

Case 226

INTERAGENCY AGREEMENT		1. MA NO NSWCOC-08-X-00757		PAGE 1		OF 4	
2. ORDER NO.		3. RESOLUTION NO. ROMA-08-00085		4. SOLICITATION NO.			
5. REPORTING DATE (b)(5)		6. REPORT DATE (b)(5)		7. PERIOD OF PERFORMANCE (b)(5)			
8. SERVICE AGENCY NAVAL SURFACE WARFARE CENTER ALC: DUNS: 623841918 +4: 0000 ACQUISITION ENGINEERING OFFICE 4072 NORTH JACKSON ROAD INDIAN HEAD MD 20640 FOC TELEPHONE NO (301)744-4481				9. DELIVER TO Department of Homeland Security 245 Murray Lane Bldg. 410 Washington DC 20528			
10. REQUESTING AGENCY Department of Homeland Security-OPC ALC: 70-09-1512 DUNS: 827414181 +6: 245 Murray Drive Bldg. 410 Office of Procurement Operations Washington DC 20528 FOC TELEPHONE NO 202-447-5186				11. SERVICE OFFICE Department of Homeland Security Burlington Finance Center P.O. Box 1000 Attn: Office of Health Affairs OHA.Invoice.Consolidation@dhs.gov Williston VT 05493			
12. ISSUING OFFICE U.S. Dept. of Homeland Security Office of Procurement Operations PIHA Acquisition Division 245 Murray Lane, 6th Building 410 Washington DC 20528				13. LEGISLATIVE AUTHORITY Economy Act, 31 U.S.C. 1535 & 1536			
14. ACCORDS DATA See Schedule				14. PROJECT ID			
14. ACCORDS DATA See Schedule				14. PROJECT TYPE			
17. ITEM NO.	18. SUPPLEMENT	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT		
	DUNS Number: 623841918 This is a new interagency agreement between the Office of Health Affairs (OHA) and Naval Sea Systems Command (NSWC) to provide continuous, daily retrieval of BioWatch samples, and delivery to the proper laboratory for analysis following a rigorous set of procedures to ensure sample integrity; to maintain the Chain of Custody (CoC) for each sample; to maintain the equipment; to keep an adequate level of inventory, and to provide surge capacity during increased operations, as well as special events, when Continued ...						
23. PAYMENT PROVISIONS				24. TOTAL AMOUNT (b)(5)			
25. SIGNATURE OF GOVERNMENT REPRESENTATIVE (BUYER) <i>Paula Wiley</i> Principal Management Analyst				26. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SELLER) <i>Christopher Wallis</i> 26b. CONTRACTIVE OFFICE Christopher Wallis			
27. DATE 9-12-08				28. DATE 9/18/08			

138AN

FSN
06-2

0007

Accounting Info:

Funded: (b)(5)

Administrative Fee: Option Year 2

Amount: (b)(5)

Contracting Fee: (b)(5)

(Option Line Item)

(b)(5)

Product/Service Code: R702

Product/Service Description: DATA COLLECTION SERVICES

Accounting Info:

Funded: (b)(5)

0008

Administrative Fee: Option Year 3

Amount: (b)(5)

Contracting Fee: (b)(5)

(Option Line Item)

(b)(5)

Product/Service Code: R702

Product/Service Description: DATA COLLECTION SERVICES

Accounting Info:

Funded: (b)(5)

In accordance with DHS Management Directive 125-02, the Servicing Agency is required to enter the DHS Funding Agency and Funding Office Identification Codes in the Federal Procurement Data System (FPDS). In order to ensure that DHS complies with its requirement to notify the Committees on Appropriations in the House and Senate there will be a three full business-day delay prior to the servicing agency issuing the associated contract action. The Office of Procurement Operations will notify the Servicing Agency when the notification to Congress has been made.

The total amount of award: (b)(5) The obligation for this award is shown in box 24.

(b)(5)

(b)(5)

**DETERMINATION AND FINDINGS: AUTHORITY TO ENTER INTO
A PAYABLE
INTERAGENCY REIMBURSABLE AGREEMENT
UNDER THE ECONOMY ACT**

Based on the following determination and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), and Section 302(4) of the Homeland Security Act of 2002 (Public Law 107-296) of the requesting agency, the Department of Homeland Security (DHS), intends to enter into an interagency agreement with the servicing agency, Naval Sea Systems Command (NSSC).

FINDINGS

A. DHS needs to utilize the NSSC's capabilities in organizing, supervising, and executing field collections for its National Capital Region (NCR) sampling effort. These activities will be conducted within the NCR for a (b)(5) [redacted]. The SOW and IGCE include cost for the addition of (b)(5) [redacted]. The total cost of the Base Period is estimated to be (b)(5) [redacted]. The total cost for all four years, if all options are exercised, is estimated to be (b)(5) [redacted].

B. Upon consideration of an analysis of alternatives, the services cannot be obtained as conveniently or economically by contracting directly with a private source.

C. Nothing in this requirement conflicts with the authority of the NSSC.

D. Use of an interagency acquisition is in the best interest of the Government because NSSC has expertise in rendering the services in a cost effective and efficient manner.

DETERMINATION

Based on the above findings, DHS hereby determines that it is in the best interest of the Government to enter into an Interagency Agreement with the Naval Sea Systems Command.

Name of Contracting Officer: Christopher Wallis

Signature Christopher Wallis

Date: 8/29/08

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Tuesday, May 27, 2008 4:07 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Stiefel, Jeffrey; Johns, Malcolm
Subject: ACTION: BioWatch -- Request Permission to Use the SEAPORT-E Contract Vehicle for NCR Field Operations

Importance: High

Attachments: 20080527-NCR Collection SOW - v4 0.doc



20080527-NCR
Collection SOW - ...

Joe McClure

SEAPORT-E Task Order Manager

(b) (6)

It was a pleasure talking w/ you this afternoon about the possibility of BioWatch using your SEAPORT-E contract vehicle for the NCR Field Operations. I understand the SEAPORT-E contract was established to provide CBRN support and currently includes such customers as OTSG, ECBC, and Guardian just to name a few. As requested, atch is a draft copy of the BioWatch NCR Collection SOW for your review to determine if it's within the scope of your SEAPORT-E contract.

I've included Dr Jeff Stiefel, Program Executive Officer for BioWatch and the Director of the Early Detection Division and his Deputy, CAPT Malcolm Johns on distro. Both are very interested in the possibility of using your SEAPORT-E contract for the BioWatch Field Ops in the NCR.

Again, I appreciate your time and I look forward to your favorable determination. Should you have any questions, pls don't hesitate to contact me at (b)(2)Low, (b)(6) (BioWatch SPO).

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

BioWatch Field Monitoring in the National Capitol Region, (b)(2)Low, (b)(6)

1.0 Requiring Organization

Department of Homeland Security
Office of Health Affairs
Chemical and Biological Early Detection System Program Office
675 N Washington St. Suite 220
Alexandria VA 22314

2.0 Background

The U.S. Department of Homeland Security (DHS) is committed to defending the homeland against terrorist attacks and catastrophic events, including medical disasters and biological threats. The DHS Office of Health Affairs (OHA) serves as the principal agent for all medical and public health matters required to support these activities. Through integrated efforts with local, state, tribal, and federal governments and the private sector, the OHA leads the DHS role in establishing a scientifically rigorous, intelligence-based medical and biodefense architecture program to help protect the health and medical security of the homeland. The Chemical and Biological Early Detection (CBED) System Program Office (SPO) supports this effort through the deployment of a nationwide system conducting surveillance for aerosolized exposures caused by intentional release of biological agents in the nation's most populous cities and venues. DHS OHA provides program oversight and funds to BioWatch partners including many city, county, state, National Laboratories, and key federal agencies in execution of the Program through the BioWatch Program execution plan.

The contractor shall be responsible for organizing and managing the local field collection teams who perform the daily BioWatch sample collection activities and routine equipment maintenance in the NCR jurisdiction. The contractor shall collect samples daily; including holidays, from the fielded BioWatch collectors located at multiple geographically dispersed sites (above ground and below ground) in (b)(2) High and other locations as determined by DHS. The contractor shall then transport samples to the NCR BioWatch Laboratory in (b)(2) High and two Centers for Disease Control and Prevention (CDC)-designated Laboratory Response Network (LRN) laboratories (analyzing laboratories) in (b)(2) High for analysis by the established delivery time. Due to the serious nature of the information from sample analysis, an emphasis has been placed on sample integrity, Chain of Custody (COC), and personnel security. The contractor shall strictly adhere to specified Sample Management System (SMS) chain of custody procedures during all sample collection activities. In addition to sample collection activities, the contractor shall maintain aerosol samplers and associated audit devices by providing the full range of scheduled and unscheduled maintenance services and purchasing replacement units when required. The list of currently DHS approved samplers includes the Portable Sampling Unit (PSU); The Dry Filter Unit (DFU); and the Airborne Sampling and Analysis Platform (ASAP).

The CBED Program office may request the contractor provide additional optional support services in three areas. First, the contractor may be requested to respond to special events; Secondly, the contractor may be requested to surge its sampling schedules to allow for additional sample collection during periods of increased operation (e.g., incident, or elevated threat periods); and finally, the contractor may be asked to incorporate different samplers and sampling techniques as new technologies are added to the program.

3.0 Scope

The objective of this Statement of Work (SOW) is to provide continuous, daily retrieval of BioWatch samples, deliver them to the proper laboratory for analysis, following a rigorous set of procedures to ensure sample integrity; maintain the Chain of Custody (COC) for each sample; maintain the equipment; keep an adequate level of inventory; and relocate equipment if necessary. There is also a need to provide surge capacity during increased operations when required.

The contractor shall monitor and track deficiencies within the assigned BioWatch sampling network, and work with the DHS CBED SPO to determine what enhancements may be required within the NCR. All enhancements are to be approved by the DHS COTR. On a monthly basis, the contractor shall provide DHS OHA COTR with feedback on sampler performance, proof of collector flow calibration and validation testing as directed, and issues that arise from daily operation, as well as the funds expended in a format provided by DHS. To ensure operational effectiveness, the contractor shall cooperate with annual performance evaluations conducted by DHS OHA, and participate in not more than two related exercises, workshops, and training sessions as requested by DHS OHA.

DHS hosts an annual National BioWatch Workshop, which is a communication vehicle for each BioWatch partner. Two designated contractor personnel shall attend this annual conference. The BioWatch Program is an advanced development, operational testing and evaluation program; DHS will use the annual workshop as a feedback mechanism and a training tool for new technologies and techniques that will be incorporated.

The contractor shall provide field services for a sampling network to be located within the (b) (2) High. The contractor shall follow all applicable DHS Directives and the BioWatch Field Sampling Standard Operating Procedure (SOP). The contractor shall be required to assemble clean filters/holder assemblies for sampling, install assemblies into collectors, remove filter assemblies from collectors after sampling, and deliver them to the NCR BioWatch and LRN analyzing laboratories. The contractor shall also implement safety practices, conduct procedures to avoid cross contamination and provide COC tracking services. COC tracking shall occur from preparation of filter assembly to delivery of sample to the analyzing laboratory using software supplied by DHS and hard copy Filter Holder Log Forms and COC forms on evidence bags.

The contractor shall perform and provide field support services and maintenance to NCR under the provisions of the contract in compliance with the DHS Standard Operating Procedures for BioWatch Field Monitoring Program: The BioWatch Field Operations Standard Operating Procedure, version 1.1, Dec 07.

4.0 Applicable Documents

- BioWatch Field Operations Standard Operating Procedure (SOP), Version 1.1, December 2007, including all Annexes.
- Current BioWatch Collector Location Map

5.0 Technical Requirements

Contractor personnel will require access to government, contractor, and private facilities in the performance of this contract. Contractor personnel will need access to sensitive DHS information in order to correctly price this contract.

Qualified Personnel

Each contractor employee performing field operation activities shall have the skills and technical background necessary to successfully complete the tasks described in this SOW and the following:

1. Be a United States citizen.
2. May begin work with an interim background check but may be subject to additional local clearances.
3. Shall complete a DHS suitability check, using DHS form 1100.25
4. Have a valid U. S. driver's license.
5. Be able to lift fifty pounds.
6. Receive specific training and certifications covering all aspects of field work, including:
 - a. equipment operation and maintenance
 - b. testing of the equipment for proper operation of the sampling instruments
 - c. sample handling tasks to include proper bagging procedures, operation of collectors, and Personal Digital Assistant (PDA) operations
 - d. receiving and cleaning exposed holder assemblies and filter cassettes for the collectors
 - e. assembly of filter cassettes and holders for the collectors
 - f. chain of custody, decontamination procedures and contamination avoidance
 - g. Inspecting, troubleshooting, repairing, and calibrating the collectors
 - h. use of the Sample Management System (SMS)

Contractor

In the event of personnel changes, the contractor shall notify the DHS Representative and any of the analyzing laboratories that the new personnel will need access to the analyzing laboratory facilities. This will allow the analyzing laboratories to update personnel security requirements.

The contractor shall arrange for training, documentation, and certification of new personnel. DHS will provide training for the initial cadre of field collections personnel, and three selected individual as a train-the-trainer certification.

The contractor shall ensure that all employees performing work under this contract have been provided any and all health and safety training required by law, regulation, or DHS policy and given occupational health physicals and be entered in an occupational health surveillance program. The contractor shall maintain training records with dates for initial, recurring, and refresher training with employee information. Training and Personnel records will be retained for the life of the contract plus 90 days.

5.1. Task Area Management

The contractor shall provide administrative management of BioWatch activities as identified in section 10 of the BioWatch Field Monitoring Standard Operating Procedure (SOP). In addition, the contractor will be required to submit programmatic documentation (cost, schedule, and performance reports), attend meetings at the invitation of the program office, prepare after action reports, develop plans, and provide oral and/or written presentations. All deliverables shall be provided to the COTR or Task Manager as specified in this statement of work.

5.2. Sample Collection

The goal of this program element is to collect a sample every 24 hours, **seven days a week**.

Contractor field operators shall collect a sample by removing an exposed filter holder and installing a clean filter holder every 24 hours, **seven days a week** and transport the exposed samples from the NCR (b)(2) High collection areas to their respective LRN laboratories for analysis on weekdays and to the NCR LRN on weekends. DHS OHA will provide the exact locations of the sites and the locations of the laboratories upon contract award. Field operators shall use the filter handling and exchange protocols identified in the SOP to avoid cross contamination and provide chain of custody tracking services using hardcopy sample management forms and PDA Devices with Sample Management System (SMS) software as stated in the SOP.

The contractor is required to clean filter holders and cassettes, assemble cassettes with clean filters into filter holders, and barcode the filter holders with a filter holder number identifying the sample uniquely.

The contractor shall remove and install filter holders from collector units at sampling sites, use a PDA and associated software to manage information according to the SOP.

The contractor shall transport exposed sample filter holders back to either a field office where they are logged into the SMS database and then to the analyzing laboratories where they are received and accepted at the analyzing laboratories, or directly to the analyzing laboratories if space is made available for an exposed filter assembly transfer area and SMS. The Chain of Custody record is complete for field operations when the sample is received at the analyzing laboratory; both hardcopy forms, signature on sample evidence bag and the SMS constitute successful COC records for transfer of the sample from the field operator to the analyzing laboratory personnel. [REDACTED] (b)(2) High

[REDACTED] and [REDACTED] (b)(2) High unless there are extenuating circumstances (e.g. extreme weather affecting driving times, unexpected road construction, collector accessibility). The contractor shall notify a designated analyzing laboratory contact and the Task Manager immediately if it is anticipated that the daily delivery hour will not be met that day.

The contractor shall relocate a collector should there be a requirement to do so, for example, a facility is being refurbished or the network is being adjusted to optimize coverage. All such relocations will be coordinated and approved by the task manager.

5.3. *Operations and Maintenance Activities:*

5.3a. Supply Management: The contractor shall be responsible to perform the following activities:

1. Procure repairable and consumable material required to support field operations as identified in the field SOP. An electronic inventory of consumable supplies shall be maintained with three months of supply on-hand at all times as safety stock. The contractor may recommend changes in the supply levels after coordination with the COTR.
2. Store parts, spare equipment, collectors, and program office material. The contractor shall be responsible for all material during storage. The contractor shall provide for secure storage, controlled environmental storage, and other storage as are warranted by the items being stored.
3. Pack, Ship, and handle material and equipment as may be directed by the COTR.
4. Account for all equipment identified as government furnished materiel.
5. Dispose of government furnished materiel and equipment when directed by the COTR.
6. Provide equipment and material (information) visibility as may be required by the COTR.

5.3b. Maintenance Management: The contractor shall be responsible to perform the following activities:

1. The contractor shall develop and manage a maintenance services program for Government Furnished Equipment (GFE) assigned equipment to allow for continuous operations (Objective: 100% availability) (see part 7 Government Furnished Resources and Information).
2. The contractor will operate and maintain collectors, perform inspections, troubleshooting, calibrations, and provide maintenance and repair according to the schedule in the SOP.

3. The contractor shall, at a minimum, report status and problems to the DHS COTR in the format and frequency specified in the SOP.
4. The contractor shall notify the DHS COTR if the contractor finds a collector inoperable at a site IAW the Field SOP.
5. The contractor will collect maintenance related data IAW the field SOP, on each collector so that reliability, availability, and maintainability data can be ascertained.
6. The contractor will track all equipment shipped to the OEM for repair and return.

5.3c The contractor shall ensure the availability of internal (contractor owned) resources, e.g., an assigned project vehicle for use by project personnel to perform all required activities in this contract. The contractor shall maintain equipment, including transportation, in road-ready condition to allow deployment and field operations on a continuous basis.

5.3d Value Engineering. The contractor may recommend new technology or processes that would improve quality, safety, reliability, and/or reductions in cost. Based on those recommendations, the COTR may ask the contractor to submit value engineering change proposals for consideration by the CBED change control board. No changes will be implemented prior to OHA approval and subsequent incorporation as a written modification to the contract.

5.4. Information Technology Systems Operations and Maintenance

The contractor shall operate IT systems, manage the Chain of Custody record with the Sample Management System (SMS), and communicate to the appropriate parties problems or issues. The contractor shall operate and maintain the SMS according to the Field Operations SOP and advisory notices from DHS. The contractor shall carry a customized PDA during collections and scan bar codes to store requisite data; at the completion of field operator collections the operator shall then sync the PDA field data with the SMS database as specified in the SOP. The geographic location of the SMS database is either at the analytical lab or a field office. DHS will provide SMS software and training. The contractor shall provide for the maintenance and repair of PDAs, desktop terminals, and other associated hardware and software. The contractor shall perform upgrades as directed by the DHS COTR.

6.0 Transition Management

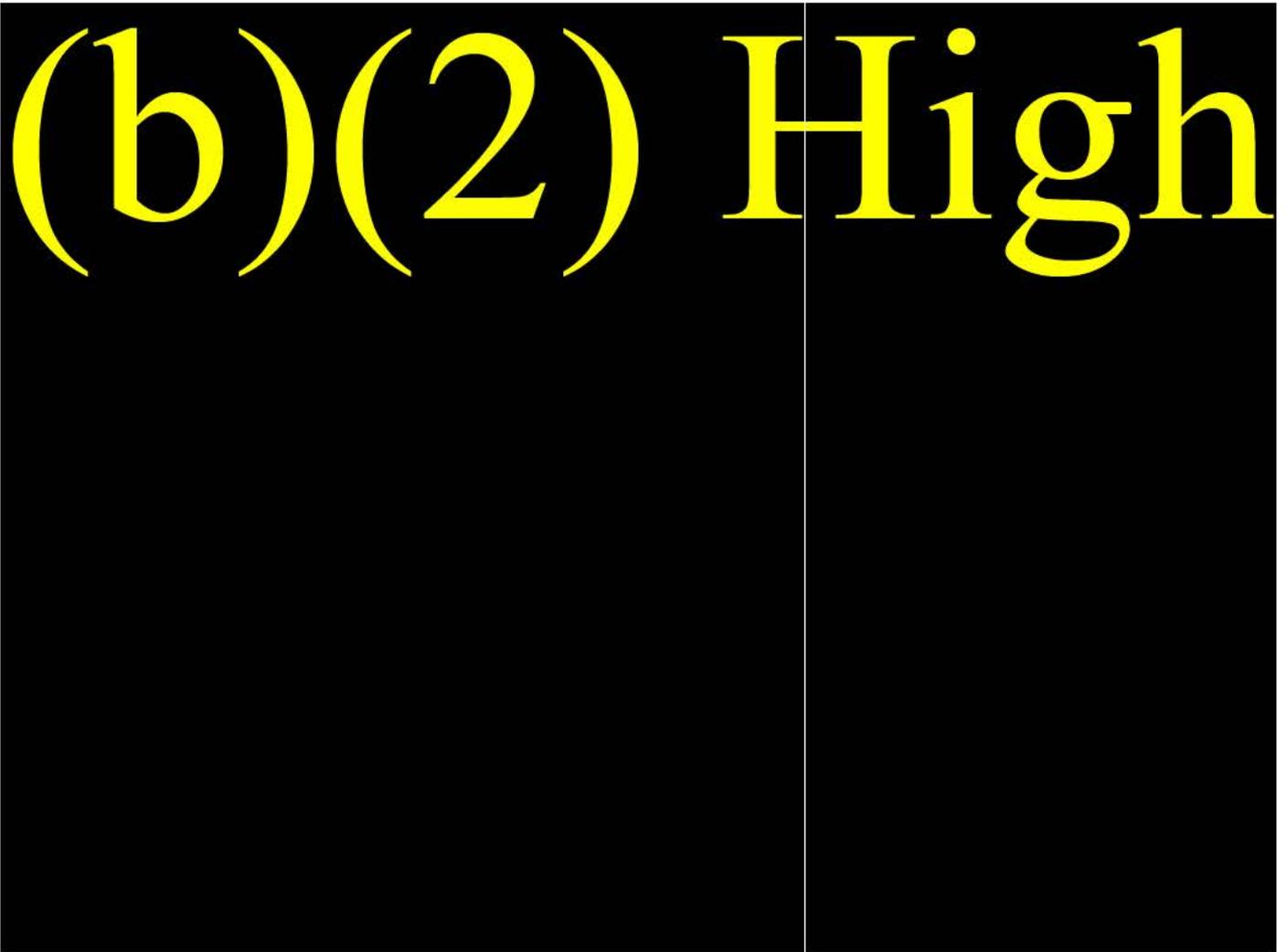
6.1. The contractor shall develop, document and monitor the execution of a transition plan that may be used to transition tasks and materials to a new contractor, or to the DHS, in the event of a follow-on contract or task order. The plan will incorporate the inventory of all services and materials developed that will be required to fully perform the services provided under this contract. The plan will include a schedule of briefings, including dates and times and resources allotted, that will be required to fully transition all material developed to the follow-on contractor or DHS, and will provide the names of individuals that will be responsible for fully briefing their follow-on counterparts. The plan is to ensure that the follow-on contractor, or the DHS, will be provided with sufficient information and be fully briefed at least 30 days before the current expiration date of the task order, to provide adequate time for the new contractor to have their personnel completely familiar with the requirements and in place on the turnover date. The contractor shall plan for a 2 week transition period. The plan shall provide the contact

information for contract individuals who will be assigned to the transition team and their roles in the transition.

6.2. The contractor shall participate in transition meetings with the COTR and program staff, and representatives of the successor contractor. The purpose of these meetings will be to review program materials and to establish preparatory steps for an effective transition.

6.3. The transition plan will be due to the Government 90 days prior to the end of the period of performance.

7.0 Emergency/Critical Support



8.0 Deliverable Information

Tasks performed within the scope of this effort shall require contract deliverables. The data required for each task will be specified in each task order. The Contractor shall submit reports and other deliverables in accordance with the requirements set forth below and as specified in individual task orders.

The contractor shall ensure the accuracy, functionality, completeness, professional quality, and overall compliance with government guidelines/requirements of the deliverables. Written documents shall be concise and clearly written.

DELIVERABLE TITLE	FREQUENCY	# OF COPIES or Deliverable	RECEIVING PARTY(s)
Task 5.1 Task Area Management			
5.1.1. Prepare Activity and Cost Reports	5 th day of each month	Microsoft Office Document 1 printed copy 1 Electronic copy	Printed copy to COTR/CO Electronic copy emailed to TM
5.1.2. Develop the Training Plan	Draft 15 days after award Final 30 days after contract award	Microsoft Office Document 1 printed copy	Printed copy to TM/COTR
5.1.3. Prepare Training Reports	Upon Request	Microsoft Office Document	Electronic copy to TM
5.1.4. Prepare Written or Oral presentations	Upon Request	Microsoft Office Document	Electronic copy to COTR
5.1.5. Prepare CBED National Workshop Conference reports and after action reports	Annually	Microsoft Office Document 1 printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
5.1.6. Attend Meetings	Upon Request		
Task 5.2 Sample Collection			
5.2.1. Develop the work plan, routes, and collection schedules	Initially and once whenever modified	Microsoft Office Document 1 Printed copy 1 Soft copy	Printed copy to COTR Electronic copy to TM
Task 5.3 Operations and Maintenance Activities			
5.3.1. Prepare Supply Status Reports	Upon Request Within 5 days	Microsoft Office 1 electronic copy	Electronic copy to TM
5.3.2. Prepare Asset Management (property accounting) reports	Quarterly or whenever changes occur	Microsoft Office 1 electronic copy	Electronic copy to TM

DELIVERABLE TITLE	FREQUENCY	# OF COPIES or Deliverable	RECEIVING PARTY(s)
5.3.3. Develop the Maintenance Plan	Draft 15 days after award Final 30 days after award	Microsoft Office Document 1 printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
5.3.4. Prepare Maintenance activity and Status reports	Monthly Within the first 5 days	Microsoft Office 1 electronic copy	Electronic copy to TM
5.3.5. Collector Inoperable Exception Report	By COB	Telephonic notification	TM
5.3.6. Prepare Value engineering change proposals	As required	Microsoft Office Document 1 Printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
Task 5.4 Information Technology Systems Operations and Maintenance			
5.4.1. Information Technology Status Report	Monthly Within the first 5 days	Microsoft Office Document 1 Electronic copy	Electronic copy emailed to TM
Task 6.0 Transition Management			
6.1. Develop the Transition Plan	90 days before contract end	Microsoft Office Document 1 Printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
Task 7.0 Emergency / Critical Support (upon award of contract options)			
7.1 Prepare Special Events Operations Plan	As required Within 12 hours	Microsoft Office Document 1 Printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
7.2. Prepare Surge Operations Plan	As required Within 24-36 hours	Microsoft Office Document 1 Printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM
7.3. Prepare New Technology Integration Plan	In coordination with COTR	Microsoft Office Document 1 Printed copy 1 Electronic copy	Printed copy to COTR Electronic copy emailed to TM

9.0 Period of Performance

The Period of Performance of this Contract is One year Base with Three Option Years.

10.0 Place of Performance

The contractor shall perform the work under this SOW in [REDACTED] (b) (2) High and additional locations in the NCR as directed by the DHS COTR

11.0 Travel

Travel for contractor field operators within (b) (2) High will be required in the performance of the duties listed herein. Selected contractor personnel may also attend the annual BioWatch Workshop. DHS shall approve all additional travel. All travel and other direct costs associated with the execution of the tasks indicated in this contract will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided contractor provides appropriate supporting documentation. For purposes of this solicitation, the contractor shall plan for sending two individuals to a week long Annual National BioWatch Conference (Base year to be held in (b) (2) High, Subsequent years to be held within the continental US). The contractor shall also plan on attending 4 one day BioWatch Advisory Committee meetings in the vicinity of (b) (2) High

12.0 Inspection and Acceptance GOOD

12.1 Acceptance Criteria. The COTR will review all draft and final deliverables to ensure accuracy, functionality, completeness, professional quality, and overall compliance within the guidelines/requirements of the delivery order. The contractor shall ensure the accuracy and completeness of all deliverables. Errors, misleading or unclear statements, incomplete or irrelevant information, and or excessive rhetoric, repetition, and “padding”, shall be considered deficiencies and shall be subject to correction by the contractor, at no additional cost to the Government. Unless otherwise indicated, the government will require 10 business days to review and comment on deliverables. If the deliverable does not meet the noted criteria, the Government will return it.

Deliverables will be sent in hard copy to:

Robert Ranhofer, COTR
Chemical and Biological Early Detection System Program Office
675 N Washington St., Suite 220
Alexandria, VA 22314

(b)(2)Low, (b)(6)

Mr. Kenn Phillips, Task Manager
Chemical and Biological Early Detection System Program Office
675 N Washington St., Suite 220
Alexandria, VA 22314

(b)(2)Low, (b)(6)

12.2 Rejection Procedures. If the COTR rejects any deliverable, that rejected document will be handled in the following manner.

12.2.1 After notification that the deliverable did not meet the acceptance criteria, the Contractor shall resubmit an updated/corrected version within five (5) business days after receipt of the Government’s comments.

12.2.2 Upon re-submission by the Contractor, the Government will reapply the same acceptance criteria. If the deliverable does not meet the acceptance criteria a second time, the Government

shall consider the Contractor as having deficient performance with respect to the subject task/subtask.

13.0 Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI)

DHS will furnish the following publications:

BioWatch Field Operations Standard Operating Procedure
Approximate Collector Locations.
OEM Product Literature

DHS will furnish initial training for the original cadre of field collections personnel and three individuals designated for the train-the trainer program.

DHS will assign property management of approved collectors and audit devices already in use in the NCR, Maryland, and Virginia as part of the existing BioWatch Program to the contractor.

DHS will assign property management of spare equipment and materiel belonging to the Program office to the contractor for maintenance and storage.

DHS will provide the contractor access to the information technology (IT) system that is currently in place for the (b)(2) High. This includes the Sample Management System software and hardware used to track collections, filter log forms, and the PDAs Devices used to support field activities. As the IT systems require updates or modifications, DHS will provide adequate notice and training for any changes to the software and hardware.

Upon contract conclusion, Government Furnished Equipment and any repairable, consumable materiel items shall be returned to the government.

Equipment maintenance and insurance shall be the responsibility of the contractor.

14.0 Security –

- Sensitive but unclassified information provided or generated pursuant to this contract is designated FOR OFFICIAL USE ONLY (FOUO) and shall be protected as follows:
 - The recipient shall not disclose FOUO information to a third party government, person, firm, or representative without the prior written consent of the DHS Security Office.
 - The recipient shall not use FOUO information for any purpose other than for which it was provided or generated, without the prior written consent of the DHS Security Office.
- FOUO information shall only be disclosed to individuals who have an official need to know for the performance of the contract.
- FOUO information provided pursuant to this contract - as well as products derived from FOUO documents - shall be marked as such by the recipient.

- FOUO information generated pursuant to this contract shall be assigned a security designation which shall be provided to the contractor by the DHS Security Office.
- All cases in which it is known or there is reason to suspect that FOUO information provided or generated pursuant to this contract has been lost or disclosed to unauthorized persons shall be promptly reported to the DHS Security Office.
- FOUO information provided or generated pursuant to this contract shall not be further provided to another contractor or subcontractor unless a written assurance is obtained from the DHS Security Office.
- All FOUO information and materiel provided or generated under this contract shall continue to be protected in the event of withdrawal by the contractor or upon termination of the contract.
- The contractor shall insert terms that substantially conform to the language of this requirement, in all subcontracts under this contract that involve access to FOUO information.

Security Clearances – N/A. Security Clearances are not required.

15.0 Protected Critical Infrastructure Information Comment – N/A

16.0 Non-Disclosure Agreements

The Contractor shall be required to sign a non-disclosure agreement based on the content of the information to be handled in performing tasks, which may include:

- Sensitive Security Information (SSI) (as defined by 49 C.F.R. Part 1520)
- Information protected by the Privacy Act of 1974 (5 U.S.C. Section 552a), and
- Proprietary information related to procurement efforts.

The contractor shall satisfy requirements to work with and safeguard Security Sensitive Information (SSI). All support personnel must understand and rigorously follow DHS and OHA requirements, policies, and procedures for safeguarding SSI. Contractor personnel will be required to complete online training for SSI and Informational Security.

All contractor personnel performing BioWatch field monitoring operations shall be United States citizens and complete DHS Suitability Checks (DHS Form 1100.25) locations of BioWatch locations are handled at the FOUO level per DHS Guidance.

17.0 FAR 52.204-2 Security Clause Requirements.

As prescribed in 4.404(a):

Security Requirements (Aug 1996)

(a) This clause applies to the extent that this contract involves access to information classified “Confidential,” “Secret,” or “Top Secret.”

(b) The Contractor shall comply with—

(1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DOD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or

decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

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

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Monday, July 07, 2008 3:10 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Ranhofer, Robert
Subject: RE: ACTION: BioWatch -- Request Permission to Use the SEAPORT-E Contract Vehicle for NCR Field Operations

Importance: High

Joe McC.

Hope your doing well.

I just left you a msg. I tried calling you back in mid-Jun and you were out of the office. (b) (6) Looks like you're out of the office and will be back this Thursday.

After you get your 1st cup of java, pls give me a call Thursday morning at the Biowatch SPO -- (b)(2)Low, (b)(6)

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager Early Detection Division
Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

-----Original Message-----

From: Ranhofer, Robert [mailto:(b)(2)Low, (b)(6)]
Sent: Thursday, June 19, 2008 5:38 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Stiefel, Jeffrey; Johns, Malcolm (CNC); Lewis, Aaron <CTR>; Ranhofer, Robert
Subject: RE: ACTION: BioWatch -- Request Permission to Use the SEAPORT-E Contract Vehicle for NCR Field Operations

Joe McC

As requested, atch is our Govt Independent Cost Estimate (GICE) for the BioWatch NCR Field Ops. This GICE does not include your handling fee or Camber's fee. I would like to discuss both w/ you at your convenience.

I'll be out of the office tomorrow (20Jun08) and Monday (23Jun08) and will be available via my BB. Next Tuesday thru Thursday I'll be out of the office and will not have access to a BB. Then I'll be back at the BioWatch SPO. (b) (6) next Friday, 27Jun08.

I've also included Aaron Lewis, (b) (6) on distro. Aaron L. supports me on program control activities and is available to assist you while I'm out of the office.

Pls advise if there is anything else you may need from me.

Vr,

Bob R.

Robert Ranhofer
Biowatch Operations Director/Gen-3 Transition Program Manager Early Detection Program
Division Office of Health Affairs Department of Homeland Security

(b)(2)Low, (b)(6) VT Office
BioWatch Office
Cell
Fax

-----Original Message-----

From: McClure, Joe T CIV NAVSUREFWARCENDIV [mailto: (b)(6)]
Sent: Wednesday, May 28, 2008 11:16 AM
To: Ranhofer, Robert
Cc: Stiefel, Jeffrey; Johns, Malcolm (CNC)
Subject: RE: ACTION: BioWatch -- Request Permission to Use the SEAPORT-E Contract Vehicle for NCR Field Operations

Bob,

Navy (b)(5)

Joe McClure

-----Original Message-----

From: Ranhofer, Robert [mailto: (b)(2)Low, (b)(6)]
Sent: Tuesday, May 27, 2008 16:07
To: McClure, Joe T CIV NAVSUREFWARCENDIV
Cc: Stiefel, Jeffrey; Johns, Malcolm
Subject: ACTION: BioWatch -- Request Permission to Use the SEAPORT-E Contract Vehicle for NCR Field Operations
Importance: High

Joe McClure

SEAPORT-E Task Order Manager

(b)(2)Low, (b)(6)

It was a pleasure talking w/ you this afternoon about the possibility of BioWatch using your SEAPORT-E contract vehicle for the NCR Field Operations. I understand the SEAPORT-E contract was established to provide CBRN support and currently includes such customers as OTSG, ECBC, and Guardian just to name a few. As requested, atch is a draft copy of the BioWatch NCR Collection SOW for your review to determine if it's within the scope of your SEAPORT-E contract.

I've included Dr Jeff Stiefel, Program Executive Officer for BioWatch and the Director of the Early Detection Division and his Deputy, CAPT Malcolm Johns on distro. Both are very interested in the possibility of using your SEAPORT-E contract for the BioWatch Field Ops in the NCR.

Again, I appreciate your time and I look forward to your favorable determination. Should you have any questions, pls don't hesitate to contact me at (b)(2)Low, (b)(6) (BioWatch SPO).

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office

BioWatch SPO

Cell

DHS Fax

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Friday, August 29, 2008 10:40 AM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Levitas, Karina; Wallis, Christopher; Lewis, Aaron <CTR>; Mirsky, Craig; Eickenhorst, Marisa <CTR>; (b) (6); Whalen, Dick; Johns, Malcolm (CNC); (b) (6); Ranhofer, Robert
Subject: RE: INFO - BioWatch NCR Field Ops IAA/SOW, ver-4, dated 16Jul08 ** and ** Naval Sea Systems Command
Importance: High

Joe McC

Thanks for the info -- just one clarification. I just called you and left you a vm.

In question #2 below, I was referring to your existing contract that you indicated that you could make the (b) (5). So assuming you award the contract for the NCR Field Ops Supt (b) (5) how long will it take your performer to fill the positions on the Task Order and be ready to start the transition from my current performer -- LLNL/Arcadis??

I would like to be in a position to start the transition over to your performer NLT then

(b) (5)

I need the above information so that I can provide notification to LLNL and in-turn, LLNL will notify Arcadis when their contract will end.

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager Early Detection Division
Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

-----Original Message-----

From: McClure, Joe T CIV NAVSURFWARCENDIV [mailto:(b) (6)]
Sent: Friday, August 29, 2008 8:47 AM
To: Ranhofer, Robert; (b) (6)
Cc: Levitas, Karina; Wallis, Christopher; Lewis, Aaron <CTR>; Mirsky, Craig; Eickenhorst, Marisa <CTR>; (b) (6); (b) (6); Whalen, Dick; Johns, Malcolm (CNC)
Subject: RE: INFO - BioWatch NCR Field Ops IAA/SOW, ver-4, dated 16Jul08
** and ** Naval Sea Systems Command

Robert,

1. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, how long will it take for you to award a contract to your performing contractor?? Navy (b)(5)
Navy (b)(5)
2. How soon after NAVSURFWARCENDIV awards the new Task Order to

your performing contracting will they be ready to start the transition from LLNL??; Navy (b)(2)

Navy (b)(5)

3. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, will your finance office have any issues w/ accepting the DHS OPO funding??; and, Navy (b)(5)

4. What is the NAVSURFWARCENDIV contract number that will be used on this new Task Order?? Navy (b)(5)

Joe McClure

-----Original Message-----

From: Ranhofer, Robert [mailto: (b)(2)Low, (b)(6)]
Sent: Tuesday, August 12, 2008 3:29 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV; (b)(6)
Cc: Levitas, Karina; Wallis, Christopher; Lewis, Aaron <CTR>; Mirsky, Craig; Eickenhorst, Marisa <CTR>; (b)(6) Whalen, Dick; Johns, Malcolm
Subject: FW: INFO - BioWatch NCR Field Ops IAA/SOW, ver-4, dated 16Jul08
** and ** Naval Sea Systems Command
Importance: High

Joe McC & Linda M.,

During our DHS/OPO Contracting IPT telecom this morning, I was advised by Chris W. (DHS OPO Contracting Officer) and Karina L. (DHS OPO Contract Specialist) that the atch IAA is scheduled to be awarded to you No Later Than 15Sep08. I need to ensure that the start of the new Task Order under your contract is coordinated w/ LLNL so that there is no break in NCR Field Ops coverage and, we have a two (2) weeks of overlap. To this end, I would appreciate your answers to the following questions:

1. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, how long will it take for you to award a contract to your performing contractor??;
2. How soon after NAVSURFWARCENDIV awards the new Task Order to your performing contracting will they be ready to start the transition from LLNL??;
3. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, will your finance office have any issues w/ accepting the DHS OPO funding??; and,
4. What is the NAVSURFWARCENDIV contract number that will be used on this new Task Order??

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

From: Ranhofer, Robert
Sent: Friday, August 01, 2008 6:02 PM
To: McClure, Joe T CIV NAVSUREFWARCENDIV
Cc: Lewis, Aaron <CTR>; (b)(2)Low, (b)(6); Eickenhorst, Marisa <CTR>;
(b)(6) Johns, Malcolm
Subject: INFO - BioWatch NCR Field Ops IAA/SOW ** and ** Naval Sea Systems Command

Joe McC

Hope this e-mail finds you well

The Interagency Agreement (IAA)/SOW for the BioWatch NCR Field Operations is being processed in our DHS Office of Procurement Operations (OPO). I don't know if our procurement office has contacted you so I wanted to send you an advance copy of the IAA/SOW that is being processed by OPO.

Pls let me know if you have any questions,

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager
Early Detection Division
Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Tuesday, August 12, 2008 3:29 PM
To: Mcclure, Joe T CIV NAVSURFWARCENDIV; (b) (6)
Cc: Levitas, Karina; Wallis, Christopher; Lewis, Aaron <CTR>; Mirsky, Craig; Eickenhorst, Marisa <CTR>; (b) (6); Whalen, Dick; Johns, Malcolm
Subject: FW: INFO - BioWatch NCR Field Ops IAA/SOW, ver-4, dated 16Jul08 ** and ** Naval Sea Systems Command
Importance: High
Follow Up Flag: Follow up
Flag Status: Completed
Attachments: 20080716-NSSC-BioWatch NCR Sample Collections IAA ver-4.doc



20080716-NSSC-Bio
Watch NCR Sam...

Joe McC & Linda M.,

During our DHS/OPO Contracting IPT telecom this morning, I was advised by Chris W. (DHS OPO Contracting Officer) and Karina L. (DHS OPO Contract Specialist) that the atch IAA is scheduled to be awarded to you No Later Than 15Sep08. I need to ensure that the start of the new Task Order under your contract is coordinated w/ LLNL so that there is no break in NCR Field Ops coverage and, we have a two (2) weeks of overlap. To this end, I would appreciate your answers to the following questions:

1. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, how long will it take for you to award a contract to your performing contractor??;
2. How soon after NAVSURFWARCENDIV awards the new Task Order to your performing contracting will they be ready to start the transition from LLNL??;
3. Assuming a DHS OPO award to NAVSURFWARCENDIV on 15Sep08, will your finance office have any issues w/ accepting the DHS OPO funding??; and,
4. What is the NAVSURFWARCENDIV contract number that will be used on this new Task Order??

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) - [redacted] DHS Office

(b)(2)Low, (b)(6) BioWatch SPO
Cell
DHS Fax

From: Ranhofer, Robert
Sent: Friday, August 01, 2008 6:02 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Lewis, Aaron <CTR>; (b)(6); Eickenhorst, Marisa <CTR>;
(b)(6) Johns, Malcolm
Subject: INFO - BioWatch NCR Field Ops IAA/SOW ** and ** Naval Sea Systems Command

Joe McC

Hope this e-mail finds you well

The Interagency Agreement (IAA)/SOW for the BioWatch NCR Field Operations is being processed in our DHS Office of Procurement Operations (OPO). I don't know if our procurement office has contacted you so I wanted to send you an advance copy of the IAA/SOW that is being processed by OPO.

Pls let me know if you have any questions,

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager
Early Detection Division
Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

**Statement of Work for
BioWatch Field
Monitoring in the National
Capitol Region, (b)(2) High**

**U.S. Department of Homeland Security
Office of Health Affairs
*Early Detection Division***

I. Requiring Organization

The requiring organization for this Statement of Work (SOW) is:

U.S. Department of Homeland Security
Office of Health Affairs/Early Detection Division
Washington, D.C. 20528

II. Objective

The objective of this Statement of Work (SOW) is to provide continuous, daily retrieval of BioWatch samples, and deliver them to the proper laboratory for analysis following a rigorous set of procedures to ensure sample integrity; maintain the Chain of Custody (CoC) for each sample; maintain the equipment; keep an adequate level of inventory, and provide surge capacity during increased operations, as well as special events, when required.

III. Background

The U.S. Department of Homeland Security (DHS) is committed to defending the homeland against terrorist attacks and catastrophic events, including medical disasters and biological threats. The DHS Office of Health Affairs (OHA) serves as the principal responsible agent for all medical and public health matters required to support these activities. Through integrated efforts with local, state, tribal, and federal governments and the private sector, the OHA leads the DHS role in establishing a scientifically rigorous, intelligence-based medical and bio-defense architecture program to help protect the health and medical security of the homeland. The Chemical and Biological Early Detection (CBED) Systems Program Office (SPO) supports this effort through the deployment of a nationwide system conducting surveillance for aerosolized exposures caused by intentional release of biological agents in the nation's most populous cities and venues. DHS OHA provides program oversight and funds to BioWatch partners including many city, county, state, National Laboratories, and key federal agencies in execution of the Program through the BioWatch Program execution plan.

The CBED SPO requires the Naval Sea Systems Command to contract for support services. The performer shall be responsible for organizing and managing the local field collection teams who perform the daily BioWatch sample collection activities and routine equipment maintenance in

1 of 15

Distribution is authorized to U.S. government agencies only. Contains information that may be exempt from public release under the Freedom of Information Act. Before this SOW is released to the public, approval is required by the Department of Homeland Security Office of Health Affairs.

the NCR jurisdiction. The performer shall collect samples daily; including holidays, from the fielded BioWatch collectors located at multiple geographically dispersed sites (above ground and below ground) in (b) (2) High, and other locations as determined by DHS. The performer shall then transport samples to the NCR BioWatch Laboratory in (b) (2) High, and to the Centers for Disease Control and Prevention (CDC)-designated Laboratory Response Network (LRN) laboratories (analyzing laboratories) in (b)(2) High for analysis, by the established delivery time. Due to the serious nature of the information from sample analysis, an emphasis has been placed on sample integrity, CoC, and personnel security. The performer shall strictly adhere to specified Sample Management System (SMS) CoC procedures during all sample collection activities. In addition to sample collection activities, the performer shall maintain aerosol samplers and associated audit devices by providing the full range of scheduled and unscheduled maintenance services and purchasing replacement units when required. The list of currently DHS approved samplers includes the Portable Sampling Unit (PSU) and the Dry Filter Unit (DFU). However, DHS is considering the Airborne Sample Analysis Platform (ASAP) for formal approval for field operations.

IV. Scope of Work

The U. S. Naval Sea Systems Command shall contract for the tasks described in this Statement of Work:

Task 1. Task Area Management

The performer shall provide administrative management of BioWatch activities as identified in Section 10 of the BioWatch Field Monitoring Standard Operating Procedure (SOP). In addition, the performer will be required to submit programmatic documentation (cost, activity, schedule, and performance reports) and attend meetings at the invitation of the program office. All deliverables shall be provided to the Contracting Officer Technical Representative (COTR), or to his/her designee, as specified in this Statement of Work.

Task 2. Sample Collection

The goal of this program element is to collect a sample every 24 hours, seven days a week.

The performer's field operators shall collect a sample by removing an exposed filter holder and installing a clean filter holder every 24 hours, seven days a week, and transport the exposed samples from the (b)(2) High collection areas to their respective LRN laboratories for analysis on weekdays and all samples to the NCR LRN on weekends. DHS will provide the exact locations of the sites and the locations of the laboratories upon acceptance of the Interagency Agreement and non-disclosure agreements. Field operators shall use the filter handling and exchange protocols identified in the BioWatch Field Operations SOP to avoid cross contamination and provide CoC tracking services using hardcopy sample management forms and PDA Devices with SMS software as stated in the SOP.

The performer is required to clean filter holders and cassettes, assemble cassettes with clean filters into filter holders, and barcode the filter holders with a filter holder number identifying the sample uniquely.

The performer shall remove and install filter holders from collector units at sampling sites, use a PDA and associated software to manage information according to the SOP.

The performer shall transport exposed sample filter holders back to either a field office where they are logged into the SMS database and then to the analyzing laboratories where they are received and accepted, or directly to the analyzing laboratories if space is made available for an exposed filter assembly transfer area and SMS. The CoC record is complete for field operations when the sample is received at the analyzing laboratory; both hardcopy forms, signature on sample evidence bag and the SMS constitute successful CoC records for transfer of the sample from the field operator to the analyzing laboratory personnel.

(b)(2) High

, unless there are extenuating circumstances (e.g., extreme weather affecting driving times, unexpected road construction, collector accessibility). The performer shall notify a designated analyzing laboratory contact and the Task Manager immediately when the daily delivery time will not be met that day.

Task 3. Operations and Maintenance Activities:

3a. Supply Management: The performer shall be responsible to perform the following activities:

1. Procure repairable and consumable material required to support field operations as identified in the field SOP. An electronic inventory of consumable supplies shall be maintained with three months of supply on-hand at all times, as safety stock. The performer may recommend changes in the supply levels to the COTR after coordination with the CBED SPO.
2. Store parts, spare equipment, collectors, and program office material. The performer shall be responsible for all material during storage. The performer shall provide for secure storage, controlled environmental storage, and other storage as required.
3. Pack, ship, and handle material and equipment as directed by the CBED SPO.
4. Account for all equipment identified as government furnished materiel.
5. Dispose of government furnished materiel and equipment when directed.
6. Locations of the equipment and material (information) must be provided to the COTR as required.

3b. Maintenance Management: The performer shall be responsible to perform the following activities:

1. The performer shall develop and manage a maintenance services program for Government Furnished Equipment (GFE) to allow for continuous operations (Objective: 100% availability) (see Part 7 Government Furnished Resources and Information).
2. The performer will operate and maintain collectors, perform inspections, troubleshooting, calibrations, and provide maintenance and repair according to the schedule in the field operations SOP.

3. The performer shall, at a minimum, report status and problems to the DHS COTR in the format and frequency specified in the field operations SOP.
4. The performer shall notify the DHS COTR if the contractor finds a collector inoperable at a site in accordance with (IAW) the field operations SOP.
5. The performer will collect maintenance related data IAW the field operations SOP, on each collector so that reliability, availability, and maintainability data can be ascertained.
6. The performer will track all equipment shipped to the OEM for repair and return.

3c. The performer shall ensure the availability of internal (contractor owned) resources, e.g., an assigned project vehicle for use by project personnel to perform all required activities in this contract. The performer shall maintain equipment, including transportation, in road-ready condition to allow deployment and field operations on a continuous basis.

3d. Value Engineering. The performer may recommend new technology or processes that would improve quality, safety, reliability, and/or reductions in cost. Based on those recommendations, the COTR may ask the contractor to submit value engineering change proposals for consideration by the CBED change control board. No changes will be implemented prior to OHA approval and subsequent incorporation as a written modification to the contract.

3e. BWEPP Support. The performer shall support annual evaluations conducted by the CBED SPO. Support includes allowing CBED SPO representatives to observe collection activities, access all sites, and review all maintenance and collection data and all corrective actions taken by the jurisdiction.

Task 4. Information Technology Systems Operations and Maintenance

The performer shall operate Information Technology systems, manage the CoC record with the SMS, and communicate problems or issues to the appropriate parties.

The performer shall operate and maintain the SMS in accordance with to the Field Operations SOP and advisory notices from DHS. The performer shall carry a customized PDA during collections and scan bar codes to store requisite data; at the completion of field operator collections the operator shall then sync the PDA field data with the SMS database as specified in the SOP. The geographic location of the SMS database is either at the analytical lab or a field office. DHS, or its designee, will provide SMS software and training. The performer shall provide for the maintenance and repair of PDAs, desktop terminals, and other associated hardware and software. The performer shall perform upgrades as directed by the DHS COTR.

Task 5. Transition Management

5a. The performer shall develop, document and monitor the execution of a transition plan that may be used to transition tasks and materials to a new contractor, or to the DHS, in the event of a follow-on contract or task order. The plan shall incorporate the inventory of all services and materials developed that will be required to fully perform the services provided under this contract. The plan shall include a schedule of briefings, including dates and times and resources allotted, that will be required to fully transition all material developed to the follow-on contractor

or DHS, and will provide the names of individuals that will be responsible for fully briefing their follow-on counterparts. The plan is to ensure that the follow-on contractor, or the DHS, shall be provided with sufficient information and be fully briefed at least 30-days before the current expiration date of the task order, to provide adequate time for the new contractor to have their personnel completely familiar with the requirements and in place on the turnover date. The performer shall plan for a 2-week transition period. The plan shall provide the contact information for individuals who will be assigned to the transition team and their roles.

5b. The performer shall participate in transition meetings with the COTR and program staff, and representatives of the successor contractor or DHS. The purpose of these meetings will be to review program materials and to establish preparatory steps for an effective transition.

5c. The transition plan will be due to DHS, or to its designee, 90-days prior to the end of the period of performance.

Task 6. Emergency/Critical/Surge Support

The performer shall be prepared to provide additional support under task 6a 'Special Events', task 6b 'Surge Support', and task 6c 'New Technology Integration'. Contractor delivery of these additional support tasks is subject to the issuance of a task order by the Naval Sea Systems Command.

6a. Special Events. The performer shall support special events with the placement of additional samplers within 24 hours of receipt of units provided by DHS. The performer shall operate and maintain these samplers and perform collections (up to twice daily) for special events per the COTR's direction. Following the special event, the performer shall remove samplers, prepare them for shipment; ship and/or store them within 48 hours of receipt of instructions from the COTR.

For planning purposes, DHS estimates two special events annually. Each of these special events may last up to two weeks in duration.

6b. Surge Support. The performer shall be prepared to accommodate twice-a-day sample collection across the entire (b)(2) High area network of samplers within 24 hours notice by the COTR.

For planning purposes, DHS estimates two surge requirements annually; each lasting two weeks in duration.

6c. New Technology Integration. DHS continually assesses new technology and equipment for insertion into the CBED program. DHS may elect to supplement the (b)(2) High area with new equipment items and/or evaluate new sampling techniques. The performer shall be prepared to install, operate, and maintain new technology items and perform sample collection as per direction of the COTR.

For planning purposes, DHS estimates to introduce a new piece of technology once during the Interagency Agreement period of performance. Up to 25 samplers may be inserted into the (b)(2) High areas with an anticipated duration lasting six months to one year.

V. Other Contract Details

1. **Period of Performance.** The period of performance for this SOW shall be for a Base Period of 12 months upon award and signing by all parties of this Interagency Agreement. DHS can choose to exercise an option year if it decides to and if funds are available. DHS can choose to exercise up to 3 additional option years.

2. **Travel.** Travel may be required in the performance of the duties listed herein. It is anticipated that travel will be limited to the continental United States. The DHS Technical Representative, or his/her designee, must approve all additional travel. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

3. **Other Direct Costs (ODC).** Distribution, Handling and Disposition costs associated with Task 3 will be required in the performance of this Statement of Work. DHS estimates \$35,000 may be required to acquire, ship, store, maintain, or dispose of equipment and materiel belonging to DHS that is in reserve or otherwise not placed into service per the direction of the COTR.

To be reimbursed for ODCs, invoices must provide a detailed breakdown of the actual expenditures incurred. Performer shall maintain the original or legible copy of receipts for all ODCs invoiced. DHS reserves the right to request evidence of any ODCs requesting reimbursement.

4. DHS-Furnished Information.

- a. DHS will provide equipment, information, materials, and forms, to the Naval Sea Systems Command to support tasks under this SOW.
- b. The DHS Technical Representative identified in this SOW, or his designee, will be the Point of Contact (POC) for identifying required information to be supplied by DHS.
- c. DHS will provide guidelines to the Naval Sea Systems Command to use in preparing any documentation (e.g., report deliverables or monthly status reports).

5. **Place of Performance.** The performer will perform the work under this SOW in contractor facilities located in the NCR. In addition, the performer will have two representatives available to attend the annual BioWatch National Workshop (The location of the 2009 BioWatch National Workshop has not yet been determined.).

6. Government-Furnished Property.

- a. DHS will provide Government-Furnished Property (GFP) to the Naval Sea Systems Command.

b. Acquisition of Government Property

Prior to purchasing any property (or equipment) with an acquisition unit cost equal to or exceeding \$5,000.00, that is required to support technical tasks performed pursuant to this SOW, the contractor shall obtain prior written consent from the DHS Contracting Officer's Technical Representative (COTR). Title to Government property is determined based on the title provisions listed in the government property clause (e.g. FAR 52.245-1 [JUN 2007]) in the contract.

c. Management of Government Property

The contractor shall manage government property in accordance with the government property clause (e.g. FAR 52.245-1 [JUN 2007]) and any specific terms and conditions listed in the contract.

d. Disposal of Government Property

The performer in accordance with their approved scrap procedure, or industry leading best practice can dispose of government property that is in a scrap condition and can no longer support the BioWatch Program. For government property, in a condition other than scrap, the performer and its contractor shall submit a Standard Form 1428, Inventory Disposal Schedule, to the DHS COTR, for disposition instructions. Disposal condition codes are listed in 41CFR102-36.240. The performer and/or its contractor shall flow down all government property provisions (e.g. FAR 52.245-1 [JUN 2007]) listed in the prime contract to their subcontractors. This requirement is derived from FAR 52.245-1(f)(1)(v), Subcontractor control. The DHS COTR, will determine the final disposition of government property and provide written disposal instructions to the contractor.

7. **Deliverables.** The Naval Sea Systems Command will provide all deliverables listed in the table below directly to the DHS Technical Representative, or to his designee, with a copy of the transmittal letter to the DHS Contracting Officer, the Financial Analyst, and to the CBED SPO Business Manager.

DELIVERABLE TITLE	FREQUENCY	# OF COPIES or Deliverable	RECEIVING PARTY(S)
Task 1 Task Area Management			
1.1. Prepare Activity and Cost Reports	5 th day of each month	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR/CO Electronic copy emailed to TR
1.2. Develop the Training Plan	Draft 15 days after award Final 30 days after contract award	Microsoft Office Document 1 printed copy	Printed copy to TR/COTR
1.3. Prepare Maintenance and Retention Reports	Upon completion of activity	Microsoft Office Document	Provide electronic copies to TR, when requested

Task 2 Sample Collection			
2.1. Develop the work plan, routes, and collection schedules	Initially and once whenever modified	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy to TR
2.2 Collect and transport exposed filters to designated laboratories IAW the SOP, and maintain record of actions	Once every 24 hours, seven day a week	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
2.3 Contractor shall notify the designated laboratory contact and the TR when filter delivery times will not be met	Immediately upon knowledge of delinquency	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to laboratory and TR immediately
Task 3 Operations and Maintenance Activities			
3.1 Maintain proper supply management activities in accordance with the SOP	Throughout period of performance	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
3.2 Store, ship, handle, account for, and dispose of all equipment IAW the SOP and TR direction	Throughout period of performance	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
3.3. Develop the Maintenance Plan and Maintain equipment	Draft 15 days after award Final 30 days after award	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
3.4. Prepare Supply Status Reports	Upon Request Within 5 days	Microsoft Office 1 electronic copy	Electronic copy to TR
3.5. Prepare Collector Inoperable Exception Report	As required, and no later than 48 hours	Electronic notification	Provide electronic copy to TR immediately
3.6. Prepare Asset Management (property accounting) reports	Quarterly or whenever changes occur	Microsoft Office 1 electronic copy	Electronic copy to TR
3.7. Prepare Maintenance activity and Status reports	Monthly Within the first 5 days	Microsoft Office 1 electronic copy	Electronic copy to TR
3.8 Maintain readiness of equipment and vehicles needed to perform required activities	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy to TR, when requested
3.9. Prepare Value engineering change proposals	As required	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
3.10. Support and allow CBED representatives to observe collections, access all sites, and review all maintenance and collection data, and all correction actions taken by jurisdiction	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy of CBED representative support activities to TR, when requested

Task 4 Information Technology Systems Operations and Maintenance			
4.1. Operate Information Technology systems to manage Chain of Custody, Sample Management System, and communicate to appropriate parties IAW SOP	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy to TR, when requested
4.2. Information Technology Status Report	Monthly Within the first 5 days	Microsoft Office Document 1 electronic copy	Electronic copy emailed to TR
Task 5 Transition Management			
5.1. Develop the Transition Plan	90 days before contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.2. Develop inventory of all services and materials required to perform this contract	NLT 30 days before contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.3. Participate in transition meeting with COTR, Program Staff, and TR	As required by COTR and TR	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.4. Develop and execute a two-week transition period	Two weeks after contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
Task 6 Emergency / Critical Support (upon award of contract options)			
6.1. Prepare Special Events Operations Plan and support special events as required	As required, Within 12 hours	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
6.2. Prepare Surge Operations Plan	As required Within 24-36 hours	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
6.3. Prepare New Technology Integration Plan	In coordination with COTR	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
Program Status Report	15 th day of each month	Microsoft Excel Document 4 electronic copies <i>*Monthly Status Report template to be provided upon award</i>	Emailed copies to COTR/Technical Rep. (designee); Financial Analysts; & to SPO Business Manager

8. Publications and Communications Concerning Work Performed Under this SOW.

All public communication referencing the work performed under this SOW shall be coordinated between the Naval Sea Systems Command and the DHS COTR or his/her designee.

9. Security Requirements.

- a. All planned work performed under this contract is unclassified and/or designated as For Official Use Only.
- b. If classified work is required under the contract, then DHS will provide specific guidance as to what work will be conducted in a classified manner, at what classification level and in accordance with government orders, guides or directives. DHS will provide specific guidance via DD Form 254.

10. Technical Requirements. The performer's personnel will require access to government, contractor, and private facilities in the performance of this contract. The performer's personnel will need access to sensitive DHS information in order to correctly price this contract.

Qualified Personnel

Each contractor employee performing field operation activities shall have the skills and technical background necessary to complete the tasks described in this SOW and the following:

1. Be a United States citizen
2. May begin work with an interim background check, but may be subject to additional local clearances
3. Shall complete a DHS suitability check, using DHS form 1100.25
4. Have a valid U. S. driver's license
5. Be able to lift fifty pounds
6. Receive specific training and certifications covering all aspects of field work, including:
 - a. Equipment operation and maintenance
 - b. Testing of the equipment for proper operation of the sampling instruments
 - c. Sample handling tasks to include proper bagging procedures, operation of collectors, and Personal Digital Assistant (PDA) operations
 - d. Receiving and cleaning exposed holder assemblies and filter cassettes for the collectors
 - e. Assembly of filter cassettes and holders for the collectors
 - f. CoC, decontamination procedures and contamination avoidance
 - g. Inspecting, troubleshooting, repairing, and calibrating the collectors
 - h. Use of the SMS

Performer and/or Contractor

In the event of personnel changes, the performer shall notify the DHS Technical Representative, or his/her designee, and any of the analyzing laboratories that the new personnel will need access to the analyzing laboratory facilities. This will allow the analyzing laboratories to update personnel security requirements.

The performer shall arrange for training, documentation, and certification of new personnel. DHS will provide training for the initial cadre of field collections personnel, and three selected individual as a train-the-trainer certification.

The performer shall ensure that all employees performing work under this contract have been provided any and all health and safety training required by law, regulation, or DHS policy and given occupational health physicals and be entered in an occupational health surveillance program. The performer shall maintain training records with dates for initial, recurring, and refresher training with employee information. Training and Personnel records will be retained for the life of the contract plus 90 days.

11. Program Status Report. The performer will deliver a monthly program status report to the DHS Technical Representative, his designee, Financial Analyst, and to the CBED SPO Business Manager no later than the 15th of the month. The monthly status report must contain accomplishments, upcoming events, risks encountered and mitigation measures taken, and financial information broken out by Program Element and by task within each Program Element (amounts in reserve, amounts obligated, amounts expended, and available balances). The report will also contain percent completion for each task. DHS will provide the template upon award of this effort.

12. Funding Requirements.

(b) (5)

(b) (5)

(b) (5)

(b) (5)

VI. Points of Contact

Naval Sea Systems Command Points of Contact are:

- Technical POC:

Joe McClure
Naval Surface Warfare Center / Indian Head Division
Acquisition Engineering Office
4072 North Jackson Road
Indian Head, MD 20640
Tel: (b) (6)
Email: (b) (6)

- Financial POC:

Linda Murphy

(b) (6)

(b) (6)

4072 North Jackson Road

Indian Head, MD 20640

Tel: (b) (6)

Email: (b) (6)

DHS Points of Contact are:

- DHS Technical Representative(s):

Jeffrey Stiefel, Ph.D.

U.S. Department of Homeland Security

Office of Health Affairs/Early Detection Division

Chemical and Biological Early Detection Systems Program Office

Washington, DC 20528

Tel: (b)(2)Low, (b)(6)

Fax: (b)(6)

Email: (b)(6)

Robert Ranhofer

U.S. Department of Homeland Security

Office of Health Affairs/Early Detection Division

Chemical and Biological Early Detection Systems Program Office

Washington, DC 20528

Tel: (b)(2)Low, (b)(6)

Fax: (b)(6)

Email: (b)(6)

- DHS Contracting Officer:
Christopher Wallis
Department of Homeland Security
Office of Procurement Operations
Preparedness & Intelligence Division
Tel: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)

- Financial Analyst:
Christina Girardi
Contractor in Support of the Department of Homeland Security
Washington, DC 20528
Tel: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)

- CBED SPO Technical Representative:
Kenn Phillips
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)
- CBED SPO Technical Representative (Alternate):
Dick Whalen
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)
- CBED SPO Business Manager:
Marisa Eickenhorst
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)

DHS may change the individual designated as a POC upon notice to Naval Sea Systems Command of such change.

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Friday, August 01, 2008 6:02 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Lewis, Aaron <CTR>; Mirsky, Craig; Eickenhorst, Marisa <CTR>(b) (6)
(b) (6); Johns, Malcolm
Subject: INFO - BioWatch NCR Field Ops IAA/SOW ** and ** Naval Sea Systems Command
Attachments: NSSC_NCR Sample Collections IAA (07_14_2008)(v3).doc



NSSC_NCR Sample
Collections IA...

Joe McC

Hope this e-mail finds you well

The Interagency Agreement (IAA)/SOW for the BioWatch NCR Field Operations is being processed in our DHS Office of Procurement Operations (OPO). I don't know if our procurement office has contacted you so I wanted to send you an advance copy of the IAA/SOW that is being processed by OPO.

Pls let me know if you have any questions,

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

**Statement of Work for
BioWatch Field
Monitoring in the National
Capitol Region, (b)(2) High**

**U.S. Department of Homeland Security
Office of Health Affairs
*Early Detection Division***

I. Requiring Organization

The requiring organization for this Statement of Work (SOW) is:

U.S. Department of Homeland Security
Office of Health Affairs/Early Detection Division
Washington, D.C. 20528

II. Objective

The objective of this Statement of Work (SOW) is to provide continuous, daily retrieval of BioWatch samples, and deliver them to the proper laboratory for analysis following a rigorous set of procedures to ensure sample integrity; maintain the Chain of Custody (CoC) for each sample; maintain the equipment; keep an adequate level of inventory, and provide surge capacity during increased operations, as well as special events, when required.

III. Background

The U.S. Department of Homeland Security (DHS) is committed to defending the homeland against terrorist attacks and catastrophic events, including medical disasters and biological threats. The DHS Office of Health Affairs (OHA) serves as the principal responsible agent for all medical and public health matters required to support these activities. Through integrated efforts with local, state, tribal, and federal governments and the private sector, the OHA leads the DHS role in establishing a scientifically rigorous, intelligence-based medical and bio-defense architecture program to help protect the health and medical security of the homeland. The Chemical and Biological Early Detection (CBED) Systems Program Office (SPO) supports this effort through the deployment of a nationwide system conducting surveillance for aerosolized exposures caused by intentional release of biological agents in the nation's most populous cities and venues. DHS OHA provides program oversight and funds to BioWatch partners including many city, county, state, National Laboratories, and key federal agencies in execution of the Program through the BioWatch Program execution plan.

The CBED SPO requires the Naval Sea Systems Command to contract for support services. The performer shall be responsible for organizing and managing the local field collection teams who perform the daily BioWatch sample collection activities and routine equipment maintenance in

1 of 15

Distribution is authorized to U.S. government agencies only. Contains information that may be exempt from public release under the Freedom of Information Act. Before this SOW is released to the public, approval is required by the Department of Homeland Security Office of Health Affairs.

the NCR jurisdiction. The performer shall collect samples daily; including holidays, from the fielded BioWatch collectors located at multiple geographically dispersed sites (above ground and below ground) in (b) (2) High, and other locations as determined by DHS. The performer shall then transport samples to the NCR BioWatch Laboratory in (b) (2) High and to the Centers for Disease Control and Prevention (CDC)-designated Laboratory Response Network (LRN) laboratories (analyzing laboratories) in (b)(2) High for analysis, by the established delivery time. Due to the serious nature of the information from sample analysis, an emphasis has been placed on sample integrity, CoC, and personnel security. The performer shall strictly adhere to specified Sample Management System (SMS) CoC procedures during all sample collection activities. In addition to sample collection activities, the performer shall maintain aerosol samplers and associated audit devices by providing the full range of scheduled and unscheduled maintenance services and purchasing replacement units when required. The list of currently DHS approved samplers includes the Portable Sampling Unit (PSU) and the Dry Filter Unit (DFU). However, DHS is considering the Airborne Sample Analysis Platform (ASAP) for formal approval for field operations.

IV. Scope of Work

The U. S. Naval Sea Systems Command shall contract for the tasks described in this Statement of Work:

Task 1. Task Area Management

The performer shall provide administrative management of BioWatch activities as identified in Section 10 of the BioWatch Field Monitoring Standard Operating Procedure (SOP). In addition, the performer will be required to submit programmatic documentation (cost, activity, schedule, and performance reports) and attend meetings at the invitation of the program office. All deliverables shall be provided to the Contracting Officer Technical Representative (COTR), or to his/her designee, as specified in this Statement of Work.

Task 2. Sample Collection

The goal of this program element is to collect a sample every 24 hours, seven days a week.

The performer's field operators shall collect a sample by removing an exposed filter holder and installing a clean filter holder every 24 hours, seven days a week, and transport the exposed samples from the (b)(2) High collection areas to their respective LRN laboratories for analysis on weekdays and all samples to the NCR LRN on weekends. DHS will provide the exact locations of the sites and the locations of the laboratories upon acceptance of the Interagency Agreement and non-disclosure agreements. Field operators shall use the filter handling and exchange protocols identified in the BioWatch Field Operations SOP to avoid cross contamination and provide CoC tracking services using hardcopy sample management forms and PDA Devices with SMS software as stated in the SOP.

The performer is required to clean filter holders and cassettes, assemble cassettes with clean filters into filter holders, and barcode the filter holders with a filter holder number identifying the sample uniquely.

The performer shall remove and install filter holders from collector units at sampling sites, use a PDA and associated software to manage information according to the SOP.

The performer shall transport exposed sample filter holders back to either a field office where they are logged into the SMS database and then to the analyzing laboratories where they are received and accepted, or directly to the analyzing laboratories if space is made available for an exposed filter assembly transfer area and SMS. The CoC record is complete for field operations when the sample is received at the analyzing laboratory; both hardcopy forms, signature on sample evidence bag and the SMS constitute successful CoC records for transfer of the sample from the field operator to the analyzing laboratory personnel.

(b)(2) High [REDACTED] 10:00 a.m. to [REDACTED], unless there are extenuating circumstances (e.g., extreme weather affecting driving times, unexpected road construction, collector accessibility). The performer shall notify a designated analyzing laboratory contact and the Task Manager immediately when the daily delivery time will not be met that day.

Task 3. Operations and Maintenance Activities:

3a. Supply Management: The performer shall be responsible to perform the following activities:

1. Procure repairable and consumable material required to support field operations as identified in the field SOP. An electronic inventory of consumable supplies shall be maintained with three months of supply on-hand at all times, as safety stock. The performer may recommend changes in the supply levels to the COTR after coordination with the CBED SPO.
2. Store parts, spare equipment, collectors, and program office material. The performer shall be responsible for all material during storage. The performer shall provide for secure storage, controlled environmental storage, and other storage as required.
3. Pack, ship, and handle material and equipment as directed by the CBED SPO.
4. Account for all equipment identified as government furnished materiel.
5. Dispose of government furnished materiel and equipment when directed.
6. Locations of the equipment and material (information) must be provided to the COTR as required.

3b. Maintenance Management: The performer shall be responsible to perform the following activities:

1. The performer shall develop and manage a maintenance services program for Government Furnished Equipment (GFE) to allow for continuous operations (Objective: 100% availability) (see Part 7 Government Furnished Resources and Information).
2. The performer will operate and maintain collectors, perform inspections, troubleshooting, calibrations, and provide maintenance and repair according to the schedule in the field operations SOP.

3. The performer shall, at a minimum, report status and problems to the DHS COTR in the format and frequency specified in the field operations SOP.
4. The performer shall notify the DHS COTR if the contractor finds a collector inoperable at a site in accordance with (IAW) the field operations SOP.
5. The performer will collect maintenance related data IAW the field operations SOP, on each collector so that reliability, availability, and maintainability data can be ascertained.
6. The performer will track all equipment shipped to the OEM for repair and return.

3c. The performer shall ensure the availability of internal (contractor owned) resources, e.g., an assigned project vehicle for use by project personnel to perform all required activities in this contract. The performer shall maintain equipment, including transportation, in road-ready condition to allow deployment and field operations on a continuous basis.

3d. Value Engineering. The performer may recommend new technology or processes that would improve quality, safety, reliability, and/or reductions in cost. Based on those recommendations, the COTR may ask the contractor to submit value engineering change proposals for consideration by the CBED change control board. No changes will be implemented prior to OHA approval and subsequent incorporation as a written modification to the contract.

3e. BWEPP Support. The performer shall support annual evaluations conducted by the CBED SPO. Support includes allowing CBED SPO representatives to observe collection activities, access all sites, and review all maintenance and collection data and all corrective actions taken by the jurisdiction.

Task 4. Information Technology Systems Operations and Maintenance

The performer shall operate Information Technology systems, manage the CoC record with the SMS, and communicate problems or issues to the appropriate parties.

The performer shall operate and maintain the SMS in accordance with to the Field Operations SOP and advisory notices from DHS. The performer shall carry a customized PDA during collections and scan bar codes to store requisite data; at the completion of field operator collections the operator shall then sync the PDA field data with the SMS database as specified in the SOP. The geographic location of the SMS database is either at the analytical lab or a field office. DHS, or its designee, will provide SMS software and training. The performer shall provide for the maintenance and repair of PDAs, desktop terminals, and other associated hardware and software. The performer shall perform upgrades as directed by the DHS COTR.

Task 5. Transition Management

5a. The performer shall develop, document and monitor the execution of a transition plan that may be used to transition tasks and materials to a new contractor, or to the DHS, in the event of a follow-on contract or task order. The plan shall incorporate the inventory of all services and materials developed that will be required to fully perform the services provided under this contract. The plan shall include a schedule of briefings, including dates and times and resources allotted, that will be required to fully transition all material developed to the follow-on contractor

or DHS, and will provide the names of individuals that will be responsible for fully briefing their follow-on counterparts. The plan is to ensure that the follow-on contractor, or the DHS, shall be provided with sufficient information and be fully briefed at least 30-days before the current expiration date of the task order, to provide adequate time for the new contractor to have their personnel completely familiar with the requirements and in place on the turnover date. The performer shall plan for a 2-week transition period. The plan shall provide the contact information for individuals who will be assigned to the transition team and their roles.

5b. The performer shall participate in transition meetings with the COTR and program staff, and representatives of the successor contractor or DHS. The purpose of these meetings will be to review program materials and to establish preparatory steps for an effective transition.

5c. The transition plan will be due to DHS, or to its designee, 90-days prior to the end of the period of performance.

Task 6. Emergency/Critical/Surge Support

The performer shall be prepared to provide additional support under task 6a 'Special Events', task 6b 'Surge Support', and task 6c 'New Technology Integration'. Contractor delivery of these additional support tasks is subject to the issuance of a task order by the Naval Sea Systems Command.

6a. Special Events. The performer shall support special events with the placement of additional samplers within 24 hours of receipt of units provided by DHS. The performer shall operate and maintain these samplers and perform collections (up to twice daily) for special events per the COTR's direction. Following the special event, the performer shall remove samplers, prepare them for shipment; ship and/or store them within 48 hours of receipt of instructions from the COTR.

For planning purposes, DHS estimates two special events annually. Each of these special events may last up to two weeks in duration.

6b. Surge Support. The performer shall be prepared to accommodate twice-a-day sample collection across the entire (b)(2) High area network of samplers within 24 hours notice by the COTR.

For planning purposes, DHS estimates two surge requirements annually; each lasting two weeks in duration.

6c. New Technology Integration. DHS continually assesses new technology and equipment for insertion into the CBED program. DHS may elect to supplement the (b)(2) High area with new equipment items and/or evaluate new sampling techniques. The performer shall be prepared to install, operate, and maintain new technology items and perform sample collection as per direction of the COTR.

For planning purposes, DHS estimates to introduce a new piece of technology once during the Interagency Agreement period of performance. Up to 25 samplers may be inserted into the (b)(2) High areas with an anticipated duration lasting six months to one year.

V. Other Contract Details

1. Period of Performance. The period of performance for this SOW shall be for a Base Period of 12 months upon award and signing by all parties of this Interagency Agreement. DHS can choose to exercise an option year if it decides to and if funds are available. DHS can choose to exercise up to 3 additional option years.

2. Travel. Travel may be required in the performance of the duties listed herein. It is anticipated that travel will be limited to the continental United States. The DHS Technical Representative, or his/her designee, must approve all additional travel. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

3. Other Direct Costs (ODC). Distribution, Handling and Disposition costs associated with Task 3 will be required in the performance of this Statement of Work. DHS estimates \$35,000 may be required to acquire, ship, store, maintain, or dispose of equipment and materiel belonging to DHS that is in reserve or otherwise not placed into service per the direction of the COTR.

To be reimbursed for ODCs, invoices must provide a detailed breakdown of the actual expenditures incurred. Performer shall maintain the original or legible copy of receipts for all ODCs invoiced. DHS reserves the right to request evidence of any ODCs requesting reimbursement.

4. DHS-Furnished Information.

- a. DHS will provide equipment, information, materials, and forms, to the Naval Sea Systems Command to support tasks under this SOW.
- b. The DHS Technical Representative identified in this SOW, or his designee, will be the Point of Contact (POC) for identifying required information to be supplied by DHS.
- c. DHS will provide guidelines to the Naval Sea Systems Command to use in preparing any documentation (e.g., report deliverables or monthly status reports).

5. Place of Performance. The performer will perform the work under this SOW in contractor facilities located in the NCR. In addition, the performer will have two representatives available to attend the annual BioWatch National Workshop (The location of the 2009 BioWatch National Workshop has not yet been determined.).

6. Government-Furnished Property.

- a. DHS will provide Government-Furnished Property (GFP) to the Naval Sea Systems Command.

b. Acquisition of Government Property

Prior to purchasing any property (or equipment) with an acquisition unit cost equal to or exceeding \$5,000.00, that is required to support technical tasks performed pursuant to this SOW, the contractor shall obtain prior written consent from the DHS Contracting Officer's Technical Representative (COTR). Title to Government property is determined based on the title provisions listed in the government property clause (e.g. FAR 52.245-1 [JUN 2007]) in the contract.

c. Management of Government Property

The contractor shall manage government property in accordance with the government property clause (e.g. FAR 52.245-1 [JUN 2007]) and any specific terms and conditions listed in the contract.

d. Disposal of Government Property

The performer in accordance with their approved scrap procedure, or industry leading best practice can dispose of government property that is in a scrap condition and can no longer support the BioWatch Program. For government property, in a condition other than scrap, the performer and its contractor shall submit a Standard Form 1428, Inventory Disposal Schedule, to the DHS COTR, for disposition instructions. Disposal condition codes are listed in 41CFR102-36.240. The performer and/or its contractor shall flow down all government property provisions (e.g. FAR 52.245-1 [JUN 2007]) listed in the prime contract to their subcontractors. This requirement is derived from FAR 52.245-1(f)(1)(v), Subcontractor control. The DHS COTR, will determine the final disposition of government property and provide written disposal instructions to the contractor.

7. Deliverables. The Naval Sea Systems Command will provide all deliverables listed in the table below directly to the DHS Technical Representative, or to his designee, with a copy of the transmittal letter to the DHS Contracting Officer, the Financial Analyst, and to the CBED SPO Business Manager.

DELIVERABLE TITLE	FREQUENCY	# OF COPIES or Deliverable	RECEIVING PARTY(s)
Task I Task Area Management			
1.1. Prepare Activity and Cost Reports	5 th day of each month	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR/CO Electronic copy emailed to TR
1.2. Develop the Training Plan	Draft 15 days after award Final 30 days after contract award	Microsoft Office Document 1 printed copy	Printed copy to TR/COTR
1.3. Prepare Maintenance and Retention Reports	Upon completion of activity	Microsoft Office Document	Provide electronic copies to TR, when requested

Task 2 Sample Collection			
2.1. Develop the work plan, routes, and collection schedules	Initially and once whenever modified	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy to TR
2.2 Collect and transport exposed filters to designated laboratories IAW the SOP, and maintain record of actions	Once every 24 hours, seven day a week	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
2.3 Contractor shall notify the designated laboratory contact and the TR when filter delivery times will not be met	Immediately upon knowledge of delinquency	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to laboratory and TR immediately
Task 3 Operations and Maintenance Activities			
3.1 Maintain proper supply management activities in accordance with the SOP	Throughout period of performance	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
3.2 Store, ship, handle, account for, and dispose of all equipment IAW the SOP and TR direction	Throughout period of performance	Microsoft Office 1 printed copy 1 electronic copy	Provide electronic copy to TR, when requested
3.3. Develop the Maintenance Plan and Maintain equipment	Draft 15 days after award Final 30 days after award	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
3.4. Prepare Supply Status Reports	Upon Request Within 5 days	Microsoft Office 1 electronic copy	Electronic copy to TR
3.5. Prepare Collector Inoperable Exception Report	As required, and no later than 48 hours	Electronic notification	Provide electronic copy to TR immediately
3.6. Prepare Asset Management (property accounting) reports	Quarterly or whenever changes occur	Microsoft Office 1 electronic copy	Electronic copy to TR
3.7. Prepare Maintenance activity and Status reports	Monthly Within the first 5 days	Microsoft Office 1 electronic copy	Electronic copy to TR
3.8 Maintain readiness of equipment and vehicles needed to perform required activities	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy to TR, when requested
3.9. Prepare Value engineering change proposals	As required	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
3.10. Support and allow CBED representatives to observe collections, access all sites, and review all maintenance and collection data, and all correction actions taken by jurisdiction	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy of CBED representative support activities to TR, when requested

Task 4 Information Technology Systems Operations and Maintenance			
4.1. Operate Information Technology systems to manage Chain of Custody, Sample Management System, and communicate to appropriate parties IAW SOP	Continuous basis throughout period of performance	Microsoft Office 1 electronic copy	Provide electronic copy to TR, when requested
4.2. Information Technology Status Report	Monthly Within the first 5 days	Microsoft Office Document 1 electronic copy	Electronic copy emailed to TR
Task 5 Transition Management			
5.1. Develop the Transition Plan	90 days before contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.2. Develop inventory of all services and materials required to perform this contract	NLT 30 days before contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.3. Participate in transition meeting with COTR, Program Staff, and TR	As required by COTR and TR	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
5.4. Develop and execute a two-week transition period	Two weeks after contract end	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
Task 6 Emergency / Critical Support (upon award of contract options)			
6.1. Prepare Special Events Operations Plan and support special events as required	As required, Within 12 hours	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
6.2. Prepare Surge Operations Plan	As required Within 24-36 hours	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
6.3. Prepare New Technology Integration Plan	In coordination with COTR	Microsoft Office Document 1 printed copy 1 electronic copy	Printed copy to COTR Electronic copy emailed to TR
Program Status Report	15 th day of each month	Microsoft Excel Document 4 electronic copies <i>*Monthly Status Report template to be provided upon award</i>	Emailed copies to COTR/Technical Rep. (designee); Financial Analysts; & to SPO Business Manager

8. Publications and Communications Concerning Work Performed Under this SOW.
 All public communication referencing the work performed under this SOW shall be coordinated between the Naval Sea Systems Command and the DHS COTR or his/her designee.

9. Security Requirements.

- a. All planned work performed under this contract is unclassified and/or designated as For Official Use Only.
- b. If classified work is required under the contract, then DHS will provide specific guidance as to what work will be conducted in a classified manner, at what classification level and in accordance with government orders, guides or directives. DHS will provide specific guidance via DD Form 254.

10. Technical Requirements. The performer's personnel will require access to government, contractor, and private facilities in the performance of this contract. The performer's personnel will need access to sensitive DHS information in order to correctly price this contract.

Qualified Personnel

Each contractor employee performing field operation activities shall have the skills and technical background necessary to complete the tasks described in this SOW and the following:

1. Be a United States citizen
2. May begin work with an interim background check, but may be subject to additional local clearances
3. Shall complete a DHS suitability check, using DHS form 1100.25
4. Have a valid U. S. driver's license
5. Be able to lift fifty pounds
6. Receive specific training and certifications covering all aspects of field work, including:
 - a. Equipment operation and maintenance
 - b. Testing of the equipment for proper operation of the sampling instruments
 - c. Sample handling tasks to include proper bagging procedures, operation of collectors, and Personal Digital Assistant (PDA) operations
 - d. Receiving and cleaning exposed holder assemblies and filter cassettes for the collectors
 - e. Assembly of filter cassettes and holders for the collectors
 - f. CoC, decontamination procedures and contamination avoidance
 - g. Inspecting, troubleshooting, repairing, and calibrating the collectors
 - h. Use of the SMS

Performer and/or Contractor

In the event of personnel changes, the performer shall notify the DHS Technical Representative, or his/her designee, and any of the analyzing laboratories that the new personnel will need access to the analyzing laboratory facilities. This will allow the analyzing laboratories to update personnel security requirements.

The performer shall arrange for training, documentation, and certification of new personnel. DHS will provide training for the initial cadre of field collections personnel, and three selected individual as a train-the-trainer certification.

The performer shall ensure that all employees performing work under this contract have been provided any and all health and safety training required by law, regulation, or DHS policy and given occupational health physicals and be entered in an occupational health surveillance program. The performer shall maintain training records with dates for initial, recurring, and refresher training with employee information. Training and Personnel records will be retained for the life of the contract plus 90 days.

11. Program Status Report. The performer will deliver a monthly program status report to the DHS Technical Representative, his designee, Financial Analyst, and to the CBED SPO Business Manager no later than the 15th of the month. The monthly status report must contain accomplishments, upcoming events, risks encountered and mitigation measures taken, and financial information broken out by Program Element and by task within each Program Element (amounts in reserve, amounts obligated, amounts expended, and available balances). The report will also contain percent completion for each task. DHS will provide the template upon award of this effort.

12. Funding Requirements.

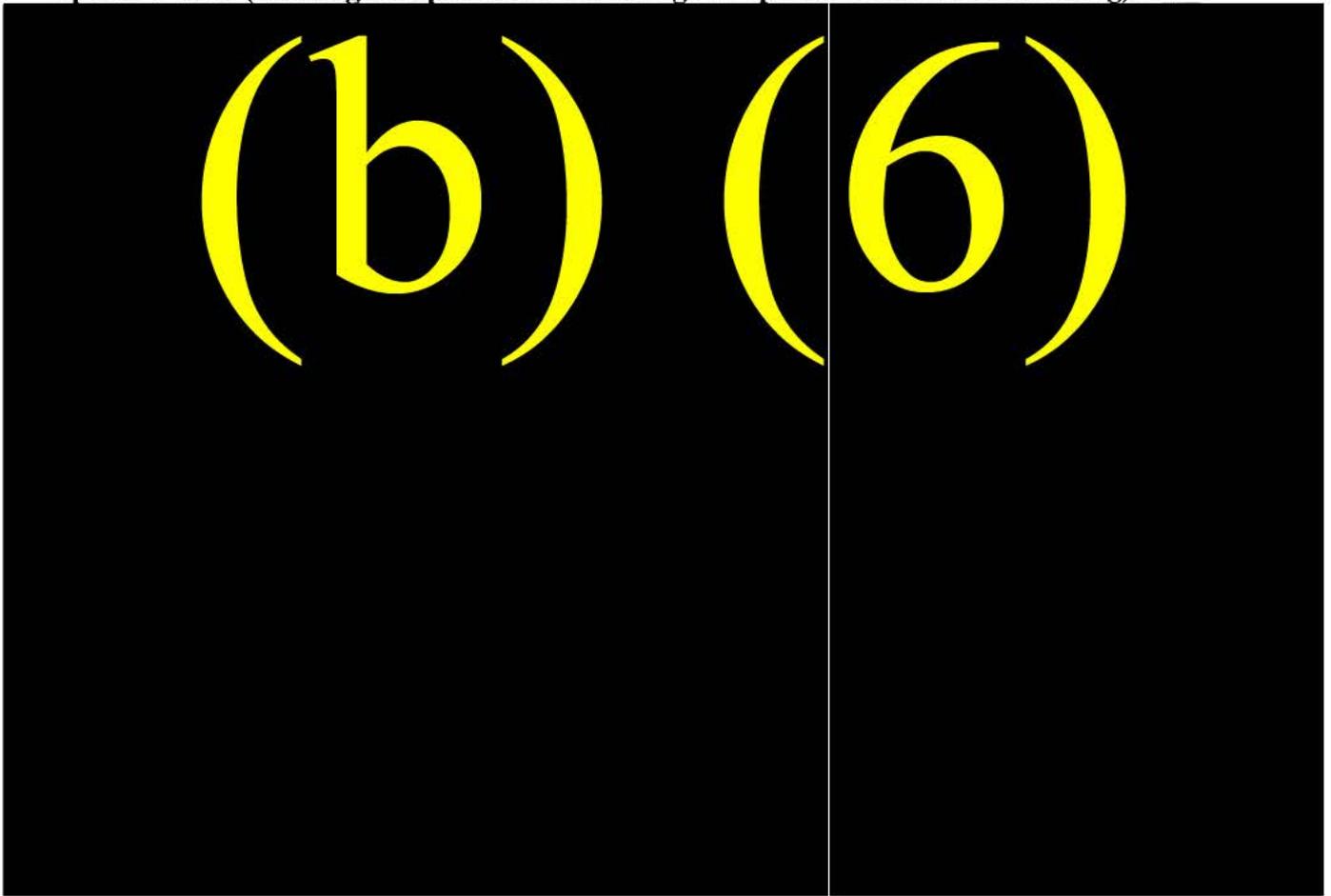
(b) (5)

(b) (5)

Option Year 1 (Contingent upon DHS exercising the option and available funding):

(b) (5)

Option Year 3 (Contingent upon DHS exercising the option and available funding):



VI. Points of Contact

Naval Sea Systems Command points of contact are:

- Technical POC(s):

Joe McClure
Naval Surface Warfare Center Division

Tel: [Redacted]
Email: [Redacted]

- Financial POC(s):

DHS Points of Contact are:

- DHS Technical Representative(s):

Jeffrey Stiefel, Ph.D.
U.S. Department of Homeland Security
Office of Health Affairs/Early Detection Division
Chemical and Biological Early Detection Systems Program Office
Washington, DC 20528
Tel: (b)(2)Low, (b)(6)
Fax: [REDACTED]
Email: [REDACTED]

Robert Ranhofer
U.S. Department of Homeland Security
Office of Health Affairs/Early Detection Division
Chemical and Biological Early Detection Systems Program Office
Washington, DC 20528
Tel: (b)(2)Low, (b)(6)
Fax: [REDACTED]
Email: [REDACTED]

- DHS Contracting Officer:
Christopher Wallis
Department of Homeland Security
Office of Procurement Operations
Preparedness & Intelligence Division
Tel: (b)(2)Low, (b)(6)
Email: [REDACTED]

- Financial Analyst:
Christina Girardi
Contractor in Support of the Department of Homeland Security
Washington, DC 20528
Tel: (b)(2)Low, (b)(6)
Email: [REDACTED]

- CBED SPO Technical Representative:
Kenn Phillips
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)
- CBED SPO Technical Representative (Alternate):
Dick Whalen
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)
- CBED SPO Business Manager:
Marisa Eickenhorst
CBED Systems Program Office
Contractor in Support of Department of Homeland Security
Tel: (b)(2)Low, (b)(6)
Fax: (b)(2)Low, (b)(6)
Email: (b)(2)Low, (b)(6)

DHS may change the individual designated as a POC upon notice to Naval Sea Systems Command of such change.

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Monday, September 22, 2008 2:12 PM
To: (b) (6) Mcclure, Joe T CIV NAVSURFWARCENDIV
Cc: (b) (6) (b) (6); Johns, Malcolm; Stiefel, Jeffrey; Ranhofer, Robert
Subject: Action: BioWatch and the NCR Transition Plan: Suspense NLT 10Oct08
Importance: High
Attachments: 20080922-NCRTransitionPlan-Final-6.pdf



20080922-NCRTransitionPlan-Fin...

(b) (6) Joe McC

Atch is the BioWatch NCR Transition Plan for the seamless transition of the NCR Field Ops from LLNL/Arcadis to the Navy/Camber. Request you officially forward the atch to your respective performers so they will be familiar w/ the plan for the initial transition meeting scheduled NLT 10Oct08.

My POC for this action is Kenn P, (b)(2)Low, (b)(6) (CBED SPO) / (b)(2)Low, (b)(6) (BB). Kenn P. will coordinate a mutually agreeable date/time for the above meeting w/ Arcadis, Camber and the CBED SPO.

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager
Early Detection Division
Office of Health Affairs

(b) (6) DHS Office
(b) (6) BioWatch SPO
(b) (6) Cell
(b) (6) DHS Fax

DOCUMENT TITLED

**National Capital Region (NCR)
Transition Plan for Sample Collection and
Equipment Maintenance & Repair Activities**

**Pages 59 – 67 Removed.
(9 pages)**

Duplicate copy of NCR provided by requester with Exhibit 4

Requester Authorized Removal

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Tuesday, September 16, 2008 1:42 PM
To: Mcclure, Joe T CIV NAVSURFWARCENDIV; Ranhofer, Robert
Cc: Stiefel, Jeffrey; Johns, Malcolm B
Subject: Re: Support to BioWatch -- Pls Call Bob R at (b)(2)Low, (b)(6)

Joe McC

I left you 2-vm: 1 this morning and 1 this afternoon.

Pls call me @ (b)(2)Low, (b)(6)

Vr, Bob R.

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: Mcclure, Joe T CIV NAVSURFWARCENDIV (b) (6)
To: Ranhofer, Robert <(b)(2)Low, (b)(6)>
Cc: Stiefel, Jeffrey (b) (6); Johns, Malcolm (CNC)
Sent: Mon Sep 15 18:06:38 2008
Subject: RE: Support to BioWatch

Robert,

My mistake, it has been a long week and it is only Monday. I will get back to Herb and try to set something up. Sorry for the misunderstanding.

Joe

-----Original Message-----

From: Ranhofer, Robert [mailto:(b)(2)Low, (b)(6)]
Sent: Monday, September 15, 2008 6:00 PM
To: Mcclure, Joe T CIV NAVSURFWARCENDIV
Cc: Stiefel, Jeffrey; Johns, Malcolm
Subject: Re: Support to BioWatch

Joe McC

DHS has had some problems w/ our network but I don't have you scheduled on my calendar for tomorrow.

I will adjust my schedule as required to meet w/ you. Do you have a good call in number??
Pls advise

Vr,
Bob R.

Robert Ranhofer
BioWatch Ops Dir
(b)(2)Low, (b)(6) (SPO)

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: Mcclure, Joe T CIV NAVSURFWARCENDIV (b) (6)
To: Dempsey, Herb (b) (6)
Cc: Ranhofer, Robert <(b)(2)Low, (b)(6)> Stiefel, Jeffrey

(b) (6); Fenner, Mark (b) (6); Sands, Van
<(b) (6)>; Murphy, Andy (b) (6)
Sent: Mon Sep 15 17:52:10 2008
Subject: RE: Support to BioWatch

Herb,

I was out of the office today, Monday September 15th. My schedule is pretty busy this week, but will try to accommodate your request for a meeting. I am meeting with Robert Ranhofer in the morning, I will send you an email after this meeting to set up a time that may work for both of us.

Joe McClure

-----Original Message-----

From: Dempsey, Herb [mailto:(b) (6)]
Sent: Sunday, September 14, 2008 9:33 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Ranhofer, Robert; Stiefel, Jeffrey; Fenner, Mark; Sands, Van; Murphy, Andy
Subject: Support to BioWatch

Hello Mr. McClure,

I got your contact information from Mr. Bob Ranhofer at DHS. Just a quick introductory note and request for time to meet. ARCADIS has provided support to the BioWatch program for more than five years under a series of contracts with DOE. We have the team in place and an exceptional record. For reasons I'm sure you know better than me, the work we are doing is moving to the Navy. At the urging of Mr. Ranhofer and Dr. Stiefel I am contacting you to evaluate potential for ARCADIS to continue as the support contractor for the work you will be contracting for in the very near future. I will be in the Washington area early the week of September 15...after noon Monday...and would very much appreciate a few minutes of your time to discuss our options to continue this vitally important work. I believe you will find excellent references from Mr. Ranhofer and other COTRs for various DoD programs we support. What time early this week will work for you? I will make whatever adjustment I need to make to accommodate your schedule. I'll also need directions to your office. My Blackberry and Cell phone will be on effective 0700 tomorrow, Monday, and I'll be expecting your reply. Your time will be very much appreciated.

Best Regards,

Herb

J. Herbert Dempsey
ARCADIS U.S., Inc.
4915 Prospectus Dr., Suite F
Durham, NC 27713
Tel (b) (6)

The proprietary information contained in this e-mail message, and any files transmitted with it, is intended for the use of the recipient(s) named above. If the reader of this e-mail is not the intended recipient, you are hereby notified that you have received this e-mail in error and that any review, distribution or copying of this e-mail or any files transmitted with it is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete the original message and any files transmitted. The unauthorized use of this e-mail or any files transmitted with it is prohibited and disclaimed by ARCADIS U.S., Inc. and its affiliates.

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Monday, September 15, 2008 6:00 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Stiefel, Jeffrey; Johns, Malcolm
Subject: Re: Support to BioWatch

Joe McC

DHS has had some problems w/ our network but I don't have you scheduled on my calendar for tomorrow.

I will adjust my schedule as required to meet w/ you. Do you have a good call in number?? Pls advise

Vr,
Bob R.

Robert Ranhofer
BioWatch Ops Dir
(b)(2)Low, (b)(6) (SPO)

Sent from my BlackBerry Wireless Handheld

----- Original Message -----

From: McClure, Joe T CIV NAVSURFWARCENDIV (b)(6)
To: Dempsey, Herb (b)(6)
Cc: Ranhofer, Robert <(b)(2)Low, (b)(6)> > Stiefel, Jeffrey
(b)(2)Low, (b)(6) Fenner, Mark <(b)(6)>; Sands, Van
<(b)(6)>; Murphy, Andy <(b)(6)>
Sent: Mon Sep 15 17:52:10 2008
Subject: RE: Support to BioWatch

Herb,

I was out of the office today, Monday September 15th. My schedule is pretty busy this week, but will try to accommodate your request for a meeting. I am meeting with Robert Ranhofer in the morning, I will send you an email after this meeting to set up a time that may work for both of us.

Joe McClure

-----Original Message-----

From: Dempsey, Herb [mailto:(b)(6)]
Sent: Sunday, September 14, 2008 9:33 PM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Ranhofer, Robert; Stiefel, Jeffrey; Fenner, Mark; Sands, Van; Murphy, Andy
Subject: Support to BioWatch

Hello Mr. McClure,

I got your contact information from Mr. Bob Ranhofer at DHS. Just a quick introductory note and request for time to meet. ARCADIS has provided support to the BioWatch program for more than five years under a series of contracts with DOE. We have the team in place and an exceptional record. For reasons I'm sure you know better than me, the work we are doing is moving to the Navy. At the urging of Mr. Ranhofer and Dr. Stiefel I am contacting you to evaluate potential for ARCADIS to continue as the support contractor for the work you will be contracting for in the very near future. I will be in the Washington area early the week of September 15...after noon Monday...and would very much appreciate a few minutes of your time to discuss our options to continue this vitally important work.

I believe you will find excellent references from Mr. Ranhofer and other COTRs for various DoD programs we support. What time early this week will work for you? I will make whatever adjustment I need to make to accommodate your schedule. I'll also need directions to your office. My Blackberry and Cell phone will be on effective 0700 tomorrow, Monday, and I'll be expecting your reply. Your time will be very much appreciated.

Best Regards,

Herb

J. Herbert Dempsey
ARCADIS U.S., Inc.
4915 Prospectus Dr., Suite F
Durham, NC 27713
Tel
Fax
Cell
E-mail

(b) (6)

NOTICE: This e-mail and any files transmitted with it are the property of ARCADIS U.S., Inc. and its affiliates. All rights, including without limitation copyright, are reserved. The proprietary information contained in this e-mail message, and any files transmitted with it, is intended for the use of the recipient(s) named above. If the reader of this e-mail is not the intended recipient, you are hereby notified that you have received this e-mail in error and that any review, distribution or copying of this e-mail or any files transmitted with it is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete the original message and any files transmitted. The unauthorized use of this e-mail or any files transmitted with it is prohibited and disclaimed by ARCADIS U.S., Inc. and its affiliates.

Carey, Kelly A CIV NSWCIH, CE1

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Tuesday, September 09, 2008 10:01 AM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: Levitas, Karina; (b) (6) Whalen, Dick; Ranhofer, Robert
Subject: FW: Final Interagency Agreement HSHQDC-08-X-00757 - BioWatch NCR Field Ops

Importance: High

Attachments: Final OPO signed IAA 757.pdf



Final OPO signed
IAA 757.pdf (...)

Joe McCl.,

Atch is the Final BioWatch NCR Field OPS IAA that Karina L sent Linda M this morning

Vr,

Bob R,

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office

BioWatch SPO

Cell

DHS Fax

From: Levitas, Karina
Sent: Tuesday, September 09, 2008 8:23 AM
To: (b) (6)
Cc: Ranhofer, Robert; Langa, Constantin; Wallis, Christopher
Subject: Final Interagency Agreement HSHQDC-08-X-00757

Good Morning Linda,

Thank you very much speaking with us this morning. Attached is the final Award document for the interagency agreement. Please disregard any other documents I previously sent. Please let me know if you have any questions. I appreciate your time and patience.

Have a wonderful day,

Karina R. Levitas
Contract Specialist

Department of Homeland Security
Protection, and Health Affairs Acquisition Division
Office of Health Affairs Branch

Phone: (b)(2)Low, (b)(6)
Fax: [REDACTED]
Email: [REDACTED]

(b) (6)

From: Ranhofer, Robert (b)(2)Low, (b)(6)
Sent: Tuesday, September 09, 2008 9:34 AM
To: McClure, Joe T CIV NAVSURFWARCENDIV
Cc: (b) (6); Levitas, Karina; Wallis, Christopher;
(b) (6) Whalen, Dick; Johns, Malcolm; Stiefel, Jeffrey; Gordon, Ray
<CTR>; Ranhofer, Robert
Subject: FW: Action: BioWatch -- LLNL/Arcadis NCR Field Ops Period-of-Performance Ends 30Oct08
Importance: High
Attachments: RE: INFO - BioWatch NCR Field Ops IAA/SOW, ver-4, dated 16Jul08 ** and ** Naval Sea Systems Command



RE: INFO -
BioWatch NCR Field
Joe McC

This morning, Karina L., DHS OPO Contract Specialist, provided Linda M, NAVSURFWARCENDIV, w/ a soft copy of the signed IAA for the BioWatch Field Ops in the NCR. Linda M. wanted to know how soon we needed the contract awarded to your performer (Camber Corp). I informed Linda M. that LLNL/Arcadis will be able to continue the NCR Field Ops thru 30Oct08 - - - however, we need a least a two (2) over lab between LLNL/Arcadis and the Camber Corp. Then we need to back up time for Camber to bring on the necessary staff (some may come from Arcadis), and then back up time to award the Task Order.

Bottom Line: we need your office to award the Task Order to Camber at the earliest.

Below is an e-mail I provided (b) (6) LLNL BioWatch Prog Mgr, wrt placing Arcadis on notice that their contract will terminate upon the end of the POP/Funding - 30Oct08.

I appreciate your continued efforts and those of Linda M. to award the Camber Corp this task Order at the earliest. If you have any questions, pls don't hesitate to contact me.

Vr,

Bob R.

Robert Ranhofer

BioWatch Operations Director/Gen-3 Transition Project Manager

Early Detection Division

Office of Health Affairs

(b)(2)Low, (b)(6) DHS Office
BioWatch SPO
Cell
DHS Fax

From: (b)(6) [mailto:(b)(6)]
Sent: Monday, September 08, 2008 6:41 PM
To: Ranhofer, Robert
Subject: Re: Action: BioWatch -- LLNL/Arcadis NCR Field Ops Period-of-Performance Ends 30Oct08

Thanks for the clarification.

(b)(6)

At 03:28 PM 9/8/2008, you wrote:

(b)(6)

Negative -- Arcadis will not be performing the NCR Field Ops after 30Oct08
The Navy contract vehicle is providing a new performer for the NCR Field Ops.
Based on your e-mail below, Arcadis has sufficient funding to carry them thru 30Oct08.
Therefore, the transition will start on or about 12Oct08.

Vr, Bob R.

Sent from my BlackBerry Wireless Handheld

From: (b)(6)
To: Ranhofer, Robert
Sent: Mon Sep 08 18:06:18 2008
Subject: Re: Action: BioWatch -- LLNL/Arcadis NCR Field Ops Period-of-Performance Ends 30Oct08 Hey Bob,

I'll work this with Kenn. Just wanted to clarify...Arcadis will still be doing the NCR field collection after Oct. 30th, correct? I'm assuming that the Navy's performer is the equivalent of LLNL's current role in overseeing the contract with Arcadis.

(b)(6)

At 01:20 PM 9/8/2008, you wrote:

(b)(6)

Pls be advised that the Navy will be performing the NCR Field Ops after the current LLNL/Arcadis POP/Funding expires on 30Oct08. I've requested the BioWatch Field Ops Team to prepare a transition plan to ensure the smooth transfer of the NCR Field Ops

from LLNL/Arcadis to the Navy's performer. As part of this transition plan, there will be at least a two (2) week overlap period where LLNL/Arcadis will take the Navy's performer over the collection routes, perform equipment inventory, and review the annual Preventative Maintenance (PM) records on each collector i.e., what PM was performed and what PM still needs to be completed, etc.

Request you take the necessary actions to prepare Arcadis for this transition. My POC for this action is Mr. Kenn Phillips.

Vr,

Bob R.

Robert Ranhofer
BioWatch Operations Director/Gen-3 Transition Project Manager Early Detection Division
Office of Health Affairs

(b)(2)Low, (b)(6)
DHS Office
BioWatch SPO
Cell
DHS Fax

From: (b)(6) [mailto:(b)(6)]
Sent: Thursday, August 28, 2008 3:05 PM
To: Ranhofer, Robert
Cc: Eickenhorst, Marisa; Mirsky, Craig; Lewis, Aaron; Johns, Malcolm (CNC); Stiefel, Jeffrey; (b)(6)
Subject: Re: Re: Arcadis NCR Field Ops and Transition to Navy Contract

Bob,

I hope things are going well. The funding for Arcadis goes through 30 Oct 08. Paris and I will work with Arcadis to make sure the review of the annual PM, etc. is conducted. Just let us know the date, etc...

(b)(6)

At 05:02 PM 8/25/2008, Ranhofer, Robert wrote:

(b)(6)

If the LLNL/Arcadis contract has sufficient funding to go thru 30Oct08, then I would like to have a two (2) week transition period. During the transition period, I need Arcadis to review annual preventative maintenance (PM) schedule w/ the new performer on each collector e.g what PM was performed and what PM is still to be performed.

After you had an opportunity to review your NCR Field Ops funding, I need you to confirm how long your funds will take Arcadis and advise all on distro above. I'll coord this date w/ the Navy and then you can provide the appropriate notification to Arcadis

Vr, Bob R.

Sent from my BlackBerry Wireless Handheld

From: Lewis, Aaron
To: Ranhofer, Robert
Cc: Eickenhorst, Marisa ; Mirsky, Craig
Sent: Mon Aug 25 15:40:14 2008
Subject: FW: Re: Arcadis
FYI - NCR Sample Collection under LLNL

Respectfully,

Aaron D. Lewis
CBED SPO Financial Analyst
The Tauri Group, LLC
Supporting the Office of Health Affairs of DHS
(b) (6)
(fax)

From: (b) (6)
Sent: Monday, August 25, 2008 2:45 PM
To: Aaron Lewis
Subject: Fwd: Re: Arcadis

Aaron-
From (b) (6) I will go over the invoices later this afternoon to determine hard dates.
(b) (6)

X-IronPort-AV: E=McAfee;i="5200,2160,5369"; a="24808484"
X-IronPort-AV: E=Sophos;i="4.32,266,1217833200";
d="scan'208,217";a="24808484"
X-Mailer: QUALCOMM Windows Eudora Version 7.1.0.9
Date: Mon, 25 Aug 2008 11:24:40 -0700
To:
From: (b) (6)
Subject: Re: Arcadis

Hey (b) (6)

I'm on deployment through this week, so I won't be checking office voicemail or email regularly. There should be no reason that Arcadis monthly burn-rate would change in Aug or Sept. The current funding should last through October (we got a 3month extension that started in Aug).

size=2 width="100%" align=center>

(b) (6)