**PERFORMANCE WORK STATEMENT (PWS)**

**ENGINEERING AND ANALYSIS ACTIVITIES IN LANDING GEAR:**

**ANALYSIS ENGINEERING SUPPORT**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

# SECTION I – DESCRIPTION OF SERVICES.

* 1. **Purpose:** The contractor shall provide a full-time Assistance and Advisory Service (A&AS) employee to support analysis, repair, design, testing, airworthiness certification, and forensic engineering in the development of landing gear engineering models (solid, stress, reaction, and fatigue), structural repairs, or component redesign/replacement efforts to the landing gear structural engineering team at Hill AFB, Utah.
  2. **Scope:** The Contractor shall support the following organizations with the tasks described in this PWS:

# 748 Supply Chain Management Group (SCMG) Organizations:

The 417 SCMS plans, directs and manages the activities of the Landing Gear Supply Chain Management Squadron. Landing Gear provides program management support that includes logistics, engineering, equipment management, item management, production management for supporting multiple aircraft, including A‐10, B‐1, C‐5, C‐130, C141, F‐15, F‐ 16, KC‐135, and start carts.

This effort will require two man-years, annually, of full-time support (1 man-year = 2000 labor hours, 2 man-years = 4000 labor hours) with a period of performance of one year with two follow on option years. The A&AS personnel will be part of an integrated team working alongside government personnel in the 417 SCMS/GUEA, Landing Gear Office, at Hill AFB Bldg. 1216. All elements of this effort will be considered severable. The effort is expected to commence on or before 30 September 2019 and for a maximum of three years. In addition to labor, travel may be required for CONUS conferences or site-visits to support this effort.

**On-Site Engineering Support**. This effort entails engineering design and analyses support analysis method development related to landing gear loading, reactions, stress, and crack nucleation in landing gear structures. The engineering analysis shall involve the use of state-of- the-art structural analysis tools including ANSYS, HBM nCode Design Life, and Solidworks, and may, in some cases require the development of new engineering methods. Heavy emphasis shall be placed on categorically developing solid models from 2D prints and performing static strength analysis of ultimate load conditions and generating fatigue crack nucleation analyses. On occasion, crack growth in landing gear will need to be evaluated. Analysis considerations will have to include the interaction of corrosion, pre-existing repairs, stress corrosion cracking, manufacturing processes, and residual stresses.

This effort will also involve design and analysis of structural modifications, repairs, and component redesign efforts based on field, depot, and other pertinent requirements. This will involve evaluation of new manufacturing or maintenance processes and determining their applicability to sustainment and the qualification of new processes as they are considered by either depot or field organizations.

**Landing Gear Analysis Specific Support.** A&AS personnel will support landing gear in development of risk assessment parameters and analysis. The assigned contractor employees must have a thorough knowledge of MIL-STD-882E and the state-of-the-art in risk assessment. Be able to use field and depot maintenance data and flight data to develop and revise risk assessments. Contractor personnel will be able to do the following:

* Summarize and present risk assessment results for decision makers
* Support sensitivity studies necessary to document the impact of current maintenance practices and improvements made to maintenance and support practices
* Author system safety evaluations to formally document risk assessments.
* Write failure assessments support to evaluate fleet or depot findings related to corrosion, fatigue, process development, etc.
* Process development in support of part production or maintenance actions
* Evaluation of thermal spray methods, corrosive preventative plating, or material additive technology
* Quality process implementation to include development and review of metrics associated with repair and production processes
* Repair and production process development, qualification, and quality control
* Provide support to other Air Force engineering organizations in these areas through direct participation in working groups and through mentoring

**Aircraft Airworthiness Certification/Recertification Support**. Contractor personnel will support aircraft airworthiness certification/recertification support. This support will directly impact aircraft through analysis that influences both repair and replacement of landing gear parts in repair or new production. Contractor employees must have a thorough knowledge of Federal Aviation Administration (FAA) airworthiness certification requirements to support FAA-like certification (AFPD 62-6 USAF Independent Airworthiness and AFI 62-601 USAF Independent Airworthiness). This support will directly impact aircraft through analysis that influences both repair and replacement of landing gear parts in repair or new production. Contractor employees will consider process qualification requirements for new and innovative maintenance actions to include paint stripping, spare part production, high strength steel forging, etc.

**Respond to Inquiries.** Contractor personnel will summarize and present (both formally and informally) the results of complex engineering analyses to facilitate sustainment decision making. Support translation of field requirements into the definition of project/redesign program work statements.

**Facilitate Cross-Platform ASIP/MECSIP.** Contractor personnel will facilitate synergistic ASIP/MECSIP efforts for the multiple systems supported by 417 SCMS/GUEA. This requirement is directly tied to MIL-STD-1530C.

**Engineering Test Support.** The contractor personnel will support material, component, and full- scale tests shall be provided to include the following.

* Engineering review of full-scale fatigue testing of Air Force landing gear as well as military derivatives of commercial aircraft and their landing gear
* Design of full-scale fatigue test fixturing for military and commercial landing gear testing, instrumentation and control system operational requirements for full-scale fatigue testing
* Design of sub-component and coupon tests to support and substantiate the results of analysis related to modifications, repairs, production and rework methods, and the development of new analysis tools or repair concepts
* Design of process evaluation test coupons and the necessary test machine requirements for testing
* Detailed knowledge of servo-hydraulic test machines, selection of instrumentation, validation testing through applicable ASTM test standards
* Specific knowledge related to the factors that influence specimen performance related to specimen preparation through test fixturing is expected

**Engineering Documentation.** All engineering support will be fully documented in technical reports as defined by Data Item Description (DID) DI-MISC-80508B with attachments to include, memos, drawings, engineering orders, computer generated analysis models/data, source data, computer scripts, and research papers. Due to the custom nature of each technical report, the final data product will be delineated by the specific and discrete effort. Reference Contract Data Requirements List (CDRL A006).

* + 1. **Task Order Administration:** The Contractor shall provide recommended solutions for workload and tasks associated with this PWS. The Contractor shall perform to the standards, workload, and the degree of ability, knowledge, skills and timeliness required in the PWS. The Contractor shall be knowledgeable of developing technologies, methodologies, business processes and shall be expected to have the technical expertise to transition into new or emerging areas of aerospace structural engineering.

Training necessary to meet minimum requirements will not be paid for by the Government. The contractor shall provide communication and staffing plans prior to contract award. Throughout the life of the contract, the communication and staffing plans shall be updated as changes occur and resubmitted to the COR, (CDRL A001).

* + - 1. **Contractor Employees:** The Contractor shall not employ persons on this contract if such employee is identified to the Contractor as a potential threat to the health, safety, security, or general well-being or operational mission of the installation and its population. The Contractor shall not employ any person who is an employee of the United States (US) Government if the employment of that person would create a conflict of interest, nor shall the Contractor employ any person who is an employee of the Department of the Air Force (AF), either military or civilian, unless such person seeks and receives approval according to the Department of Defense (DoD) 5500.7-R Joint Ethics Regulations (JER). In addition, the Contractor shall not employ any person who is an employee of the Department of AF if such employment would be contrary to the policies contained in Air Force Instruction (AFI) 64-106, AF Industrial Labor Relations Activities. The Contractor shall be prohibited from employing off-duty CORs who are surveying any contracts or subcontracts awarded to the Contractor. All Contractor employees shall conduct themselves in a professional, courteous manner. The selection, assignment, reassignment, transfer, supervision, management, and control of Contractor employees in performance of this PWS shall be the responsibility and prerogative of the Contractor.

The Contractor shall ensure all employees possess required training, qualifications, proficiency, security clearances and satisfy all other access requirements. The Contractor understands that any Contractor employee may be summarily and immediately removed from or denied access to any government property, facility, and installation at the sole discretion of competent government authority if that authority determines such action is necessary to protect or preserve government property, safety and security, or to maintain good order and discipline. It is the responsibility of the Contractor to replace any of its employees that are removed pursuant to the section where replacement is necessary to ensure full, timely, and complete contract performance.

The contractor’s employees may participate in other Government provided training, on a non- discriminatory basis as among contractors, under the following circumstances:

* + - * + The contractor employees’ participation is on a space-available basis,
        + The contractor employees’ participation does not negatively impact performance of this task order,
        + The Government incurs no additional cost in providing the training due to The contractor employees’ participation, and
        + Man-hours spent due to the contractor employees’ participation in such training are not invoiced to the task order.

The Contractor shall ensure all employees, including Sub Contractor employees, receive and read a copy of this PWS prior to commencing work. The Contractor shall provide written confirmation to the AFSC OL:H/PZA, Contracting Officer (CO) and the designated Contracting Officer Representative (COR) that this has occurred prior to the start date of the Period of Performance (PoP).

All Contractor employees shall comply with the following Universal Serial Bus (USB) Device policy while performing work utilizing Government computers:

USB flash memory devices are not allowed to be plugged into a Government computer at any time, including when the network cable is unplugged. USB flash memory devices include cell phones, memory sticks, cameras, iPods, and mp3 players. A violation of this policy will result in removal of network access.

* + 1. **Program Management:** The Contractor shall establish and maintain standard program management practices throughout the period of performance. For on-site work, the Contractor shall assign a Contract Manager (CM), who shall be co-located with Air Force organizations and shall communicate with the COR for all matters concerning the contract. The objective is to provide the program management, project control, and contract administration necessary to manage high volume and multiple processes for a diversified team so that the cost, schedule, and quality requirements are tracked, communicated to the government, and ultimately attained. The Government shall have visibility into the Contractors’ organization and techniques used in managing the program.

The COR shall have the right to reject or require correction of any deficiencies found in deliverables. In the event of rejection of any deliverable, the Contractor will be notified in writing by the COR of the specific reasons why the deliverable was rejected. The Contractor shall have 5 business days to correct the rejected deliverable and resubmit to the COR for re- inspection.

The Contractor shall ensure all proposed services are provided. In the event of any gap in contract service, the Contractor shall reduce the current period invoice for the services not received. Any reduction of invoicing shall be completed, on a monthly basis, by calculating total missed hours, multiplied by the rate established in the Firm Fixed Price (FFP) Labor Contract Line Item (CLIN) during the applicable PoP, and subtracted from the monthly total for respective month identified in the pay schedule to be established in Labor CLIN upon award.

* + 1. **Contractor Badges.** Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification during meetings with Government personnel. The Contractor shall also identify their status on correspondence and telephone conversations. In addition, Contractor signature blocks on E-mail messages shall identify their status. The Contractor shall ensure that all employees have the proper identification credentials prior to entering any government installation or facility. When conversing with Government personnel during business meetings, over the telephone or via electronic mail, contractor/subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Where practicable, contractor/subcontractors occupying collocated space with their Government program customer should identify their work space area with their name and company affiliation. The Contractor shall collect a terminated employee’s CAC and provide it to the COR. The CM shall complete an AFMC Form 496, Request for Identification Credential, for each Contractor employee requiring access to Hill AFB. The requests shall be submitted to Pass and Registration (South Gate Visitors Center). The CM or alternate shall complete all necessary documents for all Contractor personnel requiring access to Hill AFB. Common Access Cards (CAC) will be required for all on-site Contractor personnel. The CM shall ensure that all employees have the proper identification credentials prior to entering Hill AFB.

Each contractor employee will go to 75 FSS (Military Personnel Flight), currently located in Building 430, to receive their CAC. The government will provide appropriate identification cards which shall be issued, displayed and surrendered as directed in HAFBI 31-101, Installation Security Program. CACs are used for identification badges and network access. When not in use in the laptop or PC, the CAC shall be displayed on the torso below the neck and above the waist at all times while on base. CACs are not to be worn off base nor photographed.

Contractor employee orientation or personnel meetings with their employer shall not occur during the work schedule defined in the Location paragraph 1.4 below.

* + 1. **Emergency Procedures.** Contractor employees shall follow the direction of Government employees in regards to emergency procedures, i.e. fire, earthquake, active shooter, bomb threats. It shall be the responsibility of the Contractor to provide guidance and establish procedures for responding to emergencies for their employees. The Contractor shall account for their Contractor employees following an emergency evacuation. Contractor employees shall participate with Government personnel in all drills.
    2. **Security Requirements:** Contractor employees shall require access to Air Force (AF) computer systems and information and obtain a CAC in order to perform work. The Contractor shall verify an FBI fingerprint check with favorable results has been completed and a National Agency Check with Inquiries (NACI), or a Department of Defense (DoD) determined equivalent investigation, or greater, has been submitted to the Office of Personnel and Management (OPM) for each CAC eligible Contractor employee. Some contractors shall require a current SECRET security clearance eligibility for access to various government financial systems. The contractor shall take immediate action to remove the employee from this individual task order should the OPM response be returned unfavorable or unknown.

The Contractor shall validate and confirm, in writing, e-mail acceptable, the security status of each employee per the above paragraph to the COR no later than 8:00 a.m. on the PoP start date. The Contractor shall provide an updated staffing plan to the Government with lists of Contractor employee’s names, security clearance status, and position titles within three business days of any personnel changes, (CDRL A001).

* + 1. **Status Report:** The contractor shall provide a written monthly status report detailing projects in-work due by the 10th calendar day of the following month. The government retains the right to request and/or modify the current format at no additional cost to the government.

The contractor shall attend quarterly Program Management Reviews (PMRs) and End of Performance Project Review meetings if requested and scheduled by the COR. The purpose of these meetings is to discuss progress and achievements made during the performance period, as well as any outstanding issues requiring the attention of the AF. The Contractor shall identify any outstanding issues requiring AF attention and/or any areas where process improvement efficiencies can be gained and are recommended in the Monthly Status Report. Again, the government retains the right to request and/or modify the format at no additional cost to the government, (CDRL A001).

* + 1. **: Post Award Conference:** A post-award conference shall be conducted IAW FAR 42.503.
    2. **: Individual Task Order Reports:** The Contractor shall electronically provide the following Contract Data Requirements List(s) (CDRL) to the Government COR(s):

CDRL A001, DI-MGMT 80227/T, Contractor’s Progress. Status, & Management Report

CDRL A002, DI-ADMIN 81373/T, Presentation Material CDRL A003, DI- QCIC 81722/T, Quality Program Plan

CDRL A004, DI-MISC-81920, List of All Deliverables, Subtitle: Continuity Book CDRL A005, DI-MISC-80508B/T, Technical Report-Study/Services

CDRL A006, DI-SAFT-81563/T, Accident/Incident Report, Subtitle: Mishap Report

**1.2.8 Non-Disclosure Agreements:** The Contractor shall provide signed copies of the attached Non-Disclosure Agreement (NDA) to the COR for all task order employees, direct and indirect, prior to commencing work. The Contractor shall not divulge any information about files, data, processing activities or functions, user ID’s, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. The Contractor personnel shall abide by all agency rules, procedures, and standards of conduct. The Contractor personnel shall be in compliance with the Federal Information Processing Standards (FIPS) 201 Personal Identity Verification (PIV) of Contractor Employees. The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. The Contractor shall insert this clause in all subcontracts when the sub-Contractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

* 1. **Applicable Documents:** DoD 5500.7-R Joint Ethics Regulations (JER), Military and Civilian employees performing as Contractors, AFI 64-106, AF Industrial Labor Relations Activities
  2. **Hours of Operation:** The Contractor is responsible for conducting business, between the normal working hours. Normal core hours are 8:00 am to 4:30 pm, Monday thru Friday (except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings) eight (8) hours per day, forty (40) hours per week. The contractor may use flexible hours for start and end time. Flexible hours are 7:00 am to 8:30 am and 3:30 pm to 5:00 pm. Government surveillance of contractor performance is required to give reasonable assurance that efficient methods and effective cost controls are being used. The contractor shall comply with AFI 31-101 for safeguarding Government buildings and equipment in these buildings. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential. The work to be performed under this contract will be performed on-site at Hill Air Force Base unless telework or work from the Contractor’s facility has been approved by the contracting officer on a case by case basis and must be in the best interests of the government.
  3. **Recognized Holidays**: Holiday office closure will be per the U.S. Office of Personnel Management holiday schedule. In addition, the Contractor may be required to observe energy days and/or other down days as directed by OO-ALC Center Commander, AFSC Center Commander and/or AFMC. The Contractor may adjust work schedules to align with 417 SCMS/GUEA alternate work schedules.
  4. **Non-Personal Services**: The Government will neither supervise Contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual Contractor employees. It shall be the responsibility of the Contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the Contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the Contractor's responsibility to notify the COR immediately. These services shall not be used to perform work of a policy/decision making or management nature, i.e., inherently Governmental functions. All decisions relative to programs supported by the Contractor shall be the sole responsibility of the Government.
  5. **Quality Control Program**: The Contractor shall establish and maintain a Quality Control Plan to ensure the requirements of this contract are provided as specified. The Contractor shall provide a Quality Control Plan describing the inspection system for the requested services listed in the PWS with the proposal and provide updated versions to the COR as changes occur. The Contractor shall develop and implement procedures to identify, prevent, and ensure non- recurrence of defective services. The contractor shall use key performance parameters to monitor work performance, measure results, ensure delivery of contracted product deliverables and solutions, support management and decision-making and facilitate communications. The contractor shall identify risks, resolve problems and verify effectiveness of corrective actions.

The contractor shall institute and maintain a process that ensures problems and action items discussed with the Government are tracked through resolution and shall provide timely status reporting. Results of contractor actions taken to improve performance shall be tracked and lessons learned incorporated into applicable processes. The contractor shall establish and maintain a documented set of disciplined, mature and continuously improving processes for administering all contract efforts with an emphasis on cost-efficiency, schedule, performance, responsiveness and consistently high-quality delivery, (CDRL A003).

The CO will notify the Contractor of acceptance or required modifications to the Plan. The Contractor shall make appropriate modifications (at no additional cost to the government) and obtain acceptance of the Plan by the CO before the start of the performance period. The Plan shall be updated as changes occur and shall be submitted for review and acceptance by the government.

* + 1. **Quality Assurance:** The Government will monitor and evaluate the Contractor’s performance under this contract IAW the government’s Quality Assurance Surveillance Plan (QASP). When an observation indicates defective performance, the COR will notify the CO and the Contractor. Any action taken by the CO as a result of surveillance will be according to the terms of this contract. Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the CO, who will make the final decision. The services to beperformed by the Contractor during the period of this contract will at all time and places subject to review by the CO or authorized representative(s). Other Government personnel may from time to time observe Contractor operations. These personnel will not interfere with Contractor performance.
  1. **Travel**: The Contractor may be required to travel during the performance of this contract to provide technical expertise and representation. Each travel request will be reviewed by the Contracting Officer Representative and approved by the Government before submitting to the Contracting Officer. The Contractor shall obtain written approval from the Government prior to making travel arrangements. Travel shall be subject to the Joint Travel Regulations and negotiated on an as needed basis when requested outside the local area. The Contractor shall be responsible for any and all travel expenses incurred within a 50 mile radius of the Hill AFB in performance of this PWS. All other travel shall be submitted to the Government Contracting Officer Representative and approved in advance by the CO and performed in accordance with the FAR 31.205-46. The contractor shall submit a travel report to the COR within 10 business days after travel is complete, (CDRL A001).
  2. **Organizational Conflict of Interest:** Contractor and sub-Contractor personnel performing work under this contract may perform services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor’s mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.
  3. **Transition**: The Contractor shall assist with transition of workload. Examples of transition activities may include status briefings or demonstrations of current workload being performed to other Government employees.

In the event a follow-on contract is awarded to other than the incumbent Contractor or if the operation reverts to in-house, the incumbent Contractor shall provide all reasonable support to the government and/or the successful offeror to ensure an orderly transition and minimize any impact on the entire operation.

The successful offeror shall also provide a transition plan to ensure the successful transition of tasks outlined in this PWS.

* 1. **Essential Services**: This requirement has been determined not to be essential and does not require continued support per DFARS 237.7602.
  2. **Functional Category Requirements:** The majority of the tasks in this section are recurring, but the government estimates that approximately 10% of the contractor’s time spent in support of each squadron’s requirements will be devoted to providing in depth analysis on ad hoc tasks that require the same expertise and systems access as the services included in this section of the PWS, (CDRL A005).
     1. **Engineering Analysis and Support:** The Contractor shall assist with structural engineering of aerospace designs specifically in aircraft landing systems. In performing this work, a core competency is required of Contractor personnel. The Contractor personnel will at a minimum have the following skills in order to be considered acceptable for performance of this effort.

Familiarity with the structural layout of various military airframes including the A-10, B-1, B-2, B-52, C-5, C-130, E-3, F-5, F-15, F-16, KC-135, and T-38. A thorough understanding of the principles of aerospace structural analysis (including safe-life management, fatigue failure, failure mechanisms), the tools used for structural analysis (including finite element methods, Miner’s fatigue method, strain based fatigue initiation, fracture mechanics), verification and validation methods for analysis, the mechanical behavior and properties of materials used in aerospace structures, and the demonstrated ability to synthesize these skills and transition them to less experienced engineers through formal and informal mentoring sessions.

* Eight (8) years systems engineering experience.
* Two (2) years experience with material testing and allowable development for military and commercial aircraft.
* Two (2) years experience with Air Force ASIP, structures, engineering, sustainment, and program management experience associated with DoD logistic support and supply chain management.
* Two (2) years experience with loads and usage spectrum development, data collection methods, and aircraft usage coordination.
* Two (2) years experience supporting safety probabilistic studies to include risk and economic analyses.
* Five (5) years experience in aerospace materials characterization, failure assessment, fatigue nucleation, fracture mechanics, and corrosion of metallic aircraft structures.
* An engineering master’s degree from a ABET accredited engineering school and experience targeted toward the development of structural integrity methods, engineering method development, and structural qualification.
* Two (2) years experience solid modeling experience with Dassault Systemes Solidworks and knowledge of other industry modeling formats.
* Two (2) years experience with finite element analysis, specific to aerospace structures. Experience time requirement shall be with ANSYS Workbench and ANSYS APDL.
* Two (2) years experience evaluating fatigue life and durability utilizing strain-life based methods.One (1) year experience with aerospace landing gear systems to include, landing system layout, shock absorber design, tires, aircraft steering systems, brakes, wheels, airfield design, and landing gear kinematic concepts.
  1. **Engineering Data Material Requirement:** At times the contractor will be required to store and transport engineering data between information systems, store large analysis datasets, gather engineering information, and or process data with hardware/computer codes not currently owned or in use. Examples of this include, but are not limited to, delivering analysis data to the government on a hard drive, acquiring a software license not currently in use, or procuring engineering data not currently owned by the government. The exact requirement will be determined by the nature of the specific analysis work. This requirement will be cost reimbursable - no fee.

# SECTION II – SERVICE SUMMARY

* 1. **Requirements:** The Contractor shall ensure performance objectives and thresholds are achieved as follows:
     1. **Performance Objectives and Thresholds.** The Contractor shall achieve performance thresholds identified in Table 2-1 of this PWS.

**NOTE 1:** The performance thresholds are designed to:

* + - 1. Align Contractor performance with objectives.
      2. Focus on critical success factors in meeting performance objectives.
      3. Reflect performance goals.
      4. Promote continuous improvement in performance.

**NOTE 2:** The COR will exercise surveillance over the performance thresholds. The absence of any contract requirement from the SS shall not detract from its enforceability nor limit the rights or remedies of the Government under any other provision of the contract.

* 1. **Contractor Performance Evaluation.** The evaluation of performance will occur when the COR evaluates the Contractor to determine whether services performed meet performance objectives in the Quality Assurance Surveillance Plan (QASP). In the event a performance objective is not met, the COR will issue written notification to the contractor. In cases where the Contractor fails to implement corrective action, the CO will take appropriate measures.

# TABLE 2-1 SERVICE SUMMARY

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| --- | --- | --- |
| **SS Performance Objectives** | **Service Name** | **Performance Threshold** |
| Engineering Reports: All engineering support will be fully documented in technical reports as defined by CDRL A006, Data Item Description (DID) DI-MISC-80508B | Engineering Reports | COR/PM will review reports for government compliance and technical competency. Contractor will provide report corrections within 5 calendar days. |
| Government Data, all engineering data referenced and generated are owned and distribution controlled by the government. | Engineering Data | Contractor will report to COR/PM that distribution control requirements have been followed by certification at the end of specific engineering task. Contractor will have 5 calendar days to correct data distribution  statements. |
| Engineering Materials, Contractor shall provide engineering material (documents, specs, data conveyance, additional  software licensing) | Engineering Materials | Contractor will report to COR/PM that engineering materials required for engineering task have been archived in government facility or network. Contractor will have 5 calendar days to correct materials. |
| The Contractor shall electronically provide the following CDRL A001, DI-MGMT 80227/T, Contractor’s Progress. Status, & Management Report | Monthly Status Report | For each respective reporting period. The MSR shall also be submitted within 2 business days of the due date. Upon notice of defect, Contractor shall correct within 2 business days. |
| The Contractor shall electronically provide the following: CDRL A001, DI-MGMT 80227/T, Contractor’s Progress. Status, & Management Report to the COR | Management: PMR | Quarterly PMR reports shall be submitted on time and in a format specified by the government POC. |
| The Contractor shall electronically provide the following: 12 August 2019 A005, DI-MISC-81920, List of All Deliverables, Continuity Book(s) to appropriate gov't POC | Continuity Book | The first government update shall occur 6 months after the start of the contract. The contractor shall provide an overview of progress, format, and the plan for completion. Continuity Books for recurring processes shall be complete and submitted to government review 1 year after the start of the contract and changes shall be made NLT 30 calendar days after receipt of comments from the government. After that, books shall be updated as required and submitted to the government POC for review annually. Any changes shall be made NLT 30 calendar days after receipt of comments from the  government. |

**SECTION III – GOVERNMENT FURNISHED PROPERTY AND SERVICES**

* 1. **Government Furnished Property (GFP):** Government Furnished Property (GFP) is applicable to the performance of this contract. The Contractor is authorized to use GFP at Hill AFB for the duration of this contract in accordance with the requirements of this PWS.

The Contractor shall obtain approval from the government to use facilities, equipment, or services not identified elsewhere in this PWS. This government property is not transferred to the Contractor and the government maintains accountability and responsibility for this property.

This government property is not considered GFP requiring property administration IAW AFFARS 5345 and DoD Property Manual 4161.2-M. The Government organization that is accountable and responsible for this Government property is responsible for disposition of this property.

The Contractor shall ensure all GFP is secured at the close of each workday. The Contractor shall conform to the provisions of AFI 31-101 for safeguarding Government buildings and the equipment in these buildings. A copy of AFI 31-101 is available upon request. The GFP shall only be used for the performance of this effort. All GFP shall remain property of the Government during contract performance, completion, and/or termination. The GFP shall be managed in accordance with FAR Part 45, Government Property, plus supplements, applicable contract clauses, and this individual task order PWS.

The Contractor shall not modify, augment, or change GFP configuration or services without direct approval from the Contracting Officer or the Contracting Officer Representative.

* + 1. **Government Furnished Equipment (GFE):** Contractor employees performing off-site work and requiring access to Government systems shall only use Government provided computers. The Contractor shall ensure Government provided computers (desk or laptop) assigned to Contractor employees are only allowed outside of a Government organization (i.e. travel, local meetings), if they have specifically been identified within the individual task order PWS as GFP and specific GFP instructions are followed. The Contractor shall ensure Government provided laptops/desktop computers are not utilized in any unauthorized locations.
    2. **Government Furnished Real Property (Building Space):** When applicable, the Government will furnish the Contractor, without cost, the building space listed in this individual task order PWS. This building space shall only be used for the performance of this contract. The Contractor employees shall secure, clean, and maintain assigned spaces and repair any damage caused by Contractor employees. The GFP shall be managed in accordance with FAR Part 52.237-2 and the individual task order PWS, not FAR Part 45, Government Property, plus supplements.
  1. **Documentation:** Documentation, in any media, provided by the Government shall remain the sole property of the U.S. Government. Documentation generated by the Contractor in support of this contract, in any media, shall remain the sole property of the U.S. Government.

The Contractor shall not use or disclose any documentation for any purpose or in any manner not specifically authorized or required by this individual task order PWS.

Documentation includes: data, records, files, documents, work papers, logs, materials, products, and services.

Documentation also includes requirements information from customers, design specifications, notes, end-user manuals, flowcharts, diagrams, and prototypes. Products and services include those that are innovations, or were learned as part of normal operational processes, or those not listed as a requirement but the Contractor saw and filled a need based on Government Contracting Officer (CO) approval at no additional cost to the Government.

Documentation shall be maintained, inventoried, and disposed of in accordance with the applicable records management regulations AFI 33-322, AFMAN 33-363, and AFI 33-364 (in their entirety) and written coordination with the Government Contracting Officer Representative (COR).

All documentation returned to the Government COR during contract performance, at contract completion or termination shall be in the English language, readable, and in a readily retrievable format, which requires no additional software or tools to read and to retrieve beyond those already installed on the affected U.S. Government computers.

# SECTION IV – GOVERNMENT REQUIREMENTS

* 1. **Voluntary Protection Program.**
     1. **Definitions**:

**Applicable Contractors**. The following Voluntary Protection Program (VPP) requirements apply only to Contractors whose employees perform work of more than one thousand (1000) hours per yearly quarter on a Government installation.

**Days Away, Restricted, and or Transfer Case Incident Rate (DART).** The number of recordable injuries and illness cases per one hundred (100) full-time employees resulting in days away from work, restricted work activity, and/or job transfer that a site has experienced in a given time frame.

**Total Case Incident Rate (TCIR).** The total number of recordable injuries and illness cases per one hundred (100) full-time employees that a site has experienced in a given time frame.

* + 1. VPP impacts all applicable Contractors operating on AF Installations. It is the Contractor's responsibility to ensure its Contractor employees and managers have a comprehensive understanding of VPP as well as full compliance with OSHA requirements. Contractors shall follow the safety and health rules of the installation and OSHA. Detailed information on VPP is available on the OSHA website at <http://www.osha.gov/dcsp/vpp/index.html>.
    2. The Contractor shall submit their TCIR, DART rates, and OSHA Form 300A annually to contracting officer for consolidation and submission as part of the installation's annual VPP Safety and Health management report. **TCIR and DART rates are due by the 15th of January of each year.** Should the contract expire before January 15th, the Contractor shall submit their TCIR, DART rates, and OSHA Form 300A by the end of the contract PoP.

**4.4.4** The Contractor shall be responsible for compliance with the OSHA (Public law 91-596). **The Contractor shall submit a Safety and Health Plan and corresponding site safety checklist to the contracting officer ten (10) business days before individual task order awards, (Appendix C, CDRL A006).** The contractor shall also submit a Mishap Report when to DOD property entrusted by this contract, (Appendix C, CDRL A007).

**5.1 Contractor Manpower Reporting**: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the 417 SCMS/GUEA via a secure data collection site. The contractor shall register this contract an input all required information into eCMRA: [https://www.ecmra.mil](https://www.ecmra.mil/).

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the Contractor Manpower Reporting Application (CMRA) help desk.

*Uses and Safeguarding of Information:* Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

*User Manuals:* Data for Air Force service requires must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at [http://www.ecmra.mil](http://www.ecmra.mil/)

# 448 Supply Chain Management Wing UNITED STATES AIR FORCE

**HILL AIR FORCE BASE, UTAH 84056**

**APPENDIX C**

SAFETY, FIRE PROTECTION AND HEALTH SPECIFICATION

DATE: 17 August 2016

# SECTION I - GENERAL REQUIREMENTS

1. **Safety Program Requirements.**

The contractor will implement a safety program plan that ensures protection of Government personnel and property. The program will consist of, as a minimum:

* 1. Mishap reporting, as defined in paragraph B1 below.
  2. A Safety Plan that addresses, as a minimum, the subjects listed in Section II –Specific Requirements, and will be used during the performance of the work described in the contract. The Safety Plan will be approved by the 448 SCMW safety representative prior to commencement of any work described in this contract.
  3. Routine and recurring surveillance to ensure the safety requirements of this contract are enforced.
  4. Competent personnel to provide surveillance of the Safety Plan.
  5. All contractor personnel shall be trained and qualified to perform their duties safely.
  6. The contractor shall include a clause in all subcontracts requiring the subcontractors to comply with the safety provisions of this contract, as applicable.

# Mishap Notification

1. The contractor shall notify the 448 SCMW safety representative (801-777-8717 or 801- 586- 2121) or the Hill AFB Command Post (777-3007) after normal duty hours, and the designated Contracting Officer Representative (COR) within one (1) hour of all mishaps or incidents at or exceeding $2,000 (material + labor) in damage to DOD property entrusted by this contract, even if the government is wholly or partially reimbursed. This notification requirement shall also include physiological mishaps/incidents. A written or email copy of the mishap/incident notification shall be sent within three calendar days to the COR, who will forward it to the 448 SCMW safety representative. For information not available at the time of initial notification, the contractor shall provide the remaining information no later than 20 calendar days after the mishap, unless extended by the CO.

Mishap notifications shall contain, as a minimum, the following information:

1. Contract, Contract Number, Name and Title of Person(s) Reporting
2. Date, Time and exact location of accident/incident
3. Brief Narrative of accident/incident (Events leading to accident/incident)
4. Cause of accident/incident, if known
5. Estimated cost of accident/incident (material and labor to repair/replace)
6. Nomenclature of equipment and personnel involved in accident/incident
7. Corrective actions (taken or proposed)
8. Other pertinent information
9. The contractor shall cooperate with any and all government mishap investigations. Additionally if requested by government personnel or designated COR the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by safety investigators.
10. The contractor shall provide copies of contractor data related to mishaps, such as contractor analyses, test reports, summaries of investigations, etc. as necessary to support the government investigation.
11. The contractor shall support and comply with the safety investigation and reporting requirements of AFI 91-204, Chapters 1 – 7.

# CONTRACTOR ON-SITE SAFETY MEMORANDUM:

The Contractor shall maintain a safety and health memorandum. The memorandum shall be updated and provided to all employees quarterly and shall contain, at minimum, the following safety and health information:

1. A map denoting the route to the nearest emergency care Facility;
2. Emergency phone numbers; (911, Police, Fire, Environmental, others as applicable)
3. A copy of the most up-to-date Accident Prevention Plan (APP)
4. A copy of the current Activity Hazard Analysis/analyses (AHA)
5. A link to the Occupational Safety and Health Administration (OSHA) Form 300A, Summary of Work Related Injuries and Illnesses, shall be provided, in accordance with OSHA requirements, from February 1 to April 30 of the year following the issuance of this form.
6. A link to a copy of the Safety and Occupational Health deficiency tracking log
7. Safety and Health promotional posters;
8. Date of last lost workday injury;
9. OSHA Safety and Health Poster;
10. A copy of the hazardous material inventory, identification of use, approximate quantities and site map detailing location.

# Title Page of Memo should Include:

1. Contract Number
2. Prime Contractor name, Prime Contractor’s POC name and phone number
3. Sub-Contractor name, Sub Contractor’s POC name and phone number
4. COR Name and Phone number

# General Safety Requirements:

If the safety plan is modified, the contractor shall submit the proposed modification, in writing, to the COR who will provide it to the safety representative.

The contractor is solely responsible for compliance with all federal, state and local laws, the Occupational, Safety and Health Act (OSHA) (Public Law 91-596) and the resulting standards, [**OSHA Standards 29 CFR 1910 and 1926**](http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=0), as applicable, and the protection of their employees. Additionally, the contractor is responsible for the safety and health of all subcontractor employees.

The contractor shall ensure assigned personnel are adequately trained and qualified for the task being performed. Brief all personnel on the hazards involved with operations and applicable precautions to be taken. Should unidentified hazards arise, cease operations until actions are taken to eliminate or mitigate hazards to safe levels.

Compliance with OSHA and other applicable laws and regulations for the protection of contractor employees is exclusively the obligation of the contractor. **Note:** Air Force Occupational Safety and Health Standards (AFOSH STD) are annotated because many of the Air Force Standards exceed the OSHA standard criteria. If a conflict is noted, the most stringent requirement takes precedence. The government shall assume no liability or responsibility for the contractor's compliance or non-compliance with such requirements. The contractor shall furnish to each of his/her employees a place of employment, which is free from recognized hazards. The contractor shall brief his/her employees on the safety requirements of this contract and on hazards associated with prescribed tasks. The contractor is responsible for compliance with OSHA Public Law and the resultant standards identified within. In addition, the contractor is required to flow down the safety requirements/specification to all subcontractors. This applies to Federal Acquisition Regulation (FAR) 12 commercial acquisitions as well. This contract shall in no way require persons to work in surroundings or under working conditions which are unsafe or dangerous to their health. The contractor must coordinate and perform work so as not to impact the safety of government employees or cause damage to government property. This requires providing personnel with protective equipment and associated safety equipment as may be necessary. The contractor must also protect personnel from hazards generated by the work. If the contractor employs BILINGUAL speaking employees, they must post bilingual signs and have written procedures for specific tasks in applicable languages.