88 Guidelines for Media Sanitization accessible at <http://csrc.nist.gov/publications/PubsSPs.html>