SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER: PFPA4707117

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
HQ0034-07-C-1029	19-Jun-2007		HQ0034-07-T-1021	24-May-2007

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME
	BRUCE E. BALDWIN	703-696-4049	12:00 PM 05 Jun 2007

9. ISSUED BY CODE HQ0034

WHS ACQUISITION & PROCUREMENT OFFICE
1155 DEFENSE PENTAGON
WASHINGTON DC 20301-1155

TEL:

FAX:

10. THIS ACQUISITION IS
[X] UNRESTRICTED
[ ] SET ASIDE: % FOR
[ ] SMALL BUSINESS
[ ] HUBZONE SMALL BUSINESS
[ ] 8(A)

NAICS: 561612

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[ ] SEE SCHEDULE

12. DISCOUNT TERMS
Net 30 Days

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
[X] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE HQ0020
PFPA
(b)(6)
9000 DEFENSE PENTAGON
WASHINGTON DC 20301

16. ADMINISTERED BY CODE

SEE ITEM 9

17a. CONTRACTOR/OFFEROR CODE 1UH95

DTM CORPORATION
1320 FENWICK LANE, SUITE 700
SILVER SPRING MD 20910

TEL. 301-589-0303

FACILITY CODE

18a. PAYMENT WILL BE MADE BY CODE HQ0338

DFAS-CO/SOUTH ENTITLEMENT OPERATIONS
P.O. BOX 182264
COLUMBUS OH 43218-2264

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

25. ACCOUNTING AND APPROPRIATION DATA

See Schedule

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

$308,689.12

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[X] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [X] ARE [ ] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES
[X] TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.
REF: RFQ208313-WIZ

29. AWARD OF CONTRACT: REFERENCE
[ ] OFFER DATED 06-Jun-2007 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

Melanie Alston

31c. DATE SIGNED
20-Jun-2007

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Ms. Melanie Alston / Contracting Officer
TEL: 703-696-4093 EMAIL: melanie.alston@whs.mil

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

32a. QUANTITY IN COLUMN 21 HAS BEEN

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

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b)(4)	Months	(b)(4)	(b)(4)

Base Year Security Officer Services
FFP
Security Officer Services at Ft. Washington on the contract for the base period of 4 months, July 1, 2007 to October 31, 2007.
PPA Code: 5056-4700
PURCHASE REQUEST NUMBER: PFPA4707117

NET AMT (b)(4)

ACRN AA (b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002			Hours		

Base Year Additional CSO Support
FFP
Temporary Additional CSO services for the Base Year period July 1, 2007 to October 31, 2007 at the rate of (b)(4) per hour.
PPA Code: 5056-4700
PURCHASE REQUEST NUMBER: PFPA4707117

NET AMT $0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		(b)(4)	Months	(b)(4)	(b)(4)
OPTION	Option Year I Security Officer Services FFP Security Officer Services at Ft. Washington on the contract for Option Period I, November 1, 2007 to October 31, 2008. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117				
				NET AMT	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Hours		
OPTION	Option Year I Additional CSO Support FFP Temporary Additional CSO services for Option Period I, November 1, 2007 to October 31, 2008 at the rate of (b)(4) per hour. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117				
				NET AMT	$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Option Year II Security Officer Services FFP Security Officer Services at Ft. Washington on the contract for Option Period II, November 1, 2008 to October 31, 2009. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117	(b)(4)	Months	(b)(4)	(b)(4)
				NET AMT	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Option Year II Additional CSO Support FFP Temporary Additional CSO services forOption Period II, November 1, 2008 to October 31, 2009 at the rate of (b)(4) per hour. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117		Hours		
				NET AMT	$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		(b)(4)	Months	(b)(4)	(b)(4)
OPTION	Option Year III Security Officer Service FFP Security Officer Services at Ft. Washington on the contract for Option Period III, November 1, 2009 to October 31, 2010. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117				
				NET AMT	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Hours		
OPTION	Option Year III Additional CSO Support FFP Temporary Additional CSO services for Option Period III, November 1, 2009 to October 31, 2010 at the rate of (b)(4) per hour. PPA Code: 5056-4700 PURCHASE REQUEST NUMBER: PFPA4707117				
				NET AMT	$0.00

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government

3002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUL-2007 TO 31-OCT-2007	N/A	PFPA TIM WILKINSON 9000 DEFENSE PENTAGON WASHINGTON DC 20301 703-604-0863 EXT 188 FOB: Destination	HQ0020
0002	POP 01-JUL-2007 TO 31-OCT-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
1001	POP 01-NOV-2007 TO 31-OCT-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
1002	POP 01-NOV-2007 TO 31-OCT-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
2001	POP 01-NOV-2008 TO 31-OCT-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
2002	POP 01-NOV-2008 TO 31-OCT-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
3001	POP 01-NOV-2009 TO 31-OCT-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020
3002	POP 01-NOV-2009 TO 31-OCT-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0020

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4931.2015 PX920 4750 2525 S49447 PBWO70016
AMOUNT: (b)(4)
CIN 00000000000000000000000000000000: (b)(4)

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-7	Anti-Kickback Procedures	JUL 1995
52.204-2	Security Requirements	AUG 1996
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2007
52.222-1	Notice To The Government Of Labor Disputes	FEB 1997
52.223-6	Drug-Free Workplace	MAY 2001
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-17	Interest	JUN 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.243-1	Changes--Fixed Price	AUG 1987
52.245-2	Government Property (Fixed Price Contracts)	MAY 2004
252.201-7000	Contracting Officer's Representative	DEC 1991
252.217-7001	Surge Option	AUG 1992
252.245-7001	Reports Of Government Property	MAY 1994

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAR 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

_X_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___(4) [Removed].

_X_ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

_X_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

___(iii) Alternate II (OCT 2001) of 52.219-9.

_X_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___(10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

___ (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

_X_ (15) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

_X_ (16) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).

_X_ (17) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

_X_ (18) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

_X_(19) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of theVietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

_X_(20) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

_X_ (21) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

_X_ (22) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

___ (23)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).

___ (24) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (25)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (26) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

___ (27) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.O.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

___ (28) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

___ (29) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

___ (30) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (31) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

_X_ (32) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

____ (33) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

____ (34) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

____ (35) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

____ (36)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

____ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

_X_ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

_X_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $550,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days ` before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _4 years.
(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (MAR 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

___ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1) ___ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(2) ___ 252.219-7003, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (APR 1996) (15 U.S.C. 637).

(3) ___ 252.219-7004, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (Test Program) (JUN 1997) (15 U.S.C. 637 note).

(4) ___ 252.225-7001, Buy American Act and Balance of Payments Program (JUN 2005) (41 U.S.C. 10a-10d, E.O. 10582).

(5) ___ 252.225-7012, Preference for Certain Domestic Commodities (JAN 2007) (10 U.S.C. 2533a).

(6) ___ 252.225-7014, Preference for Domestic Specialty Metals (JUN 2005) (10 U.S.C. 2533a).

(7) ___ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(8) ___ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(9) ___ 252.225-7021, Trade Agreements (MAR 2007) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(10) ___ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

(11) ___ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(12)(i) ___ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (MAR 2007) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii) ___ Alternate I (OCT 2006) of 252.225-7036.

(13) ___ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(14) ___ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Pub. L. 107-248 and similar sections in subsequent DoD appropriations acts).

(15) ___ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(16) ___ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(17) _X_ 252.232-7003, Electronic Submission of Payment Requests (MAY 2006) (10 U.S.C. 2227).

(18) ___ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(19) _X_ 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(20)(i) ___ 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) ___ Alternate I (MAR 2000) of 252.247-7023.

(iii) ___ Alternate II (MAR 2000) of 252.247-7023.

(iv) ___ Alternate III (MAY 2002) of 252.247-7023.

(21) ___ 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include

the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.225-7014, Preference for Domestic Specialty Metals, Alternate I (APR 2003) (10 U.S.C. 2533a).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

INVOICING INSTRUCTIONS (WHS, A&PO Mar 2007)

In compliance with DFARS 252.232-7003, "Electronic Submission of Payment Request (March 2003)", Washington Headquarters Services, Acquisition & Procurement Office (WHS, A&PO) utilizes WAWF-RA to electronically process vendor request for payment. The web based system is located at https://wawf.eb.mil, which provides the technology for government contractors and authorized Department of Defense (DOD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) will no longer be accepted for payment.

The contractor shall (i) ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at http://www.ccr.gov/ and (ii) register to use WAWF-RA at https://wawf.eb.mil within ten (10) days after award of the contract or modification incorporating WAWF-RA into the contract. The designated CCR EB point of contact is responsible for activating the company's CAGE code on WAWF by calling 1-866-618-5988. Once the company CCR EB is activated, the CCR EB will self-register on the WAWF and follow the instructions for a group administrator. Step by step instructions to register are available at http://wawf.eb.mil.

The contractor is directed to select either "Invoice as 2-in-1" for services only or "Invoice and Receiving Report (Combo)" for supplies or any combination of goods and services. Both types of invoices fulfill the requirement for submission of the Material Inspection and Receiving Report, DD Form 250.

Back up documentation may be attached to the invoice in WAWF under the "Misc Info" tab. Fill in all applicable information under each tab.

The following required information should automatically pre-populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

"Issue by DoDAAC" field enter **HQ0034**

"Admin DoDAAC" field enter **HQ0034**

"Payment DoDAAC" field enter **HQ0338**

"Ship to Code/ EXT" field enter in **HQ0034/ITPTM2**

"Inspect By DoDAAC/ EXT" fields **LEAVE BLANK**

"LPO DoDAAC/ EXT" fields - Leave blank

Contractor shall verify that the DoDAACs automatically populated by the WAWF-RA system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- ☐ Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).

- ☐ ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ ACRN.

- ☐ Unit Price

- ☐ Unit of Measure

Shipment numbers must be formatted as follows:

Three (3) alpha characters followed by four (4) numeric characters.

For Services, enter 'SER' followed by the last 4 digits of the invoice number.

For Construction, enter 'CON' followed by the last 4 digits of the invoice number.

For Supplies, enter 'SUP' followed by the last 4 digits of the invoice number.

If the invoice number is less than 4 digits, enter leading zeros.

Before closing out of an invoice session in WAWF-RA but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the following email addresses (b)(2) [redacted] in the first email address block and add (b)(2) [redacted] and add additional email addresses in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF-RA system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Attachment A - Performance Work Statement		16-MAY-2007
Attachment 10	Attachment J - DD254		19-JUN-2007
Attachment 2	Attachment B - Post Matrices		16-MAY-2007
Attachment 3	Attachment C - Minimum Standards		16-MAY-2007
Attachment 4	Attachment D - Medical Standards		16-MAY-2007
Attachment 5	Attachment E - Height and Weight Chart		16-MAY-2007
Attachment 6	Attachment F - Base Year Violation Chart		16-MAY-2007
Attachment 7	Attachment G - Option Years Violation Chart		16-MAY-2007
Attachment 9	Attachment I - Ft. Washington CBA		07-JUN-2007

LEGAL PUBLIC HOLIDAYS

The following are the legal public holidays that will be honored during the performance of this contract:

New Years Day	Martin Luther King' Birthday	Washington's Birthday
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving Day

Christmas Day Inauguration Day*

*Inauguration Day is only a holiday if deemed a holiday for Federal Government employees.
NOTE: Each post/position is considered by the government as being critical and essential to the operation and requires full staffing by qualified CSOs as agreed upon by the contract (Post Exhibits). The fact that a government office or facility closes early or does not open for whatever reason does not eliminate this requirement without the expressed prior authorization of the CO and COR.

PERFORMANCE WORK STATEMENT

1.0 Introduction/Background

The Pentagon Force Protection Agency's (PFPA) mission is to provide force protection, security and law enforcement operations as required for the people, facilities, infrastructure and other resources at the Pentagon Reservation and for DoD activities and DoD-occupied facilities not under the jurisdiction of a Military Department within the National Capital Region (NCR). This responsibility includes security of the buildings; identification passes; anti-terrorism and force protection; chemical, biological, radiological and nuclear protection and detection; and other key functions. In order to fully respond to the responsibilities of their mission PFPA requires contracted security personnel to provide protection and security to designated locations at the Pentagon and within the NCR.

2.0 General Contract Scope

The contractor shall furnish the necessary management, quality control, supervision, personnel, training, equipment, supplies, and clothing (except as provided by the Government or otherwise specified) to provide fit, trained and professional armed and unarmed security services for the PFPA. Contract Security Officers (CSOs) will be responsible for protecting life and ensuring a safe environment for all personnel including DoD employees, official guests and visitors within the assigned buildings by preventing unauthorized access to facilities; maintaining order at DoD facilities; and, deterring, recording and reporting criminal activity in and around assigned facilities. CSOs are responsible for access control; foot/area patrol; building and grounds security, and safeguarding information and classified Government materials located at owned, leased or controlled DoD facilities throughout the Pentagon and NCR.

2.1 Program Objectives

2.1.1 Support and Enable PFPA's Mission

Deliver to PFPA the highest quality security services available by providing resources focused on supporting the accomplishment of the PFPA core mission of protection and security for all constituents in PFPA's area of responsibility.

2.1.2 Capitalizing on Industry Best Practices

Recommend and implement industry best practices, standards and innovation while ensuring compliance with DoD, PFPA, federal and state law enforcement regulations and policies. Provide recommendations regarding security weaknesses and vulnerabilities.

2.1.3 Support to Future Needs and Initiatives

Ensure an active and viable partnership with PFPA in anticipating and responding to future security needs and other initiatives that may evolve as a result of changing conditions.

2.2 Personnel

The contractor shall provide fit, trained and certified armed and unarmed Contract Security Personnel at designated sites in accordance with Security Post Matrix **(Attachment B).** The contractor shall ensure that all security officer personnel who serve on this contract meet the minimum requirements as described in the PFPA Minimum Standards for Contract Security Officers (**Attachment C**). The Government reserves the right to review the resumes, qualification documentation, and certificates of the contractor's employees performing under the contract solely for the purpose of ascertaining their qualifications relative to the

personnel qualification terms of the contract. Accordingly, the Contractor shall furnish such information to the Contracting Officer or the COR upon request.

2.2.1 Minimum Qualifications
The following list serves to highlight some of minimums found in **Attachment C, Section 1.**

1. Must be a US citizen.
~~1.~~2. Must be at least 21 years old.
~~1.~~3. Must be a high school/GED graduate.
~~1.~~4. Must have 2 years security services experience.
~~1.~~5. Must be eligible for (successful completion of National Crime Information Center check) and, subsequently issued a DoD building pass DD Form 1466 (application DD Form 2249) prior to working any Pentagon Force Protection Agency (PFPA) contracts.
~~1.~~**6.** Must posses a minimum of an Interim Secret Level security clearance. Further details are stated in the PFPA Minimum Standards guidance (Attachment C). All security officer personnel serving under this contract must have and maintain a minimum of an Interim Secret Security Clearance. In the event of heightened security conditions the CSOs may have access to classified information (Level will not exceed Secret) in order to perform necessary protection and security activities.

2.2.2 Drugs and Alcohol
All security officers and any other representatives of the contractor performing in any capacity on the contracts shall undergo a pre–employment drug screening examination and an annual drug screening examination by a laboratory that is certified by the Substance Abuse Mental Health Service Administration (SAMHSA). Random drug testing will be required of 10% of the contractor's employees on a monthly basis during the performance of this contract. (**Attachment C, Section 2).** This is to ensure a Drug Free Workforce in accordance with DFARS 252.223-7004 and Drug Free Workplace in accordance with FAR 52.223-6

2.2.3 Uniforms and Grooming Standards
The contractor is responsible for ensuring that security personnel follow the uniforms and grooming standards as stated in the PFPA Minimum Standards for Contract Security Officers Selection and Assignment to Pentagon Force Protection Agency (Attachment C, Sections 3 and 7) in order to promote professionalism throughout the PFPA law enforcement community and to maintain a safe and orderly working environment.

2.2.4 Training Standards
The contractor shall ensure that all security officer personnel meet and maintain the applicable training standards found in **Attachment C, Section 5**. Certifications and other appropriate proof of training shall be maintained by the contractor and provided to the Contracting Officer or COR upon request. Training is necessary to maintain a professional high quality, qualified workforce.

Initial Training: During the first year of the contract, the Government may require up to forty (40) hours of government furnished training in order to ensure that contractors employees are proficient with the government furnished equipment that they will be required to use in accomplishment of their duties and to ensure that contractor employees are an informed and prepared workforce at no additional cost to the government.

Annual Training: In addition to the annual training identified in the standards documents, each CSO through the Project Manager and Contractors QC and Training Personnel will be required to attend up to twenty five hours per calendar year of Government furnished Training/Briefing at no additional cost to the government.

The contractor is expected to employ personnel with the requisite skills to perform the requirements of this contract. Therefore, the Government will not reimburse those costs associated with the training of contractor personnel in any effort to initially attain or maintain the requirements of this contract.

Thirty calendar days from contract award contractor shall ensure that all employees are fully trained and qualified in all aspects of the requirements of this work statement and the attached standards documents and are fully qualified to start work on the specified date.

2.2.5 Physical Standards
The contractor shall use the Medical Standards for Contract Security Officers, (**Attachment D**) when determining medical and physical fitness of personnel selected to serve on this contract. The standards are modeled after the Pentagon Police Department standards and, although rigorous, these standards are considered necessary to perform security service duties at the quality level that PFPA requires.

Contract Security Officers (CSO) performing services under this contract must be able to respond to immediate, life threatening, and/or hostile situations. The medical and physical fitness standards will ensure they possess the degree of physical fitness required to fully perform the required tasks. The Contractor must maintain records that certify and document that each employee of the uniformed force meets the requirements in this subsection.

The work under this contract requires frequent and prolonged walking, standing, running, sitting, and stooping as well as occasional lifting and ascending /descending of stairs (average building within the NCR has minimum of 14 flights). CSOs are responsible for patrolling and performing emergency operations commensurate with their duties on ALL building floors. In addition CSOs may be required to sporadically move and/or carry objects in connection with emergency/security situations (i.e. people, furniture, luggage, fire extinguishers, etc.) From time to time CSOs may be required to subdue violent or potentially violent persons in conjunction with their duties. Possessing good physical and mental stamina is a basic requirement under this contract. All candidates shall undergo a pre-placement medical examination by a licensed, board-certified medical doctor to ensure the candidate meets the medical standards stated in **Attachment D**. A standard Height and Weight Chart is attached as Attachment D.

3.0 Management

3.1 Organizational Information
The contractor shall supply an organizational chart that indicates management and supervisory personnel and the point of contact for each assigned location(s) to allow ease of contact for all concerned. The contractor shall provide copies of the necessary licenses, permits and certifications to the COR prior to commencement of work under the contract so that personnel may receive badges/access to worksites. The contractor shall maintain training and certification files for inspection and review at the Contractors site.

3.2 Management Plan
The Contractor is tasked with implementing, maintaining and updating, as applicable, the Management Plan as proposed, accepted and incorporated into the contract. The Contractor's Management Plan shall delineate the management strategy, implementation of contract management systems, and all management functions involved in supporting, monitoring, and controlling contract operations. The plan shall include appropriate organizational charts and describe the program management functions next to names and positions of management personnel assigned to the contract. The plan is also to provide general policy and procedural guidance for the services to be performed. In general the contract Management Plan should include the following:

1) Introduction - overall purpose, scope, and objectives
2) Organization
    (a) Organizational structure
    ~~(a)~~(b) Communication and reporting structure within the organization
    (c) Staff assignments, including key personnel
    (d) Authority and responsibility of staff
3) Management Process
    (a) If applicable, identify benchmarked methods for the security service industry that the contractor uses.
    ~~(a)~~(b) Contractor's standard operating procedures.

4) Personnel Management functions to include:
   (a) Recruitment and retention program and policies
   (b) Preparation for duty programs, physical exams, drug screening, weapons qualification, CPR, security and background checks, etc.
   (c) Incentive program for reinforcing positive behavior and performance and/or for changing negative behavior and performance.
   (d) Continuous training program to ensure that all personnel maintain applicable qualifications and certificates.
   (e) The contractor's programs to identify superior performance and behavior and the incentive plan to reward and maintain positive performance and behavior.

3.3 Quality Control Plan

The Contractor is tasked with implementing, maintaining and updating the Quality Control Plan (QCP) as proposed, accepted and incorporated into this contract, as applicable. The contractor's QCP shall be implemented to ensure that all security post assignments are met and filled with fully qualified personnel. The QCP shall clearly show how the contractor will resource temporary additional services within a short time frame, as little as four (4) hours notice, while maintaining the integrity and quality of the permanently assigned posts. The QCP must also show how the contractor aims to influence/ensure a positive statistical trend in maintaining quality personnel and in reducing personnel turnover.

At a minimum the Quality Control Plan shall address:

(1) Quality control program manager roles and responsibilities.
~~(1)~~(2) QC communication and reporting structure within the organization and with the Government appointed COR.
~~(1)~~(3) The plan for deploying additional security personnel of the highest quality in the event of a surge requirement while maintaining the integrity of regular posts.
(4) Contractor's quality program to identify and report to the COR; discrepancies, poor performance, and other unacceptable behavior.
(5) The process/plan to resolve or modify item (4) identified discrepancies.

3.4 Staffing Plan

The contractor's staffing plan as proposed and accepted shall be incorporated into this contract. The plan is necessary to ensure that all security posts listed in the Security Post Matrix **(Attachment B)** and assigned to this contract are met and filled with qualified security officer personnel. As changes occur and additional information becomes available, the contractor is responsible for correcting and changing the information contained in the previous staffing plan and rosters of personnel serving on the contract and for submitting the current information to the COR not later then the 5th of each month.

3.5 Key Personnel

Key personnel are designated as follows: program manager, quality control manager, and supervisor(s). The Contractor shall submit a resume for each of its key personnel with the technical proposal in accordance with section L of the solicitation. The minimum qualifications for education and experience are set forth below. During the term of the contract contractor must submit a resume for review buy the COR and obtain the CORs authorization prior to making any changes in Key Personnel:

Program Manager.

Responsibilities include overseeing the contract. Duties include monitoring and controlling schedules and quality control, assigning personnel consistent with contract requirements, understanding and assuring compliance with all minimum standards and all applicable or relevant and appropriate requirements including Federal and state requirements and performing as the Contractor's chief representative. The qualified individual for this position must have, as a minimum:

(1) Undergraduate or higher degree in management, business, security or a law enforcement related field.
~~(1)~~(2) Five years of recent (within last eight years) experience managing or overseeing contracts to provide security officer services to various locations and multiple

facilities and to provide surge response to heightened security conditions or for special events.

~~(1)~~(3) A minimum of three years of recent experience (within last five years) as a senior manager working with security service providers.

~~(1)~~(4) Must be an employee of the prime contractor.

~~(1)~~(5) Must have a minimum of a final DoD Secret Security Clearance.

Quality Control (QC) Manager.

Responsibilities include developing, maintaining, and enforcing the contractor's QC program. The qualified individual for this position must have as a minimum:

(1) Undergraduate degree or higher in management, business operations, security or law enforcement related field.

~~(1)~~(2) 3 years of recent (within last five years) QC experience in managing similar contracts of comparable size and complexity.

~~(1)~~(3) Must be an employee of the prime contractor.

~~(1)~~(4) Must have a minimum o f a final DoD Secret Security Clearance.

Security Officer Supervisor

Responsibilities include serving as the supervisor for the contract security officers at a facility or several facilities. Will conduct shift in/out briefings. Will serve as the immediate POC for contract security officers and first level liaison between Government and contract security officers.

(1) High School graduate, undergraduate degree preferred.

~~(1)~~(2) Minimum seven years law enforcement/security officer experience showing a successful history of increasing levels of responsibility.

(The Key Personnel List will be finalized upon award. See Section L for proposal instructions regarding identification of Key Personnel.)

3.6 Communication

The contractor shall provide a communication plan or flow chart with narrative explanation delineating the firm's communication plan, to show how corporate objectives are communicated (i.e. the flow from the top down) as well as how employee concerns are communicated, reviewed and raised to the appropriate level (i.e. the flow g from the bottom up). Include in the discussion the avenue(s) for resolution of personnel issues. Indicate how the QC manager/function operates in the plan. Implementation of this plan should help ensure that contractor and government personnel are addressing concerns, issues, and kudos to the right person at the appropriate level for action.

3.7 Reports

The contractor is responsible for submitting a monthly progress report. The report will discuss the overall contract status to include; staffing; training; challenges, the actions taken, and the results of the actions; upcoming events; issues; concerns; and highlights of the previous month. The discussion on training should include the type of training, the location, number and or list of personnel who attended, and if the training resulted in updated or re-newed certifications for personnel in attendance and the contractor shall complete the PFPA Supplied Spreadsheet and submit with the monthly report. Additionally, the report should include other information that the contractor deems appropriate or that the COR, the Contracting Officer and the contractor have agreed upon. The report shall be submitted via electronic means either as a .doc file or a .PDF file with a paper copy to the COR no later then the 5th of each month~~.~~.

4.0 Meetings

4.1 Kickoff Meeting

The contractor is responsible for scheduling and conducting a kickoff meeting within ten working days of award of the contract. The purpose of the kickoff meeting is to begin a dialogue and partnering attitude that will continue throughout the period of performance of this contract. At a minimum the agenda should

include; introduction of contractor and government key personnel; transition items of concern with input from the contractor and the government; communication flow expectations; the schedule and venue for future monthly meetings and other topics as appropriate. Minutes of the meeting will be developed by the contractor and sent to the COR for comments and/or additions. Final minutes will be distributed to meeting attendees and a copy should be sent to the Contracting Officer for inclusion in the contract file.

4.2 Monthly Progress Meetings
The contractor Program Manager and other appropriate staff will meet monthly with the COR to discuss concerns and matters that may impact contract performance. The monthly meeting schedule and location shall be mutually agreed upon during the initial kickoff meeting. During the progress meetings the Contractor shall provide insight into potential difficulties and on any upcoming contractor initiatives to enhance or maintain the qualifications of security personnel working on this contract. The monthly meeting shall be the venue for government personnel to discuss new policy, new or updated training requirements or other pertinent topics to include upcoming events that may have an impact on the performance of this contract. The Contractor is responsible for developing a draft meeting agenda and forwarding it to the COR for comments 24 hours prior to the scheduled meeting and taking minutes of the meeting to document topics discussed and action items identified during the meeting and to provide the minutes to the COR within 48 hours after the meeting. The COR shall review the minutes, provide comments for incorporation within 48 hours of receipt of the minutes. After incorporation of the comments the Contractor shall distribute the minutes to all attendees of the progress meeting. Distribution of the minutes shall be via email attachment as a .doc or .PDF attachment and shall include a copy to the Contracting Officer.

4.3 Technical Operations
Upon request, the contractor shall provide the COR an updated schedule and a staffing plan, not more than weekly, for each facility within the geographic location, the staffing plan should include a personnel roster to delineate the staffing of the assigned posts for day-to day operations.

4.4 Assigned Posts
The contractor is responsible for the security posts as shown on the Security Post Matrix **(Attachment B)** at the Pentagon Reservation and DoD-occupied facilities within the NCR. The contractor is only responsible for the posts covered by this contract as designated in the description in paragraph 1.0 of the Performance Work Statement. PFPA reserves the right to change the physical locations of posts and/or to modify the size of the security force. The government intends to give a minimum of 48 hours notice to the Contractor when a permanent or long-term (more than one month) change to posts is planned. All changes to post hours and locations will be provided to the contractor by the COR via the Contracting Officer.

4.5 Critical Needs
Due to the critical needs of the Department of Defense, the contractor must be able to provide additional trained personnel as needed on emergencies and for special events with as little as3 hours notice in order to provide additional security and protection to the assigned facilities. The contractor must be able to occasionally alter scheduled start and stop times to meet critical security needs. All changes to individual post orders will be provided to the contractor by the COR, with a follow up email from the Contracting Officer within 24hrs of authorization.

5.0 Contract Security Officer Responsibilities

5.1 Operational Responsibilities

5.1.1 Provide access control to all designated DoD controlled facilities.

5.1.2 Conduct personnel, package and vehicle inspections as authorized by law and described in applicable General and Post Orders. PFPA will provide the following equipment that shall be utilized by trained qualified operators for inspections:

a) Metal detection equipment (both stand-alone walk-through units and

hand-held units)

b) X-ray equipment (both stationary and portable)

c) Closed Circuit Televisions Monitors (CCTV)

d) Automated Access Control Systems (AACS)

e) Intrusion Detection Systems (IDS)

f) Fire, smoke, heat and environmental alarm detection systems

g) Explosive detection, radiation and chemical detection systems

h) Duress alarms

i) Radio and telephone communications equipment

5.1.2 The contractor shall ensure all contract personnel are fully trained and understand operational procedures pertaining to equipment provided by PFPA and can properly use equipment in performance of assigned duties. The Government will provide the contractor with all applicable manuals and technical information pertaining to the operation of technical PFPA furnished equipment. All operational or procedural deficiencies discovered during operation shall be immediately brought to the attention of PFPA for correction.

5.1.3 Detect, prevent, detain and arrest as authorized by U.S. Federal Laws, Maryland state laws and the statutes of the local jurisdiction, any person(s) attempting to gain, or having gained unauthorized access, or committing criminal violations of law pertaining to DoD controlled property and persons. PFPA will provide information at the Kick-off meeting regarding any limitations on exercise of specific authority.

5.1.4 Monitor building occupants and visitors to ensure they comply with applicable laws and DoD Directives. Report and thoroughly document non-compliance with DoD rules and regulations, and take appropriate actions to enforce the orders.

5.1.5 Conduct preliminary investigations and document incidents and complaints occurring in the presence of the CSOs pending the arrival of PPD or other federal or local law enforcement. CSOs will provide the responding PFPA, local law enforcement and emergency personnel with preliminary investigation results and notes upon their arrival at the scene and forward a copy to the COR prior to the end of any shift in which the incident occurred .

5.1.6 Detect and report potentially hazardous conditions in buildings and patrolled areas; report items in need of repair such as inoperative locks, water and gas leaks, slippery floor surfaces or any other potentially dangerous situation. These matters shall be immediately reported to the proper building management personnel, Pentagon Communications Center (PCC) COR, and followed-up with a written report to the COR and security log entries. Whenever, hazardous conditions are discovered, the contractor shall make every reasonable effort to immediately warn the public of these conditions by placing traffic cones, warning signs, blockades, security tapes and other warning signs, as needed at the site.

5.1.7 Provide roving patrols for monitoring security and building safety, including relief personnel to ensure assigned fixed and roving posts are covered at all times.

5.1.8 Conduct operational hours and after-hours building and area security checks to ensure the protection and security of DoD personnel, official information and detect, prevent and report fire and other safety hazards.

5.1.9 Direct vehicular and pedestrian traffic (only on property specifically owned, leased, or controlled by the DOD),; control access at DOD parking areas; issue and/or request traffic violation notices as specified in General and Post Orders. Post Orders will be provided upon contract award.

5.1.10 Provide information and assistance to authorized visitors, guests and DOD employees. Also, provide escorts for individuals in possession of items that require protection for which the safety of the individual and property is of concern.

5.1.11 Receive, issue, and account for all security keys, access cards, and locks issued to Contract Security Officers for access to DoD buildings, offices, gates, and any other secure or restricted areas requiring key access. All keys, locks and access cards remain property of the Government and shall not be duplicated or removed from the post or facility. Should the security of keys, ID's, Access Cards, or lock systems be compromised by the actions of the contractor and/or his employees, the contractor shall be responsible for all costs of those compromised items as replaced in total or in part by the Government, as deemed necessary by the COR.

5.2 Special Operational Responsibilities

5.2.1 Respond to security alerts or life-threatening situations such as medical alerts, fire alarms, suspected or actual criminal violations and any other life-threatening situations.

5.2.2 Provide appropriate security presence during special events and emergency situations to protect DoD facilities, employees, properties, visiting dignitaries, or official guests of the United States. Security support shall also be provided during investigations pertaining to violations of Federal, State, and local laws that appear to pose threats to the security and safety of personnel in the facilities.

5.3 Administrative Responsibilities

5.3.1 Maintain a written, 24-hour duty log of activities or incidents that require action at all stations or posts. The contractor shall prepare additional and separate reports pertaining to accidents, injuries, fires, bomb threats, security violations and all other unlawful acts or any other unusual incidents or events using the PFPA prescribed forms and formats.

5.3.2 Ensure all reports and other documents (e.g. Event Reports, Logs, Accident Reports and Reports of Investigation (ROIs)) are written clearly, legibly and accurately. All reports are to be forwarded to the COR as soon as possible but in no case will the reports be deferred to a later time or shift without the prior authorization of the COR

6. 0 Constraints

6.1 Regulations, Policies, and other Guidance.
The contractor shall comply with and enforce all General, Post, Supervisory and Special Orders, Circulars, Policies, Procedures and/or Regulations issued by the Pentagon Force Protection Agency as provided upon contract award. Additionally, the contractor shall comply with all labor standards, including the Service Contract Act and Collective Bargaining Agreements, as well as local, county, state, and federal laws.

6.2 Personnel and Facility Secret Clearances
A minimum of a DOD Interim Secret Security clearance is required for all contractor personnel performing any services under this contract. Contractors will be responsible for processing their employees for the required clearances in accordance with the Industrial Security Manual (DOD 5220.22m) and ensuring that no employee is assigned to work at a PFPA facility without the appropriate clearance. CSOs providing protection to facilities under the control of the PFPA shall be briefed on recognition, handling, and storage procedures pertaining to classified information. When PFPA receives relevant threat information regarding areas patrolled by contract personnel, the CSO can expect to receive classified (maximum of Secret) briefings pertaining to, but not limited to: potential and actual threats, possible method of attack,

identification of potential perpetrators, counter-measures such as surveillance, special operations, evacuation procedures, locations and the identification of key US Government High Risk Personnel (HRPs). Classified information and material provided to the contract personnel is specifically and solely designed to enhance contractor's ability to conduct security operations and shall not be shared outside official channels.

The Department of Defense (DoD), Defense Industrial Security Clearance Office (DISCO) will provide security clearances for contract personnel. Contractor employees granted clearances are subject to a security check by the Government prior to being allowed to work at the site. This requirement also pertains to Contract Management Officers/Employees of the firm, who, for any reason may visit the work site(s) during the term of the contract.

The Government shall notify the Contractor of the relevant and prevailing security classification of this contract. The Government shall also immediately notify the contractor of any subsequent revisions to the security classification by use of the DoD Contract Security Classification Specification (DD Form 254).

The Government will provide the contractor with the appropriate personnel security questionnaire and fingerprint forms that should be completed for each contract personnel performing services under this contract.

Contract personnel assigned to work under this contract shall be granted appropriate security clearances pursuant to the requirements set out in the Defense Industrial Security Regulations or other applicable regulations.

The contractor shall hold, at a minimum, an interim secret facility clearance as granted by DISCO prior to the RFP closing date. PFPA will not sponsor potential offerors for DISCO Facility/Security Clearances.

The contractor shall comply with the provisions of the Industrial Security Manual (ISM) DoD 5220.22M including all changes pertaining to the Safeguarding of Classified Information. Copies of the ISM may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Security clearance application forms required for DoD personnel security clearances shall be obtained from DISCO. All applicable forms provided by the contractor must be legible, accurate and complete. Within thirty (30) days of contract start up, the contractor will prepare and forward to the COR a legible and complete DD Form 2249 (DoD Building Pass Request) for each contract employee requiring access to the Pentagon and other locations within the NCR to obtain a DD Form 1466. The contents of the DD Form 2249 will be used to conduct a criminal record background investigation of the applicant prior to issuance of the DD Form 1466 (DoD Building Pass). The contractor will forward a completed PFPA New Employee Work Sheet that indicates clearance level and is signed by the Contractors FSO along with a Completed DD Form 2249. PFPA will not issue a DD Form 1466 without the Completed and signed PFPA Worksheet. Contractor will only request and PFPA will only issue DD Form 1466 to employees of the contractor

6.3 Contractor Files and Records

The contractor shall maintain current and accurate administrative and training files detailing the contractor's operations pertaining to this contract. At a minimum, the files shall include personnel information pertaining to all employees furnished under the contract. The files shall contain contract employee's name, date of birth, Social Security number, home address, and home telephone number. Employee information shall also include points of contact to be notified in case of emergency, a recent color photograph of the employee, records of all training, test scores, examinations, the annually completed Lautenberg Form, copies of all complaints filed against the employee and subsequent, investigations, commendations and all records required by Industrial Security Manual relative to the affected employee. Contractor shall also maintain a record of all medical examinations to include Physicals and all testing to

include Drug and Alcohol. The contractor shall maintain these files for a period of six (6) years and three (3) months after final payment (FAR/DFAR).

6.4 Personnel Terminations
The contractor shall immediately notify the COR upon termination of any person assigned to work under this contract. The details of the termination, including a full identification of the affected employee shall be provided to the COR in writing, within three (3) business days after the termination along with any PFPA issued ID, Badges, Parking Passes, or equipment. The written report will include a full summary of the reason for the termination and any possible negative impact to the Government or PFPA specifically resulting from the terminated employee's actions causing the termination, either operationally or media related. The report will also list any items of equipment seized from the affected employee. A copy of any applicable security log shall be attached to the written report detailing the applicable actions committed by the contractor's personnel causing the termination. A contractor employee terminated involuntarily by one PFPA Contractor may not work for another PFPA Security Contractor on the PFPA Security Contract in any capacity.

6.5 Licenses.
The Contractor shall obtain and maintain throughout the terms of the contract all required armed CSO licensing for the jurisdiction in which performance is required. For this contract, licenses should be obtained in accordance with the requirements of the State of Maryland. Licenses and permits to carry/possess a weapon shall be obtained in all-permanent jurisdictions.

7.0. Government Furnished Equipment
The Government will furnish the following equipment for use by the Contract Security Officers while on duty at the various locations. All equipment listed is not available at all locations. The supervisor shall ascertain that all equipment is in working condition at the beginning of each shift. Loss or damage of equipment must be documented and reported to the security officer's supervisor. The supervisor shall report the loss or damage to the COR as soon as possible but in no case shall the report extend past the end of the shift in which the loss or damage was occurred or was found

A. Electrical and mechanical equipment where installed, such as alarms and surveillance systems, communications equipment, CCTV, X-Ray machine, stand alone metal detectors, hand-held metal detectors, undercarriage mirrors, clearing barrels and ballistic blankets, including written operating procedures and instructions. The government will supply all clearing barrels and provide appropriate areas for cleaning of approved contractor owned weapons and ammunition. Space for contractor owned/GSA approved Class 5 weapons and ammunition security containers will be provided by the government.

B. Officers Duty Book, including all relevant information required.

C. Telephones deemed necessary by the government for the conduct of official government business under the contract.

D. All administrative forms prescribed for use by the contractor's employees.

F. Classroom for on-site-training, of personnel employed by the contractor, for the purpose of COR Provided/required training.

G. Building utilities and services will be afforded the contractor in accordance with established DOD operational procedures. This includes the use of concessions facilities, when open, restrooms and the use of medical facilities when available for emergency purposes.

H. PFPA hand-held radios for some rover/patrol positions. The Government will provide radios in locations deemed appropriate. The Government will not provide radios in all areas. Government supplied radios operating on the Government network are for emergency use only.

J. Escape masks will be provided within the general vicinity in a wall mounted locked box.

K. Keys, and Access cards as deemed necessary by the Government.

8.0 Applicable Directives

8.1 Attachment C. Minimum Standards for Contract Security Officers.
8.2 Attachment D. Medical Standards for Contract Security Officers.

9.0 Critical Tasks, Standards, Metrics and Incentives Matrix

Security Services	**Service Delivery**	**Schedule**		
Critical Task	Standard	Metric	Surveillance Method	Incentives/De-Incentives
1. The contractor shall staff all required posts with a fully qualified contract security officer who meets all applicable standards.	Ensure that PFPA's mission of providing protection and security of assigned facilities and personnel is fully accomplished	100% of the time.	Review of daily Contract Security Officer Duty Registers, weekly quality control reports, PFPA COR and customer observation.	(1) Payment Deduction (2) Interim negative CPARS evaluation, (3) Government may not extend next contract option period. See * Schedule of Deductions Information below. Positive or negative semi- annual CPARS ratings/evaluations of contractor's performance.
2. Security Officers on duty must be properly equipped, alert and attentive to their assigned duties at all times	Ensure professionalism, competence and promptness in the daily execution of duties of the assigned post and to ensure the protection and security of the occupants, equipment and materials of the assigned facility.	100% of the time.	Observation by COR, feedback and comments from building Security Managers, occupants, visitors and others including PFPA and WHS personnel, contractor QC reports/checks, customer surveys and complaints.	**Discrepancies in this task essentially render a post un-staffed and the incentives shall be the same as the incentives for Critical Task one (1).** Positive or negative semi- annual CPARS ratings/evaluations of contractor's performance.

Security Services	Service Delivery	Schedule		
Critical Task	Standard	Metric	Surveillance Method	Incentives/De-Incentives
3. The contractor shall implement and maintain its quality control plan/program as accepted by the Government and incorporated into the contract upon award.	To ensure and maintain the standards and quality of services required under this contract and to ensure that all posts are appropriately staffed at all times with the highest quality, qualified, professional security personnel.	100% of the time throughout the period of performance of the contract.	The COR and alternate COR will conduct random inspections and reviews of quality related programs and training initiatives, covered by the quality control plan.	Positive or negative semi- annual CPARS ratings/evaluations in the area of contract management.
4. Produce high quality daily logs and event reports that provide an accurate chronological record of events and to document conditions that may warrant realignment of posts, duties and identify security issues of concern.	Reports must be accurate, complete, concise, and legible and must contain detailed descriptions of all events and actions that occur during the shift as required per contract, SOP, Post Order and other applicable directives.	Accurate, complete, concise, and legible reports available upon request.	Subjective assessment of the quality of the reports/logs by shift managers/supervisors and the COR.	Incentives/Decentives shall be the same as Critical Task One (1). Positive or negative semi- annual CPARS ratings/evaluations of contractor's performance.

Security Services	Service Delivery	Schedule		
Critical Task	Standard	Metric	Surveillance Method	Incentives/De-Incentives
5. Respond to the requirement for additional security personnel within the required time frame while maintaining the integrity of the regular posts at all assigned locations	Assist with PFPA's protection and security mission during special events or under heightened security conditions.	Fully qualified and appropriately equipped personnel reporting for duty. No discrepancies in staffing of assigned posts; no personnel working hours in excess of the acceptable standards as stated in the **Minimum Standards Attachment C**	Duty logs review, Contractors QC and PFPA QA activities.	Positive or negative semi- annual CPARS ratings/evaluations of contractor's performance regarding additional support and surge response capability.

***Schedule of Deductions and Incentives for Critical Tasks 1, 2, and 4.**

Please see the attached violation chart. (Attachment E)

NOTE: Each identified incident will result in monetary deductions. Discrepancies of this nature may result in the issuance of a "show cause" letter to the contractor regarding continuation of the services.

Award Term Determination:

Bi-annual CPARS evaluations will be entered into the CPARS system. All critical task evaluations collected and documented during the prior six months of the performance period will be used to develop and support the CPARS interim evaluation. Further, the evaluations will be used to support documentation to the contract file regarding the recommendation to add or delete the next available option period for this contract. The contractor is encouraged to submit a quarterly self-assessment report to the contracting officer that discusses successes, challenges, innovations, problem resolution; solutions and initiatives identified during the execution of the contract requirements. Contractor self-assessment information MAY be considered in support of CPARS evaluations.
Only contractor(s) with superior performance evaluation ratings may receive additional award term option periods. In accordance with the FAR, 52.217-9 the Government reserves the right to exercise options.

The first award term evaluation cutoff will occur at the end of the sixth month of first option period. The Government has 60 days after this date to complete the evaluation and issue the award term determination.

The second award term evaluation cutoff will occur at the end of the sixth month of the second option period. The Government has 60 days after this date to complete the evaluation and issue the award term determination.