

DEPARTMENT OF HOMELAND SECURITY (DHS)

STATEMENT OF WORK (SOW)

FOR

Science and Technology Directorate (S&T)  
Office of Innovation and Collaboration (OIC)  
Office of Industry Partnerships (OIP)  
Silicon Valley Innovation Program (SVIP)  
Support Contract

06/27/2024

## **1. BACKGROUND**

The mission of the Department of Homeland Security's (DHS) Science and Technology Directorate (S&T) is to improve homeland security by working with partners to provide state-of-the-art solutions and/or technology that helps them to achieve their missions. S&T partners and customers include the operating Components of the Department, other government agencies, State, local, tribal, and territorial emergency responders and officials.

Over the past several decades, private sector investment in research and development (R&D) has far outpaced that of the Federal Government, resulting in significant commercial technology advancements. The Office of Industry Partnerships (OIP) role in S&T is to engage industry and foster partnerships between S&T and private sector innovators to further those advancements to address homeland security challenges.

As part of the Office of Innovation and Collaboration's Office of Industry Partnerships' (OIP), the Silicon Valley Innovation Program (SVIP) works with the innovation community to tackle the hardest problems faced by DHS operational missions. The SVIP expands the S&T Directorate's reach to find new technologies that strengthen national security. The SVIP reaches out to innovation communities across the nation and around the world to harness the commercial R&D ecosystem for government applications, co-invest in ideas, and accelerate transition of products to the federal market.

This contract is limited to S&T staffing only. Any other activity, such as specific project funding, shall require a different funding vehicle.

## **2. SCOPE**

The purpose of this SOW is to establish a contract to obtain a minimum of nine contractor support staff (4 Program Management Specialists, 4 Management Analysts, and 1 Project Manager). This effort will support SVIP federal staff responsible for the development of DHS mission-oriented business programs and initiatives in policy development, regulation development, engineering and program/project and business management to the DHS S&T for emerging technologies, cyber security, and innovation. These services provide assistance and support for immediate, efficient, and effective administrative management activities, management and operations to develop and provide the necessary documentation, training activities and the development and implementation of plans, programs and procedures. The SVIP federal staff consist of 4 Directors – Managing Director, Technical Director, Transition Director, and Associate Director.

## **3. TASK REQUIREMENTS**

Unless otherwise noted in this section, the personnel performing work under this contract shall have completed at a minimum four (4)-year undergraduate degree from an accredited college or university. An advanced degree of study in Information Management or Technology Management is highly desired. Technical experience with Homeland Security related work is highly desired. Experience working with Other Transaction Agreements (or Space Act Agreements) is highly desired.

### **3.1 LCAT Program Management Specialist to perform as SVIP**

### **Budget/Financial/Procurement Support (One FTE)**

- 3.1.1 LCAT Program Management Specialist will perform Budget/Financial/Procurement Support for the SVIP
  - Spend plan development and updates
  - Budget tracking
  - Long term financial planning
  - Development and maintenance of financial tools and trackers; etc.
- 3.1.2 Supports interface of SVIP's federal staff with SVIP's contracting officer/Office of Procurement Operations with the engagement of industry and private sector innovators to further commercial technology advancements to address homeland security challenges
- 3.1.3 Develops and maintains trackers and update items for the contracting officer and Office of Procurement Operations staff
- 3.1.4 Support development of Other Transaction Agreements (OTA)
- 3.1.5 Provides financial and procurement training to SVIP support contractor staff members (development of OTAs, budget expectations, etc.)
- 3.1.6 Support SVIP federal staff in the development of SVIP policy documents
- 3.1.7 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 20 years of experience in government financial and R&D contracting support, including at least 5 years with Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired
- 3.1.8 Must have demonstrated knowledge and experience developing and maintaining a successful internal budget tracking process designed to provide visibility for leadership and minimize financial risk

### **3.2 LCAT Program Management Specialist to perform SVIP Strategy and Operations Support (One FTE)**

- 3.2.1 LCAT Program Management Specialist will perform Strategy and Operations support for the SVIP
- 3.2.2 Provides strategic and operations coordination support, assistance and input to the SVIP for S&T and OIP front office data calls, SVIP topic call development, and logistics planning and coordination with DHS Component customers
- 3.2.3 Researches and analyzes emerging technology areas and relevant geographic regions in the U.S. and internationally for SVIP to consider outreach engagements in coordination with the Strategic Engagement Support in Task 3.8
- 3.2.4 Engages with OIP Program Liaison and various S&T offices to coordinate input for requirements gathering, and SVIP project engagements
- 3.2.5 Researches and analyzes national and global venture capital market development and investment trends and activities
- 3.2.6 Develops documentation, reports, charts and other written material reflecting SVIP value proposition and return on investment for SVIP briefings, conferences and media engagements
- 3.2.7 Supports the analysis of SVIP financial and OTA execution and success metrics
- 3.2.8 Supports meetings, speaking engagements, and interactions of the SVIP federal staff with the startup ecosystem
- 3.2.9 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 15 years of experience in project management of government R&D, including at least 5 years with innovation projects and

working with performers of Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired.

- 3.2.10 Must have demonstrated experience interacting professionally with senior government, military and industry partners and with writing high-level documents for public consumption

### **3.3 LCAT Program Management Specialist to perform as SVIP Technical Support (One FTE)**

- 3.3.1 LCAT Program Management Specialist will perform Technical Support for the SVIP
- 3.3.2 Provides technical and administrative input to the SVIP for relevant data calls, draft Other Transaction Agreements, project management files, project tracking spreadsheets, and program presentations
- 3.3.3 Supports SVIP projects focused on digital credentials and digital wallets
- 3.3.4 Provides technical cybersecurity input and recommendations for tech scouting and diligence activities
- 3.3.5 Contributes to identifying technologies relevant to SVIP funding opportunities and operational component requirements
- 3.3.6 Supports meetings, speaking engagements, and interactions of SVIP federal staff with the startup ecosystem
- 3.3.7 Provides technical input in support of the development of new SVIP topic calls
- 3.3.8 Supports events and interactions related to assigned topic areas; provides additional support to all program events and interactions as necessary
- 3.3.9 Must have a Master's Degree in Computer Science or similar discipline and at least 10 years of experience in a technical discipline, with particular emphasis on identity and access management. Technical experience with Homeland Security related work is highly desired. Experience working with Other Transaction Agreements (or Space Act Agreements) is highly desired.

### **3.4 LCAT Management Analyst to perform SVIP Business Operations and Project Management Support (One FTE)**

- 3.4.1 LCAT Management Analyst will perform Business Operations and Project Management Support for the SVIP
- 3.4.2 Provides business operations support and administrative input to the SVIP for data calls, draft Other Transaction Agreements, project management files, program metrics tracking spreadsheets, and program presentations
- 3.4.3 Serve as primary SVIP contractor coordinator for select SVIP topic calls
- 3.4.4 Coordinates all SVIP activities for a given topic call, including (but not limited to):
- Providing and/or coordinating responses to inquiries about the topic
  - Assisting with the development of a new topic
  - Supports organizing application review sessions and oral pitches to include verifying materials provided comply with submission requirements in line with instructions from SVIP federal team, OGC and OPO
  - Supports SVIP federal staff in the development of draft documentation, and facilitating execution of review documentation and related applicant notifications
  - Coordinating with S&T Technical Program Manager, S&T support



contractor staff (if applicable) and customers regarding tracking of portfolio company awards

- Supports events and interactions related to assigned topic areas; provides additional support to all program events and interactions as necessary
- 3.4.5 Supports SVIP red team activities, including coordinating with SVIP Directors, Program Managers, startups, and red team contractor
- 3.4.6 Provides secondary support to other roles as needed
- 3.4.7 Monitor SVIP inbox coordinating and providing responses as applicable; serve as lead for monitoring inbox on a rotating basis
- 3.4.8 Support the development of program level materials by providing inputs, etc. as requested, particularly those items related to assigned topic areas
- 3.4.9 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 10 years of experience in project management of government R&D, including at least 5 years with innovation projects and working with performers of Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired.

### **3.5 LCAT Management Analyst to perform SVIP Business Operations and Project Management Support (One FTE)**

- 3.5.1 LCAT Management Analyst will perform SVIP Business Operations and Project Management Support for the SVIP
- 3.5.2 Serve as primary SVIP contractor coordinator for select SVIP topic calls
- 3.5.3 Coordinates all SVIP activities for a given topic call, including (but not limited to):
- Providing and/or coordinating responses to inquiries about the topic
  - Assisting with the development of a new topic
  - Organizing application review sessions and oral pitches to include verifying materials provided comply with submission requirements in line with instructions from SVIP federal team, OGC and OPO
  - Developing draft documentation and facilitating the execution of review documentation and related applicant notifications on behalf of SVIP federal staff
  - Coordinating with S&T Technical Program Manager, S&T support contractor staff (if applicable) and customers regarding tracking of portfolio company awards
  - Supports events and interactions related to assigned topic areas; provides additional support to all program events and interactions as necessary
- 3.5.4 Supports for SVIP operational processes, including SVIP portal and SharePoint
- 3.5.5 Monitor SVIP inbox coordinating and providing responses as applicable; serve as lead for monitoring inbox on a rotating basis
- 3.5.6 Supports the development of program level materials by providing inputs as requested, particularly those items related to assigned topic areas
- 3.5.7 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, at least 10 years of experience in project management and business operations of government R&D, including at least 2 years with innovation projects and working with performers of Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired.

### **3.6 LCAT Management Analyst to perform SVIP Business Operations and Project Management Support (One FTE)**

- 3.6.1 LCAT Management Analyst will perform Business Operations and Project Management Support for the SVIP
- 3.6.2 Serve as primary SVIP contractor coordinator for select SVIP topic calls
- 3.6.3 Coordinates all SVIP activities for a given topic call, including (but not limited to):
  - Providing and/or coordinating responses to inquiries about the topic
  - Assisting with the development of a new topic
  - Organizing application review sessions and oral pitches to include verifying materials provided comply with submission requirements in line with instructions from SVIP federal team, OGC and OPO
  - Developing draft documentation and facilitating the execution of review documentation and related applicant notifications on behalf of SVIP federal staff
  - Coordinating with S&T Technical Program Manager, S&T support contractor staff (if applicable) and customers regarding tracking of portfolio company awards
  - Supports events and interactions related to assigned topic areas; provides additional support to all program events and interactions as necessary
- 3.6.4 Supports SVIP due diligence activities, including coordination with SVIP Directors, Security, and other relevant DHS offices
- 3.6.5 Conducts research and analysis of Congressional priorities and provides input and recommendations to the SVIP
- 3.6.6 Supports SVIP federal staff interactions with S&T and Component Privacy Teams as required to understand privacy requirements/needs of the projects
- 3.6.7 Provides secondary support to SVIP federal staff for legal/policy/privacy activities and other roles as needed
- 3.6.8 Monitor SVIP inbox coordinating and providing responses as applicable; serve as lead for monitoring inbox on a rotating basis
- 3.6.9 Supports the development of program level materials by providing inputs as requested, particularly those items related to assigned topic areas
- 3.6.10 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 8 years of experience in technology and government, including at least 2 years with innovation projects and working with performers of Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired.
- 3.6.11 Must have demonstrated knowledge and experience developing privacy documentation and supporting analyses for addressing compliance, including export controls and foreign financial investments

### **3.7 LCAT Management Analyst to provide SVIP Federal Staff with Support in Their Activities on Legal/Policy/Privacy and Project Management Matters (One FTE)**

- 3.7.1 LCAT Management Analyst will support SVIP federal staff responsible for Project Management and Legal/Policy/Privacy issues
- 3.7.2 Supports SVIP's federal staff interactions with Office of General Counsel (OGC)
- 3.7.3 Supports SVIP's federal staff and OGC in the development of licensing/IP

- language for each Other Transaction Agreement
- 3.7.4 Supports SVIP's federal staff, OGC and OPO in the development of language for streamlining Other Transaction Solicitation and OTA templates
- 3.7.5 Supports SVIP federal staff interactions with S&T Privacy and DHS Component privacy offices as applicable
- 3.7.6 Supports SVIP's federal staff and SVIP topic call managers in drafting Privacy Threshold Analysis for SVIP projects
- 3.7.7 Serve as primary SVIP contractor coordinator for select SVIP topic calls
- 3.7.8 Coordinates all SVIP activities for a given topic call, including (but not limited to):
  - Providing and/or coordinating responses to inquiries about the topic
  - Assisting with the development of a new topic
  - Supports SVIP federal team in organizing application review sessions and oral pitches to include verifying materials provided comply with submission requirements in line with instructions provided to SVIP federal team by OGC and OPO
  - Supports SVIP federal staff in developing draft documentation and facilitating the execution of review documentation and related applicant notifications
  - Coordinating with S&T Technical Program Manager, S&T support contractor staff (if applicable) and customers regarding tracking of portfolio company awards
  - Supports events and interactions related to assigned topic areas; provides additional support to all program events and interactions as necessary
- 3.7.9 Supports SVIP's federal staff and OGC in the development of SVIP policy documents
- 3.7.10 Must have a Master's Degree, Juris Doctor or similar higher degree and at least 10 years of experience in government or as a government contractor in privacy, policy, or government R&D, including at least 2 years with innovation projects and working with performers of Other Transaction Agreements (or Space Act Agreements)
- 3.7.11 Must have demonstrated knowledge and experience developing privacy documentation and supporting analyses for SVIP federal staff to address compliance

### **3.8 LCAT Program Management Specialist to perform as SVIP Strategic Engagement Support (One FTE)**

- 3.8.1 Program Management Specialist will support all strategic engagements, communications, outreach, and marketing activities for the SVIP
- 3.8.2 Experienced working with startups and the technology innovation community
- 3.8.3 Conducts research and analysis of emerging technology areas and relevant geographic regions to drive new SVIP focus areas and engagements, in coordination with Task 3.2
- 3.8.4 Supports SVIP federal staff in developing strategic engagement plans and related implementation strategies
- 3.8.5 Develops outreach content (press releases, social media, email blasts, blogs, talking points, presentations, website, etc.) in close collaboration with S&T Office of Industry Partnerships (OIP) Communications Team
- 3.8.6 Lead SVIP support for event planning and execution (industry days, showcases,



- etc.)
- 3.8.7 Supports SVIP leadership in the development of multimedia content (videos, interviews, etc.).
- 3.8.8 Supports various SVIP front office tasks (data calls, weekly reporting, accomplishments reporting, etc.)
- 3.8.9 Provides process improvement recommendations for SVIP business operations
- 3.8.10 Monitor SVIP inbox coordinating and providing responses as applicable; serve as lead for monitoring inbox on a rotating basis
- 3.8.11 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 10 years of experience in event planning, marketing and management, including at least 4 years related to R&D and industry engagement for federal government agencies. Technical experience with Homeland Security related work is highly desired.
- 3.8.12 Must have demonstrated knowledge and experience working on the development of marketing and communications content specifically for engaging external industry stakeholders

### **3.9 LCAT Project Manager to perform SVIP Task Order Support (Part-Time)**

- 3.9.1 LCAT Project Manager will support Task Order items
- 3.9.2 Manages staff administrative and human resource activities, but not limited to: employee issues, training, invoices, time and accounting
- 3.9.3 Supports various (weekly, monthly, and/or quarterly) SVIP tasks (i.e. activity reports)
- 3.9.4 Must be qualified and supported by his/her/their company to act as the Contractor's single point of contact for all technical and administrative matters related to this order
- 3.9.5 Must have at least 15 years of experience in government project management, including at least 5 years with task order management

### **3.10 OPTIONAL Task 1: LCAT Senior Management Analyst to perform as SVIP Transition Support (One FTE)**

- 3.10.1 LCAT Senior Management Analyst will support the SVIP's transition activities
- 3.10.2 Experience coordinating with DHS operational components to transition startup technologies
- 3.10.3 Experience working in a Rapidly Phased award environment
- 3.10.4 Experience in commercialization (i.e. the process of bringing new products or services to market) especially to the government market
- 3.10.5 Contribute to identifying transition paths and partners for SVIP portfolio companies
- 3.10.6 Support SVIP federal staff by providing feedback on applicant and portfolio company transition and commercialization plans
- 3.10.7 Experience working with U.S. and non-U.S. technology startups
- 3.10.8 Supports meetings, speaking engagements, and interactions of SVIP federal staff with the startup ecosystem
- 3.10.9 Supports the development of both overarching transition plans for the SVIP and individual plans for project areas as applicable
- 3.10.10 Coordinate with Topic Call Coordinators and Technical Support Lead regarding transition efforts for individual portfolio companies
- 3.10.11 Must have a minimum four (4)-year undergraduate degree from an accredited college or university, and at least 8 years of experience in project management



of government R&D working with performers of Other Transaction Agreements (or Space Act Agreements). Technical experience with Homeland Security related work is highly desired.

- 3.10.12 Must have demonstrated experience interacting professionally with senior government, military, and industry partners and writing high-level documents for public consumption

### **3.11 SURGE SUPPORT**

- 3.11.1 The Contractor may be required to provide additional support in accordance with the task requirements listed in Section 3 of this Statement of Work for the Base Year and/or any Option Period . Optional surge support may be funded in whole or in part for the following labor category:

- Program Management Specialist

- 3.11.2 An optional Surge Contract Line Items Number (CLIN) may be exercised unilaterally any time, per performance period, in any quantity (minimum 1-hour increments), as many times as needed if:

- The total quantity of hours exercised does not exceed the total not-to-exceed hours identified for the CLIN; and
- The total quantity of hours exercised does not exceed the total not-to-exceed hours identified for the CLIN; and

- 3.11.3 The Contracting Officer will adjust the task order ceiling amount by the amount of the increase in the value of the hours exercised and the funds obligated to recognize the exercise this surge option.

## **4.0 OTHER APPLICABLE CONDITIONS**

### **4.1 Security**

#### **4.1.1 Special Security Requirements- Contractor Pre-screening**

Contractors requiring recurring access to Government facilities or access to sensitive but unclassified (SBU) information, Controlled Unclassified Information (CUI), and/or logical access to Information Technology (IT) resources shall verify minimal fitness requirements for all persons/candidates designated for employment under any Department of Homeland Security (DHS) contract by prescreening the person/candidate prior to submitting their name for consideration to work on the contract. Pre-screening the candidate ensures that minimum fitness requirements are considered and mitigates the burden of DHS having to conduct background investigations on objectionable candidates. The Contractor's proposed staff cannot have any felony criminal convictions in their history. Nor should they have any illegal drug use according to federal laws within the past 12 months. An acceptable means of obtaining information related to drug use is through employee self-certification, by public records check; or if the contractor or subcontractor already has drug testing in place. There is no requirement for contractors and/or subcontractors to initiate a drug testing program if they do not have one already in place. Misconduct such as criminal activity on the job relating to fraud or theft within the past 12 months. An acceptable means of obtaining information related to misconduct is through employee self-certification, by public records check, or

other reference checks conducted in the normal course of business. Pre-screening shall be conducted within 15 business days after contract award. This requirement shall be placed in all subcontracts if the subcontractor requires routine physical access, access to sensitive but unclassified.

## **5.0 PERIOD OF PERFORMANCE**

The period of performance for this contract is a one-year base period and two (2) one- year option periods. The performance periods were established in accordance with Federal Acquisition Regulation (FAR) Subpart 11.4, Delivery or Performance Schedules, and FAR Subpart 17.2, Options.

Base Period	(12 months):	Date of Award plus 12 Months
Option Period 1	(12 months):	End of Base Period plus 12 Months
Option Period 2	(12 months):	End of Option Period 1 plus 12 Months

## **6.0 PLACE OF PERFORMANCE**

The primary place of performance will be the Government's facilities located at the Department of Homeland Security campus at St. Elizabeth's, 2707 Martin Luther King Jr. Ave SE, Washington, D.C. Contractor personnel may be allowed to work off-site or remote when applicable and approved by the Contracting Officer's Representative (COR).

*Telework:* The Contractor shall generally perform in the hybrid telework environment (i.e. Hybrid environment: Contractors can anticipate quarterly in-person workdays in addition to other ad-hoc in person activities as requested). The Contractor will also perform work at other facilities per agreement with the COR or at other federal government facility designated by DHS. Telework is not a right, rather a privilege. Telework options will be revoked if performance is negatively affected as deemed by the program office. Per FAR Subpart 7.108, Contractor staff are generally permitted to telework unless the Contracting Officer determines that the requirements of the agency, including security requirements, cannot be met if teleworking is permitted. All activities and tasks to be accomplished on telework days shall be pre-coordinated with the TO COR.

*Holidays:* Unless required under the terms of the Task Order Manager (TOM), contractor shall not work at any Government facility, nor should any deliveries under this contract be made to any Government facility, on any of the following holidays:

New Year's Day – 1 January  
 Martin Luther King, Jr.'s Birthday – 3rd Monday in January  
 President's Day – 3rd Monday in February  
 Memorial Day – Last Monday in May  
 Juneteenth – 19 June  
 Independence Day – 4 July  
 Labor Day – 1st Monday in September  
 Columbus Day – 2nd Monday in October  
 Veteran's Day – 11 November  
 Thanksgiving Day – 4th Thursday in November  
 Christmas Day – 25 December  
 Any other day designated by Federal Statute, Executive Order or a Presidential proclamation.

When a holiday falls on a Sunday, the following Monday will be observed as a legal holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a holiday.

The rate in the schedule of the contract includes an allowance for holidays to be observed. Contractor shall not bill the Government for the holidays listed above, except when the Government requires services, and the services are performed on a holiday.

If contractor does not observe a given holiday that the Government observes, contractor may perform contract related work at contractor site or telework with authorization from the TO COR on pre-approved work plan addressing Government tasks. Contractor will continue to do Government work as if it's a regular work day at other than Government site; in other words, the contract price shall not be affected as the pay will be equal to the pay contractor personnel would otherwise receive on a regular work day. The Government will not reimburse contractor personnel for any Contractor related work on holidays. This provision does not preclude reimbursement for authorized overtime work, if applicable to a TO.

*Travel:* Travel shall be submitted for approval to the COR prior to travel commencement. Travel will be reimbursed as set in the Federal Travel Regulations (FTR). For Contractors traveling in Alaska, Hawaii, and territories of the United States, the maximum per diem rates are set in the Joint Travel Regulations (JTR). For contractors traveling to areas outside the United States and its territories, the maximum per diem rates are set in the State Department's Standardized Regulations (SR).

## **6.1 HOURS OF OPERATION**

Contractor employees shall generally perform all work anytime between core hours: 0600 to 1800 with a 30-minute lunch sometime within that time, Monday through Friday (except Federal holidays).

However, there may be occasions when Contractor employees shall be required to work other than normal business hours, including weekends and holidays, to fulfill requirements under this SOW.

## **7.0 TRAVEL**

Domestic travel may be required in connection with this contract. All domestic travel requires the advanced written approval of the COR. Travelers are required to submit a summary trip report to the COR within five working days following the completion of travel.

Travel shall be in accordance with the Federal Travel Regulation. Local travel is defined as travel within 50 miles from the normal duty location. Local travel shall not be reimbursed under this contract. Travel between Contractor personnel homes and the normal duty shall not be reimbursed under this contract.

## **7.1 POST AWARD CONFERENCE**

The Contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 7 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 Microsoft Teams.



## **7.2 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 30 business days after the Post Award Conference.

## **7.3 TRANSITION IN/TRANSITION OUT PLANS**

The Contractor shall provide a draft Transition In Approach 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. 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 SVIP and its designated agents. During the task order transition period, the Contractor shall coordinate and support daily status meetings with SVIP to ensure transition is on track for timely completion. SVIP expects the low-risk, phased-in, smooth and seamless transition to occur during non-peak hours with no disruption to its operations. The COR shall coordinate transition efforts among current service providers and the Contractor. SVIP 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 which shall be within 90 days of task order award. 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.

## **7.4 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.

## **7.5 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 at the Government's facility or via MS Teams.

## **7.6 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 365, Microsoft Office Applications, and Adobe Acrobat).

## 8.0 TASK ORDER DELIVERABLES/SCHEDULE

Deliverables will be reviewed by the Contracting Officer's Representative (COR) and feedback will be provided within 5 days from the date of contractor submission. If the feedback provided by the COR specifies that corrections shall be made to the deliverable, the contractor shall resubmit the deliverable(s) within 5 days from the date comments/feedback are received.

Deliverables	SOW Task#	Deliverable Title	Calendar Days After TO Start
1	7.1; 3.1 – 3.9	Post Award Conference (Kick-Off)	No later than seven days after the date of award; complete Kick-off meeting notes
2	7.2; 3.9	Final Project Management Plan	No later than 30 days after award
3	7.3; 3.1 – 3.9	Transition In/Transition Out Plans	No later than 90 days after award and 90 days before the end of the Task Order
4	7.4; 3.9	Progress Reports	Monthly
5	7.5; 3.9	Progress Meetings	Monthly
6	3.1 – 3.9	SVIP documents including funding documents, status reports, testing summary documents, analysis plans, and other reports and data calls	Ongoing
7	3.2 – 3.10	SVIP Technical Transition Documentation	Ongoing
8	3.6 - 3.7	Support SVIP federal staff responsible for the preparation of Legal, Policy, Privacy Documents	Ongoing
9	3.1 - 3.9	OIP and SVIP documents including funding documents, status reports, other reports, and data calls	Ongoing
10	3.2; 3.8	SVIP Strategic Engagement Analysis Report, including engagement and outreach agenda	Quarterly
11	3.2; 3.7	Support SVIP Federal Staff on the Development of Foreign Investment Analysis Policy Memo	No later than 90 days after award, updated quarterly
12	3.1 - 3.9	SVIP Project Engagement Summary	Monthly

13	3.2; 3.8	SVIP Cross Government Innovation Programs Analysis	No later than 180 days after award, updated annually
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## 9.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)

The government may provide the following:

- Project Schedule
- Office Space
- Workstation
- Telecommunications
- Computers
- General office supplies

DHS will provide personnel who pass a background check access to computer equipment, logins, seating space and passwords necessary to perform.

The contractor will be responsible for all damage or loss of government property and facilities caused by its personnel. This responsibility includes damage or loss of equipment, furniture, walls, elevators, floors, and other government-owned or leased property. The contractor will promptly notify the COR of any damage to or loss of government property or facilities.

The contractor will be required to return all government-furnished property and equipment to GSA upon completion or termination of this contract, or when otherwise requested by the government.

## 10.0 GOVERNMENT FURNISHED INFORMATION (GFI)

All products, information, documents, programs created under/during or performed in connection with this contract shall be the property of the government. No information or documents will be transmitted or transported outside the physical limits of any government site without prior approval of the contracting officer or designated representative.

## 11.0 ADMINISTRATION OF GOVERNMENT PROPERTY

1. Pursuant to the clause of this contract Government Property, FAR 52.245-1, the Contractor shall be accountable to DHS for personal property (1) provided by DHS as Government Furnished Equipment (GFE); or (2) that is Contractor Acquired Property (CAP) acquired with DHS funds where (a) the CAP has an acquisition cost of \$5,000 or more or (b) where the CAP is sensitive assets of any value, defined as laptops, cameras, Ironkeys, and any other property that may have retainable storage memory.

2. The Contractor shall provide a listing of all GFE or CAP to the DHS Contracting Officer annually on the anniversary date of this Contract.

3. Ninety (90) days prior to the completion of work and acceptance of all deliverables under this Contract, the Contractor shall provide the DHS Contracting Officer the final and complete listing of all GFE and CAP charged to this Contract with an acquisition cost of \$5,000 or more or sensitive assets.



4. The DHS Contracting Officer will provide Contractor with instructions for disposition of all GFP and CAP and provide any additional funds to enable that disposition, as necessary.

## **12.0 SECURITY**

Access to classified information is required under this SOW. The Contractor shall have a facility security clearance up to TOP SECRET level. Personnel supporting tasks in the SOW shall be required to obtain and maintain the following:

- Task 3.1 TOP SECRET level clearance
- Task 3.2 TOP SECRET level clearance
- Task 3.3 TOP SECRET level clearance
- Task 3.4 SECRET level clearance
- Task 3.5 TOP SECRET level clearance
- Task 3.6 TOP SECRET level clearance
- Task 3.7 SECRET level clearance
- Task 3.8 DHS Suitability
- Task 3.9 DHS Suitability
- Task 3.10 (Optional) TOP SECRET level clearance
- Task 3.11 (Surge) up to TOP SECRET level clearance

The level of classification can be adjusted as needed to support this statement of work. Details will be provided in a Department of Defense (DD) Form 254.

The S&T Privacy Office, Office of the Chief Information Officer, and the Office of the Chief Security Office require the insertion of FAR 52.224-3 Privacy Training – Alternate I (DEVIATION), and special clause Information Technology Security and Privacy Training (July 2023) into the resultant contract. See below.

## **INFORMATION TECHNOLOGY SECURITY AWARENESS TRAINING (JULY 2023)**

(a) *Applicability.* This clause applies to the Contractor, its subcontractors, and Contractor employees (hereafter referred to collectively as “Contractor”). The Contractor shall insert the substance of this clause in all subcontracts.

(b) *Security Training Requirements.*

(1) All users of Federal information systems are required by Title 5, Code of Federal Regulations, Part 930.301, Subpart C, as amended, to be exposed to security awareness materials annually or whenever system security changes occur, or when the user’s responsibilities change. The Department of Homeland Security (DHS) requires that Contractor employees take an annual Information Technology Security Awareness Training course before accessing sensitive information under the contract. Unless otherwise specified, the training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31<sup>st</sup> of each year. Any new Contractor employees assigned to the contract shall complete the training before accessing sensitive information under the contract. The training is accessible at <http://www.dhs.gov/dhs->

security-and-training-requirements-contractors. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, initial training certificates for each Contractor and subcontractor employee shall be provided to the Contracting Officer's Representative (COR) not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31<sup>st</sup> of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(2)The DHS Rules of Behavior apply to every DHS employee, Contractor and subcontractor that will have access to DHS systems and sensitive information. The DHS Rules of Behavior shall be signed before accessing DHS systems and sensitive information. The DHS Rules of Behavior is a document that informs users of their responsibilities when accessing DHS systems and holds users accountable for actions taken while accessing DHS systems and using DHS Information Technology resources capable of inputting, storing, processing, outputting, and/or transmitting sensitive information. The DHS Rules of Behavior is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Unless otherwise specified, the DHS Rules of Behavior shall be signed within thirty (30) days of contract award. Any new Contractor employees assigned to the contract shall also sign the DHS Rules of Behavior before accessing DHS systems and sensitive information. The Contractor shall maintain signed copies of the DHS Rules of Behavior for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, the Contractor shall e-mail copies of the signed DHS Rules of Behavior to the COR not later than thirty (30) days after contract award for each employee. The DHS Rules of Behavior will be reviewed annually, and the COR will provide notification when a review is required.

(End of clause)

### **13.0 CONTRACTOR PERSONNEL**

The Contractor shall be responsible for providing technically qualified personnel to perform the work specified in this SOW. The Contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the Government's specifications and requirements.

Contract staff shall initiate activities with the requisite education, training, skills, and experience. Staff development is the responsibility of the contractor.

#### **13.1 Key Personnel**

The Government reserves the right to convert all personnel to Key Personnel after award if in the best interest of the Government.

Labor Category	Min Hours	Key Personnel
SVIP Program Management Specialist to perform as SVIP Budget/Financial	1920	Yes
SVIP Program Management Specialist to perform SVIP Strategy and Operations	1920	Yes
SVIP Program Management Specialist to perform as SVIP Technical	1920	Yes
SVIP Management Analyst to perform SVIP Business Operations and Project Management Support	1920	Yes

SVIP Management Analyst to perform SVIP Business Operations and Project Management Support	3840	No
SVIP Management Analyst supporting SVIP federal staff responsible for Legal/Policy/Privacy and Project Management issues	1920	No
SVIP Program Management Specialist to perform as SVIP Strategic Engagement Support	1920	No
SVIP Project Manager to perform SVIP Task Order Support	480	No
<b>Optional:</b> Senior Management Analyst to perform as SVIP Transition Support	800	No
<b>Surge Support:</b> Program Management Specialist	1920	No

For evaluation purposes, the following anticipated distribution of labor hours by labor categories can be used by Offerors in preparing their price proposal. If the Offeror uses labor category terminology other than that used below, provide a matrix relating the proposed labor category terminology to these categories.

### 13.2 Personnel Qualifications:

Personnel for Tasks 3.1, 3.2, 3.3, and 3.4 in this contract are designated as Key Personnel. Key Personnel are those Contractor personnel that are essential to the performance of the contract. The Contractor shall provide resumes for all personnel in this SOW. All experience will be evaluated in accordance with the Factor 1 of the Evaluation Criteria in Section IV – Quotation Submission Instructions & Evaluation Factors.

Prior to removing or replacing any of the designated Key Personnel, the Contractor shall notify the CO, COR and designated government representative in writing prior to making any changes in the Key Personnel identified in the quotation and/or assigned to this contract. All substitutions must be submitted in writing to the CO and COR at least fifteen (15) days in advanced of the proposed substitution. All requests for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution. Requests for substitution shall include a complete resume of the proposed substitute and any other information required by the CO or COR which is necessary to approve or disapprove the proposed substitution. The Contractor shall demonstrate that the qualifications of the substitution are equal to or better than the qualifications of the personnel being replaced.

The CO and COR will evaluate such requests. The COR will make a recommendation. The CO will approve or disapprove substitutions and promptly notify the Contractor of the Government decision in writing.

### 15.0 POINTS OF CONTACT

**Contracting Officer Representative** (must be included in all technical correspondence)

[REDACTED]  
DHS Science and Technology Directorate  
Office of Innovation and Collaboration  
[REDACTED]

**Technical POC**



[REDACTED]  
DHS Science and Technology Directorate  
Office of Innovation and Collaboration  
[REDACTED]

**Contracting Officer**

[REDACTED]  
Science and Technology Acquisition Division  
Office of Procurement Operations  
[REDACTED]

**Contract Specialist**

[REDACTED]  
Science and Technology Acquisition Division  
Office of Procurement Operations  
[REDACTED]