

**PROJECT MANAGEMENT AND INTEGRATED LOGISTICS SUPPORT (ILS)  
MANAGEMENT SUPPORT SERVICES FOR  
DC PROJECTS  
STATEMENT OF WORK (SOW)**

**1.0 GENERAL.**

**1.1 Scope and Background.**

**1.1.1 Scope.** The Contractor shall provide Program Management services as well as Integrated Logistics Support (ILS) management services to the Surface Forces Logistics Center (SFLC), Engineering Services Division, Engineering Support Branch, Asset Life Saving Equipment Section (ESD-ESB-ALSE). These Contractor services shall be utilized to support the following Coast Guard programs:

- a. Damage Control (DC) Equipment Implementations
- b. Damage Control Policy Advisor (DCPA)

The Contractor will provide project management and ILS management services for the DCPA and the following DC projects: self-contained breathing apparatus (SCBA), P-6 pump, Damage Control Maintenance Procedure Card updates (MPC) and P-100 pump.

**1.1.2 Background.**

**1.1.2.1 DC Projects.** The USCG is fielding SCBAs, and P-6 pumps, to replace obsolete oxygen breathing apparatus (OBA), and P-1 pumps, respectively. As part of this effort, (ESD-ESB-ALSE) received a request from CG-45 to provide Implementation and Logistics support. The Time Compliant Technical Orders (TCTO) for these DC projects are in various stages of completion and (ESD-ESB-ALSE) is responsible for overseeing their implementation.

**1.1.2.2 DCPA.** DCPA position was established in June 1996 at the SFLC and tasked to act as the primary point of contact for major naval engineering issues, concerns and changes that affect the U.S. Coast Guard Fleet with regard to Damage Control. Since its inception, the role of DCPA has greatly expanded to become the primary Point-of-Contact and expert for nearly all issues that affect shipboard Damage Control Readiness.

**1.2 Contractor Personnel.**

**1.2.1 Program Manager.** The Contractor shall provide a Program Manager who serves as alternate for the Project Manager and as counterpart to client program/technical manager. Resolves problem, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met. Bachelors degree in Business Administration or related field, minimum of 8 years intensive and progressive experience in the management of large programs.

**1.2.2 Project Manager.** The Contractor shall provide a Project Manager (key) who shall be responsible for all Contractor work performed under this Statement of Work (SOW).

**1.2.2.1** The Project Manager shall be a single point of contact for the Contracting Officer (KO) and the Contracting Officer's Technical Representative (COTR). The name of the Project Manager, and the name(s) of any alternate(s), who shall act for the Contractor in the absence of the Project Manager, shall be provided to the KO and COTR at the Kick-Off meeting. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this SOW.

**1.2.2.2** The Project Manager shall have a general knowledge of the damage control equipment and capabilities being used by the Coast Guard, Navy and marine industry as well as those being developed.

**1.2.2.3** The Project Manager, or alternate, shall be available to the COTR via telephone during the core hours of 0800 and 1600 EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 4 hours of notification during the hours specified above.

**1.2.2.4** The Project Manager works with the DC Team Leader to provide competent leadership and responsible project direction through successful performance of a variety of detailed, diverse elements of project management tasks. Directs completion of tasks within estimated timeframes and budget constraints. Interfaces with client counterpart when appropriate. Bachelor's degree in related field or equivalent and minimum four years of experience.

**1.2.3 DC Team Leader.** The Contractor shall provide a DC Team Leader who develops and manages SCBA installation schedule. Drafts documentation including Plant of Action & Milestone (POA&M ) for transitioning to the envisioned DC21 organization. Provides interim support planning and assists with master schedule for annual POSI-CHECKs, 5-year hydro testing, and 5-year rebuild/upgrade/recapitalization of SCBA related equipment. Assists with technical details of long-term depot level SCBA support documentation, quality control issues for Cutter installations, and maintenance procedure implementations. Also assists with trend analysis of long-term SCBA maintenance performer and equipment status. Maintains damage control databases. Creates papers and reports for damage control projects as required. Maintains tracking database. Prepares and delivers monthly task reports. Functions as the onsite team leader for the contractor team and supports the project manager and the program manager in the performance of logistical tasks specific to damage control equipment or systems. Understands project management principles, including logistics and resource scheduling. Needs minimal understanding of MS Project and extensive familiarity with Office Suite (Word, and Excel) as well as a familiarity with MS Access design and programming. BS or BA degree and 8-10 years of experience providing logistics support.

**1.2.4 DCPA Assistant.** The Contractor shall provide a DCPA Assistant who shall be responsible for execution of DCPA support services performed under this Statement of Work (SOW). In coordination with the CG DCPA, the DCPA Assistant shall act as primary point of contact for major naval engineering issues, concerns and changes that affect the U.S. Coast Guard Fleet with regard to Damage Control.

**1.2.4.1** The DCPA Assistant shall be a single point of contact for the Contracting Officer and the Contracting Officer's Technical Representative (COTR) for all DCPA related support services. The name of the DCPA Assistant shall be provided to the KO and COTR at the Kick-Off meeting.

**1.2.4.2** The DCPA Assistant Acts as primary point of contact supporting the DCPA with major naval engineering issues or concerns or changes that affect damage control equipment or systems in the Fleet. Assists with updating the Naval Engineering Manual (NEM). Reviews message traffic specific to Casualty Reports (CASREPs) or Safety Advisories. Obtains user inputs to revise Allowance Parts Lists (APLS) and Allowance Equipment Lists (AELs). Works with Time Compliance Technical Order (TCTO) coordinator to initiate/revise TCTOs for damage

control equipment or systems. Monitors SCBA installation program. Maintains awareness of shipboard damage control policy and advises the DCPA on damage control issues. Assists in development and distribution of damage control policy as required. Maintains all shipboard damage control instructions such as Machinery Space Fire Fighting Doctrine (MSFD), Repair Party Manual (RPM), and Cutter Standard Repair Locker Inventory (RLI). Coordinates with Coast Guard training elements as necessary for damage control specific training. Addresses safety and health hazard criteria as it relates to damage control. Prepares reports, provides recommendations, and completes action items associated with damage control. BS or BA degree and over 12 years experience in the field of naval engineering logistics. Over 14 years substitutes for degree requirements.

**1.2.5 TCTO Coordinator.** The Contractor shall provide a TCTO Coordinator who develops, reviews, processes, and coordinates TCTOs and legacy Engineering Changes (ECs) for damage control equipment or systems. Works with Product Line and other SFLC support division personnel, other contractors, and subject matter experts on TCTOs and ECs within Coast Guard policy and procedures. BS or BA degree and over 10 years in field of damage control equipment or systems logistics. Over 12 years substitutes for degree requirements.

**1.2.6 Damage Control Equipment Subject Matter Expert.** The Contractor shall provide a Damage Control Equipment Subject Matter Expert who provides maintenance and support subject matter expertise for damage control equipment. Reviews and distributes damage control equipment manufacturer changes and advisories. Develops and coordinates the review and update of damage control equipment MPCs as required. Should be RCM Level II certified and have at least 8 years working with damage control equipment in either a Coast Guard, U.S. Navy, or Merchant Marine environment. Updates APLs and CG-45 determined AELs into MICA and FLS for each operationally designated unit. Works with Product Line and other SFLC support division personnel to establish baseline stock levels and streamline the fielding process for damage control equipment. Obtains user inputs to revise APLs and AELs. HS diploma or equivalent and technical training in logistics and over 8 years of experience in the field of logistics.

**1.2.7 SCBA Maintenance Provider.** The Contractor shall provide **two (2)** SCBA Maintenance Providers who must be very experienced with either OBS or SCBAs and have served on damage control teams aboard either Coast Guard, or U.S. Navy, or Merchant Marine vessels. Should be C.A.R.E. certified. Schedules and conducts SCBA annual air flow maintenance for Cutters on interim basis. Assist in scheduling quarterly RSC conference calls and associated agenda preparation. Provide oversight of RSCs to ensure SCBAs are maintained compliant with Coast Guard recognized standards. Maintain currency of RSC Status Sheet. HS diploma or equivalent and technical training in logistics and over 8 years of experience in the field of logistics.

**1.2.8 SCBA Airflow Test/RSC Oversight Coordinator.** The Contractor shall provide an SCBA Airflow Test/RSC Oversight Coordinator who requires MS Access user level knowledge or demonstrated ability to learn it. Requires Office Suite (Word, and Excel). Demonstrated ability to interface with different levels of chain of command. Coordinates and arranges RSC conferences. Maintains RSC points of contact listing. Works with RSCs and Training Coordinator to keep an adequate number of certified C.A.R.E personnel available. Coordinates with RSCs to receive PosiCheck results and maintains a master database for PosiCheck results. Analyzes PosiCheck results data to ensure all Cutters are receiving annual air flow tests and tracks associated SCBA equipment history. Coordinates annual PosiCheck machine calibration. Maintains PosiCheck database, backups, and data removal to backup to keep master database current plus one year of history. BS or BA degree and over 10 years in field of logistics and technical training in logistics. Over 12 years substitutes for degree requirements.

**1.2.9 Supply Support Technician.** The Contractor shall provide a Supply Support Technician who conducts analysis to find deficiencies with damage control equipment supply support. Coordinates SCBA installations with Product Line and Cutter personnel. Performs SCBA installation follow-up. Coordinates and maintains status of

SCBA installations. Assists with P6 pump and other damage control equipment outfitting. Assists in creating purchase requests, JOTFOCs, and other justifications for damage control purchases for review and approval by Government personnel. Creates shipping/tracking documents and maintains tracking documents on all damage control program project shipments. HS diploma or equivalent and technical training in logistics and over 8 years of experience in the field of logistics.

**1.2.10 Training Coordinator/Data Administrator.** The Contractor shall provide a Training Coordinator/Data Administrator who requires good Office Suite (Word, Excel, and Access) skills along with good communication skills. Prepares written communications for damage control programs to be distributed throughout the Fleet. Provides conference and meeting preparation assistance. Reviews and analyzes equipment inventory data. Schedules and arranges interim training for SCBA and Compressor Maintenance. Maintains the master training attendee listing. Regularly updates damage control program project websites (e.g., CG Portal and the SFLC/DC site). Assists with property transfer documentation and compressor Air Quality testing tracking. Performs or responds to data calls. Plans and makes arrangements for quarterly DCWG meetings, and reports on recommendations and action items to the USCG Naval Engineering Maintenance and Logistics Working Group (NEMLWG). HS diploma or equivalent and 3-8 years of experience in the field of logistics.

**1.2.11 Database Programmer.** The Contractor shall provide a Database Programmer with complex MS Access Programming Skills. Will be using Access user-level design tools, as well as MS Visual Basic and SQL and working with existing damage control program databases to improve efficiency and provide information needed to support the ALSE/GSE section. Will write queries; create reports; and edit existing forms, queries, reports and table structures. Little data entry required except for testing. Will work with onsite staff to transfer those skills. Involves extracting old data into backup copies to maintain optimum database size. Bachelors degree (or equivalent) or certification for the subject matter from an accredited training institution. 4-6 years experience with 3 years of specialized study or experience.

**1.3 Security.** The tasks for this SOW will not be classified and no security clearance will be required. Release of information generated for the Coast Guard shall not be allowed without prior written consent of the Contracting Officer.

**1.4 Period of Performance.** The period of performance for this SOW will be one year from date of award, estimated 15 August 2011, with four option years.

**1.5 Place of Performance.** The primary place of performance will be in the (ESD-ESB-ALSE) at the USCG Surface Forces Logistics Center, 2401 Hawkins Pt Road, Baltimore, MD 21226.

**1.6 Travel.** Travel outside the local commuting area(s) may be required to support effort to the USCG. The Contractor shall be reimbursed in accordance with the Federal Travel Regulations and in accordance with FAR Section 31.205-46. If the travel is required, the Contractor shall be responsible for obtaining COTR approval (electronic mail is acceptable) in advance of each travel event.

**1.7 Kick-Off Meeting.** The Contractor shall schedule a Kick-Off Meeting with the KO and the COTR no later than 5 business days after the date of award. The Kick-Off Meeting will be held at the SFLC facility in Baltimore, MD.

**1.8 Progress Meetings.** The Project Manager shall meet with the COTR on a monthly basis to discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall be conducted at the SFLC facility in Baltimore, MD.

**1.9 General Report Requirements.** The Contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with the USCG Workstation III (Windows XP and Microsoft Office Applications).

**2.0 GOVERNMENT FURNISHED PROPERTY.** The Government will provide the workspace, equipment and supplies, equivalent to government employees at the SFLC, that are necessary to perform the on-site portion of the services required in this SOW. The Contractor shall use the Government furnished property only for the performance of work under this SOW.

**3.0 CONTRACTOR FURNISHED PROPERTY.** None.

**4.0 TASKS.** The Contractor shall provide resources necessary to perform all tasks to meet the scope and objectives established in Section 1.0. Tasks shall include the following:

- Program Management Support
- Implementation Project Management Support for DC Projects
- ILS Management Support for DC Projects
- DCPA Support Services
- SCBA POSI-CHECK testing and Maintenance as required
- Update of MPCs as required

**4.1 Program Management Support.** The Contractor will provide Program Management services to support coordination and execution of the DC projects. In particular, the Contractor shall provide the following services:

- a. Develop and execute project plans and other project files in accordance with the Project Management Body of Knowledge (PMBOK) as specified by the Project Management Institute. In addition, provide oversight for maintenance of project information for archive and retrieval (e.g. technical information, manuals, and drawings).
- b. Revise and/or maintain applicable project management and ILS documents. The documents include but are not limited to the SCBA Project Management Plan and SCBA equipment Integrated Logistics Support Plan (ILSP).
- c. Provide coordination and oversight for the revision and promulgation of Engineering Changes.
- d. Prepare and provide program briefs to the DC stakeholders to keep them abreast of implementation and ILS support activities. Additionally, the Contractor shall attend and participate in the various DC program meetings as directed by the COTR.
- e. Develop and maintain a database to track equipment failures, internal and external action items, and installation tracking.
- f. Provide assistance with updating the Naval Engineering manual as well as other Damage Control Publications.
- g. Lead weekly team meetings to discuss actions and emergent issues.

**4.2 Implementation Project Management Support for DC Projects.** The Contractor will provide Implementation Project Management services to support coordination and execution of the DC projects. In particular, the Contractor shall provide the following services:

- a. Act as primary point of contact for all SCBA implementation and support issues. This includes, but are not limited, to the following activities:
  - 1. Developing and managing SCBA Implementation schedule
  - 2. Coordinate SCBA installation package delivery with MLCs
  - 3. Coordinate with cutter representatives for SCBA implementation
  - 4. Field phone and e-mail inquiries from Coast Guard units and personnel
  - 5. Follow-up with stakeholders (Unit, LANT/PAC Assist, NESUs) after completion of SCBA installations to assist with resolution of any outstanding SCBA issues and collect lessons learned
  - 6. Perform research and prepare messages or advisories as necessary based on findings
  
- b. Coordinate and maintain status of equipment installations. This includes, but are not limited, to the following activities:
  - 1. Communication to the CG unit (i.e. Install Schedule, Point of Contact, etc.)
  - 2. Verification of Equipment Installation Site
  - 3. Verifying addition of Ballast to compensate for the SCBA Compressor
  - 4. Verifying modification of Scuttles for Equipment Access (if needed)
  - 5. Verifying removal and disposal of legacy DC equipment
  
- c. Develop and process engineering changes for all platforms to reflect the appropriate logistics support.
  
- d. Review and analyze equipment inventory data. In particular, the Contractor shall monitor/track status of procurement, receipt, and stowage of the following:
  - 1. Repair and Spare Parts
  - 2. Test Equipment
  - 3. Initial Equipment
  
- e. Conduct System Analysis to ensure adequacy of existing policies, maintenance procedures, and certification requirements. As deficiencies are identified, provide recommendations that will meet the CG requirements. This will include, but not limited, to the following:
  - 1. Air Quality Samples (NFPA & Quarterly Requirement)
  - 2. Air Flow Test (a.k.a. POSI-CHECK - Annual Requirement)
  
- f. Coordinate and provide reproduction and dissemination of DC training materials (i.e. Computer Based Training) as directed by COTR.
  
- g. Provide conference center services and conference preparation activities for DC conferences as directed by COTR.

**4.3 ILS Management Support for DC Projects.** The Contractor shall provide all ILS Management Support services for DC projects. The activities include the following:

- a. Provide assistance with the implementation of the P-6 pump initial outfit project.
- b. Provide assistance with the generation of property transfer documentation.
- c. Provide assistance with the SCBA compressor air quality tracking program.
- d. Provide assistance with the SCBA BAC technical manuals.
- e. Provide assistance with maintaining the Damage control website.
- f. Provide assistance with developing and maintaining master schedule for the annual air flow and five year hydrostatic testing, and five year rebuild/upgrade/recapitalization of SCBA equipment and accessories.
- g. Assist with technical details and of long-term depot level SCBA support documentation.
- h. Assist with quality control issues such as cutter SCBA installations, maintenance procedure implementation.
- i. Assist with trend analysis of long term SCBA maintainer performance, and equipment condition status.
- j. Update Allowance Parts Lists (APLs) and CG-45 determined Allowance Equipage Lists (AELs) into Management Information Configuration and Allowance (MICA) and Fleet Logistics System (FLS) for each designated operational unit.
- k. Provide recommendations for life cycle logistics support that include management of warranty issues and CASREP responses during the sustainment phase.
- l. Schedule and set up interim training for SCBA and Compressor certification maintenance.
- m. Draft documentation including a POA&M for transitioning to the envisioned DC21 Organization.
- n. Assist with technical details of long-term depot-level SCBA support documentation.
- o. Work with the SFLC Inventory Manager to establish baseline stock levels (e.g. minimum stock, re-order points, and maximum stock) and streamline the fielding process (shipping, staging, and CASREP response).
- p. Monitor NSW-PC's program to manage and redistribute OBA canisters removed from cutters. In addition, establish a program to continue supporting OBA canisters.
- q. Provide interim Support Plan, to include recommendations, to establish a repair program at various shore based USCG support units including the Maintenance Augmentation Team (MAT), Naval Engineering Support Units (NESU), Integrated Support Commands (ISC), Atlantic and Pacific Area Assist Teams, NAVSEA, and manufacturers. At minimum, the recommendations shall address management of spare parts & emergency spares, training required, and certification maintenance for all shore based USCG support units.

- r. Review and distribute manufacturer's changes and advisories. In addition, coordinate the review and update of Maintenance Procedure Cards as applicable.
- s. Regularly update project websites (e.g. CG Central, SFLC, ESD-ESB-ALSE website, etc.).
- t. Maintain DC data bases, and create papers and reports using Microsoft Office Suite applications.

**4.4 DCPA Support Services.** The Contractor shall provide DCPA Support Services. The activities include the following:

- a. Assist with the review of the CG message traffics (e.g. CASREPs, Safety Advisory, etc.) and obtain user inputs to revise APLs and AELs. As directed, initiate/revise the EC to meet current needs.
- b. Support the Coast Guard DCPA with the following:
  - 1. Advise the Office of Naval Engineering (CG-45) on shipboard damage control policy, DCPA will develop and distribute damage control policy with CG-45 concurrence.
  - 2. Maintain all shipboard damage control instructions, such as the Machinery Space Fire Fighting Doctrine (reference b), Repair Party Manual (reference c), and Cutter Standard Repair Locker Inventory.
  - 3. Coordinate with the training elements within the Coast Guard as necessary.
  - 4. Address safety and health hazard criteria as it related to damage control.
  - 5. Assist with the POSI-CHECK testing and maintenance of SCBAs.
- c. Plan and make logistics arrangements for the quarterly meetings of the Damage Control Working Group. Report their recommendations and action items to the NEMLWG.

**4.5 Project Meetings.** The Contractor shall conduct a minimum of three meetings as follows:

- a. Startup.
- b. Progress meeting at approximately 50% task completion.
- c. Final briefing when task final draft information is submitted.

## **5.0 DELIVERABLES:**

**5.1 Project Plan.** The Contractor shall provide a draft Project Plan that includes detailed methodology & implementation plan to meet all SOW objectives at the Kick-Off Meeting for the USCG review and comment. The Contractor shall provide a final Project Plan to the COTR no later than 5 business days after conclusion of the Kick-Off Meeting.

**5.2 Monthly Progress Reports.** Monthly progress report summarizing progress attained, in addition to issues, concerns, schedule information and planned activities for the next reporting period. Reports shall include as a minimum:

- a. Task number
- b. Job title description
- c. Current value of task
- d. Balance remaining
- e. Estimated percent of completion
- f. Status of Government Furnished Material/Information

- g. Identified problems with recommended resolution, outcome or mitigation of problems
- h. A Gantt chart that has time (calendar) along the horizontal axis and deliverables along the vertical axis. For each deliverable, the chart shall reflect, as a minimum, Start/Stop dates for each task, tasks identified as critical path, resources assigned to each task, Government reviews, and final deliverable milestones.

**5.2.1** Submittal of progress reports and the delivery date, shall be agreed to at Kick-off meeting.

**5.3 SCBA PMP.** Revise the current SCBA Project Management Plan (PMP) and, if necessary, any engineering changes to reflect the appropriate logistics support as determined by the ILSMT. First submittal is due within 30 days after first ILSMT meeting.

**5.4 Engineering Changes.** Develop and provide support to DC Engineering Changes as directed.

**5.5 Training Materials.** Reproduce and disseminate DC training materials as directed.

**5.6 Brief material to support DC programs.** Provide brief materials 10 days prior to the scheduled briefing dates or conferences.

**5.7 Minutes of each meeting.** Meeting minutes shall include, as a minimum, a list of attendees, a description of the items discussed, and a list of the action items with the person/code responsible for the action identified.

**6.0 QUALITY ASSURANCE:** The Contractor shall establish and maintain a quality assurance program to ensure that all tasks are completed in accordance with the contract, the Statement of Work, and the individual task order requirements. The government will review the content and format of the deliverables in their entirety prior to issuing approval.

**7.0 REFERENCES:** Naval Engineering Manual, COMDTINST 9000.6 (Series); Naval Engineering Program Business Plan 2003-2008.

**8.0 Overtime:** All overtime that is invoiced to the Coast Guard shall be pre-approved by the Contracting Officer's Technical Representative or the Contracting Officer.