

## PERFORMANCE WORK STATEMENT

### EXPEDITIONARY EQUIPMENT READINESS SUPPORT TO EXPLOSIVE ORDNANCE DISPOSAL GROUP TWO

JULY 2015

- 1.0 Objective:** This Performance Work Statement (PWS) is submitted for the purpose of obtaining a Firm Fixed Price contract to establish Field Support, Logistic, Engineering and Technical services for small boats, motor vehicles, electronic control units and generators used by Explosive Ordnance Disposal Group (EODGRU) TWO, herein referred to as *the Government*, and its subordinate commands. Contract tasks include organizational level (O-level) maintenance and the identification and correction of material condition deficiencies in Hull, Mechanical and Electrical (HM&E), as well as Electronic and Civil Engineering Support Equipment (CESE), Civil Engineering End Items (CEEI), Small Boats, Material Handling Equipment (MHE) and other support equipment; and identify and correct material deficiencies. This requires a fully functional Quality Management System that is third-party certified to meet the requirements set forth in International Organization for Standards (ISO 9001:2008), and Logistic Specialists familiar with Naval Sea Systems Command (NAVSEA) Integrated Logistics Support (ILS) procedures and functions of the command's Navy Tactical Command Support System (NTCSS). Work is to be accomplished aboard EODGRU TWO subordinate commands located in the Hampton Roads Area of Virginia and Rota, Spain; as well as various deployment sites in the continental United States (CONUS), Central & South America, Africa, Europe and the Middle East.
- 1.1 Background:** The mission of EODGRU TWO and subordinate units is to eliminate hazards from ordnance, which jeopardize operations conducted in support of the national military strategy by providing specially trained combat ready, highly mobile forces. Primary functional areas of Explosive Ordnance Disposal (EOD) forces include detection, location, access, identification, render safe, recovery, field evaluation, final disposal of explosive ordnance and expeditionary salvage operations. EOD forces provide anti-terrorism/force protection (AT/FP), counter terrorism (CT)/counter proliferation, foreign internal defense (FID) capabilities. Very Shallow Water Dive, Combat Craft (CC), unmanned underwater vehicle (UMS) and marine mammal systems (MMS) platoons can enhance selected functional areas. Supporting functional capabilities of EOD forces involve diving and demolition operations. EOD forces must be able to apply primary and supporting functional areas described above by employing specific, EOD unique equipment, procedures and tactics to counter the U.S. and foreign ordnance threat. In order to achieve that mission; Navy EOD must provide the best tools practices and professional support to maximize Navy EOD's capabilities in expeditionary and contingency operations. EODGRU TWO accomplishes its mission through a specialized team of technical and professional experts specializing in program management, program support, planning and programming, readiness, training, fire protection, management analysis, infrastructure engineering, computer automation, enterprise architecture, housing management, real property management and equipment and supply management.
- 1.2 Scope:** The Contractor shall provide eight (8) skilled and qualified personnel necessary to support the objective of this PWS. Maintenance-related tasks shall include assessment, maintenance and repair of civil engineering, material handling and small boat equipment under EOD, Mobile Dive and Salvage, and Mine-Resistant Ambush Protected Tables of Allowance (TOAs) assigned to EODGRU TWO, as well as logistics management in support of that effort, each as tasked by the EODGRU TWO Maintenance Officer and/or his representative, herein referred to as the *Technical Point of Contact (TPOC)*. All maintenance will be performed in accordance with established Maintenance Requirement Cards (MRC) and Systems Command (SYSCOM) approved technical manuals. Original Equipment Manufacturers' (OEM) recommendations and specifications shall be utilized where MRC or

SYSCOM approved technical manuals are not yet established. Services provided by the Contractor shall encompass the following task areas:

- 1.2.1** Field Service Team. The Contractor shall immediately commence travel arrangements to respond to emergent repairs (immediate repair required to bring equipment to full mission capable status) to any CONUS or outside the continental United States (OCONUS). This will be imperative in meeting short-notice deployment dates of EOD Forces and adaptive force packages. When directed by the TPOC, the Contractor shall have technicians on-site as follows:
  - 1.2.1.1** Within the Hampton Roads area of Virginia: Within three hours of direction.
  - 1.2.1.2** Areas outside the Hampton Roads area of Virginia, but within a 350 mile radius: Within 24 hours of direction.
  - 1.2.1.3** All other CONUS locations: Within 48 hours of direction.
  - 1.2.1.4** OCONUS locations: Within 96 hours of direction.
- 1.2.2** Organizational (O) Level Maintenance. Contractor personnel shall perform hull, mechanical and electrical system O level maintenance on EODGRU TWO Small Boats, CESE, CEEI, MHE and other support equipment, via work requests, at the discretion of the TPOC. This does not include scheduled planned maintenance within the feasible capability of EODGRU TWO personnel unless it is an integral part of an assigned repair effort.
- 1.2.3** Intermediate (I) and Depot (D) Level Maintenance and Repair Tasks. Contractor personnel shall perform hull, mechanical and electrical system I & D level maintenance and emergent repairs on EODGRU TWO Small Boats, CESE, CEEI, MHE and other support equipment in accordance with work requests, at the discretion of the TPOC.
- 1.2.4** Material Condition Assessments. When directed by the TPOC, Contractor personnel shall, perform, document and report assessments of material condition on EODGRU TWO Small Boats, CESE, CEEI, MHE and other support equipment to determine project scope, repairs and estimated costs.
- 1.2.5** Technical Support. As directed by the TPOC, Contractor personnel shall provide technical support to EOD personnel for Small Boats, CESE, CEEI, MHE and other support equipment as follows: providing technical distance support via telephone; providing on-site troubleshooting and technical support; providing technical on the job training (OJT) and assistance to EOD personnel in the troubleshooting of diesel engines, outboard engines and outdrives as well as vehicle systems such as engines and transmission; providing Quality Assurance (QA) and Non Destructive Testing (NDT) qualified technicians to EOD forces for testing, inspection and certification of minor and structural repairs; providing various inspections such as annual vehicular inspections and ship checks; providing propulsion and engine grooms on small boats, CESE and MHE, providing welding and ship fitting support services; providing assistance with small boat launches and small boat recovery; providing assistance with open water operational tests; and providing operational tests for small boats, CESE, CEEI, MHE and other support equipment.
- 1.2.6** Work Coordination. The Contractor shall coordinate the planning, scheduling and prioritization of routine and emergent work as directed by the TPOC to include, but not limited to: vehicle and small boat inspections; brake repair/replacement for boat trailers and CESE (includes 10K upgrades); bearing replacement for boat trailers; electrical repairs for small boats, CESE and MHE (includes repair, upgrades and installation of new systems); engine

repair for CESE and MHE; transmission repair/replacement for small boats and CESE; air-conditioning repair/recharging/replacement for small boats and CESE; power steering repairs/replacement for small boats and CESE; weld/hull repairs for small boats and CESE, metal fabrication; generator repairs (computer diagnostics ONLY, no rewind); Electronic Control Unit (ECU) repairs; tire repair for CESE, MHE and boat trailers; axle repairs; sponson repairs (small boats ONLY); corrosion control and prevention; stern drive repair/replacement (small boats); outboard engine repairs/replacements; waterjet repair/replacement; perform propulsion system and engine grooms on small boats and CESE; and conduct pre and post-delivery acceptance inspections.

**1.2.7** Logistical Support. The Contractor will document its use of government furnished equipment, repair part expenditures and maintain inventory of pre-expended bins for consumable items. Additionally, the Contractor shall provide logistical support to survey work spaces and equipment, identify applicable logistic and maintenance documentation, parts, material, tools and equipment necessary to accomplish O level maintenance. This logistic survey will be scheduled at the behest of the TPOC.

**1.3** **Performance Requirements.** The Contractor shall provide the personnel and services required in this contract pursuant to the requirements specified herein. *General* terms appear in paragraph 2.0, *Program Management* in paragraph 3.0 and *Services Summary* (services to be delivered) in paragraph 4.0.

## **2.0** **General**

### **2.1** **Government Representatives.**

**2.1.1** Contracting Officer and Representative. Only a duly appointed Procuring Contracting Officer (PCO), and no other government personnel, is authorized to change the specifications, terms and conditions under this contract. The EODGRU TWO Contracting Officer's Representative (COR) is responsible for technical management of this contract, and will serve as the Contracting Officer's Primary Point of Contact. The COR shall oversee execution of this contract and resolve any potential issues. The COR is responsible for: liaising with EOD personnel and contractor personnel on site; contractual advice, recommendations and clarification regarding the statement of work; delivery of this PWS placed under this contract; providing an independent government estimate of the effort described in the statement of work; quality assurance of services performed and acceptance of the services or deliverables; government furnished property; security requirements aboard government installations; providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the delivery; and the certification of invoice for payment.

**2.1.2** Technical Point of Contact. The EODGRU TWO TPOC is responsible for the direct tasking of Contractor personnel as defined by this contract and receives all reports from Contractor personnel regarding technical aspects resulting from work related to this contract. The EODGRU TWO Maintenance Officer and/or his representative shall act as the TPOC for this contract.

**2.2** **Place(s) of Performance.** The primary place of performance is Explosive Ordnance Disposal Expeditionary Support Unit (EODESU) TWO maintenance buildings located aboard Joint Expeditionary Base Little Creek / Fort Story in Virginia Beach, VA. However, support personnel will be required to travel to other locations where EODGRU TWO units are operating to perform work addressed in paragraph 1.2 of this PWS. Locations include, but are not limited various deployment sites in the continental United States (CONUS), Central & South America, Africa, Europe and the Middle East.

- 2.3 Period of Performance.** The period of performance for this PWS is a 12-month base and two (2) 12-month option years.
- 2.4 Travel.** Travel associated with this contract is authorized when directed by the TPOC and authorized by the COR.
- 2.4.1 Travel Costs.** Travel costs/expenses will be considered reasonable and allowable only to the extent that they do not exceed on a daily basis, the maximum per diem rates in effect at the time of the travel. Travel expenses include airfare, per diem, rental car, local travel and miscellaneous expenses as authorized by the Joint Travel Regulations (JTR). Costs for transportation may be based upon mileage rates, actual costs incurred or a combination thereof, provided the method used results in a reasonable charge. No mileage costs will be incurred when travel is within a 50-mile radius of the primary work location. The JTR, while not wholly applicable to contractors, shall provide the basis for the determination as to reasonable and allowable. Maximum use is to be made of the lowest available customary standard coach or equivalent airfare accommodations available during normal business hours. All necessary travel meeting the above criteria shall be approved in advance by the COR/TPOC. Exceptions to these guidelines shall be approved in advance by the Contracting Officer or his Designee.
- 2.4.2 Routine CONUS Travel.** Travel to CONUS locations outside of the Hampton Roads area of Virginia will be routinely scheduled to include four trips annually to Key West, Florida for approximately seven days in duration. Travel will include two technicians on each trip working eight hour days. Due to OPSEC specific travel dates cannot be provided until award of the contract.
- 2.4.3 Routine OCONUS Travel.** Travel to OCONUS locations will be routinely scheduled to include two trips annually to Rota, Spain, for approximately 14 days in duration; two trips annually to Camp Lemonier, Djibouti for approximately 10 days in duration; two trips annually to Fujairah and Jebel Ali, United Arab Emirates (UAE) for approximately seven days duration; two trips annually to Bahrain for approximately 14 days duration; one trip annually to Big Creek, Belize, for approximately five days in duration; one trip annually to Cartagena, Columbia, for approximately five days in duration; one trip annually to Puerto Barrios, Guatemala, for approximately five days in duration; and one trip annually to Puerto Castilla, Honduras, for approximately five days in duration. Travel duration includes travel days to/from location and will include (4) technicians on each trip working 10 hour days. Travel may sometimes be concurrent from location to location. Due to OPSEC specific travel dates cannot be provided until award of the contract.
- 2.4.4 Emergent OCONUS Travel.** Approximately six emergent trips will be authorized for trips to OCONUS sights for four technicians working 12 hour days for five (5) days each to perform hull, mechanical or electrical repairs due to lack of local technical support provided to EODGRU TWO deployed units.
- 2.5 Government Furnished Information (GFI).** Initial delivery of required GFI to support this effort shall be provided within 72 hours, or as scheduling permits, from the date of contract award. Subsequent identification of required GFI may necessitate a GFI request by the contractor. Each request shall be either in writing or by electronic mail and directed to the Government Representative/Government Project Manager (GR/GPM) with a copy to the COR. After validating the request for additional GFI, the GR/GPM will coordinate with the COR to identify, locate and deliver the information within ten (10) working days upon receiving the request and will notify the contractor in writing or by electronic mail should additional time be required. The contractor shall coordinate all requests for additional technical and contractual information with the GR/GPM. The contractor shall acknowledge

receipt of all GFI (that is, materials other than those downloaded from websites) in writing or by electronic mail to the GR/GPM within five (5) working days after receipt. All GFI will be returned to the Government agency when the effort is completed or, if directed by the GR/GPM, destroyed using applicable procedures.

- 2.6 Government Provided Training.** All training, certifications and skill-sets including the minimum required qualifications specified in this PWS and indicated as “required by the Government” is the responsibility of the Contractor. However from time-to-time during the life of the contract, the Government may identify training courses for which the Contractor may be directed to send its employees. For such “required” training or Government-directed training, the Government will assume the cost of instruction; however, in order to protect the interest of the Government, if an individual fails to complete a training course or does not receive a satisfactory grade IAW the standards of the institution attended, the Contractor shall be required to reimburse the Government for all costs of that training, including per diem and travel expenses. Upon successful completion of training, the Government will reimburse the Contractor for travel and per diem costs IAW FAR Part 31. All requests for Government provided training of Contractor employees shall be submitted to the Government. The Contractor shall prepare all required travel documents for Contractor employees on this contract.
- 2.7 Government Furnished Facilities.** The Government will provide a workstation with computer for communications with the Contractor’s management office and/or EODGRU TWO representatives, coordinating logistics support for Field Services and reporting necessary maintenance-related information.
- 2.8 Government Furnished Equipment.** In accordance with the Quality Assurance Surveillance Plan, the Government will ensure that all equipment is available to Contractor personnel to conduct operational testing and the proper completion and documentation of repairs prior to operational/mission utilization.
- 2.9 Government Furnished Material.** The Government will provide all repair parts and hazardous materials necessary to accomplish tasks within this PWS. All other maintenance-related material shall be provided by the Contractor.
- 2.10 Government Furnished Tools.** The Government will furnish the Contractor with the following Government owned tools for their use. This PWS does not require the Contractor to develop any tools for production or management of ILE content. The Contractor shall use the tools provided. The Government will provide welding equipment and specialty tools required to accomplish maintenance related to this contract. All other hand tools will be provided by the Contractor. Specialty tools consist of torque wrenches, alignment tools and diagnostic equipment.
- 2.11 Contractor Personnel.**
- 2.11.1 Contractor Employees.** The Contractor shall not employ individuals identified to the Contractor by the COR as potential threats to the health, safety, security, or general well being, of the population, installation or operational mission. The Contractor’s employees shall not pose an actual or potential threat or risk to the security or mission of Department of Defense (DoD) or its supported activities, or the health and safety of the DoD workforce. The Government has an inherent right under law, practice and regulation to restrict and control access to its facilities, including those that are the subject of this PWS. The Government’s exercise of its right to grant and revoke access to particular individuals to its facilities shall not constitute a breach or change to this contract, regardless of whether said individuals are employed by the Contractor.
- 2.11.2 Contractor Management.** The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance

of this effort. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in this PWS, including appropriate policies and procedures. Contractor employees shall perform their duties independent of, and without the supervision of, any government official.

- 2.11.3** Contractor Interface. The Contractor and/or their subcontractors may be required to work with other contractors working for the Government as part of the performance of this effort. Such other contractors shall not direct the Contractor and/or their subcontractors in any manner. Also, the Contractor and/or their subcontractors shall not direct the work of other contractors in any manner. The Government Contracting Officer shall establish an initial contact between the Contractor and other contractors and shall participate in an initial meeting at which the conventions for the scheduling and conduct of future meetings / contacts will be established. The COR and TPOC shall be informed and or included in these meetings or conventions.
- 2.11.4** Tasks, Duties, and Responsibilities. The tasks, duties, and responsibilities set forth in this PWS may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying federal policy, obligating the appropriated funds of the United States Government, overseeing the work of federal employees, providing direct personal services to any federal employee, or otherwise violating the prohibitions set forth in parts 7.5 and 37.1 of the Federal Acquisition Regulations (FAR). The Government shall control access to the facility and perform the inspection and acceptance of completed work.
- 2.11.5** Security Requirements. All Contractor personnel associated with this contract shall have a current Defense Security Service issued SECRET clearance with a current single scope background investigation, which must be maintained during the performance of this contract.
- 2.11.6** Information and Personnel Security. The Contractor shall conform to the provisions of the Department of the Navy Information and Personnel Security Program regulations. DD Form 254 will be provided at the time of award.
- 2.11.7** Common Access Card (CAC). The Contractor shall ensure each of its employees obtain a Common Access Card (CAC). The government CAC serves as the primary method of identification for the Contractor employees, as well as providing the basis of public key infrastructure access to the U.S. Navy/Marine Corps Intranet, websites, and systems (on and off site), as well as the Secret Internet Protocol Router Network (on site only). The Contractor must immediately surrender/return any/all CACs to the appropriate military authority for employees no longer working on this contract or contract completion.
- 2.11.8** Employment Status. The Contractor shall advise the COR whenever personnel become an employee or ex-employee. The Contractor shall contact the COR whenever a contracted employee resigns, is dismissed, laid-off or if a change to his/her personnel security clearance status occurs. Additionally, the Contractor shall ensure all ex-employee security access badges and CAC are returned to the appropriate military authority.
- 2.11.9** Authorization to Work. The Contractor shall ensure that contract personnel meet all requirements for entry into OCONUS locations as required by Department of State, DoD, Department of the Navy and various applicable command and installation regulations.
- 2.11.10** Smoking Policy. Contractor personnel shall comply with the DoD smoking policy, AFI 40-102, *Tobacco Use in the Navy* and installation smoking policies within DoD facilities.

- 2.11.11** Employee Appearance. Contract personnel shall present a neat appearance conducive to the performance of equipment maintenance and be easily recognizable as Contractor employees. The Contractor shall provide all contract employees with an identifying badge, which shall include as a minimum, the person's name, picture and the Contractor's name. While on the installation, the Contractor employees shall wear this picture identification at all times in a clearly visible manner. The Contractor shall obtain restricted or controlled area badges from installation security in order to gain access to the camp as required.
- 2.11.12** Employee Training. A mix of skills, experience and expertise is required for effective and efficient execution of services to be delivered. The Contractor is responsible for providing fully trained and qualified journeyman or craftsman level workforce IAW the clauses included in the contract. Therefore, except as otherwise indicated, the Contractor shall provide at its expense any required employee training, including the cost of instruction, per diem, travel, salaries and benefits. If the Contractor-identified training is available only from Government sources, requests for such training shall be submitted to the Technical Advisor assigned to this contract. The Contractor shall reimburse the Government for all costs associated with the training. The following minimum maintenance-related qualifications/certifications are required NLT the date of award of this contract: Mercury Outboard Motor Certification, Polyurethane Fabric Hull repair and Furuno Radar Certification. The Government will provide introductory training to educate contractor personnel on EOD operations and equipment on the installation. Subsequent, training will be announced as requirements dictate.
- 2.11.13** Motor Vehicle Operation. Contractor personnel shall not operate government-owned motor vehicles.
- 2.11.14** Material Handling Equipment. Contractor personnel operating material handling equipment in the performance of this contract shall only do so in the immediate working area and not on roads designated for vehicular traffic. These contractor personnel shall possess a current certification to operate this equipment IAW installation policies.
- 2.11.15** Small Boat Operation. Contractor personnel shall not operate small boats on the water. Instead, EOD personnel shall operate small boats when required.
- 2.11.16** Language Requirements. Any Contractor employee who will interface with Government representatives shall be able to read, write, speak and understand the English language to the extent necessary in the performance of this PWS. Employees with proficiency in Arabic, Afar, Spanish and/or Somali are encouraged, but not required.
- 2.12** **Safety.** Safety shall be paramount. The Contractor shall comply with all applicable DoD, Navy and installation safety regulations governing these requirements. The Contractor shall maintain all employee qualification and certification records as required by these policies.
- 2.12.1** Contractor Responsibility for Safety. Nothing in this PWS, nor any government action or failure to act in surveillance of this contract, shall relieve the Contractor of its responsibility for the safety of the Contractor's personnel and property, the Government's personnel and property, and the general public. Moreover, nothing in this PWS shall relieve the Contractor of its responsibility for complying with applicable federal, state and local laws, ordinances, codes and regulations (including those requiring applicable licenses and permits) in connection with the performance of this contract.
- 2.12.2** Emergency Action Plan. The Contractor shall comply with the U.S. Navy Emergency Action Plan.

- 2.12.3** Mishap. If a mishap involving services under this contract results in an injury the Contractor shall promptly report the incident to the COR. If the U.S. Navy conducts an investigation of the accident, the Contractor (including all Sub-Contractors) shall cooperate with government personnel until the investigation is completed. The Contractor shall allow authorized government representatives access to the Contractor's facilities, personnel and safety program documentation.
- 2.12.4** Medical Care Requirement. Emergency medical care is available in government facilities to contractor employees who suffer on-the-job injury or illness. The Contractor shall make care reimbursement to the appropriate collection agent upon receipt of statement(s).
- 2.13** **Privacy Act Compliance.** The Contractor may be in contact with data and information subject to the Privacy Act of 1974 (Title 5 of the U.S. Code Section 552a). The Contractor shall ensure that its employees assigned to this effort understand and adhere to the requirements of the Privacy Act and to DoD and DoN regulations that implement the Privacy Act. The Contractor shall identify and safeguard data, information and reports accordingly. The Contractor shall ensure that Contractor employees assigned to the contract are trained on properly identifying and handling data and information subject to the Privacy Act prior to commencing work.
- 2.14** **Disclosure of Information.** Information made available to the Contractor by the Government for the performance or administration of this PWS shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which are not public information. Each contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.
- 2.15** **Limited Use of Data.** Performance of this effort may require the Contractor to access and use data and information proprietary to a government agency or government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the government and/or others. The Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the government, except to authorized government personnel, or upon written approval of the Contracting Officer. The Contractor shall not use, disclose or reproduce proprietary data that bears a restrictive legend other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the government between the contractor and the data owner which provides for greater rights to the Contractor.
- 2.16** **Information Technology (IT) Environment.** All reports, technical documentation, etc. must be fully operable with standard Department of Navy (DON), NMCI desktop and portable MS Windows operating based systems unless otherwise specified.
- 2.16.1** Content Integrity. The Contractor shall take necessary action, including use of commercially available virus software, to ensure all documentation is free of elements that might be detrimental to the secure operation of the resource operating system, including the following: malicious code; trojans, worms, logic bombs, and other computer viruses; backdoors; ad-ware, Spy-ware, or web bugs that have the ability to track user behavior; code that permits functions that are beyond the actual publicized intent of application capability; software that will not function properly with the operating system configured secure; code that permits functions that are beyond the actual publicized intent of application capability.

**2.16.2** Request for IT Resources. Should the Contractor desire additional IT resources not provided by the Government, a request must be made that specifically identifies the type, amount and time frames for any resources that are required and not listed below. The Government will provide the following IT resources: Computer with access to NMCI email, NTCSS and internet.

### **3.0 Program Management**

**3.1 Operations Management.** The Contractor shall manage the daily operations of contractor employees under the assigned tasks of this contract. This includes but is not limited to: Coordinating the execution of the requirements of paragraph 1.2 of this PWS; Communicating plans and activities with mechanics and Government representatives; Managing the acquisition, use and disposal of maintenance-related material; Managing training and travel requirements for Contractor personnel; Providing field support services survey to customers while collecting and reporting on results; Adjusting service delivery to meet service delivery requirements; and Submitting Monthly Activity Reports to the COR via the TPOC.

**3.2 Communication.** Communication shall be through designated Government and Contractor points of contact.

**3.3 Business Continuity.** The Contractor shall appoint an Alternate Lead Services Contractor to act with full authority in the absence of the Lead Services Contractor.

**3.4 Work Control.** All program requirements, contract actions and data interchange shall be conducted in a digital environment using electronic and web-based applications. At minimum, such data shall be compatible with the Microsoft Office 2007® or higher family of products in accordance with the support base communications information technology standards. The Contractor shall designate a standard naming convention for all electronic submissions.

**3.5 Contract Performance Report.** The Contractor shall submit to the Government Monthly Contract Performance Reports in accordance with this PWS. On an as needed basis, weekly reports shall be submitted upon request.

**3.6 Control of Purchases.** The Contractor shall maintain records of all requests for requisitions transactions.

**3.7 Materials Control.** The Contractor shall maintain control and accountability over all materials and products related to the contract, if required. The Contractor shall maintain records identifying the status, final destination or disposition of all these materials/products.

**3.8 Material Short-fall.** The Contractor shall promptly act to correct material short-falls, nonconforming materials and processes to mitigate the recurrence of the problem and to satisfy contract requirements.

**3.9 Non-serviceable Material.** The Contractor shall establish and implement procedures for controlling material that is not serviceable until such time that it can be surrendered to the Government.

**3.10 Hours of Work.** The Contractor personnel core hours of service operations shall be 0700-1600 hours, five days a week as prescribed by the Government, excluding recognized federal holidays, DoD curtailment days or when the installation is officially closed by the commander. All times in this PWS are specified in on a 24-hour clock and pertain to the time-zone in which contractor personnel perform work. The Contractor shall ensure that service to customers is

not interrupted during break and lunch periods. Variances in operating hours, other than that specified herein, must be approved by the Government. The Government retains the right to change normal duty hours at any time based on business and operational necessity. Contractor personnel performing work at OCONUS locations may be required to conduct work after normal working hours.

- 3.10.1** Overtime Hours. Overtime may be required to perform tasks outlined within Paragraph 1.2 of this PWS.
- 3.10.2** Government Holidays. The following government holidays are typically observed by government personnel: New Year's Day, Martin Luther King's Day, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day and any other day designated by Federal Statute, Executive Order and/or Presidential Proclamation. Typically, there is no repair work conducted during government holidays, however, work may be required to meet mission critical requirements.
- 3.11 Phase In/Out.**
- 3.11.1** Phase-In Period. The Contractor shall develop comprehensive procedures for phasing-in Contractor performance to the level prescribed and within the time allowed under the terms of this contract. The Contractor shall submit a completed Phase-In Plan it within two weeks after contract award.
- 3.11.2** The Phase-In Plan shall define the Contractor's approach to implementing the core services identified in section 4.3 Service Summary. The phase-in shall be completed as soon as possible IAW the timelines specified in the Continuity of Operations (CONOPS) to be provided by the Government.
- 3.11.3** The Phase-In Plan shall address acquisition of maintenance facilities and provide a timeline for full assumption of contractual responsibilities. Timelines shall address asset visibility preparations, a tentative site visit schedule, as well as standing up the maintenance effort. The Contractor shall provide a phase-in status to the Government at a minimum of once per week until full operational capabilities is attained.
- 3.11.4** During the Phase-in Period, the Contractor shall prepare to assume full responsibility for all areas of operation IAW the terms and conditions of this contract. The Contractor shall take all actions necessary for a smooth transition of the contracted operations.
- 3.11.5** Phase-Out Period. Sixty days prior to the completion of this contract (to include option periods) an observation period shall occur, at which time management personnel of the incoming workforce may observe operations and performance methods of the incumbent Contractor. This will allow for orderly turnover of information/knowledge transfer, facilities, equipment and records and will help to ensure continuity of service. The Contractor shall not defer any requirements for the purpose of avoiding responsibility or of transferring such responsibility to the succeeding Contractor. The Contractor shall fully cooperate with the succeeding Contractor and/or the Government.
- 3.11.6** Phase-Out Plan. The Contractor shall establish and, when directed by the Government, implement a Phase-Out Plan for the smooth and orderly termination of work or transfer of responsibility to a successor. The Contractor's phase-out procedures shall not disrupt or adversely impact the day-to-day conduct of Government business.

**3.11.7** The Contractor shall address the following issues: employee notification; retention of key personnel; turn-over of work-in-progress, inventories and Government property; removal of Contractor property; data and information transfer; and any other actions required to ensure continuity of operations. The contractor must provide an inventory of equipment to the Government before conducting a joint inventory between the incumbent and the successor, reconciliation of all property accounts, requisitions and work-in-progress; turn-in of excess property; clean-up of Contractor work areas; provision for familiarization of the successor's personnel on and contract-related operations, specialized equipment and ongoing work that the successor would be required to complete.

## **4.0 Services Summary**

**4.1 Contractor Manpower.** The Contractor shall provide eight (8) skilled personnel with proper education, experience and qualifications to perform the tasks assigned under this contract. This includes, but is not limited to obtaining the Maintenance and Material Management System qualification *Maintenance Person* aboard EODGRU TWO after contract award. Personnel assigned to these tasks must be able to communicate and work effectively with DoD, Civilian and Military personnel. All technicians will support Field Services as required. The contractor shall have a fully functional Quality Management System that is third party certified to meet the requirements of ISO 9001:2008. The contractor's process and procedures must be consistent and results documented. The Contractor is expected to be proactive and take corrective action as necessary to ensure the highest level of performance by contract personnel.

**4.1.1** Electrician. The Contractor shall provide a minimum of one (1) Electrician (Level IV Technician) with a minimum of 10 consecutive years' of current experience and who possesses the ability to maintain and repair vehicle and small boat electrical systems including lights, battery systems and GENTEX communication boxes in accordance with applicable OEM tech manuals, Navy Boat Information Book (BIB) and drawings to bring systems to fully operational status.

**4.1.2** Welder. The Contractor shall provide a minimum of one (1) Welder (Level IV Technician) with a minimum of 10 consecutive years' of current experience and who possesses the ability to repair hull damage to rails, hull structure, cabin tops and any other metal areas in accordance with Naval Ships' Technical Manual Chapter 074 Volume 1 Welding and Allied Processes and NAVSEA T0300-AU-SPN-010 Fabrication, Welding and Inspection of Small Boats and Craft Aluminum Hulls. This Welder must be certified as Gas Tungsten Arc Welding (TIG), Gas Metal Arc Welding (MIG) and Gas Metal Arc Welding Pulse (GMAW-P) using 5356 filler wire per NAVSEA T0300-AU-SPN-010, page 72, Table 23.

**4.1.3** CESE and Small Boat Mechanic. The Contractor shall provide a minimum of four (4) CESE (and MHE) and Small Boat Mechanics (Level III & IV Technician) that are graduates of KONRAD Service Technical Training and who possesses the following abilities as applicable to the repair or assessment:

**4.1.3.1** Diesel Engines (Maritime). Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair Cummins and Yanmar diesel engines, hold an Insite Qualification & Tier 3 QSB/QSC Engine Qualifications and conduct work in accordance with manufacturer's specifications for make and model in accordance with Cummins and Yanmar technical manuals.

**4.1.3.2** Mercury Outboard Engines. Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair Mercury Outboard Systems, including Verado and Electronic Fuel Injection, and have completed the corresponding Mercury Verado certification.

- 4.1.3.3** Waterjets. Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair Hamilton HJ292 waterjets in accordance with Hamilton Jet Marine Propulsion Units Product Manual Model HJ292 and Product Manual Model HSRC.
- 4.1.3.4** Window Replacement. Technicians shall possess three consecutive years' of current experience with and be certified to repair and/or replace various vehicle and boat window, windshields and wind screens.
- 4.1.3.5** Motor Vehicle Transmissions and Drive Trains. Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair various vehicle transmissions and drive trains, including High Mobility Multipurpose Wheeled Vehicles and Mine-Resistant Ambush Protected (MRAP) variants.
- 4.1.3.6** Small Boat Transmissions. Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair various small boat transmissions to include Twin Disc MG5075SC Service and Installation Manual.
- 4.1.3.7** Diesel Engines (Vehicular). Technicians shall possess five consecutive years' of current experience with and be certified to maintain and repair MTU diesel engines, Caterpillar diesel engines; High Mobility Multipurpose Wheeled Vehicle diesel engines; MRAP diesel engines; Duramax Turbo diesel engines and John Deere diesel engines. A minimum of one (1) technician shall be a graduate of MTU CE Level II & III diesel engine course.
- 4.1.4** Logistician. The Contractor shall provide a minimum of one (1) Logistician proficient in Microsoft Excel, who possess a minimum of 10 years' experience in the Navy Supply Logistics Field. Experience should include but not limited to: Knowledge of Naval Tactical Command Support System (NTCSS), R-Supply and Organizational Maintenance Managements System-Next Generation (OMMS-NG); knowledge of Quality Deficiency Reports (QDR); ability to effectively document and control shop tool inventory; Expertise in Configuration management of assigned Boats and CESE; and an ability to effectively manage bi-weekly part inventories.
- 4.1.5** Quality Assurance and Non-Destructive Test Specialist. The contractor shall provide a minimum of one (1) Non-Destructive Test (NDT) Qualified & Quality Assurance (QA) Specialist (Level II), who possesses the following abilities: Minimum 10 years in Quality Assurance and 5 years in Non-Destructive Testing; Minimum of 10 years' experience in shipbuilding environment with general knowledge and understanding of metallic fabrication machinery, precision welding, brazing, tube bending and shipboard safety; Must have a minimum of five years' experience and certification to Level II NAVSEA TECH PUB 271 or ASNT TC-1A for Non-Destructive Testing (Visual, Liquid Penetrate, and Magnetic Particle Inspection Methods).
- 4.2** **Contractor Furnish Facility.** The Contractor shall maintain a management office focal point within the Hampton Roads area of Virginia to accomplish the administrative, managerial, financial and operational aspects of this contract (e.g. recruiting and hiring necessary personnel; obtaining all required certifications and clearances; and accomplishing any necessary training or tasks to support the requirements of this contract). Additionally, the Contractor shall have facilities within the Hampton Roads area of Virginia to provide technical support; machine shop and welding quality assurance in direct support of their personnel assigned to this contract.
- 4.3** **Contractor Furnished Tools.** The tools required to accomplish required maintenance are considered technician "tools of the trade" and shall be provide by the contractor. Tools of the trade include welder, inspector, mechanic and electrician hand tools.

- 4.4 Contractor Furnished Material.** The contractor shall provide all material (consumable and non-consumable), except repair parts and hazardous materials, necessary to accomplish required maintenance and logistics tasks required by this PWS. This includes shipping containers necessary to support Field Services. This does not prohibit the Government from providing these materials when feasible and expedient.
- 4.5 Contractor Furnished Motor Vehicle.** The Contractor shall provide a properly outfitted motor vehicle with the capability to carry a 10K generator, air compressor and required tools for contractor use to conduct roadside/emergent repairs of small boats and CESE operating outside within CONUS and assistance to convoy elements for equipment break downs and roadside/emergent repairs during tactical convoys and operational transits. The Contractor shall also provide a vehicle for contractor employee use to pick up parts and transit between EOD buildings and maintenance locations.
- 4.6 Maintenance-related Material.** The contractor shall obtain and keep on hand a sufficient inventory of tools, test equipment and other contractor furnished materials required to perform maintenance-related tasks associated with a specific work request.
- 4.7 Forecasted Maintenance.** The Contractor is expected to self-generate maintenance tasks in accordance with OEM recommendations and specifications as well as by anticipating equipment problems due to operational use and environmental conditions. The Contractor is expected to exercise independent judgment and initiative in representing the Government with approval of the Government and within the scope of this PWS.
- 4.8 Mail/Material Shipping.** When directed by the Government, the Contractor shall establish commercial and official mail and shipping services (DHL, FED-EX, UPS and/or USPS) account(s) for performance of this contract at the contractor provided facility. Contractors will prepare shipping documents and use the government shipping and logistics movement capabilities to reduce shipping costs where feasible.
- 4.9 On-Site Communication.** The Contractor shall obtain a cellular telephone account (or an addition to an existing contract held by the Contractor) and cellphone for use by mechanic(s) in the performance of their duties. The number made available to all Government representatives.
- 4.10 Preservation, Packing and Marking.** When required and when directed by the Government, the Contractor will prepare, preserve, pack and mark for shipment any material or equipment bound for locations off-installation (typically for replacement or disposal). This shall be conducted in accordance with applicable best practices associated with the preparation and movement of Navy Cargo. In this scenario and on an as needed basis, the Government may authorize the contractor to purchase supplies/materials for which the Government shall reimburse the contractor. All requisitioned supplies/materials for this effort will become the Government's property.
- 4.11 Defense Reutilization Marketing Office (DRMO).** Prior to turning in any material to DRMO, the Contractor shall obtain the Government's authorization and approval. The Contractor shall return refused materiel as directed and resolve any discrepancy. The Contractor shall maintain records/receipt of all DRMO transactions.
- 4.12 Deliverables and Deliverable Schedule.** In fulfillment of this contract, the Contractor shall provide the following deliverables. All deliverables shall be submitted to the COR via the TPOC, unless otherwise agreed upon, in an accurate and timely manner. Reports shall be provided in Excel Spreadsheet for maintenance history, Microsoft Power Point for Assessment out-briefs and Microsoft Word. The reports specified herein shall be forwarded by traceable means to locations specified by the COR and TPOC. "Traceable" means shall

be defined as a cover letter, identifying the task and deliverable being sent, along with a properly filled out Task Action Memorandum (TAM) for each product. The cover letter shall include a statement indicating to what other activities the product has been delivered. Reports are to be delivered to the COR via the TPOC for review and acceptance.

- 4.12.1** Work Completion Report. The Contractor shall document the efforts performed in the completion of each work request in a detailed Work Completion Report, due within 48 hours of work completion. The report format may be at the Contractor's discretion, but the report may be modified at the COR's request. At a minimum, the Work Completion Report shall include: Summary (The Contractor shall provide a summary of work, and activities, accomplished during the reporting period.); Date of assessment, Inspection and/or Repair; Equipment Identification (Boat Hull Number, Uniform Serial Number or manufacturer serial number); Findings/Recommendations; Date of Repair Completion; Problems Encountered (The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.); and list the name and contact information of the Government representative accepting work.
- 4.12.2** After Action Trip Report. The Contractor shall document the efforts performed while on travel, due within seven calendar days from trip completion. The report format may be at the Contractor's discretion, but the report may be modified at the COR's request. At a minimum, the After Action Trip Report shall include: Summary (The Contractor shall provide a summary of work, and activities, accomplished during the reporting period.); Date of assessment, Inspection and/or Repair; Equipment Identification (Boat Hull Number, Uniform Serial Number or manufacturer serial number); Findings/Recommendations; Date of Repair Completion; Problems Encountered (The Contractor shall provide a brief summary of any problems, issues or delays identified/encountered and recommendations as to their resolution, or any corrective action that was taken to correct identified problems.); Personnel Briefed; and Breakdown of travel costs, indicating amount expended and amount remaining.
- 4.12.3** Status/Final Report. The Contractor shall provide a final report within two calendar weeks from the conclusion of each month. The report shall summarize all work accomplished, addressing: Complete summary of work completed and activities accomplished during the performance period, significant issues, problems and recommendations.
- 4.12.4** Enterprise-wide Contractor Manpower Reporting Application (ECMRA).  
"The contractor shall report contractor labor hours (including subcontractor labor hours) for performance of services provided under this contract for the [NAMED COMPONENT] via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs).

The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

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. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

**4.12.5** Deliverable Table. The Contractor shall submit reports to the COR via the TPOC as prescribed by paragraph 4.12 of this PWS. Due dates for all reports are set as delivery to the TPOC who will forward reports to the COR.

Reference	Milestone/Deliverable	Due Date
4.12.1	Work Completion Report	48 hours of work completion
4.12.2	After Action Trip Report	Within 7 Days from return of travel.
4.12.3	Status/Final Report	Within 2 weeks of after each month
4.12.4	Contractor Manpower Reporting	31 October of each PoP

**4.13** **Inspection and Acceptance Criteria.** Final inspection and acceptance of all work performed at the place of delivery, will be accepted by the point of contact assigned by the TPOC for each work request. Results will be provided to the TPOC. Reports and other deliverables will be accepted by the COR and in accordance with the Quality Assurance Surveillance Plan (QASP).

**4.14** **Quality Assurance.** The COR and TPOC will review for completeness all documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the COR or TPOC will not relieve the Contractor of the responsibility for complying with the requirements of this requirement. Final approval and acceptance of documentation required herein shall be by letter of approval and acceptance by COR. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review or as an acknowledgment that the material is in conformance with the assigned task order.

**4.14.1** Quality Assurance Surveillance Plan. The QASP will be used primarily as a tool to verify that the Contractor is performing all services required by this PWS in a timely, accurate and complete fashion. This ensures that the Government has an effective and systematic method of surveillance for the services associated to this contract.

**4.14.1.1** Performance Criticality. Requirements are critical to the performance of EOD missions.

**4.14.1.2** Performance Standards.

**4.14.1.2.1** Schedule. The due dates for deliverables and the actual accomplishment of the schedule will be assessed against original due dates and milestones established for the contract or work request(s).

**4.14.1.2.2** Deliverables. The deliverables required to be submitted will be assessed against the specifications for the deliverables detailed in the contract/work request(s) and the Quality

Control Plan (QCP), if required by the contract, for the required content, quality, timeliness and accuracy.

**4.14.1.2.3 Past Performance.** In addition to any schedule and deliverable aspects of performance discussed above, pursuant to FAR 42.15, the Government will assess the contractor's record of conforming to contract requirements and to standards of good workmanship, the contractor's adherence to contract schedules including the administrative aspects of performance, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and the contractor's business-like concern for the interest of the customer.

**4.14.1.2.4 Surveillance methods.** The primary methods of surveillance used to monitor performance under this contract will include COR & TPOC surveillance, random or planned sampling, periodic inspection and internal/external validated customer complaints.

**4.14.1.2.5 Performance Measurement.** Performance will be measured in accordance with the following table:

Performance Element	Performance Requirement	Surveillance Method	Frequency	Acceptable Quality Level
Contractor Quality	Activities, inspections, and corrective actions completed as required by the PWS.	Inspection by COR or TPOC	Upon completion of activities; As Required for corrective actions.	95% Compliance with the PWS.
Contractor Quality: Welding / Hot Work	Completed as required by the PWS.	Inspection by COR or TPOC	Upon completion of activities;	100% Compliance with the PWS
Personnel Qualifications	Qualifications as prescribed in the PWS.	Inspection by COR and TPOC	100% inspection	100% Compliance with the PWS.
Contract Deliverables	Contract deliverables furnished as prescribed in the PWS.	Inspection by COR and TPOC	100% inspection of all contract deliverables.  As Required for corrective actions.	>95% of deliverables submitted timely and without rework required
Overall Contract Performance	Overall contract performance of sufficient quality to earn a	Assessment by the COR and TPOC	At the end of Contract	All performance elements rated

	Satisfactory (or higher) rating in the COR's annual report on Contractor Performance			Satisfactory (or higher)
Invoicing	Monthly invoices per contract procedures are timely and accurate.	Review & acceptance of the invoice	Monthly	100% Accuracy

**4.14.1.2.6 Performance Requirements Summary.** If performance is within the listed acceptable quality levels, it will be considered to be satisfactory. If not, overall performance may be considered unsatisfactory.

**4.14.1.2.7 Incentives/Disincentives.** The COR documents contractor performance in the Contractor Performance Assessment Reporting System (CPARS). The contractor's failure to achieve satisfactory performance under the contract, reflected in the COR's annual report, may result in termination of the contract and may also result in the loss of future Government contracts. The contractor's failure to achieve satisfactory performance under the contract may result in the non-exercise of available options. For each item that does not meet acceptable levels, the Government may issue a Contract Discrepancy Report (CDR). CDRs will be forwarded to the Contracting Officer with a copy sent to the contractor. The contractor must reply in writing within five work days of receipt identifying how future occurrences of the problem will be prevented. Based upon the contractor's past performance and plan to solve the problem, the Contracting Officer will determine if any further action will be taken. In accordance with the inspection of services provisions of the contract, the contractor will be incentivized to provide quality products in a timely manner since the Government can require the Contractor, at no additional cost, to replace or correct work that fails to meet contract requirements.