

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER See Schedule		PAGE OF 1 12		
2. CONTRACT NO. HSFE40-14-A-0167		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER 70FA4018F0000055		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Natalie Carr			b. TELEPHONE NUMBER (No collect calls) 202-212-1616		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY FEDERAL EMERGENCYMANAGEMENT AGENCY 500 C STREET SW WASHINGTON DC			CODE FEMA	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> 8(A) NAICS: 541611 SIZE STANDARD: \$15.0				
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING		
15. DELIVER TO FEDERAL EMERGENCY MANAGEMENT AGENCY			CODE FEMA	16. ADMINISTERED BY FEDERAL EMERGENCY MANAGEMENT AGENCY ACQUISITION MANAGEMENT 500 C STREET SW 5TH FLOOR WASHINGTON DC 20472				
17a. CONTRACTOR/ OFFEROR HASSETT WILLIS ASSOCIATES LLC ATTN WAYNE WILLIS 1100 NEW YORK AVE SUITE 940W WASHINGTON DC 200056147		CODE 602389681	FACILITY CODE	18a. PAYMENT WILL BE MADE BY FEDERAL EMERGENCY MANAGEMENT AGENCY FEDERAL FINANCE CENTER FEDERAL FINANCE CENTER PO BOX 9001 WINCHESTER VA 22604				
TELEPHONE NO.			CODE FEMA	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
		GSA Contract #: GS10F0156U DUNS Number: 602389681 This order is pursuant to GSA FSS Schedule Contract #GGS10F0156U and the Blanket Purchase Agreement HSFE40-14-A-0167. The purpose of this call order is to provide contractor support for the Office of Policy and Program Analysis (OPPA) for 'Quantitative Analysis and Evaluation Support Services'. Contractor shall furnish all necessary qualified <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>						
25. ACCOUNTING AND APPROPRIATION DATA See schedule					26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$720,082.62			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE		<input type="checkbox"/> ARE NOT ATTACHED.				
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE		<input checked="" type="checkbox"/> ARE NOT ATTACHED.				
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) VERONICA E KEY Digitally signed by VERONICA E KEY Date: 2018.04.05 18:07:36 -04'00'				
30b. NAME AND TITLE OF SIGNER (Type or print) Wayne Willis		30c. DATE SIGNED 4-5-18		31b. NAME OF CONTRACTING OFFICER (Type or print) Veronica Key		31c. DATE SIGNED		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	<p>personnel, materials, facilities and management resources to furnish the services set forth in the SOW and the contractor proposal submitted 2/28/18 and revised price proposal 3/9/18.</p> <p>This is a firm-fixed price call order.</p> <p>The period of performance is from date of award through one (1) year.</p> <p>The COR of this order is Chau-Quynh Ha: Quynh-Chau.Ha@fema.dhs.gov; 202-374-3737. The Contracting Officer of this order is Veronica Key Veronica.Key@fema.dhs.gov; 202-646-3253.</p> <p>Contractors shall submit vouchers electronically in PDF format to the FEMA Finance Center at FEMA-Finance-Vendor-Payments@fema.dhs.gov, AND Contractors shall also submit an electronic pdf copy to FEMA COR or program person if a COR is not designated at their email address.</p> <p>Period of Performance: 09/19/2014 to 09/29/2019</p> <p>Quantitative Analysis and Evaluation Support Requisition No: WX01457Y2018T, WX01918Y2018T Continued ...</p>				720,082.62

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (<i>Location</i>)	
42c. DATE REC'D (<i>YY/MM/DD</i>)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSFE40-14-A-0167/70FA4018F00000055

PAGE OF
3 12

NAME OF OFFEROR OR CONTRACTOR
HASSETT WILLIS ASSOCIATES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: 2018-OS-MA38-A470--2595 BFY: 2018 Fund Code: OS Program: MA38 Organization: A470 Object Class: 2595 Fund Type: D Funded: \$700,000.00 Accounting Info: 2018-OS-MA33-A440--2595 BFY: 2018 Fund Code: OS Program: MA33 Organization: A440 Object Class: 2595 Fund Type: D Funded: \$20,082.62				

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A - Solicitation/Contract Form

Clauses

NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS

NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS

Prior to submission of an agency protest, all parties must use their best efforts to resolve concerns raised by an interested party. FEMA offers, as an option for disputes resolution, Alternative Dispute Resolution (ADR). ADR is an informal, expeditious and inexpensive way to resolve contract issues and is designed to promote satisfying solutions and fair procedures. For more information on FEMA’s ADR services, please contact FEMA’s ADR office at the following address:

Federal Emergency Management Agency

Alternative Dispute Resolution Division

FEMA Office of Chief Counsel

400 Virginia Avenue, SW

Washington, DC 20472-3400

If concerns cannot be resolved, protesters may use these procedures when a resolution is requested from the agency. These procedures have been designed to create an avenue for resolving third-party grievances in connection with the acquisition process outside of formal processes through the Government Accountability Office (GAO) and the United States Court of Federal Claims (CFC). Filing an agency protest is not a prerequisite to filing at the GAO or CFC. If the protester files a protest through the GAO or CFC while their protest is pending at the agency level, FEMA may dismiss the agency protest.

Pursuing an agency protest does not extend the time for obtaining a stay at GAO. These procedures are in addition to the existing protest procedures contained in FAR Subpart 33.103.

A. Definitions.

1. "Agency protest" is one that may be filed with either the contracting officer or the officer responsible for the resolution of all agency protests filed at the level above the contracting officer.

2. "Ombudsman" is the agency official above the level of the contacting officer designated by the Director of Acquisitions Operations to handle and issue the formal agency decision resolving the protest. Protesters using these procedures may protest directly to the ombudsman.

3. "Day" is a calendar day. In computing a period of time for the purpose of these procedures, the day from which the period begins to run is not counted. When the last day of the period is Saturday, Sunday, or a Federal holiday, the period extends to the next day that is not a Saturday, Sunday, or a Federal holiday. Similarly, when the Washington, DC offices of FEMA are closed for all or part of the last day, the period extends to the next day on which the Agency is open.

B. Submission Guidelines.

1. Agency protests may be filed through the contracting officer or, at a level above the contracting officer, through the ombudsman either by facsimile transmission or by "Certified Mail" (Return Receipt Requested) as follows:

FEMA

Veronica Key, Contracting Officer/Support Services Section Chief

500 C Street

Washington, DC 20472

[202-646-3253

or

FEMA

David Orris, Agency Protest Ombudsman

Bldg D, Rm 123 16825 South Seton Avenue

Emmitsburg, MD 21727

301-447-1830

2. The outside of the envelope or beginning of the FAX transmission must be marked "Agency Protest". If the protester submits the protest directly through the ombudsman, the protester must also, within one (1) day of submitting the protest to the ombudsman, submit a copy of the protest to the responsible contracting officer either by FAX transmission or by "Certified Mail" (Return Receipt Requested).

3. To be filed on a given day, protests and any subsequent appeals must be received by 4:30 p.m., current-local time. Any protests received after that time will be considered to be filed on the next day.

4. Protest submission will not be considered filed until all of the following information is provided:

a. The protester's name, address, telephone number and fax number;

b. The solicitation or contract number;

- c. A detailed statement of all factual and legal grounds for protests, to include an explanation of how the protester was prejudiced;
 - d. Copies of relevant documents;
 - e. A request for ruling by the agency;
 - f. A statement detailing the form of relief requested;
 - g. All information establishing that the protester is an interested party for the purposes of filings a protest; and
 - h. All information establishing the timeliness of the protest.
5. All protests must be signed by an authorized representative of the protester; and must be addressed to the contracting officer or the ombudsman.

C. Timeliness/Resolution of Protests.

1. Protests based upon alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for receipt of initial proposals. In procurements where proposals are requested, alleged improprieties which are subsequently incorporated into the solicitation must be protested not later than the next closing time for receipt of proposals following the incorporation.
2. Protests other than those covered by paragraph (1) of this section shall be filed not later than 10 days after the basis of protest is known or should have been known (whichever is earlier), with the exception of protests challenging a procurement conducted on the basis of competitive proposals under which a debriefing is requested and, when requested, is required. In such cases, with respect to any protest basis which is known or should have been known either before or as a result of the debriefing, the initial protest shall not be filed before the debriefing date offered to the protester, but shall be filed not later than 10 days after the date on which the debriefing is held.
3. Protests filed through the contracting officer within 20 days after the protest is filed through the contracting officer, the contracting officer will send a written ruling and a summary of the reasons supporting the ruling to the protester by "Certified Mail (Return Receipt Requested)".

D. Appeals.

1. Protesters who filed protests through the contracting officer may, within five days of receipt of the contracting officer's written ruling, appeal to the ombudsman.
2. Requests for appellate review must be submitted to the ombudsman by facsimile transmission or by "Certified Mail" (Return Receipt Requested).
3. The ombudsman will send a written ruling and a summary of the reasons supporting the ruling to the protester by "Certified Mail (Return Receipt Requested)" within 10 days of receipt of the request for appellate review of the contracting officer's decision.
4. In accordance with FAR 33.103(d)(4) and 4 C.F.R. 21.2(a)(3), if there is an agency appellate review of the contracting officer's decision on the protest, it will not extend GAO's timeliness requirements. Therefore, any subsequent protest to the GAO must be filed within 10 days of knowledge of initial adverse agency action.

E. Protests filed through the ombudsman:

1. If the protester protests directly through the ombudsman, the ombudsman will send a written ruling and a summary of the reasons supporting the ruling to the protester by "Certified Mail (Return Receipt Requested)" within 35 days after the protest was filed.

2. Protests filed directly through the ombudsman cannot be appealed within the agency.

F. Dismissal of Protests. The agency may dismiss protests when protesters file protests through the GAO or CFC while their protests are pending at the agency level; and for failure to comply with any of the requirements of these agency protest procedures. For example, the agency may dismiss protests that are procedurally or substantively defective (e.g., the protest is untimely or the protest fails to clearly state legally sufficient grounds of protests).

B - Supplies or Services/Prices

Clauses

C - Description/Specifications

Clauses

D - Packaging and Marking

Clauses

E - Inspection and Acceptance

Clauses

F - Deliveries or Performance

Clauses

G - Contract Administration Data

Clauses

Technical Direction and Surveillance

TECHNICAL DIRECTION AND SURVEILLANCE

(a) Performance of the work under this contract shall be subject to the surveillance and written technical direction of the Contracting Officer's Representative (COR) who shall be specifically appointed by the Contracting Officer in writing. Technical direction is defined as a directive to the Contractor which approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or otherwise furnishes guidance to the Contractor. Technical direction includes the process of conducting inquiries, requesting studies, or transmitting information or advice by the COR, regarding matters within the general tasks and requirements in the statement of work for this contract.

(b) The COR does not have the authority to, and shall not, issue any technical direction which:

(1) Constitutes an assignment of additional work outside the Statement of Work;

(2) Constitutes a change as defined in the contract clause entitled "Changes";

(3) In any manner causes an increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;

(4) Changes any of the expressed terms, conditions, or specifications of the contract; or

(5) Interferes with the Contractor's right to perform the specifications of the contract.

(c) All technical directions shall be issued in writing by the COR.

(d) The Contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by this clause and within his/her authority under the provisions of this clause. Any instruction or direction by the COR which falls within one, or more, of the categories defined in (b)(1) through (5) above, shall cause the Contractor to notify the Contracting Officer in writing within five (5) working days after receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the Contractor, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within thirty (30) days after receipt of the Contractor's Letter that:

(1) the technical direction is rescinded in its entirety

(2) the technical direction is within the scope of the contract, does not constitute a change under the "Changes" clause of the contract and that the Contractor should continue with the performance of the technical direction.

(e) A failure of the Contractor and Contracting Officer to agree that the technical direction is within scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto shall be subject to the provisions of the "Disputes" clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COR shall be at the Contractor's risk.

Invoice Instructions (Fixed Price)

INVOICE INSTRUCTIONS

The contractor shall submit a monthly invoice upon delivery and acceptance of all supplies or services as specified in the Section B clause, "Consideration and Payment". Invoices shall be submitted as follows:

Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) and SF 1035 Continuation sheet when requesting payment for supplies or services rendered. The voucher must provide a description of the supplies or services, by line item (if applicable), quantity, unit price, and total amount. The item description, unit of measure, and unit price must match those specified in the contract. Invoices that do not match the line item pricing in the contract will be considered improper and will be returned to the Contractor.

SF 1034 and 1035 instructions:

SF 1034 – Fixed Price

The information which a contractor is required to submit in its Standard Form 1034 is set forth as follows:

(1) U.S. Department, Bureau, or establishment and location insert the names and address of the servicing finance office unless the contract specifically provides otherwise.

(2) Date Voucher Prepared - insert date on which the public voucher is prepared and submitted.

(3) Contract/Delivery Order Number and Date - insert the number and date of the contract and delivery order, if applicable, under which reimbursement is claimed.

(4) Requisition Number and Date - leave blank.

(5) Voucher Number - insert the appropriate serial number of the voucher. A separate series of consecutive numbers, beginning with Number 1, shall be used by the contractor for each new contract. When an

original voucher was submitted, but not paid in full because of suspended costs, resubmission vouchers should be submitted in a separate invoice showing the original voucher number and designated with the letter "R" as the last character of the number. If there is more than one resubmission, use the appropriate suffix (R2, R3, etc.)

(6) Schedule Number; Paid By; Date Invoice Received - leave blank.

(7) Discount Terms - enter terms of discount, if applicable.

(8) Payee's Account Number - this space may be used by the contractor to record the account or job number(s) assigned to the contract or may be left blank.

(9) Payee's Name and Address - show the name of the contractor exactly as it appears in the contract and its correct address, except when an assignment has been made by the contractor, or the right to receive payment has been restricted, as in the case of an advance account. When the right to receive payment is restricted, the type of information to be shown in this space shall be furnished by the Contracting Officer.

(10) Shipped From; To; Weight Government B/L Number - insert for supply contracts.

(11) Date of Delivery or Service - show the month, day and year, beginning and ending dates of supplies or services delivered.

(12) Articles and Services - insert the following: "For detail, see Standard Form 1035 total amount claimed transferred from Page #GOVTFILLIN#INVOICE INSTRUCTIONS (FIXED PRICE)##1#[Insert TotalAmt here] of Standard Form 1035." Type the following certification, signed by an authorized official, on the face of the Standard Form 1034.

"I certify that all payments requested are for appropriate purposes and in accordance with the agreements set forth in the contract."

#GOVTFILLIN#INVOICE INSTRUCTIONS (FIXED PRICE)##2#[Insert Name here]
#GOVTFILLIN#INVOICE INSTRUCTIONS (FIXED PRICE)##3#[Insert Title here]

(Name of Official) (Title)

(13) Quantity; Unit Price - insert for supply contracts.

(14) Amount - insert the amount claimed for the period indicated in (11) above. This amount should be transferred from the total per the SF 1035 Continuation Sheet.

INVOICE PREPARATION INSTRUCTIONS

SF 1035

The SF 1035 will be used to identify the specific item description, quantities, unit of measure, and prices for each category of deliverable item or service. Suitable self-designed forms may be submitted instead of the SF 1035 as long as they contain the information required.

The information which a contractor is required to submit in its Standard Form 1035 is set forth as follows:

U.S. Department, Bureau, or Establishment - insert the name and address of the servicing finance office.

Voucher Number - insert the voucher number as shown on the Standard Form 1034.

Schedule Number - leave blank.

Sheet Number - insert the sheet number if more than one sheet is used in numerical sequence. Use as many sheets as necessary to show the information required.

Number and Date of Order - insert payee's name and address as in the Standard Form 1034.

Articles or Services - insert the contract number as in the Standard Form 1034.

Amount - insert the total quantities contract value, and amount and type of fee payable (as applicable).

A summary of claimed current and cumulative goods and services delivered and accepted to date. -

Invoices shall include an itemization of all goods and services delivered and accepted for the period by item and by CLIN. Each invoice shall include sufficient detail to identify goods and services as compared to and in accordance with contract terms and conditions. Invoices that do not match the line item pricing in the contract will be considered improper and returned to the contractor. In addition, each invoice shall detail the total charges by showing current and cumulative goods and services both currently invoiced and cumulative to date.

INVOICE APPROVAL

INVOICE APPROVAL (JUN 2014)

The following FEMA individual (in addition to the Contracting Officer) is hereby delegated authority to accept goods and services and to review and approve invoices for this contract:

Authorized Invoice Approver

Name: Quynh-Chau Ha

Title: COR

Phone: 202-374-3737

Email: Quynh-Chau.Ha@fema.dhs.gov

DEFECTIVE INVOICES

DEFECTIVE OR IMPROPER INVOICES (JUN 2014)

Name, title, phone number, and email of officials of the business concern who are to be notified when the Government receives an improper invoice.

□

□

□

□

IDENTIFICATION OF GOVERNMENT OFFICIALS

IDENTIFICATION OF GOVERNMENT OFFICIALS (AUG 2014)

The Government Officials assigned to this contract are as follows:

Administrative Contracting Officer:

Name: Veronica Key

Phone: 202-646-3253

Email: Veronica.Key@fema.dhs.gov

Fax: N/A

Contract Specialist:

Name: Natalie Carr

Phone: 202-212-1616

Email: Natalie.Carr@fema.dhs.gov

Fax: N/A

Contracting Officer's Representative:

Name: Quynh-Chau Ha

Phone: 202-374-3737

Email: Quynh-Chau.Ha@fema.dhs.gov

Fax: N/A

BILLING INSTRUCTIONS

BILLING INSTRUCTIONS (JUN 2014)

Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) located at <http://www.gsa.gov/portal/forms/type/SF> when submitting a payment request. A payment request means any invoice or request for contract financing payment requesting reimbursement for supplies or services rendered. The Contractor shall not be paid more frequently than on a monthly basis.

Contractors must submit vouchers electronically in pdf format to the FEMA Finance Center at FEMA-Finance-Vendor-Payments@fema.dhs.gov. A copy of the voucher must be submitted electronically to the contracting officer identified within this contract. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Paper vouchers mailed to the finance center will not be processed for payment. If the Contractor is unable to submit a payment request in electronic form, the contractor shall submit the payment request using a method mutually agreed to by the Contractor, the Contracting Officer, and the payment office.

H - Special Contract Requirements

Clauses

Acquisition of Government Property

ACQUISITION OF GOVERNMENT PROPERTY

The Contractor is authorized to acquire or fabricate the equipment listed below for use in the performance of this contract. This equipment shall become the property of the Government in accordance with the provisions of the clause of this contract entitled, "Government Property."

□

I - Contract Clauses

Clauses

52.202-1 Definitions. (NOV 2013)

52.203-5 Covenant Against Contingent Fees. (MAY 2014)

52.203-6 Restrictions on Subcontractor Sales to the Government. (SEP 2006)

52.203-7 Anti-Kickback Procedures. (MAY 2014)

52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights. (APR 2014)

52.217-8 Option to Extend Services. (MAY 1999)

52.222-17 Nondisplacement of Qualified Workers. (MAY 2014)

52.222-50 Combating Trafficking in Persons. (MAR 2015)

52.223-18 Encouraging Contractor Policies To Ban Text Messaging While Driving. (AUG 2011)

52.225-13 Restrictions on Certain Foreign Purchases. (JUN 2008)

52.226-6 Promoting excess food donation to nonprofit organizations. (MAY 2014)

52.232-1 Payments. (APR 1984)

52.232-39 Unenforceability of Unauthorized Obligations. (JUN 2013)

52.233-3 Protest After Award. (AUG 1996)

52.233-4 Applicable Law for Breach of Contract Claim. (OCT 2004)

52.244-6 Subcontracts for Commercial Items. (NOV 2017)

J - List of Documents, Exhibits and Other Attachments

Attachment Number	Documents, Exhibits, and Other Attachments Title	Date

Clauses

Quantitative Analysis and Evaluation Support Contract

Call Order 12 – Enterprise Analytics

Statement of Work (SOW)

1. Purpose: The purpose of this request is for FEMA’s Office of Policy and Program Analysis (OPPA), Enterprise Analytics Division (EAD) to acquire support for the execution of its mission to build a high-impact, real-time, decision analysis capability for the Agency, through support to its quantitative analysis projects and analytic capacity building.

2. Project Title: Quantitative Analysis and Evaluation Support

3. Background

Among the roles of the Office of Policy and Program Analysis (OPPA) is to strengthen the agency’s organizational foundation by supporting and building the capability for high impact, data driven decision analysis. In order to assist OPPA to operationalize the role of improving business intelligence and perform 21st century collaboration, FEMA formed the Enterprise Analytics Division (EAD) in 2014.

Since its inception, EAD has begun to develop the capability to transform data into actionable insights, embed analytics into FEMA’s business processes, cultivate analytic capacity, and mature agency data infrastructure. The mission of EAD is to encourage and enable FEMA to make data-driven decisions by empowering the Agency’s analytics community, building cross-cutting analytic capabilities, and providing trusted, high-impact decision support.

EAD helps the agency to analyze and evaluate the results of its plans, programs, and organizational functions and facilitate better management of its strategic and long-range objectives. EAD accomplishes this, in part, through leading the FEMASStat program, providing analytical support to FEMA components by quantitative researching and assessing high-priority topics, facilitating decision-making sessions for senior leaders, and tracking the status of action-items resulting from the sessions. EAD also facilitates analytic capacity building for the Agency by sharing findings and data sets used in FEMASStats and other Agency analyses through FEMA-internal knowledge management and information sharing portals such as its Analytics Hub, and disseminating strategic communications about FEMA analytics methodologies and findings within the Agency.

4. Scope

The Contractor shall assist OPPA to:

- Support development of agency capability in data collection, analytical methods, data visualization, online analytical processing (including text and data mining), process mining, complex event processing, business performance management (including performance measurement), predictive analytics, prescriptive analytics, decision architecture, business process improvement, and executive reporting.
- Support efforts to analyze trends from a variety of data sources – including specific performance data on real-world events and exercises and meta-analysis of lessons learned, after action reports, and similar identified areas for improvement.
- Support program effectiveness assessments through benchmarking, data analysis, quantifying linkages between FEMA’s investments in preparedness,

Quantitative Analysis and Evaluation Support Contract

Call Order 12 – Enterprise Analytics

Statement of Work (SOW)

- mitigation, response and recovery, and other evaluation techniques.
- Collect and assess research studies/evaluations, innovations, lessons learned, best practices, benchmarks (including materials on current or past FEMA efforts)
- Ensure pertinent deliverables or products are accessible to all audiences (i.e. compliant with Section 508 of the Americans with Disabilities Act).

The Contractor shall prepare unclassified materials, memorandum, and official correspondence for internal and external distribution. In the performance of these services, the Contractor shall gather information, exercise judgment, and present facts to government employees for their review and decision. However, the Contractor shall not make official policy or decisions on behalf of the Government. While the Contractor employees may handle correspondence and various types of analysis, they may not make decisions that are inherently governmental in nature nor do they have governmental signature authority. Contractor shall provide all personnel and supervision necessary to perform the requirements of the contract. All deliverables within this work statement shall comply with the applicable technical and functional performance criteria of Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) (508).

5. Objectives

The purpose of this effort is to assist OPPA's Enterprise Analytics Division in building a high-impact, real-time, decision analysis capability within OPPA and across FEMA by:

- 1. Delivering high impact analytical projects for FEMA's Senior Leaders** – We will generate and communicate analytical insights to FEMA senior leaders through a high quality, action-oriented analytical program.
- 2. Building analytical capacity across FEMA by connecting people to talent, training, and tools they need to work smart** – We will cultivate the human network of professional analysts across FEMA, connecting them to high-quality tools and training, and fostering ongoing insight communication with them.

6. Tasks

6.1 Task 1 – Support Data Analyses, Visualizations, and Program Assessments

Contractor shall support quantitative analysis through providing subject matter expertise in data science and data visualization for up to six (6) high impact analytical projects, each of approximately eight weeks duration, for FEMA leadership. Contractor support will include:

- Assisting in identification of research questions and study design
- Aiding in conducting and attending research-related interviews with stakeholders
- Assisting in retrieving and combining data from a variety of often disparate business and operations-related data sources (e.g. SQL query)
- Aiding in identifying creative analytical approaches and conducting rigorous data analysis (which may include working with single and multivariate regression, correlation calculations, query design, calculated

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- formulas, and cross-tabulation, using tools such as Excel, R, and/or Python)
- Assisting in developing advanced analysis products, reports, and briefings (using tools such as PowerPoint, Word, Excel, R, and/or Python) that can inform executive and lay audiences through highlighting analytic insights and creating compelling visual narratives
- Assisting in developing interactive data visualizations or dashboards (using tools such as Tableau and/or PowerBI) to display analytic insights relevant to FEMA’s business processes, including:
 - Gathering business requirements from stakeholders
 - Identifying available data sets and preparing them for visualization
 - Mocking up designs for stakeholder review and approval
 - Publishing final dashboards to the FEMA intranet or FEMA.gov
 - Providing recommendations and guidance for utilizing new data visualization features as they become available
- Advising on best practices in data science, architecture, and governance
- Address various emergent ad-hoc projections as assigned

6.2 Task 2 –Support Data Standardization through Knowledge Management and Web Communications

EAD manages a suite of FEMA-facing (Intranet/SharePoint), internal collaboration, and customer focused (Portal Apps) websites on behalf of the agency to increase standardized terminology, definition, methodologies, and data sources.¹ EAD also serves as the Administrator of a server that allows for sharing data sources and publishing data dashboards. The Contractor shall design and implement enhancements to sites managed by EAD and provide administrative support for providing access to and securing the FEMA Tableau Server.

6.2.1 Sub Task - Contractor shall provide maintenance and reporting on the suite of EAD managed sites. Support for EAD managed sites shall include:

- Assist in design and development of ongoing maintenance to the EAD suite of sites, in 2-week iterative sprints of minor new functionality. These maintenance updates will ensure consistent application of the EAD Style Guide across sites, maintain site functionality, and keep content current and organized.
 - Review cycle: EAD Branch Chief will validate requirements and quality standards at the beginning of every 2-week sprint, and review/approve maintenance updates at the close of every 2-week sprint. Any necessary rework is to be completed by the close of the following 2-week sprint.
- Assist in proposing and then reporting on monthly site usage statistics

¹ The EAD suite of sites includes:

- FEMA Analytics Hub, an intranet site developed in SharePoint Applications that provides links to the analytic community of practice and relevant data sets within internet or SharePoint Applications sites
- FEMA Data Governance Council Intranet site and associated SharePoint collaboration sites
- EAD Intranet site and related subsites (e.g., FEMAStat)
- EAD Collaboration page in SharePoint

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reports of these sites, along with analysis of the data and recommendations to improve content decisions and communication strategies.

- Follow business procedures contained in the EAD Web Operations and Content Management Guide for creating and maintaining sites.
- Provide documentation of new sites or changes to existing sites as appendices to the EAD Web Operations and Content Management Guide.
- Provide documentation that personnel have completed SharePoint Designer training.²

6.2.2 Sub Task – Contractor shall provide administrative support for implementing the FEMA Tableau Server Security Document.³ This support shall include:

- Assist in creating and implementing a process for communicating, tracking and storing signed Tableau Server Rules of Behavior forms from FEMA users.
- Assist in creating and implementing a process for adding and tracking new users to the Tableau Server following FEMA security guidelines.
- Providing technical advice and recommendations in optimizing the performance of the Tableau Server through configuration or architectural changes.

6.3 Task 3 – Support the Development of Agency Analytic Capacity

Information sharing and coordination are critical to EAD's success in building FEMA's analytic capacity. EAD convenes a number of meetings and events to foster collaboration across the FEMA community. Contractor shall support EAD with the planning and logistics of these events, as well as tracking the effectiveness of these events. Contractor shall provide communications expertise to ensure clear, effective delivery of messages to EAD's stakeholders.

6.3.1 Sub Task – Contractor shall provide planning and logistical support for meetings and events. This support shall include:

- Scheduling and planning for meetings supporting FEMASat, the FEMA Quarterly Analytics Meeting, and other analytical projects (approximately 35-45 meetings per year with fewer than 50 participants each). Meeting support includes scheduling, preparing agendas, printing materials, preparing written minutes and summaries of conclusions, and facilitating sessions, as needed.
- Developing presentation materials using tools such as PowerPoint, Excel, and/or Tableau. PowerPoint presentations average 50 slides per briefing package.
- Scheduling and planning for no more than 2 Excel training events with up to 200 total in-person and virtual participants. This includes scheduling, on-site assistance, monitoring Adobe Connect chat rooms, registration,

² SharePoint Designer training is a condition of being granted developer permissions on the FEMA Intranet.

³ FEMA Office of Policy and Program Analysis, *Enterprise Data Warehouse Tableau Server Security Document*, Ver 1.0, July 12, 2017.

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and printing materials as needed. Final materials for training workshops will be provided by the government 3 business days prior to the event.

- Scheduling and planning for no more than 4 training events or forums for up to 75 people. This includes scheduling preparing agendas, printing materials, preparing written minutes and summaries of conclusions, and facilitating sessions, as needed.

6.3.2 Sub Task - FEMASat Action Item Database Support: Contractor shall support data maintenance of FEMASat program action item database (SharePoint database provided by FEMA), which may include:

- Entering FEMASat program action item information into the database, generally within one day following dissemination of action item memo for each FEMASat session (anticipated 6 times per year).
- Aiding in performing weekly review of database for action item owners submittal of action item closure form, reviewing closure form for completion, forwarding to the FEMASat program manager.
- Assisting in providing Action Item Status Reports from the database (anticipated biweekly).
- Sending all action item owners a monthly request to update the status of action items in the tracker; this will be a group email from a FEMA-provided email address.
- Sending action item owners an email reminder no less than seven days prior to action items due date (estimated 2 per month).

6.3.3 Sub Task - Enterprise Analytics Division Strategic Communications: Contractor shall assist in developing and providing communications packages to include:

- Review EAD's current strategic communications and outreach plan; recommend updates to the exist plan based on EAD's current posture; produce 1-month, 6-month, and 12-month communications goals; and maintain strategic communications documents and progress to facilitate increased awareness and use of Enterprise Analytics Division products and tools.
- Development of communications products, including a 1-pagers, templates, and EAD overview documents and presentations (no more than 12).
- Development of original graphics to support communication of EAD findings, concepts and projects.
- Research and development of a weekly email sent to the FEMA analytical community with short, insightful data facts that provide insight on analytical findings, and "did you know" topics relevant to the readers. Support could include idea generation, author outreach, article drafting, and article dissemination.
- Review cycle: EAD Branch Chief will validate requirements and quality standards for each communications deliverable. Branch Chief and Division Director level review is required for each deliverable.

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6.4 Task 4 – Meetings and Reports

In addition to the meetings and reports specified in sections 6.1 and 6.2, the Contractor shall conduct in-progress reviews as required by the COR. These reviews shall provide, at a minimum, oral and written summaries of the cost, schedule, and performance status of projects assigned by the COR.

6.4.1 Sub Task - Initial Business and Technical (Kick-Off) Meeting. Within five (5) business days following task order award, the Contractor shall attend a Kick- Off Meeting to review task order goals and objectives, and to discuss technical requirements, administrative matters, security requirements, project transition, government furnished information/materials/equipment, the milestone schedule, review cycles, and invoicing. The meeting shall be attended by all Contractor key personnel and shall be held at the government facility.

6.4.2 Sub Task - Project Plan. The Contractor shall provide a project plan to the COR and task representative no later than seven business days after the Kick-Off Meeting for government review and comment. The Contractor shall update the project plan bi-weekly as necessary to reflect current and planned project status thereafter.

6.4.3 Sub Task – Biweekly Status Report (BSR). The Contractor shall provide a BSR to the COR and government task representative. This report shall analyze the current task order and include, but is not limited to, the following elements:

- A summary of work performed and significant events by task functional area for the reporting period
- Personnel actions for the period (separations, recruitments); staff assigned to work streams
- Validation of Priority of work
- Milestones and updates against task activities
- Progress toward open efforts
- New work started during the reporting period
- Deliverables submitted or status on deliverable products
- Brief summary of goals and activity planned for the next reporting period
- Problem areas, issues, or task risks requiring resolution, along with proposed corrective actions
- Personnel actions for the period (separations, recruitments)
- Description of any travel or unique services provided

Upon task order completion, the Contractor shall assemble in an orderly and logical manner, and deliver to the Government, all working papers prepared during the contract term. These working papers shall include background studies, research documents, drawings, charts, diagrams, and any other documents developed at Government cost.

Any final report(s) due shall be submitted within ten (10) calendar days after the last month of performance.

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6.4.4 Sub Task – Meetings/Travel

The Contractor may be requested to participate in regularly scheduled meetings (in person and/or via telephone) to provide updates on the work, discuss issues and steps to resolve issues, and review other matters that might arise during the period of performance. The Government does not anticipate any travel outside the local commuting area as part of this requirement.

7. Deliverables and Delivery Schedule

All deliverables should be provided to the government Contracting Officer’s Representative (COR) and government assigned task representative for review and acceptance. The Contractor’s project manager shall review and approve all final document deliverables. The Contractor shall provide all deliverables in a mutually agreed media and/or file format. Inspection and acceptance of all work performance, reports, and other deliverables under this task order shall be performed by the government COR.

The following schedule of milestones will be used to monitor timely progress on the task order.

Task 6.1 – Support Data Analyses and Program Assessments		
Tasks	Deliverables	Due Date
For each analytical project (up to 6)	• Research methodologies and analysis plans	• As agreed upon in project plan
	• Analysis products, reports, and data visualizations	• As agreed upon in project plan
Task 6.2 – Support Data Standardization through Knowledge Management and Web Communications		
Tasks	Deliverables	Due Date
Sub Task 6.2.1 - Maintenance and reporting on the suite of EAD managed sites	• Provide maintenance and enhancements to the EAD Suite of Sites in 2-week iterative releases	• As agreed upon in project plan; biweekly
	• Summary of Content updates included in Web Operations Guide Appendices and Content Management Guide	• As agreed upon in project plan; monthly
	• Site usage reports	• As agreed upon in project plan; monthly
Sub Task 6.2.2 – Administrative support for implementing the FEMA Tableau Server Security	• Process for communicating, tracking, and storing signed Tableau Server Rules of Behavior	• As agreed upon in project plan

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Document	<ul style="list-style-type: none"> • Process for adding and tracking new users 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Number of dashboards consolidated to EAD’s data visualization server from other FEMA visualization servers 	<ul style="list-style-type: none"> • As agreed upon in project plan
Task 6.3 – Support the Development of Agency Analytic Capacity		
Tasks	Deliverables	Due Date
Sub Task 6.3.1 – Planning and Logistical Support	<ul style="list-style-type: none"> • Meeting plans, agendas, and facilitation support 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Training/forum plans, agendas, and facilitation support 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Session briefing materials (approximately 50 slides per briefing), minutes, statements 	<ul style="list-style-type: none"> • As agreed upon in project plan
Sub Task 6.3.2 - FEMASat Program Action Item Database Support	<ul style="list-style-type: none"> • Uploads of action items (summarized in Monthly Status Report) 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Reviews (summarized in Monthly Status Report) 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Action Item Status Reports 	<ul style="list-style-type: none"> • As agreed upon in project plan
Sub Task 6.3.3 - Enterprise Analytics Division Strategic Communications	<ul style="list-style-type: none"> • Strategic communications & outreach plan review and update recommendations 	<ul style="list-style-type: none"> • 60 days from date of award
	<ul style="list-style-type: none"> • Communications materials (e.g., one-pager) 	<ul style="list-style-type: none"> • As agreed upon in project plan
	<ul style="list-style-type: none"> • Communication packages; includes Monday Minute 	<ul style="list-style-type: none"> • As agreed upon in project plan; weekly
Task 6.4 – Meetings and Reports		
Tasks	Deliverables	Due Date
Sub Task 6.4.1 – Initial Business and Technical (Kick-Off) Meeting	<ul style="list-style-type: none"> • Kickoff meeting 	<ul style="list-style-type: none"> • Date of award (DOA) + 5 business days
Sub Task 6.4.2 – Project Plan	<ul style="list-style-type: none"> • Project plan 	<ul style="list-style-type: none"> • Seven business days after kickoff meeting
Sub Task 6.4.3 – Biweekly Status Report (BSR)	<ul style="list-style-type: none"> • Biweekly status report of contract activities 	<ul style="list-style-type: none"> • Biweekly

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Sub Task 6.4.4 – Meetings/Travel	Support meetings as required	As required
Section 10 – Quality Control Plan	The contractor shall maintain the established Quality Control Plan	Quality Control Plan as accepted

8 Performance Requirements

8.1 Place of Performance

The place of performance is expected to be 50% at the FEMA HQ – Federal Center Plaza, 500 C Street, SW, Washington, DC 20472 and 50% off-site. However, the COR and or the CO will be the final assigning official for establishing the place of performance.

8.2 Period of Performance

The period of performance for this requirement shall be for one year from the date of award.

8.3 Government Furnished Equipment

Government-furnished laptops will be provided for the service provider to perform the tasks as outlined in Section 6.

8.4 Performance Requirements Summary

The following summary outlines the acceptable quality level and surveillance methods to monitor timely progress on the task order.

Desired Outcomes	Required Services	Performance Standard	Acceptable Quality Level	Surveillance Method
Biweekly status reports delivered within established deadlines and containing the required information.	Contractor takes all necessary actions to ensure that comprehensive reports are delivered within established deadlines.	90% of all biweekly reports are provided within established deadlines. 90% of deliverables or services provided meet contractual requirements.	Less than 10% of biweekly status reports are untimely or are not in compliance with contractual requirements.	100% inspection of all biweekly status reports.

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Contractor delivers a high quality project plan containing the required information.	Contractor takes all necessary actions to ensure that high quality intermediate and final deliverables and services are delivered within established deadlines.	90% of all intermediate and final deliverables and services are provided within established deadlines. 90% of deliverables or services provided meet contractual quality	Less than 10% of interim and final deliverables are untimely or are not in compliance with contractual requirements.	100% inspection of all interim and final deliverables for timeliness and compliance with contractual requirements.
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9 Quality Assurance

The Government will evaluate the Contractor’s performance of this task order. For those tasks listed in the Performance Requirements Summary, the COR or other designated evaluator (e.g. government assigned task monitor) will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the Contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the Contractor has been made aware of the non-compliance. Any action taken by the Contracting Officer (CO) as a result of surveillance will be according to the terms of the task order.

The Contractor shall notify the government COR as SOWn as it becomes apparent to the Contractor that a scheduled delivery will be late. The Contractor shall include the rationale for the late delivery, the expected date for the delivery, and the project impact for the late delivery. The COR will review the new schedule and provide feedback to the Contractor. Such notification in no way limits the government’s right to any and all rights and remedies up to and including termination.

10 Quality Control

The Contractor shall establish and maintain a complete Quality Control Plan to ensure the services are performed in accordance with Performance Requirements Summary and commonly accepted commercial practices. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The government reserves the right to perform inspections on services provided to the extent deemed necessary to protect the government’s interests. The Contractor must control the quality of the services and deliverables provided in support of this task and maintain substantiating evidence that services conform to contract quality requirements and furnish such information to the government if requested.