

PERFORMANCE WORK STATEMENT (PWS)

Knowledge Based Service in Support of XXXXX Conditions Based Operational Control (OPCON) Transition Plan (COTP)

PART 1 GENERAL INFORMATION

1. **GENERAL:** This is a non-personnel services contract to provide Knowledge Based Service in Support of XXXXX Conditions Based OPCON Transition efforts. The Government will not exercise any direct supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the contractor who, in turn is responsible to the government.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Knowledge Based Service in Support of XXXXX Conditions Based OPCON Transition efforts as defined in this Performance Work Statement, except for those items specified as government furnished property and services. The contractor shall perform to the standards in this PWS.

1.2 Background: Since 2004, the United States (US) and Republic of Korea (ROK) have signed several bilateral agreements directing and implementing changes in the US-ROK security alliance. Strategic Alliance 2015 (SA 2015), approved by ROK Minister of Defense and US Secretary of Defense, guided the analysis and requirements for transition of OPCON and lead for the combined defense of the ROK from the US to the ROK. In July 2013, the ROK Minister of Defense requested a delay to the planned December 2015 OPCON transition date in light of growing threats posed by North Korea. In October 2014, the ROK Minister of Defense and US Secretary of Defense agreed to shift from a time based to a conditions-based plan. The Conditions Based OPCON Transition Plan, approved by ROK Minister of Defense and US Secretary of Defense in November 2015, reoriented the strategic process, to include USFK and ROK review and updates of all the previous agreed upon documents.

1.3 Objectives: The XXXXX J5 COTP Secretariat requires the below base line support:

1.3.1 COTP Governance Analyst

- a. Coordinate and schedule a broad range of meetings supporting COTP efforts and the COTP governance process that can occur on a weekly, monthly, quarterly, or annual basis.
- b. Determine agendas for COTP Subcommittee, Steering Committee, and PMC meetings, take meeting notes to produce post-meeting documents as required—including EXSUM and Memorandum for Record—and participate in meetings to recommend additional actions required.
- c. Develop communication plan to keep XXXXX Staff officers informed of COTP activities and required participation.
- d. Provide the expertise necessary to ensure that both XXXXX and the XXXXX JCS staffs clearly understand, adhere to, and work towards achieving the desired effects articulated within the base document and annexes.
- e. Support management of the COTP effort in scheduling, agenda development, and preparations of briefing materials, posting completed documents on-line to support other XXXXX Staff sections, providing detailed analysis and recommendations, and assisting with negotiations with XXXXX counterparts.
- f. Negotiate XXXXX agreement on content of Bilateral MFRs produced after Steering Committee and Permanent Military Committee meetings.
- g. Prepare COTP presentations, information papers, and talking points; brief as required.
- h. Attend meetings, conferences, and workshops as required.
- i. Support and contribute to everything related to COTP including but not limited to MCM, SCM, KIDD, and COTWG.

1.3.2 COTP Operations Analyst

- a. Assist XXXXX Action Officers in development of COTP documents as required.
- b. Provide the expertise necessary to ensure that both XXXXX and the XXXXX JCS staffs clearly understand, adhere to, and work towards achieving the desired effects articulated within the COTP Change 1 base document and annexes.
- c. Prepare COTP presentations, information papers, and talking points; brief as required.
- d. Attend meetings, conferences, and workshops, as required, take meeting notes to produce post-meeting documents as required—including EXSUM and Memorandum for Record.
- e. Support and contribute to everything related to COTP including but not limited to MCM, SCM, KIDD, and COTWG.
- f. Assist XXXXX Action Officers, in support of the COTP process to include but not limited to Critical Military Capabilities, Bridging Capabilities, Enduring Capabilities, and Theater Ballistic Missile Defense.

1.3.3 COTP Operations Analyst

- a. Assist XXXXX Action Officers in development of COTP documents as required.
- b. Provide the expertise necessary to ensure that both XXXXX and the XXXXX JCS staffs clearly understand, adhere to, and work towards achieving the desired effects articulated within the COTP Change 1 base document and annexes.
- c. Prepare COTP presentations, information papers, and talking points; brief as required.
- d. Attend meetings, conferences, and workshops as required, take meeting notes to produce post-meeting documents as required—including EXSUM and Memorandum for Record.
- e. Support and contribute to everything related to COTP including but not limited to MCM, SCM, KIDD, and COTWG.
- f. Assist in development of theater exercise objectives and concepts in coordination with CJ37 Exercise Branch to ensure exercise objectives and constructs are aligned and assessment objectives are attainable.
- g. Support development of, review, and update Sustainment and Acquisition capabilities and requirements for all COTP related tasks.

1.4 Scope: The purpose of this requirement is to obtain consistent and stable expertise necessary to ensure USFK can successfully build bi-lateral agreement and assist the ROK military in obtaining the lead in the defense of the Republic of South Korea. The contractor performing this requirement shall also assist the multiple US COTP efforts required in updating the strategic documents, certification plans, and validation of ROK acquisition plans for required capabilities and capacities. These efforts are captured by the USFK governance process, progress matrices and Key Tasks and Milestones reporting documents.

1.5 Period of Performance: The period of performance shall be for one (1) Base Period of 12 months and four (4) 12-month Option Periods as follows:

Base Period: Phase In: 01 February 2023 – 28 February 2023 (1 month)
 Base Period: Full Performance: 01 March 2023 – 31 January 2024 (11 months)
 Option Period I: 01 February 2024 – 31 January 2025 (12 months)
 Option Period II: 01 February 2025 – 31 January 2026 (12 months)
 Option Period III: 01 February 2026 – 31 January 2027 (12 months)
 Option Period IV: 01 February 2027 – 31 January 2028 (12 months)

1.6 General Information

1.6.1 Status Reports: The contractor shall also produce a set of metrics that measure the actual performance against the standards given for any requirements in the service delivery summary applicable to that reporting period. These metrics shall be broken down into two separate reports: The Contractor shall submit the Monthly Status Report to the COR to provide a progress report of tasks supported, estimated timelines, manpower usage and address problems/shortfalls. The contractor shall provide this report to the COR by the 5th calendar day of each month reporting on the performance of the previous month. The COR will review the metrics and address any negative performance trends with a corrective action plan request. The performance metrics will be used, in conjunction with

the surveillance conducted by the COR, for performance reporting purposes in regular performance assessments to the contracting officer.

1.6.2 Quality Assurance: The government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays: The contractor shall not work on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth Day	Christmas Day
Independence Day	

1.6.4 Hours of Operation: The contractor shall be responsible for conducting business, between the hours of 0800 to 1700 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. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The contractor shall 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.

1.6.5 Place of Performance: The contractor is responsible for performance of services at XXXXX facilities at XXXXX and is responsible to ensure continuity of all services to the supported staffs, who normally operate at XXXXX. When hiring personnel, the contractor will keep in mind that the stability and continuity of the work force are essential. Some contractor staff may be required to conduct work at or relocate to XXXXX during the life of this contract, in accordance with established relocation plans.

1.6.6 Type of Contract: This contract will contain Firm-Fixed Price (FFP) CLINs and Cost (no fee) CLINs. See Schedule of Services for details.

1.6.7 Security Requirements: Contractor personnel performing work under this contract shall have an active SECRET security clearance at time of the proposal submission and shall maintain the level of security clearance required for the life of the contract. The security requirements are in accordance with the attached DD254. This clause involves access to information classified "Confidential," or "Secret," and requires Contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the Contractor. All contractor employees shall conduct annual information assurance training at the following website: <https://iatraining.us.army.mil>.

1.6.7.1 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured, according to the standard operating procedures of XXXXX as appropriate. The senior contractor employee at each site shall report to the responsible security officer of the day that all equipment and materials are secure before they depart work for the day.

1.6.7.2 Key Control: The contractor shall establish and implement methods of making sure all keys/key cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key/access cards. No keys issued to the contractor by the government shall be duplicated. The contractor shall develop procedures covering key control. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.6.7.2.1. In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

1.6.7.2.2. The contractor shall prohibit the use of government issued keys/access cards by any persons other than the authorized contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than authorized contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.6.7.3 Lock Combinations: The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations.

1.6.7.4 Anti-Terror (AT) Training: All contractor employees requiring access Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 14 calendar days after contract start date. The contractor shall submit certificates of completion for each affected contractor employee to the COR within seven (7) calendar days after completion of training by all employees. AT level I awareness training is available at the following website: <http://jko.jten.mil>. All US based contractor employees shall be made available within the first 30 days after the contract start date to receive government provided XXXXX -specific AT awareness training as directed by AR 525-13. Specific XXXXX training content is directed by the XXXXX Commander with the XXXXX Division being the local point of contact.

1.6.7.5 Army Training Certification Tracking System (ATCTS) registration for contractor employees who require access to government information systems. All contractor employees with access to a government info system shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and shall successfully complete the DOD Information Assurance Awareness prior to access to the IS and then annually thereafter.

1.6.7.6 IA Awareness Training. All contractor employees and associated sub-contractor employees shall complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working in IA/IT functions shall comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

1.6.7.7 IA Awareness Training. For information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M shall be completed upon contract award.

1.6.7.8 Performance in XXXXX. As US citizens, all contractor employees shall comply with theater clearance requirements. The XXXXX Commander exercises oversight to ensure the contractor's compliance with XXXXX Commander and subordinate commander policies and directives.

1.6.7.9 iWATCH training. The contractor will brief all employees on the local iWATCH program (training standards provided by the XXXXX Division). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training will be completed within 14 calendar days of contract award and within 14 calendar days of new employees commencing performance with the results reported to the COR NLT fifteen (15) calendar days after contract award or new employee commencing performance.

1.6.7.10 Access and General Protection/Security Policy and Procedures. Contractor and all associated sub-Contractors employees shall provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce shall comply with all personal identity verification requirements (FAR clause

52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in Contractor security matters or processes.

1.6.7.11 XXXXX Nationals. Contractors shall be aware that any XXXXX nationals providing any technical or operational expertise related to the performance of services and required to have access to sensitive information require a SECRET- XXXXX clearance. XXXXX nationals performing analysis services require a SECRET- XXXXX security clearance and will be verified by the XXXXX security officer.

1.6.7.12 Common Access Card (CAC). Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks on-site or remotely; (2) Remote access, via logon, to a DoD network using DoD-approved remote access procedures; or (3) Physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

1.6.8 Special Qualifications: The contractor shall provide a workforce possessing the skills, knowledge, and training to satisfactorily perform the requirements outlined in this PWS. All contractor employees shall have the ability to communicate in the English language. In addition, the contractor shall provide a labor mix that has the skills and experience to successfully perform the following: ability and expertise in performing evaluation and analysis of transformation and COTP strategic operations and force development, to include transformation and COTP strategic planning, strategic organizational planning, and review of Joint and Service doctrine.

1.6.8.1 Education. All employees shall have at minimum a bachelor's degree from a regionally accredited university. A master's degree is preferred.

1.6.8.2 Skills. All contract employees shall have expertise in MS Office (Word, Excel, PowerPoint, and Outlook). All contract employees shall have the ability to synthesize information and write for an executive audience. They shall also have the ability to explain—in the form of an information or point paper—a topic in more detail for coordination or staffing purposes.

1.6.8.3 Experience. All contract employees will have a minimum of two (2) years' experience in a military headquarters or governmental agency headed by a flag officer or civilian SES.

1.6.8.4 XXXXX Specific Qualifications. All contract employees supporting XXXXX shall have a minimum of two (2) years of experience working with knowledge management processes. The contractor shall have at least two (2) years of experience working in the SharePoint environment as well as maintaining and sharing information across separate and unique networks. The contract employees shall have a minimum of two (2) years of experience working in a classified environment while sharing information with foreign partners. The contract employees shall have prior knowledge of at least one (1) year of Staff Tasking Systems – inputting, tracking and completing staff actions in web-based productive tool.

1.6.9 Post Award Conference/Periodic Progress Meetings: The contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance **via email and/or telephone as required or at minimum once every 3 months**. At these meetings the Contracting Officer will apprise the contractor of how the government views the contractor's performance and the contractor shall apprise the government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.10 Contracting Officer Representative (COR): The Contracting Officer will issue a Letter of Appointment to the COR, a copy of which is sent to the contractor, which states the responsibilities and limitations of the COR. The COR is not authorized to change any of the terms and conditions of the contract/task order. The COR will monitor all technical aspects of the contract and assist in contract administration. The COR will be authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including government drawings, designs, specifications, monitor Contractor's performance and notify both the Contracting Officer and contractor of any deficiencies, and provide site entry of contractor personnel

1.6.11 Key Personnel: The contractor shall provide a Contract Manager (CM) who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the CM when the CM is absent shall be designated in writing to the contracting officer. The CM or alternate CM shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM or alternate CM shall be available to answer request for information within 24 hours of request. Except Federal holidays or when the government facility is closed for administrative reasons.

1.6.12 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. Contract personnel will ensure their XXXXX issued badges have "CTR" on the face of the badge to designate themselves as Contractors.

1.6.13 Contractor Travel: The Contractor may travel CONUS and within the National Command Region (NCR) during the performance of this contract to attend meetings, conferences, and training. Contractor staff may be required to perform travel in support of Government work outside XXXXX office spaces. Travel may be XXXXX travel or to other headquarters, typically XXXXX, XXXXX or the Department of the Army (Virginia). Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract under the travel CLIN. All travel requires Government approval/ authorization either by the KO or COR. All travel shall be billed via cost vouchers within 30 (thirty) days of its occurrence.

1.6.14 Other Direct Costs

1.6.14.1 Housing Support to Contractor Employees. Housing allowances are applicable only to Status of Forces Agreement (SOFA) Contractor personnel permanently assigned to locations supported under this PWS. Contractor employees are allowed up to 85% of the amounts specified by the Department of State Standardized Regulations (DSSR) for Living Quarters Allowance (LQA) based upon Amount Quarters Group-3 and according to the number of eligible family members and location of duty assignment. This amount is provided to offset expenses associated with a residence (including utilities) in the overseas location. Contractor shall provide the Government with summary lists of employees receiving Housing Support, the DSSR for LQA rate authorized (85% for Group-3) and the actual amount of the rental agreement, NLT 60 days after contract award date, within 30 days of the hiring of new/replacement personnel and at least 90 days prior to contract end date.

1.6.14.2 School Support to Contractor Employees. School allowances are applicable only to SOFA Contractor personnel permanently assigned to locations supported under this PWS. Enrollment is a logistic privilege subject to eligibility, availability, and approval. Approved Contractor employees' children are eligible to attend the DoD Dependent Schools (DoDDS) at established tuition rates per DoDDS Student Eligibility Handbook and <http://www.pac.dodea.edu>. If DoDDS is not available in Contractor Employee's location, then attendance at international school will be reimbursed at the specified DSSR rate. The Contractor shall provide the Government with a copy of payment receipts for each employee

1.6.15 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright

belonging exclusively to the Government. These documents and materials may not be used or sold by the Contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.16 Organizational Conflict of Interest: Contractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation 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.

1.6.17 PHASE IN /PHASE OUT PERIOD: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have personnel on board, during the thirty (30) day phase in/phase out periods. During the phase in period, the Contractor shall become familiar with performance requirements in order to commence full performance of services on the full performance start date under CLIN 0001. The Contractor shall outline the implementation of its initial phase-in transition plan, including timetables and planned efforts to allow for a smooth transition of work efforts. In order to maintain continuity for the Government, during the 30-calendar day period immediately prior to the end of the contract, the current Contractor shall, if applicable, permit the successor Contractor or Government employees if this function is in-sourced to observe and become familiar with all operations under this contract. The Contractor shall not defer any needed services for the purpose of avoiding responsibility or transferring such responsibility, or transferring such responsibility to the successor Contractor or Government employees during the Phase-Out period

1.6.18 Personnel performing these requirements shall remain employees of the Contractor and shall not be considered employees of the Government. All contractor employees shall abide by pertinent regulations and all applicable Federal and local installation laws, government policies or regulations, including local XXXXX and XXXXX policies and regulations. During the phase in transition period, the contractor shall provide to the COR a list of all employees who will perform under this contract. The list shall contain the contractor's name, contract number, full name of each employee, job title or position held by each employee, work assignment and other information as required. The contractor shall notify the COR, in writing, of any addition, deletion or change within three (3) working days of such change.

1.6.19 Attire. Contractor employees will have daily contact with Senior Staff Officers, General Officers and senior civilian employees and shall dress in a professional business manner.

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

2.1.1. **CONTRACTOR.** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the US Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. **DELIVERABLE.** Anything that can be physically delivered but may include non-manufactured things such as meeting minutes or reports.

2.1.6. **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.1.8. **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. **QUALITY ASSURANCE Surveillance Plan (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. **QUALITY CONTROL.** All necessary measures taken by the contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. **WORKDAY.** The number of hours per day the contractor provides services in accordance with the contract.

2.1.13. **WORK WEEK.** Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AO	Action Officer
AR	Army Regulation
B2C2WG	Boards, Bureaus, Centers, Cells, and Working Groups
C4I	Command, Control, Communications, Computers, and Intelligence
CAC	Common Access Card

CCE	Contracting Center of Excellence
CERTEX	Certification Exercise
CFC	Combined Forces Command
CFR	Code of Federal Regulations
CJCS	Chairman, Joint Chiefs of Staff
CLLIS	Combined Lessons Learned Info System
CMC	Critical Military Capabilities
CONOPS	Concept of Operations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTP	Conditions Based OPCODE Transition Plan
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DIA	Defense Intelligence Agency
DMDC	Defense Manpower Data Center
DOD	Department of Defense
EXSUM	Executive Summary
FAR	Federal Acquisition Regulation
FOC	Final Operating Concept (For the purposes of this PWS)
FRAGO	Fragmentary Order (to an OPORD)
HIPAA	Health Insurance Portability and Accountability Act of 1996
IASO	Information Assurance Security Officer
IMCOM-P	Installation Management Command-Pacific
IMO	Information Management Officer
IOC	Initial Operating Concept (for the purpose of this PWS)
IT/IA	Information Technology/Information Assurance
JCS	Joint Chiefs of Staff
JFLCC	Joint Force Land Component Commander
JLLIS	Joint Lessons Learned Info System
JTF	Joint Task Force
JTD	Joint Table of Distribution
JTMD	Joint Table of Manning and Distribution
KIDD	Korea Integrated Defense Dialogue
KMO	Knowledge Management Officer. Performs duties of IMO on XXXXX networks
KO	Contracting Officer
MCM	Military Committee Meeting
MEL	Military Education Level
MND	Ministry of Defense
NCR	National Command Region
NET	No Earlier Than
NIPR	Non-classified IP-routed network(s)
O&O	Operational and Organizational Concept Plan
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPCON	Operational Control
OPLAN	Operations Plan
OPORD	Operations Order
OPT	Organizational Planning Team
OSD	Office of the Secretary of Defense
PIPO	Phase In/Phase Out
PMC	Permanent Military Committee

POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SA2015	Strategic Alliance 2015.
SCM	Security Consultative Meeting
SCJS	Secretary Combined Joint Staff
SIPR	SECRET IP-routed network(s)
SME	Subject Matter Experts
SMO	Security Management Office
SOFA	Status of Forces Agreement
SOO	Statement of Objectives
SOP	Standard Operating Procedures
SRG	Stationing Review Group
SSO	Special Security Officer
STP	Strategic Transition Plan
T&R	Transformation and Re-Stationing
TBMD	Theater Ballistic Missile Defense
TCO	Telephone Control Officer
TE	Technical Exhibit
TTECP	Transformation Training, Exercise, and Certification Program
TTP(s)	Tactics, Techniques, and Procedures
UNC	United Nations Command
US	United States
USACE	United States Army Corps of Engineers
VTC	Video Teleconference

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED PROPERTY/EQUIPMENT (GFP/E):

3.1. Services: The Government will provide all data required for task completion. Additionally, any data, documents, or any other work-product or information created by the contractor and its employees in the performance of these requirements, whether the government or contractor maintains this during the performance of the contract will be owned by the government and provided to the government upon request. The Contractor will utilize the XXXXX and/or XXXXX's SharePoint Portal or subsequent Knowledge Management tool as appropriate in accordance with current XXXXX and XXXXX regulations and guidance.

3.2 Facilities: The Government will provide the necessary workspace for the Contractor staff to include desk space, telephones, computers and other items necessary to maintain an office environment. Once the government provides the facilities and any other government-furnished property, the Contractor is responsible to maintain and account for all property provided by the government and is liable for any loss or destruction of government property and equipment for use under this contract

3.3 Utilities: The Government will provide all utilities in the facility and will be available for the Contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

3.4 Equipment: The Government will provide a work area, computer w/monitor, printer, and all supplies necessary to execute all assigned tasks. The Government will furnish access to NIPRNET, XXXXX, and SIPRNET as well as classified information as required. All Contractor employees must be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services and must successfully complete the DOD Information Assurance Awareness prior to access to the information systems and then annually thereafter.

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 SECRET Facility Clearance: The contractor shall possess and maintain a SECRET facility clearance from the Defense Security Service. The contractor's employees, performing work in support of this contract shall have been granted a SECRET security clearance from the Defense Industrial Security Clearance Office. The DD 254 Contract Security Requirements is provided as Attachment #5.

PART 5
SPECIFIC TASKS

5. Specific Tasks:

5.1 Basic Services. The contractor shall provide detailed research, analysis, and documentation of COTP milestones, tasks, requirements, and actions to the XXXXX COTP Secretariat.

5.2 The contractor shall provide continuous detailed updates to the COR as required, on COTP progress and issues through information papers, reports, and briefings.

5.3 The contractor shall provide analysis, research of emerging COTP issues, strategic impacts and historical comparisons of foundational Strategic Transition Plan (STP 2010)/Strategic Alliance 2015 (SA 2015) documents, Memorandums of Understanding, Memorandums of Agreement. Analysis of requirements, options, solutions, and the development of briefing products to supported XXXXX Divisions.

5.4 The contractor shall include the basic planning and technical assumptions being made by the Contractor in creating its recommendations. The basic planning and technical assumptions of the Contractor shall be submitted to the COR for review and acceptance. The Contractor will take notes at each meeting in order to produce post-meeting documents as required (i.e., EXSUM). The Contractor will track all meeting due outs with designated OPRs.

5.5 The contractor shall track progress and completion of tasks assigned for completion of COTP process.

5.6 The contractor shall record and track to completion Requests for Information.

5.7 The contractor shall provide orientation on process and procedures to COTP action officers.

5.8 The contractor shall have a knowledge of XXXXX strategic capabilities as they pertain to the COTP planning process.

5.9 The contractor shall provide analysis on impacts to XXXXX and US Service Components upon OPCON Transition.

5.10 The contractor shall provide a full accounting of the historical basis for current COTP dispositions within Service and Joint doctrinal publications and directives.

5.11 The contractor shall support and participate in Non-combatant Evacuation Operations (NEO).

5.12 The contractor shall schedule and coordinate Action Officer (AO) bi-lateral, Council of Colonels and governance meetings to disseminate and receive information from stakeholders within the COTP governance process.

5.13 The contractor shall produce a list of future topics of discussion, future agendas, and results of AO/governance meetings.

5.14 The contractor shall monitor COTP bilateral, and US only working groups and record significant issues, actions, outcomes and resourcing associated with the issues, then document the negotiated agreements in the appropriate format for higher level bi-lateral approval.

5.15 The contractor shall schedule meetings, send e-invites, provide administrative, operations, and COTP planning support for XXXXX.

5.16 The contractor shall take notes at each meeting in order to produce post-meeting documents as required (i.e., EXSUM and MFR). In coordination with the US COTP Secretary, the contractor shall produce a list of future topics of discussion, future agendas, and results of COTP meetings.

- 5.17 The contractor shall conduct XXXXX coordination, compile and brief comments and proposed changes.
- 5.18 The contractor shall maintain detailed accounting of bilateral agreement coordination and staffing history from initial drafts to final signature.
- 5.19 The contractor shall prepare records of briefings, Executive Summaries (EXSUM within 48hrs after the event), After Action Reports (AAR), Memorandum for Record (MFR) and other program specific documents. Maintains XXXXX COTP historical record files, to include the basic planning and technical assumptions made by the contractor in creating recommendations.
- 5.21 As part of this historical analysis and recordkeeping, the contractor shall be prepared to assist in the response to inquiries from Congress, OSD, or HQDA. the contractor shall also be responsible for incorporating approved recommendations into the XXXXX. These briefings shall be updated upon request for specific distinguished visitors or executive level conferences.
- 5.22 The Contractor shall provide content management on searchable web based, SharePoint and command portals on unclassified and classified networks in support of COTP process changes.
- 5.23 The Contractor shall analyze and perform modifications to XXXXX COTP Web Portal on NIPR, US SECRET and XXXXX.
- 5.24 The Contractor shall update relevant electronic record management processes as required.
- 5.25 The Contractor shall support US and XXXXX Joint and Combined Staffs, US and XXXXX Service Component Staffs, US and XXXXX governmental interagency Staffs, Sending State Staffs, and civilian organizations as necessary to develop COTP: Annexes and Appendices capabilities, certifications, force development, integration of XXXXX exercises concepts, milestones, tasks, requirements, and actions.
- 5.26. CONTRACTOR MANAGEMENT REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <https://Contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1 The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures. USFK resources can be found at: XXXXX

These include, but are not limited to, the following:

XXXXX Reg 60-1: Ration Control Policy

XXXXX Reg 190-1: Motor Vehicle Traffic Supervision

XXXXX Reg 190-2: Off-Limits Areas and Establishments

XXXXX Reg 190-7: Installation Access Control

XXXXX Reg 350-1: CFC and XXXXX Exercises

XXXXX Reg 350-2: Theater Specific Training

XXXXX Reg 700-19: The Invited Contractor and Technical Representative Program

**PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING**

- 7. Attachment/Technical Exhibit List:
 - 7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary
 - 7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule

TECHNICAL EXHIBIT 1

Performance Requirements Summary

The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Required Services (PWS references)	Performance Standard	Acceptable Quality Threshold	Monitoring Method	Remedy
(Para 1.3.1, a to i.)	Coordinate, schedule meetings, develop agendas, briefing materials, EXSUMS, MFR, and participate in meetings, ISO of the COTP governance process.	5% error is the maximum acceptable AQL	100% inspection and/or customer feedback	Re-submitted with all errors fixed within 2 working day.
(Para 1.3.2, a to f.)	Assist XXXXX AO's in development of COTP Documents as required; and assist XXXXX AO's in support of COTP process to include but not limited to CMC's and TBMD	5% error is the maximum acceptable AQL	100% inspection and/or customer feedback	Re-submitted with all errors fixed within 2 working day.
(Para 1.3.3, a to g.)	Assist XXXXX AO's in development of COTP documents as required; develop theater level exercise objectives in coordination with CJ37 Exercise Branch and support development of, review, and update sustainment and acquisition capabilities and requirements for COTP Tasks.	5% error is the maximum acceptable AQL	100% inspection and/or customer feedback	Re-submitted with all errors fixed within 2 working day.
(Para 1.6.1)	Provide the status reports, and all other associated requirements by the published timeline or request.	5% error is the maximum acceptable AQL	100% inspection and/or customer feedback	Re-submitted with all errors fixed within 2 working day.
(Para 5.1 to Para 5.26)	Coordinate for and consolidate topic input from staff directorates, provide analysis and update slide decks. Send notifications, prepare briefs, assist in administrative support and site set-up. All requested and required products should be in the prescribed XXXXX format. Maintain accurate distribution lists, send e-vites, and provide administrative and planning support for COTP planning sessions, meetings, and conferences.	5% error is the maximum acceptable AQL	100% inspection and/or customer feedback	Re-submitted with all errors fixed within 2 working day.

TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

(This technical exhibit lists any reports or documentation that is required as a deliverable to include the frequency, # of copies, medium/format and who/where it is to be submitted. A deliverable is anything that can be physically delivered but may include non-physical things such as meeting minutes. Note: All PWS deliverables should be included in this exhibit.)

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Security Requirements Plan (PWS 1.6.7)	As required by Contractor personnel	Original and 2 copies	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR and KO
DD 254 (PWS 4.2)	As required by Contractor personnel	Original and 2 copies	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR and KO
Commercial Certifications for AT Level I, IAW DoD 8570-01-M requirements (PWS, 1.6.8)	As required by Contractor personnel	Original and 2 copies	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR and KO
Secret Clearance (PWS 1.6.7)	As required by Contractor personnel	Original and 2 copies	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR and KO
Complete DOD ATCS Information Assurance Awareness (PWS 1.6.7.6)	As required by Contractor personnel	Original and 2 copies	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR and KO
Contractor Status Report (PWS 1.6.1)	Monthly	Original	Email copies to COR, in MS Word, Briefing Slides on powerpoint, Excel Spreadsheet.	COR