PERFORMANCE WORK STATEMENT (PWS)

145th CBRN BN – Alabama CERFP - EXEVAL
Role Players, Moulage and Weighted Manikins Support
Part 1

General Information

1. General: This is a non-personal services contract to provide the 145th CBRN BN (Alabama CERFP) EXEVAL to contractor support to provide and manage contractor role players, moulage and weighted manikins. The Government shall not exercise any 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. The NGB J3/7 provides the Chief, National Guard Bureau (CNGB) with subject matter expertise on joint doctrine, training, education, and exercises to ensure a trained and balanced National Guard force ready to support any mission of the several States or Combatant Commanders.

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 provide a vital realistic element to the 145th CBRN BN (Alabama CERFP) EXEVAL 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 contract.

1.2 Background: In conjunction with the National Guard Bureau, 145th CBRN BN (Alabama CERFP) is tasked to develop and support regional training and exercise activities aimed at enhancing domestic contingency readiness. The 145th CBRN BN (Alabama CERFP) ensures these functions are integrated and complementary where appropriate. In an effort to provide conditions wherein the participants are challenged with probable real-world situations, the 145th CBRN BN (Alabama CERFP) uses moulaged role players and manikins to simulate the applicable conditions. The use of role players is required to support regional training and exercises to enhance domestic contingency preparedness exercises and evaluations of CBRN Enhanced Response Force Package (CERFP), Homeland Response Force (HRF) and other National Guard CBRNE response capabilities. The 145th CBRN BN (Alabama CERFP) EXEVAL Role Player Support specifically addresses a combination of strategic planning and tactical operations within the civilian emergency management community (SFE only).

1.3 Scope: The contractor shall provide role players and manikins for the 145th CBRN BN (Alabama CERFP) EXEVAL. Personnel assigned to this task shall possess the skills and expertise necessary to perform assigned tasks associated with this order.

1.4 Objectives: This Performance Work Statement (PWS) establishes performance requirements for contractor support to allow training organizations the maximum opportunity to exercise their personnel by simulating actual conditions. Role players are essential to realism and interaction during the training events, which is enhanced by acting, moulage, and environmental conditions.

1.5 Period of Performance:

- Kick-Off Meeting: Date TBD (NLT 10 days after contract award)
- Post Award Conference: Date TBD (if necessary)
- Phase-In Period: 18 September 2016 (Preparation for Contract Performance)
- Contract Period: 15 July 2016 – 22 September 2016 (Role Players)
1.6 General Information

1.6.1 Quality Control: Quality Control is the responsibility of the contractor. The contractor is responsible for the delivery of quality services/supplies to the Government (see Federal Acquisition Regulation (FAR) 52.246-1, Contractor Inspection Requirements). The Contractor shall develop, implement, and maintain an effective Quality Control System, which includes a written Quality Control Plan (QCP). The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The QCP shall implement standardized procedure/methodology for monitoring and documenting contract performance to ensure all contract requirements are met. The Contractors’ QCP must contain a systematic approach to monitor operations to ensure acceptable services/products are provided to the Government. The QCP, at a minimum, shall address continuous process improvement; procedures for scheduling, conducting and documentation of inspection; discrepancy identification and correction; corrective action procedures to include procedures for addressing Government discovered non-conformances; procedures for root cause analysis to identify the root cause and root cause corrective action to prevent re-occurrence of discrepancies; procedures for trend analysis; procedures for collecting and addressing customer feedback/complaints. The contractor shall provide to the Government their QCP to Contracting Officer or their designated representative within 5 working days prior to the Contract Phase-In period. After acceptance of the QCP the contractor shall receive the Contracting Officer’s acceptance in writing of any proposed change to their QC system.

1.6.2 Quality Assurance: The Government shall evaluate the Contractor’s performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must 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).

1.6.2.1 Quality Assurance Surveillance Plan (QASP): The Contracting Officer’s Representative (COR) will monitor contractor performance and complete the Quality Assurance Surveillance Plan Worksheet (Ref Part 7, Attachment 7.8) at the end of the contract period of performance or annually. However, the COR may submit a Quality Assurance Surveillance Plan Worksheet at anytime and as often as necessary to document quality levels.

1.6.2.2 If Contractor response to an identified quality deficiency is unsatisfactory, the Contracting Officer or COR will contact the appropriate Contractor representative to implement a plan of action to remedy the identified deficiency. A quality rating may change from “Green” to “Red” without notice. We anticipate the COR utilizing the “Yellow” quality rating to alert the contracting office of quality issues that have the potential for a “Red” quality rating if corrective action is not taken. If the performance rating for any task in this order is “Red” during any time in the performance period, the COR will notify the Contracting Officer.
<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Green</td>
<td>Yes, performance and technical specifications are being met at AQL.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Yes, performance and technical specifications are currently being met at the minimum AQL, but the following service / deliverable needs contractor attention. <strong>The Customer must identify what component of the deliverable and/or service requires attention.</strong></td>
</tr>
<tr>
<td>Red</td>
<td>No, performance and technical specifications are not being met at AQL and the following service / deliverable needs immediate contractor resolution. <strong>The Customer must identify what component of the deliverable and/or service is below the minimum AQL.</strong></td>
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1.6.3 **Hours of Operation:** The Contractor is responsible for providing services in accordance with the hours and dates included in Part 7, Attachment 7.4, unless Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. 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 Government shall not be liable for overtime hours incurred in excess of the aforementioned minimum coverage.

1.6.4 **Place of Performance:** The primary location for the 145th CBRN BN (Alabama CERFP) EXEVAL is Pelham Range Gate 3 Road behind UTES #1 at the Collapse Structure Site. Additional locations are annotated in Part 7: Attachment 7.4.

1.6.5 **Recognized Holidays:** Federal law (5 U.S.C. 6103) establishes the following public holidays which will be recognized for the purpose of this requirement: (http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/#url=Overview)

- New Year’s Day
- Birthday of Martin Luther King, Jr.
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

1.6.6 **Type of Contract:** The government anticipates award of a Firm Fixed Price single award contract.

1.6.7 **Contractor Travel:** Travel to other government facilities or other contractor facilities may be required. All contractor associated travel associated with the support of this contract shall be accounted for in the contractor’s proposal on a firm fixed price basis to the Government.

1.6.8 **Other Direct Costs:** All other direct costs associated with the support of this contract shall be accounted for in the contractor’s proposal on a firm fixed price basis to the Government.

1.6.9 **Organizational Conflict of Interest:** Contractor and subcontractor personnel performing work under this task order 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, within 14 days after task order award or identification of potential an OCI, 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.

1.6.10 **Contracting Officer Representative (COR):** The COR is authorized to represent the contracting officer in interpreting the technical requirements of this task order.

1.6.10.1 The COR monitors all technical aspects of the task order and assists in task order administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with task order 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 notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property; and provide site entry of Contractor personnel. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.10.2 All contracting actions and/or correspondence should be forwarded through the COR. The COR will act as the Contracting Officer’s representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of the contractor’s performance.

1.6.10.3 The COR is NOT an Administrative Contracting Officer (ACO) and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other term and condition of the contract, or to direct the accomplishment of effort that goes beyond the scope the statement of work in the contract. When, in the opinion of the contractor, the COR requests efforts outside the existing scope of the contract, the contractor shall promptly notify the contracting officer in writing. The contractor under such direction shall take no action until the contracting officer has resolved the issue or has otherwise issued a modification to the contract.

1.6.10.4 In the absence of the Primary COR (due to reasons such as leave, illness, and official travel), all responsibilities and functions assigned to the Primary COR shall be the responsibility of the Alternate COR (if appointed) acting on behalf of the Primary COR.

1.6.10.5 The Primary COR is SSG Jarred Arnold, 256-872-1942 or 334-312-0159, jarred.l.arnold.mil@mail.mil for inspection and acceptance of deliverables under this task order.

1.6.11 **Program Management:** The following subsections specify requirements for contract, management, and personnel administration.

1.6.11.1 **Key Personnel:** The Contractor shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor
when the manager is absent shall be designated in writing to the Contracting Officer. The Contract Manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Contract Manager or alternate shall be available on the days and dates according to Part 7, Attachment 7.4.

1.6.11.2 **Contract Management:** The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at place of performance as specified at the task order level and the contractor's corporate offices. The contractor shall provide management of subcontracts so as to ensure transparency of services to the Government; this includes timely payment of sub-contractors and organic personnel, which is the singular responsibility of the contractor.

1.6.11.3 **Contract Administration:** The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions within one (1) business day. The contractor shall designate and maintain a single point of contact between the Government and Contractor personnel assigned to support the contract or task orders. The contractor shall assign work effort and maintain proper and accurate time keeping records of personnel assigned to work on the requirement.

1.6.11.4 **Subcontract Management:** The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. In the event that a potential OCI is identified, the prime contractor is responsible for immediately preparing and submitting to the contracting officer for approval, and adequate mitigation plan. Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR).

1.6.11.5 **Phase in Period:** Upon award the contractor shall initiate their Phase-In period in to prepare for full contract performance 18 September 2016. (Ref 1.5)

1.6.11.6 **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 FAR Subpart 42.5, Post Award Orientation. 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. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will 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.

1.6.12 **Personnel Administration and Management:** The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks including both on-site and off-site support as specified at the task order level. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).
1.6.12.1 **Non-personal Services**: The Government shall 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 believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor’s responsibility to notify the Procuring Contracting Officer (PCO) immediately.

1.6.12.2 **Removal of Personnel**: The Government reserves the right to require the contractor to remove contractor employees at any time for due to violation of law, regulation or imminent danger to government employees, facilities or interests. The contractor is responsible at all times for providing service at the required level and must develop a plan to ensure continuity of services in the event of unexpected departure or removal of contractor personnel. The contractor has sole responsibility to supervise, remove, replace, discipline or approve leave for its employees. In the event that an employee is removed or replaced, the contractor shall notify the Contracting Officer whenever changes are proposed. The Contractor shall also provide a minimum of a 7-day advance notice to the COR prior to removing an employee. This 7-day advance notice is not required in the case of emergency or when the best interest of the Government is not served.

1.6.12.3 **Staffing**: Employment and staffing difficulties shall not be justification for the contractor’s failure to meet established requirements. If such difficulties impair performance, the contractor may be subject to termination for cause.

1.6.12.4 **Contractor Employee Qualifications**: The contractor is responsible for providing a fully qualified work force. The contractor shall employ and utilize only experienced, responsible and capable persons in the performance of work under this contract. All employees must be citizens of the United States (or authorized aliens) and shall be able to furnish proof of citizenship if asked to do so by the Contracting Officer.

1.6.12.5 **Supervision of Contractor Employees**: The Government will not exercise any supervision or control over Contractor or subcontractor employees while performing work under the contract. Such employees shall be accountable solely to the Contractor, not the Government. The Contractor, in turn, shall be accountable to the Government for Contractor or subcontractor employees.

1.6.12.6 **Exempt Professional Employees**: Contractor employees supporting this task order requirement are identified as professional employees as defined in 29 CFR 541 and are not subject to the requirements of the Service Contract Act of 1965 (FAR Subpart 22.11 Professional Employee Compensation).

1.6.13 **Security Requirements**:

1.6.13.1 **Access and General Protection/Security Policy and Procedures**: Contractor and all associated sub-contractor’s employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). This includes policies pertaining to the use or prohibition of electronic recorders, devices, cameras, etc. If the Contractor is required to take photographs or videos on a Government Installation, the Contractor must obtain written permission from the Senior Commander. Contractor workforce shall comply with all personal identity verification requirements 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.
1.6.13.1.1 The contractor and its personnel must comply with the requirements of this paragraph in accessing Controlled Unclassified information (CUI), adherence to physical security requirements and access to Government facilities, records and information systems. For the purposes of this contract the contractors are not required to access any local Government IT systems and do not require a DD 254, DoD Contract Security Classification Specification.

1.6.13.1.2 The contractor is responsible for safeguarding information of a confidential or sensitive nature. Failure to safeguard any classified/privileged information which may involve the contractor or the contractor’s personnel or to which they may have access may subject the contractor and/or the contractor’s employees to criminal liability under Title 18, section 793 and 7908 of the United States Code. Provisions of the Privacy Act apply to all records and reports maintained by the contractor. All programs and materials developed at government expense during the course of this contract are the property of the government. Contractor personnel shall be required to obtain and maintain security badges and adhere to the installation security requirements.

1.6.13.2 Criminal Background Check: The contractor shall provide proof of employee criminal background checks upon request. (Note: The Contractor shall not employ an individual with a felony on their criminal record). The contractor shall also 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.

1.6.13.2.1 Pre-screen applicants using E-Verify or similar program: The Vendor must pre-screen applicants using the E-verify Program (http://www.dhs.gov/E-Verify) website or other nationally accredited program to meet the established employment eligibility requirements. The vendor must ensure that the applicant has two valid forms of government issued identification. An initial list of applicants must be provided to the COR no later than 7 business days after the initial contract award to start the CI-focused security screening process.

1.6.13.2.2 National Crime Information Center (NCIC) and terrorist threat data base screening required. All contractor employees, including subcontractor employees, who are not in possession of a current Common Access Card (CAC) will be vetted by the local security office to determine fitness and eligibility for access IAW DTM 09-012, paragraph 2.b(4) to include but not limited to an NCIC and Terrorist Database screening. The Vendor will ensure that the government has sufficient biographical information to conduct said screening including, but not limited to the person's name, date of birth, and social security number, race gender and place of birth (city and State).

1.6.13.3 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.

1.6.13.4 Key Control: The government does not anticipate the issuance of keys or key cards; however in the event in which keys are issued the following shall apply. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor’s employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer. 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 cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. 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. Should keys/key cards become lost or duplicate the Government 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.

1.6.13.5 Lock Combinations: Not Applicable.

1.6.13.6 Protection of Personally Identifiable Information (PII): The Contractor shall be responsible to protect all Personally Identifiable Information (PII) encountered in the performance of work under task order in accordance with DFARS 224.103, DoDD 5400.11, Department of Defense Privacy Program, and DoD 5400.11-R, Department of Defense Privacy Program. If the Contractor violates the aforementioned policies and a PII breach results, the Contractor shall be responsible for all notification costs, call-center support costs, and credit monitoring service costs for all individuals who’s PII has been compromised.

1.6.13.7 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. The Contractor (to include subcontractors) shall provide each employee an Identification (ID) wrist band, which includes the Company and Employee Name. Key Personnel shall wear an ID name badge which will include a color photo, the name of the company, individual and job title easily is readable from a distance of 3 meters. The Contractor (to include subcontractors) shall be responsible for collection of ID Wrist Bands and Badges upon completion of the contract or termination of employee. A listing of issued identification wrist bands and/or name badges shall be furnished to the Contracting Officer or their designated representative prior to the contract performance date and updated as needed to reflect Contractor and Subcontractor personnel changes.

1.6.13.8. CAC Requirements: Not Applicable.

1.6.13.9. HSPD-12 Background Investigation Requirements: Not Applicable.

1.6.13.10 Trusted Associate Sponsorship System (TASS): Not Applicable.

1.6.13.11 AT Level 1 Training. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level 1 awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 45 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at the following website: https://atlevel1.dtic.mil/at.

1.6.13.12 iWATCH Training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). 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 shall be completed within 30 calendar
days of contract award and within 15 calendar days of new employees commencing performance with the results reported to the COR NLT 45 calendar days after contract award.

1.6.13.13 **ATCTS (Army Training Certification Tracking System):** Contractor Employees Who Require Access to Government Information Systems: Not Applicable

1.6.13.14 **COMSEC/IT Security:** Not Applicable.

1.6.13.15 **OPSEC Training:** Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of contract award or receive equivalent information briefing from the State OPSEC officer.

1.6.13.16 **Information assurance (IA)/information technology (IT) training:** Not Applicable.

1.6.14 **Combating Trafficking in Persons:** The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government’s zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The Contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.6.15 **Conservation of Utilities:** The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

1.6.16 **Data Rights:** Not applicable.
2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

2.1.1 CERFP. The CERFP teams and WMD-CSTs provide a phased capability; WMD-CSTs detect and identify CBRNE agents/substances, assess the effects and advise the local authorities on managing the effects of the attack. The WMD-CSTs also assist with requests for other forces. The CERFP teams locate and extract victims from a contaminated environment, perform mass patient/casualty decontamination, and provide treatment as necessary to stabilize patients for evacuation. The teams are specially trained to respond to a weapons-of-mass-destruction incident. The WMD-CSTs are dedicated units of National Guard personnel on active duty, whereas, the CERFPs are comprised of existing National Guard units in traditional reserve status. They can be mobilized in state active duty, Title 32, or Title 10 status. Each CERFP can be ready to deploy to an incident site within six hours of notification of a CBRNE or WMD incident.

2.1.2. 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.

2.1.3. CONTRACT MANAGER. A person delegated to ensure performance of the contract. The name of this person and an alternate who shall act for the contractor shall be designated in writing to the Contracting Officer. The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

2.1.4. 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.

2.1.5. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. 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.

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

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

2.1.8. DUAL STATUS COMMAND. Dual status command allows one commander to command both federal (Title 10) and state forces (National Guard in Title 32 and/or State Active Duty status) with the consent of a governor and the authorization of the president. This centralized command and control construct provides both the federal and state chains of command with a common operating picture through the eyes of the DSC. It also enables the DSC to maximize his or her federal and state capabilities, as well as facilitate unity of effort from all assigned forces.
2.1.9. GOVERNMENT-FURNISHED PROPERTY (GFP) OR GOVERNMENT PROPERTY (GP). Property in the possession of, or directly acquired by, the Government and subsequently made available to the Contractor.

2.1.10. HOMELAND RESPONSE FORCE (HRF). Composed of approximately 566 personnel, encapsulates lifesaving capabilities including Search and Extraction, Decontamination, Emergency Medical, Security, and Command and Control (C2). Each HRF will be staffed with Army National Guard Soldiers and Airmen. HRFs provide a scalable capability to bridge a gap between initial National Guard (NG) response and Title 10 capabilities.

2.1.11. 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.

2.1.12. MOULAGE. Application of mock injuries for the purpose of training Emergency Response Teams and other first aid training.

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

2.1.14. QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.15. QUALITY ASSURANCE SPECIALIST. An official Government representative concerned with matters pertaining to the contract administration process and quality assurance/quality control. This person acts as technical advisor to the Contracting Officer in these areas.

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

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

2.1.18. SUBCONTRACTOR. One that enters into a contract with a prime Contractor. The Government does not have privity of contract with the Subcontractor.

2.1.19. WHITE CELL. A neutral element that ensures the exercise stays on course and within the exercise commander’s training objectives.

2.1.19. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.20. WORK WEEK. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>AAR</td>
<td>After Action Report</td>
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<td>Area Commander</td>
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<td>Army Enterprise Info Structure</td>
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<td>AFARS</td>
<td>Army Federal Acquisition Regulation Supplement</td>
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AR  Army Regulation
ATCTS  Army Training Certification Tracking System
AUP  Acceptable Use Policy
BBP  Better Business Practice
CDM  Concept Development Meeting
CERFP  CBRNE Enhanced Response Force Packages
CBRN  Chemical Biological Radiological Nuclear
CCIRs  Commander’s Critical Information Requirements
CCE  Contracting Center of Excellence
CFR  Code of Federal Regulations
CM  Contract Manager
CNGB  Chief National Guard Bureau
COMSEC  Communications Security
CONUS  Continental United States (excludes Alaska and Hawaii)
COR  Contracting Officer Representative
COTR  Contracting Officer's Technical Representative
COTS  Commercial-Off-the-Shelf
CPX  Command Post Exercise
CRTC  Combat Readiness Training Center
CST  Civil Support Team
CUI  Controlled Unclassified Information
DA  Department of the Army
DC  Displaced Civilians
DHS  Department of Homeland Security
DD250  Department of Defense Form 250 (Receiving Report)
DD254  Department of Defense Contract Security Requirement List
DFARS  Defense Federal Acquisition Regulation Supplement
DMDC  Defense Manpower Data Center
DOD  Department of Defense
DSCA  Domestic Support to Civil Authorities
EMAC  Emergency Management Assistance Compact
EMI  Emergency Management Initiative
ENDEX  End Exercise
EXCON  Exercise Control
FAR  Federal Acquisition Regulation
FEMA  Federal Emergency Management Agency
FPCON  Force Protection Condition
FPM  Final Planning Meeting
FSRT  Fatality Search & Recovery Team
FTE  Full Time Equivalent
FTX  Field Training Exercise
HIPAA  Health Insurance Portability and Accountability Act of 1996
HQDA  Headquarter Department of Army
HRF  Homeland Response Force
HSEEP  Homeland Security Exercise & Evaluation Program
IA  Information Assurance
IAPS  Incident Action Planning Support
IC  Incident Commander
ICS  Incident Command System
IMT  Incident Management Team
IPM  Initial Planning Meeting
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>IT</td>
<td>Information Technology</td>
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<tr>
<td>JELC</td>
<td>Joint Event Life Cycle</td>
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<td>JET</td>
<td>Joint Enabling Team</td>
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<td>JFHQ</td>
<td>Joint Forces Headquarters</td>
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<td>JISCC</td>
<td>Joint Incident Site Communications Capability</td>
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<td>JITEC</td>
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<td>NACI</td>
<td>National Agency Check Inquires</td>
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<td>National Guard Bureau</td>
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<td>National Guard Reaction Force</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NLT</td>
<td>Not Later Than</td>
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<td>Organizational Conflict of Interest</td>
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<td>Outside Continental United States (includes Alaska and Hawaii)</td>
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<td>OCT</td>
<td>Observer Controller Trainer</td>
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<td>Other Direct Costs</td>
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<td>Travel Authorization Request</td>
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<td>Technical Exhibit</td>
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<td>TTX</td>
<td>Table Top Exercise</td>
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<td>WWAF-RA</td>
<td>Wide Area Workflow-Receipt and Acceptance</td>
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</table>
3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1 Services: The Government will not provide any services associated with the performance of this contract.

3.2 Facilities: The Contractor will be provided an area of land near the Collapse Structure Site located behind UTES #1 to set up their “Fixed” mouillage site.

3.2.1 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Labor hour and Time & Materials employees are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. The award of this task order does not create a right for any individual contractor employee to have access to any installation. Any moving violation of any applicable regulation may result in the termination of the contractor employee’s installation driving privileges.

3.2.2 The contractor, its employees, and subcontractors shall become familiar with and obey the regulations of the installation; including fire, traffic, safety and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees and subcontractors shall carry proper identification with them at all times. The contractor shall be responsible for compliance with all regulations and orders of the installation; respecting identification of employees, movements on installation, parking, truck entry, and all other installation regulations, which may affect the work.

3.3 Utilities: 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. Contract employees may utilize water buffalos, latrines and hand washing stations in the area of performance if available.

3.4 Equipment: The Government will not provide any equipment associated with the performance of this contract.

3.5 Materials: The Government will not provide any equipment associated with the performance of this contract.
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: Not applicable.

4.3 Materials: The Contractor shall provide all materials including cut away clothing, safety shoes, safety glasses, and clothing carry bags for role player support. The Contractor shall provide life support services to include meals and water for role players. The contractor shall provide two (2) Glo-Germ kits. Each kit shall contain one (1) bottle of Glo-Germ and one (1) hand held black light for detecting contamination containment and decontamination techniques.

4.4 Equipment: The Contractor shall provide all equipment necessary to ensure total mission support of role player services. Set up and operate temporary “Fixed” moulage sites to include: lights, electricity, water hot/cold, tables, chairs, and heat/cooling areas based on weather conditions. Provide holding sites/break areas with lights, electricity, water, meals, tables, chairs, toilets, and heat/cooling areas based on weather conditions. Provide role players transportation support to and from training areas, parking lots, breaks/meals areas, and life support services (water/meals/nourishment).

4.5 Safety Considerations: The Contractor is responsible for the safety of their contract employees and shall ensure adequate hydration, nutrition and sunscreen of role players throughout the period of performance for which excessive heat is expected. Note: The Role Players shall not bring any cellular phones, jewelry, watches, or any other personal effects on the rubble pile, the Government will not be responsible for any lost personal items.
PART 5
SPECIFIC TASKS

5. Specific Tasks: The Contractor shall provide role players and manikins for 145th CBRN BN (Alabama CERFP) EXEVAL support.

5.1 Task 1, Program Management: The contractor shall provide materials and services to accomplish all tasks outlined in this Performance Work Statement throughout the period of performance of the contract.

5.1.1 Deliverable:

5.1.1.1 Meetings: The contractor shall prepare for, conduct, and participate in meetings and reviews when required or directed.

5.1.1.1.1 The contractor will schedule a Kick-off meeting within 10 days of contract award. The Kick-off meeting will dictate the mandatory planning meetings and whether travel is required. The contractor shall resolve action items assigned to the contractor at these meetings.

5.1.1.1.2 The contractor shall submit reports and all requests IAW with Part 7, Attachment 7.2. The contractor shall submit a roll up of all meeting notes to the Contracting Officer or their designated representative.

5.1.1.1.3 Contract Manager and lead NIMS/ICS Subject Matter Expert (SME) shall attend planning meetings and the AAR Briefing (Ref 1.5).

5.1.1.1.4 Contract Manager or representative shall attend the daily “hot wash” briefing usually held each evening following the daily training to obtain any changes and/or get further coordinating instructions. If the Exercise Lead does not have a “hot wash” for the day, it is the Contractor’s responsibility to contact the on-site Exercise Lead to gather this information.

5.1.1.2 Safety: The contractor is responsible at all times for their staff, employees and role players. Follow all applicable federal, state, and local safety regulations. Liability and/or usage agreement may be required for access to training site. Training shall continue during inclement weather, unless safety concerns prohibit such continuation of training.

5.1.1.2.1 Use government provided identification badges (if required). Role players shall have two forms of state/federal ID to enter federal facility.

5.1.1.2.2 Ensure staff, employees and role players shall park only in designated areas.

5.1.1.2.3 Provide role player orientation and mandatory safety training prior to role player participation.

5.1.1.2.4 Provide a formal plan procedures and resources available for on-site safety, ‘real-world’ emergences and life support. Training shall continue during inclement weather, unless safety concerns prohibit such continuation of training.

5.1.1.2.4.1 Due to the increased possibilities of slips, trips and falls in certain venues, contractors shall screen role players for physical and medical issues that may limit their ability to fulfill the requirements.

5.1.1.2.4.2. Provide mandatory safety equipment (hard hats, eyeglasses, etc.) for all role players entering
the collapse structure (rubble pile) location.

5.1.1.2.4.3 Provide points of contacts with a high visibility method of identification (e.g. vest) at all training sites to supervise and support personnel.

5.1.1.3 Communications Plan: Contractor shall have effective and clear communications with Exercise Planner, Exercise Control, the COR and any pertinent key personnel within the contractor’s employees on ground determined by the Contractor. Provide point of contacts to Exercise Lead and any pertinent key personnel. Obtain radios and arrange for Internet access if required. The contractor shall ensure the assigned Contract Manager and lead NIMS/ICS Subject Matter Expert (SME) coordinates with Exercise Lead.

5.1.2 Minimum Acceptable Standard: The meetings notes shall be delivered to the COR via e-mail in a PDF format on the Contractor’s letterhead on the next business day and the content of the report shall be free of grammatical, spelling and factual errors.

5.2 Task 2, Contractor’s Management Report:

5.2.1 Deliverable: The Contractor’s Monthly Status Report (MSR), indicates the progress of the work, status of the program and of the assigned tasks. This report shall include information relating to accomplishments, existing or potential problem areas and proposed action to resolve the problems. The contractor shall include the MSR with each invoice submitted for payment. Contractor’s Progress, Status, and Management Report shall be in accordance with Part 7, Attachment 7.2.

5.2.2 Minimum Acceptable Standard: MSR shall be delivered to the COR via e-mail in a PDF format on the Contractor’s letterhead NLT 7 days into each month. The content of the report shall be free of grammatical, spelling and factual errors.

5.3 Task 3, Provide Role Players, Moulage and Trauma Manikins Support:

5.3.1 Deliverable: The Contract Manager shall coordinate with the COR and Exercise Lead for the placement and rotation/recycle of role players within their specified time frames to maintain adequate flow rates of injured personnel for the exercise.

5.3.1.1 Casualty Role Players Support: Provide role players (actors) in accordance with Part 7, Attachment 7.4 specifications (quantity, locations, time and conditions) for each of the exercises. The numbers of artisans are based on exercise needs. Provide required support at each presentation dependent upon the exercise sequencing and pacing. Times may shift slightly based on training requirements as directed by exercise planners. Provide patient flow rates in accordance with exercise scenarios.

5.3.1.1.1 Provide an on-site manager, expert, for assuring quality of moulage treatments.

5.3.1.1.2 Set up and operate a “Fixed” moulage site and holding site/break area near the Collapse Structure Site for role Players (Ref 3.2 & 4.4).

5.3.1.1.3 Moulage the role players with the following types of medical issues: Multiple Compression Wounds, Trauma, Abrasions, Cuts, Punctures, Chest Pain, Crush, Burn, Hot/Cold, and Panic (mental other), Worried Well, Communicable Disease, Chemical burns, PTSD, Geriatrics, and Pediatrics -- Ambulatory and Non-Ambulatory with corresponding Injury/Mass Casualty Cards visible for exercise responders.
5.3.1.1.4 Provide exercise scenario specific Injury/Mass Casualty Cards (water proof) and provide injury specific acting instructions/coaching for all casualty role players.

5.3.1.1.5 Apply glo-germ to role players as required. Glo-Germ applications and usage shall be dictated by exercise requirements. Staff member may be required to utilize blacklight.

5.3.1.1.6 Transportation: Provide transportation between venues as stated in Part 7, Attachment 7.4. Ensure timely pickup of role players once they have passes through medical holding to maximize the recycling process. Role players shall be moulaged (made-up) and transported to the appropriate sites.

5.3.1.1.7 Role Player Uniforms: Role players will get extremely wet, prop clothing will be cut off and they will be scrubbed with brushes and a lot of water (possibly cold water) in the Decontamination Shower lanes/stations. Ensure role players wearing ‘cut away’ clothing and moulage for role-players. Role Players must have shower or water shoes for each casualty role players. Ensure all roles players have appropriate skin tight undergarments (swim suits). Ensure role players have costume jewelry (inexpensive) for processing casualty’s valuables. Provide person(s) to move items taken from casualty role players at start of Decon Line to the end of Medical treatment holding area.

5.3.1.1.8 Provide 1 staff member who will play role of EMS coordinator and county coroner as exercise dictates. These personnel will interface with CERFP medical element and Fatality Search and Recovery Team (FSRT).

5.3.1.1.9 Provide Exercise Lead and any pertinent key personnel an accurate number of role players presentations to pass through the Decontamination Line according to Ambulatory and Non-Ambulatory iterations. This includes role players/manikins simulating fatalities.

5.3.1.2 Displaced Civilian (DC) Role Players: Provide DC role players (actors) in accordance with Part 7, Attachment 7.4 specifications (quantity, locations, time and conditions) for each of the exercises. The numbers of DC role players are based on requirements to provide the number of presentations. DC role players will work primarily with the Casualty Assistance Support Element (CASE).

5.3.1.2.1 Provide an on-site manager, expert, for assuring quality of DC role players. This individual shall coordinate with CASE Lead OC/T.

5.3.1.2.2 Ensure DC role players are briefed on specifics of exercise scenario requirements and perform within the limits of the scenario. Provide DC role players IAW exercise scenario acting requirements.

5.3.1.2.3 Ensure timely transportation and pickup of role players once they have completed the exercise scenario to maximize the role player recycling process.

5.3.1.2.4 Some DC role players may utilize props. The contractor shall provide exercise scenario specific Injury/Mass Casualty Cards (water proof) and provide specific acting instructions/ coaching for all DC role players.

5.3.1.3 Trauma Manikin Support: Provide mannequins in accordance with Part 7, Attachment 7.4 specifications (quantity, locations, time and conditions) for each of the exercises. Provide required support at each presentation dependent upon the exercise sequencing and pacing. Times may shift slightly based on training requirements as directed by exercise planners.
5.3.1.3.1 Provide an on-site manager, expert, for assuring quality of moulage treatments.

5.3.1.3.2 Provide exercise scenario specific moulage for mannequins with the following types of issues: Multiple Compression Wounds, Trauma, Abrasions, Cuts, Punctures, Crush, and Chemical Burns.

5.3.1.3.3 Coordinate with Rubble Pile Staff concerning the placement and recovery of mannequins.

5.3.1.3.4 Weighted manikins shall be moulaged (made-up) and transported by the contractor for placement prior to each iteration. Manikins shall be collected following each day’s event for remoulaging and delivery back to the Rubble Pile staff.

5.3.1.3.5 Weighted manikins shall meet the following minimum specification – Adults minimum of 150 pounds with weighted limbs; Children 60-100 pounds; Infants 10-30 pounds. Composition of manikins: Adults ~ 75%, Children ~15%, Infants ~ 10% mix.

5.2.2 Minimum Acceptable Standard: All role players, moulage and weighted manikins to include all contractor required props shall be setup not later than 1 hour prior to the scheduled start time for each venue.

5.4 Task 4 – Provide National Incident Management System (NIMS)/Incident Command System (ICS) Subject Matter Expert (SME) Support for Incident/Area Command

5.4.1 Deliverable: Provide SME support and properly implement the incident command system, emergency response plan, and local emergency response plan. Provide role players (actors) in accordance with Part 7, Attachment 7.4 specifications (quantity, locations, time and conditions) for each of the exercises.

5.4.1.1 Qualifications: Incident Commanders and Area Commanders must be trained and proficient in the NIMS/ICS methods and protocol. Contractor shall provide NIMS/ICS personnel with the requisite knowledge to implement an Incident Command System and Emergency Plan in order to support each exercise venue. The Incident Command and Area Command SME shall have knowledge of and experience with the following:

5.4.1.1.1 National Response Plan (NRP) and National Incident Management System

5.4.1.1.2 Real World Experience in Response to an Incident and Disaster - includes staff functions and actual command experience at incident, area, joint, and unified levels

5.4.1.1.3 ICS Staff Functions and NG response capabilities

5.4.1.1.4 Completion of Incident Command System Classes (from IS-100 to IS-800 (completion of IS 300 and 400 preferred)

5.4.1.1.5 Developing forms, SOG’s/SOP’s, IAP and associated Incident Command Forms

5.4.1.1.6 CBRNE, CST, CERFP, and HRF mission and structure

5.4.1.1.7 Certification in HSEEP or other exercise method - Interagency Coordination and Liaison experience at the local, county, state, federal or tribal levels
5.4.1.8 Simulation cells for exercises

5.4.1.9 Knowledge of how state emergency response plans and regional response plans are implemented and understand the importance of decontamination procedures

5.4.1.10. Expertise on hazards and risks associated with employees working in chemical protective clothing

5.4.1.2 Provide Zero Area Commanders (AC) and Zero Incident Commanders (IC) to assist the exercise director and exercise controllers during exercise execution phases.

5.4.1.3 Provide SMEs for the disciplines of: Fire Rescue, Hazardous Materials (HAZMAT), Emergency Medical Services (EMS), Law Enforcement and Emergency Management. The SME staff must have coverage for all disciplines and meet 29 CFR 1910.120 (q) (6) (v) requirements.

5.4.1.4 SMEs shall assist in preparing, writing, designing, assessing, coordinating and managing incident action plans, ICS reports and risk analysis measures. Adapt the incident command system to the training and evaluation scenario(s).

5.4.1.5 Provide continuous exercise operational period support up to 24 hours (shift/flexible work hours) when required.

5.4.1.6 JITEC SMEs shall attend EDMSIM operator training on 19 September 2016.

5.4.2 Minimum Acceptable Standard:
The contractor shall provide adequately trained NIMS/ICS contractor employees in order to receive all appropriate briefings and orientations at the Collapse Structure Site one day prior to the exercise.

5.5 Task 5, Submit Close-Out Reports and AAR Comments:

5.5.1 Deliverable: The Contractor must submit Close-Out Report and AAR comments at the end of the period of performance.

5.5.2 Minimum Acceptable Standard: Close-Out Report shall be delivered to the COR via e-mail in a PDF format on the Contractor’s letterhead NLT 7 days after period of performance. The content of the report shall be free of grammatical, spelling and factual errors.

5.6. Task 6, Contractor Manpower Reporting (CMR):

5.6.1. Deliverable: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for 145th CBRN BN Alabama CERFP via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: http://www.ecmra.mil/ and then click on "Department of the Army CMRA" or the icon of the DoD organization that is receiving or benefitting from the contracted services. Contractors may direct questions to the help desk by clicking on "Send an email" which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component's CMR website.

5.6.1.1 The eCMRA site associated with this contract is https://cmra.army.mil/.

5.6.1.2 The Command of the Requiring Activity is US Army National Guard.
5.6.1.3 The Unit Identification Code (UIC) for this requirement is XXXXXX. [Acquire highlighted information from contracting office.]

5.6.1.4 The Federal Service Code for this contact is XXXX

5.6.1.5 The Contracting Activity DODACC for this contract is XXXX.

5.6.2. Standard: Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013.
PART 6
APPLICABLE PUBLICATIONS

1. AR 25-2, Information Assurance, 23 Mar 09

2. AR 530-1, Operations Security (OPSEC), 19 Apr 2007
7. **Attachment/Technical Exhibit List:**

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule

7.3. Attachment 3/Technical Exhibit 3 – Estimated Workload Data

7.4. Attachment 4/Technical Exhibit 4 — Detailed Role Player/Manikin Support Information

7.5. Attachment 5/Technical Exhibit 5 - Monthly Status Report/After Action Report

7.6. Attachment 6/Technical Exhibit 6 – Travel Authorization Request (TAR)

7.7. Attachment 7/Technical Exhibit 7 – Trip Report

7.8. Attachment 8/Technical Exhibit 8 - Quality Assurance Worksheet
# PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

## 7.1 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.

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<th>Performance Objective</th>
<th>Standard</th>
<th>Performance Threshold</th>
<th>Method of Surveillance</th>
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<tr>
<td><strong>PRS # 1</strong>&lt;br&gt;The Contractor shall provide: <strong>Task 1. Program Management:</strong> The contractor shall provide materials and services to accomplish all tasks outlined in this Performance Work Statement throughout the period of performance of the contract. The contractor shall prepare for, conduct, and participate in meetings and reviews when required. Training shall continue during inclement weather, unless safety concerns prohibit such continuation of training.</td>
<td>- Schedule and conduct a Kick-off meeting within 10 days of contract award&lt;br&gt;- Attend planning meetings, AAR briefing, and daily “hotwash” as required&lt;br&gt;- Resolve action items assigned to the contractor at meetings&lt;br&gt;- Provide reports, briefings and correspondence&lt;br&gt;-Develop safety &amp; communications plans and provide applicable equipment&lt;br&gt;-Provide role player orientation and mandatory safety training prior to participation</td>
<td>100% compliance</td>
<td>100% inspection</td>
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<td><strong>PRS # 2</strong>&lt;br&gt;The Contractor shall provide: <strong>Task 2. Contractor’s Management Report:</strong> The Contractor’s Monthly Status Report (MSR), indicates the progress of the work, status of the program and of the assigned tasks. This report shall include information relating to accomplishments, existing or potential problem areas and proposed action to resolve the problems.</td>
<td>- Monthly Status report (MSR)&lt;br&gt;- NLT 7 days into next month&lt;br&gt;- PDF, electronically&lt;br&gt;- Submitted to COR&lt;br&gt;- Include with each invoice submitted for payment</td>
<td>100% compliance</td>
<td>100% inspection</td>
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### PRS # 3
The Contractor shall provide:

**Task 3. Provide Role Player, Moulage, Trauma Manikins**

**Support:** The Contract Manager shall coordinate with the COR and Exercise Lead for the placement and rotation/recycle of role players within their specified time frames to maintain adequate flow rates of injured personnel for the exercise. The contractor shall provide required support as listed IAW the performance standards

- Provide all support for exercise contained in Part 7, Attachment 7.4
- Provide on-site manager
- Provide 1 staff member to play role of EMS coordinator/county coroner as exercise dictates
- Attend planning meetings as required
- Provide casualty role players, displaced civilians, and trauma manikins
- Set up “fixed” moulage and holding sites
- Administer moulage and glo-germ techniques
- Provide waterproof injury/mass casualty cards and props as required
- Provide transportation as required

**PRS # 4**
The Contractor shall provide:

**Task 4. Provide NIMS/ICS Subject Matter Expert Support for Incident/Area Command:**

The contractor shall provide qualified SME support to properly implement the incident command system, emergency response plan, and local emergency response plan. SMEs shall assist in preparing, writing, designing, assessing, coordinating and managing incident action plans, ICS reports and risk analysis measures.

- Provide all support for exercise contained in Part 7, Attachment 7.4
- The contractor shall provide required support as listed IAW the performance standards
- Provide on-site manager
- Attend planning meetings as required
- Provide SMEs for the disciplines of: Fire Rescue, Hazardous Materials (HAZMAT), Emergency Medical Services (EMS), Law Enforcement and Emergency Management
- Provide continuous support up to 24 hours (shift/flexible work hours) when required
- Attend EDMSIM operator training as required

**PRS # 5**
The Contractor shall provide:

**Task 5. Close-out report & AAR:**


- NLT 7 days after Period of Performance
- PDF, electronically
- One (1) copy
  - Submitted to COR

**PRS # 6**
The Contractor shall provide:

**Task 5. The Contractor Manpower Reporting (CMR):**

The contractor shall report ALL contractor labor hours required for performance of services provided under this contract via a secure data collection site.

- Report captures all labor (including subcontractors)
- Report NLT October 31 of each calendar year
- Send questions to the help desk through appropriate CMR website [http://www.ecmra.mil/](http://www.ecmra.mil/)

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</tr>
<tr>
<td>Provide 1 staff member to play role of EMS coordinator/county coroner as exercise dictates</td>
<td>Provide on-site manager</td>
<td>Provide on-site manager</td>
<td>Report captures all labor (including subcontractors)</td>
</tr>
<tr>
<td>Attend planning meetings as required</td>
<td>Attend planning meetings as required</td>
<td>Attend planning meetings as required</td>
<td>Report NLT October 31 of each calendar year</td>
</tr>
<tr>
<td>Provide casualty role players, displaced civilians, and trauma manikins</td>
<td>Provide casualty role players, displaced civilians, and trauma manikins</td>
<td>Provide casualty role players, displaced civilians, and trauma manikins</td>
<td>Send questions to the help desk through appropriate CMR website <a href="http://www.ecmra.mil/">http://www.ecmra.mil/</a></td>
</tr>
<tr>
<td>Set up “fixed” moulage and holding sites</td>
<td>Set up “fixed” moulage and holding sites</td>
<td>Set up “fixed” moulage and holding sites</td>
<td></td>
</tr>
</tbody>
</table>
## PART 7
### ATTACHMENT/TECHNICAL EXHIBIT LISTING

### 7.2 TECHNICAL EXHIBIT 2

#### DELIVERABLES SCHEDULE

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Frequency</th>
<th># of Copies</th>
<th>Medium/Format</th>
<th>Submit To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick off meeting (para 5.1.1.1)</td>
<td>Within 10 days of contract award</td>
<td>N/A</td>
<td>PDF document to include minutes from kick off meeting</td>
<td>COR</td>
</tr>
<tr>
<td>Monthly Status Report (para 5.2.1)</td>
<td>At end of Period of Performance</td>
<td>One (1) copy</td>
<td>Wide Area Workflow WAWF</td>
<td>COR</td>
</tr>
<tr>
<td>Travel Authorization Request (TAR) (pg. 35, Part 7.6)</td>
<td>NLT 7 days prior to travel</td>
<td>One (1) copy</td>
<td>PDF, Electronically</td>
<td>COR</td>
</tr>
<tr>
<td>AT Level 1 Training (para 1.6.13.11)</td>
<td>Within 30 days of contract award</td>
<td>One (1) copy per employee</td>
<td>PDF, Electronically</td>
<td>COR</td>
</tr>
<tr>
<td>Trauma Manikin Support (para 5.3.1.3)</td>
<td>Daily, see Part 7, attachment 7.7</td>
<td>N/A</td>
<td>On Site Service</td>
<td>COR</td>
</tr>
<tr>
<td>Trip Report (pg. 36, Part 7.7)</td>
<td>At conclusion of each trip</td>
<td>One (1) copy</td>
<td>PDF, Electronically</td>
<td>COR</td>
</tr>
<tr>
<td>Close out Report and AAR Comments (para 5.4.2)</td>
<td>7 days after Period of Performance</td>
<td>One (1) copy</td>
<td>Format approved by Government</td>
<td>COR</td>
</tr>
<tr>
<td>Contractor Manpower Reporting (para 5.6.1)</td>
<td>At end of Period of Performance</td>
<td>One (1) copy</td>
<td>PDF, Electronically</td>
<td>COR</td>
</tr>
<tr>
<td>Quality Assurance Worksheet (pg. 37, Part 7.8)</td>
<td>As required</td>
<td>One (1) copy</td>
<td>PDF, Electronically</td>
<td>COR</td>
</tr>
</tbody>
</table>
### 7.3 Technical Exhibit 3
#### Estimated Workload Data

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Estimated Quantity</th>
<th>Estimated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contract Manager (1 pax)</td>
<td>1</td>
<td>13 hrs</td>
</tr>
<tr>
<td>2</td>
<td>Role players (75 max each day)</td>
<td>75</td>
<td>12 hrs</td>
</tr>
<tr>
<td>3</td>
<td>Moulage Artist/Sr Admin Assistant/EMS coordinator and county coroner role player (3 pax)</td>
<td>3</td>
<td>12 hrs</td>
</tr>
<tr>
<td>4</td>
<td>NIMS/ICS Subject Matter Experts (0 pax)</td>
<td>0</td>
<td>0 hrs</td>
</tr>
<tr>
<td>5</td>
<td>Admin Assistant (1 pax)</td>
<td>0</td>
<td>0 hrs</td>
</tr>
</tbody>
</table>
On-site Locations:

a. The Collapse Structure site is secure and accessible by hard-packed, gravel rock and concrete roads which shall support the transport of equipment and personnel.
   1) The overall training site is open and contains several structures to simulate collapsed buildings, debris fields and similar; in addition, there are training lanes, staging areas, equipment lay-down areas, and parking lots.

b. On-site resources:
   a) Buildings: **Yes/No**
   b) Electricity: **Yes/No**
   c) Water: Potable water on-site
   d) Tables and chairs: **Yes/No**
   e) Toilets: Port-a-potties (outside buildings)

3) Earth/Soil:
   a) Permafrost: There is no permafrost in this area; however, top- and sub-soil ground may be frozen to a maximum depth of 24” during peak winter weather
   b) Drainage: The surface area is improved and relatively flat with a drainage grade (2-3 degrees).
   c) Vegetation: Site currently has limited grass and small plants

b. Time. The Exercise is defined as one (1) operational period per day starting 19 September 2016 and ending 22 September 2016. That operational period will have various start times within a window between 0700 and 1900. Role players shall be expected to be available for placement at the various sites NLT 0700 starting on 19 September 2016. Role players shall not be expected to be used after 1900 on the dates of 19-22 September 2016, and may be released by 1900 on 22 September 2016.

c. Limitations and Qualifications for Role Players.
   1. Victim Role players shall be in a physical condition that shall allow them to move or be stationed in cluttered, dusty and cramped locations.
   2. All Role players shall not have an existing condition that requires a cast, sling or extensive bandaging.
   3. Displaced Citizen Role Players shall be capable of walking over rugged terrain for distances up to one-half mile at a time.
   4. All role players shall be capable of standing, sitting or lying on uneven and dirty surfaces that may be very cool or very warm for an extended period of time.
   5. The Role Players identified as Incident/Area/Unified Commander shall be experience as Incident/Unified/Area Commanders and have had FEMA/EMI Training for Incident Command and NIMS. Successful Completion of IS 300 and IC 400 Incident Command Training are required. The Role Players shall be mentors as well for IMT members in training. There is no requirement for Instructor Training certification; but having certification would be a plus.

d. Following is a Matrix of Daily requirements for Role Player Support: Placements at various places throughout the Collapse Structure Site shall be coordinated the night before with the controllers and controlled by the final Master Scenario Event List (MSEL).
<table>
<thead>
<tr>
<th>Day/Date/Time</th>
<th>Location</th>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Collapse Structure Site SCS1</td>
<td><strong>Casualty Role Players for CERFP:</strong></td>
<td>Provide water proof injury/mass casualty cards for role players and manikins.</td>
</tr>
<tr>
<td>19 September 16</td>
<td></td>
<td>Hourly flow rate: A steady flow of 75 moulaged victims</td>
<td>Transportation to the Collapse Structure Site area is the responsibility of the contractor.</td>
</tr>
<tr>
<td>0700-1900</td>
<td></td>
<td>(ambulatory/non-ambulatory mix to be determined by exercise controllers)</td>
<td>The placement of these victims will be determined by the controllers. They will be transported to the CERFP line by the exercising unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>per hour from 0700 to NLT 1900.</td>
<td>They shall be staged and moulaged near Collapse Structure Site Green Metal Building.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial “surge” of 75 moulaged victims coming from Venue and positioned on Venue from 0700 to NLT 1900.</td>
<td>Have additional manikins available for use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25 manikins shall be prepared and placed in confined spaces for additional training within confined space and/or with heavy equipment.</td>
<td>Props may be used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The heavy equipment operators will be provided by another contractor.</td>
<td>Interface with CERFP medical and FSRT elements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One of these manikins shall be a difficult extraction and with life threatening injuries and immediately after rescue will expire.</td>
<td></td>
</tr>
<tr>
<td>Day/Date/Time</td>
<td>Location</td>
<td>Requirement</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tuesday 20 September 16 0700-1900</td>
<td>Collapse Structure Site SCS1</td>
<td><strong>Casualty Role Players for CERFP:</strong> Hourly flow rate: A steady flow of 75 moulaged victims (ambulatory/non-ambulatory mix to be determined by exercise controllers) per hour from 0700 to NLT 1900.</td>
<td>Provide water proof injury/mass casualty cards for role players and manikins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial “surge” of 75 moulaged victims coming from Venue and positioned on Venue from 0700 to NLT 1900.</td>
<td>Transportation to the Collapse Structure Site area is the responsibility of the contractor.</td>
</tr>
<tr>
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<td></td>
<td>25 manikins shall be prepared and placed in confined spaces for additional training within confined space and/or with heavy equipment. The heavy equipment operators will be provided by another contractor. One of these manikins shall be a difficult extraction and with life threatening injuries and immediately after rescue will expire.</td>
<td>The placement of these victims will be determined by the controllers. They will be transported to the CERFP line by the exercising unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Role player as EMS Coordinator and County Coroner</td>
<td>They shall be staged and moulaged near Collapse Structure Site Green Metal Building.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Have additional manikins available for use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Props may be used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Interface with CERFP medical and FSRT elements.</td>
</tr>
<tr>
<td>Day/Date/Time</td>
<td>Location</td>
<td>Requirement</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Wednesday 21 September 16 0700-1900</td>
<td>Collapse Structure Site SCS1</td>
<td><strong>Casualty Role Players for CERFP:</strong> Hourly flow rate: A steady flow of 75 moulaged victims (ambulatory/non-ambulatory mix to be determined by exercise controllers) per hour from 0700 to NLT 1900.</td>
<td>Provide water proof injury/mass casualty cards for role players and manikins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial “surge” of 75 moulaged victims coming from Venue and positioned on Venue from 0700 to NLT 1900.</td>
<td>Transportation to the Collapse Structure Site area is the responsibility of the contractor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25 manikins shall be prepared and placed in confined spaces for additional training within confined space and/or with heavy equipment. The heavy equipment operators will be provided by another contractor. One of these manikins shall be a difficult extraction and with life threatening injuries and immediately after rescue will expire.</td>
<td>The placement of these victims will be determined by the controllers. They will be transported to the CERFP line by the exercising unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Role player as EMS Coordinator and County Coroner</td>
<td>Have additional manikins available for use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Props may be used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Interface with CERFP medical and FSRT elements.</td>
</tr>
<tr>
<td>Day/Date/Time</td>
<td>Location</td>
<td>Requirement</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Thursday</td>
<td>Collapse Structure</td>
<td><strong>Casualty Role Players for CERFP:</strong> Hourly flow rate: A steady flow of</td>
<td>Provide water proof injury/mass casualty cards for role players and manikins.</td>
</tr>
<tr>
<td>22 September 16</td>
<td>Site SCS1</td>
<td>75 moulaged victims (ambulatory/non-ambulatory mix to be determined by</td>
<td>Transportation to the Collapse Structure Site area is the responsibility of the contractor.</td>
</tr>
<tr>
<td>0700-1900</td>
<td></td>
<td>exercise controllers) per hour from 0700 to NLT 1900.</td>
<td>The placement of these victims will be determined by the controllers. They will be transported to the CERFP line by the exercising unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Initial “surge” of 75 moulaged victims coming from Venue and positioned on</td>
<td>They shall be staged and moulaged near Collapse Structure Site Green Metal Building.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Venue from 0700 to NLT 1900.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>25 manikins shall be prepared and placed in confined spaces for additional</td>
<td>Have additional manikins available for use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>training within confined space and/or with heavy equipment. The heavy</td>
<td>Props may be used.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>equipment operators will be provided by another contractor. One of these</td>
<td>Interface with CERFP medical and FSRT elements.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>manikins shall be a difficult extraction and with life threatening injuries</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and immediately after rescue will expire.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Role player as EMS Coordinator and County Coroner</td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7.5 TECHNICAL EXHIBIT 5
MONTHLY STATUS REPORT/AFTER ACTION REPORT

Attachment 1 (Monthly Status/After Action Report)
Instructions:
The Contractor’s Progress, Status, and Management Report, Monthly Status Report (MS/AAR), indicates the progress of the work, status of the program and of the assigned tasks. This report shall include cost updates and a comprehensive After Action Report with information relating to accomplishments, existing or potential problem areas and proposed action to resolve the problems. This report is submitted monthly in WAWF along with the invoice.

Format:

Monthly Status/After Action Report
Month / Year

Contract Number:  
Title:  
Award Date:  
Period of Performance:  
Contracting Officer’s Representative:  

Services Provided/Accomplishments:  
Issues or Concerns:  
Recommendations:  
Plans for Next Work Period:  
Meeting/Travel Summaries:  
Budget Profile:  
   Total Funding:  
   Invoiced:  
   Balance:  
Report POC: (Name / Telephone Number / email)
7.6 TECHNICAL EXHIBIT 6
TRAVEL AUTHORIZATION REQUEST (TAR)

Attachment 2 (Travel Authorization Request)

Instructions:
Prior to incurring any travel expenses, contractor personnel must obtain written authorization from the Contracting Officer’s Representative (COR).
Government will provide necessary travel funds to cover travel related expenses (Airfare, hotels, per-diem, etc) Travel will be in accordance with the Joint Travel Regulation and limited to GSA published per-diem rates.
Send an email request (TAR) to the COR. Include the required data in the main body of the email (no attachments.)
The email subject line will use the following format:
"TAR for TO XXXX DD MMM YY – Name-"
'XXXX' represents the Contract Number
DD = Day MMM= Month YY=Year for starting travel
-Name- name of traveler
E.g. TAR for TO 0001 15 Sep 10 – Smith -
One per individual only per Travel Authorization Request

Format:

Travel Authorization Request

Contract Number:
Individual:
Event:
Dates:
Location:
Purpose:
Origin:
Estimated Cost:
Published Gov Per Diem Rates:

Names of others traveling:
7.7 TECHNICAL EXHIBIT 7
TRIP REPORT

Attachment 3 (Trip Report)

Instructions:
Send an email containing the Trip Report to the COR. Include the required data in the main body of the email or as attachment.
The email subject line will use the following format:
"TR for TAR TO XXXX DD MMM YY – Name-"
'XXXX' represents the Task Order Number
DD = Day MMM= Month YY=Year for starting travel
-Name- name of traveler
E.g. TR for TAR TO 0001 15 Sep 10 – Smith -

Format:

Trip Report

Contract Number:
Report Date:
TAR Reference:
Event:
Dates:
Location:
Purpose of Event:
Objective(s) of Event:
Observations:
Recommendations:
Action Items:
## QUALITY ASSURANCE WORKSHEET

<table>
<thead>
<tr>
<th>Deliverable/Service</th>
<th>Quality Rating</th>
<th>Causative Factors</th>
<th>Effect on Mission</th>
<th>Action Required/ Date</th>
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</thead>
<tbody>
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<td>Program Management</td>
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<td>Comments Unnecessary for “Green” QA Rating</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Management Reporting</td>
<td>Green</td>
<td>Comments Unnecessary for “Green” QA Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casualty Role Players, Moulage, and Trauma Mannequins</td>
<td>Green</td>
<td>Comments Unnecessary for “Green” QA Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIMS/ICS SME</td>
<td>Green</td>
<td>Comments Unnecessary for “Green” QA Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close Out Reporting and AAR Comments</td>
<td>Green</td>
<td>Comments Unnecessary for “Green” QA Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Manpower Reporting</td>
<td>Green</td>
<td>Comments Unnecessary for “Green” QA Rating</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>