

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

TABLE OF CONTENTS

Spec Item	Title
	0100000 – General information
1	General Information
1.1	Outline of Services
1.2	Project Locations
1.3	Background Information
1.4	Verification of Workload and Conditions
1.5	Climate Patterns
1.6	Related Information
1.7	Navy Approach to Service Contracting
1.7.1	Partnering Philosophy
1.7.2	Contractor's Knowledge
1.7.3	Industry Best Practices
1.8	Standard Template
1.9	Navy PBSA Approach
1.10	Technical Proposal
1.11	Instrument Number
	0200000 – Management and Administration
2	Management and Administration
2.1	Definitions and Acronyms
2.2	General Information
2.2.1	Government Regular Working Hours
2.2.1.1	Observed Federal Holidays
2.2.2	Wage Determinations
2.3	General Requirements
2.3.1	Required Conferences and Meetings
2.3.2	Partnering
2.3.3	Permits and Licenses

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

2.3.4	Insurance
2.3.4.1	Certificate of Insurance
2.3.4.2	Minimum Insurance Amounts
2.3.5	Protection of Government Property
2.3.6	Navy Marine Corps Internet (NMCI)
2.3.7	Instructions, Directives and References
2.3.8	Invoicing Procedures
2.3.9	Forms
2.4	Government Furnished Property, Materials and Services
2.5	Contractor-Furnished Items
2.5.1	Contractor-Furnished Items, General
2.5.2	Contractor-Furnished Items, Specific
2.6	Management
2.6.1	Work Control
2.6.2	Work Schedule
2.6.3	Quality Management System (QMS)
2.6.3.1	Quality Control Plan (QCP)
2.6.3.2	QC Inspection
2.6.4	Contact Information
2.6.5	Contractor Quality Control/Assessment Reports
2.7	Personnel Requirements
2.7.1	Key Personnel
2.7.1.1	Project Manager (PM)
2.7.1.2	Quality Control Manager (QCM)
2.7.1.3	Site Safety and Health Officer (SSHO)
2.7.1.4	Other Key Personnel
2.7.2	Employee Requirements
2.7.2.1	Employee Appearance

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

2.7.2.2	Employee Conduct
2.7.2.3	Removal of Employees
2.7.2.4	Proof of Legal Residency
2.8	Security Requirements
2.8.1	Employee Listing
2.8.2	Vehicles
2.8.3	Passes and Badges
2.8.4	Access to Buildings
2.8.5	Access Arrangements
2.8.6	Security Clearances
2.8.7	Trustworthiness Security
2.9	Contractor Safety Program
2.9.1	Accident Prevention Plan (APP)
2.9.2	Activity Hazard Analysis (AHA)
2.9.3	Hazard Specific Safety Plans
2.9.3.1	Drug Abuse Prevention Plan
2.9.3.2	Emergency Response Plan
2.9.4	Accident and Damage Reporting
2.9.4.1	Accident Reporting Notification
2.9.5	Fire Protection
2.10	Environmental Protection
2.10.1	Disposal
2.10.1.1	Non-Hazardous Waste
2.10.1.2	Hazardous Waste
2.10.2	Spill Prevention, Containment and Clean-up
2.10.3	Hazardous Material Management
2.10.4	Protection of Endangered and Threatened Species (Flora and Fauna)
2.10.5	Noise Control

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

2.10.6	Asbestos Containing Material (ACM)
2.11	Disaster Preparedness
2.12	Energy Management
2.13	Notification to the Government for Work above the FFP Limitations
2.14	FFP Exhibit Line Item Numbers (ELINs)
2.15	IDIQ Work
2.15.1	Unit Priced Task Work (Non Negotiated)
2.15.1.1	Acceptance and Performance
2.15.1.2	Invoicing and Receiving Payment
2.15.2	Unit Priced Labor Work (Negotiated)
2.15.2.1	IDIQ Preparation of Proposals
2.15.2.1.1	Labor Requirements
2.15.2.2	Issuance of Final Task Order
2.15.3	IDIQ ELINS
	<b>0401060 – Security Operations</b>
1	General Information
2	Management and Administration
2.1	Definitions and Acronyms
2.2	Cost Account Code (CAC) Reporting
2.3	Authority
2.4	Communications Equipment
2.5	Security Vehicles
2.6	Government Security Force and Law Enforcement Agency Interface
2.7	Jurisdiction
2.7.1	Exclusive Jurisdiction
2.7.2	Concurrent Jurisdiction
2.7.3	Partial Jurisdiction
2.7.4	Proprietorial Interest Area

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

2.8	Use of Deadly Force
2.9	Disclosure
2.10	Inspections and Searches
2.11	General Orders of a Sentry
2.12	Standards of Conduct
2.13	Personnel Requirements
2.13.1	Employment Suitability and Qualifications
2.13.2	Psychological Testing Requirements
2.13.3	Pre-Employment Medical Examinations
2.13.4	Physical Fitness Program
2.13.5	Uniform
2.13.6	Grooming Standards
2.13.7	Security Clearance Requirements
2.13.8	Random Drug Screening Program
2.13.9	Training Requirements
2.14	Firearms Licensing and Permits
2.15	Safety Requirements
2.16	Weapons
2.17	Records and Reports
3	FFP Work
3.1	Entry Control Point Services
3.1.1	Identification Checks
3.1.2	Commercial Vehicle Inspection
3.1.3	Emergency ECP Closure
3.2	Roving Guard Services
3.2.1	Perimeter Patrol
3.2.2	Interior Patrol

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

3.2.2.1	Building Checks
3.2.2.2	Escort and Courier Services
3.2.2.3	Crowd Control
3.2.3	Off-Base Patrol
3.2.4	Mobile Vehicle Inspections
3.3	Pass and ID Office Services
3.3.1	Identification Card Issue
3.3.2	Temporary Vehicle Passes
3.4	Dispatching Services
3.4.1	Alarm and Detection Systems Monitoring
3.4.2	Video Surveillance Equipment Monitoring
3.4.3	Communications Monitoring
3.4.3.1	Telephone Communications
3.4.3.2	Radio Communications
3.4.4	Notification
3.4.5	Records Checks
3.5	Training Services
4	IDIQ Work

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1		General Information
1.1	Outline of Services	<p>Except where otherwise stated, the Contractor shall furnish all labor, supervision, management, tools, materials, equipment, facilities, transportation, incidental engineering, and other items necessary to provide the services outlined below and described in this Performance Work Statement (PWS) for the Naval District Washington Region. Services shall be performed at various Government Facilities in Maryland, Virginia and Washington DC within a 100 mile radius of the Washington Navy Yard by means of a combination firm-fixed price (FFP) and indefinite delivery-indefinite quantity (IDIQ). The PWS is organized into annexes. Annex 1 is "General Information". Annex 2 contains the on-site project management and administration requirements. Annexes 3 through 18 contain the technical requirements.</p> <p><b>Annex 1 General Information</b>  <b>Annex 2 Management and Administration</b>  Annex 3 Command and Staff N/A  <b>Annex 4 Public Safety</b>  <b>0401060 Security Operations</b>  Annex 5 Air Operations N/A  Annex 6 Port Operations N/A  Annex 7 Ordnance N/A  Annex 8 Range Operations N/A  Annex 9 Health Care Support N/A  Annex 10 Supply N/A  Annex 11 Personnel Support N/A  Annex 12 Morale, Welfare and Recreation Support N/A  Annex 13 Galley N/A  Annex 14 Housing N/A  Annex 15 Facilities Support N/A  Annex 16 Utilities N/A  Annex 17 Base Support Vehicles and Equipment N/A  Annex 18 Environmental N/A</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.2	Project Location	<p>The work shall be performed at various locations and could vary from location to location. The following is an example of the dispersion of work at the various locations.</p> <ul style="list-style-type: none"> <li>• Military Sealift Command Facilities, Washington Navy Yard, DC</li> <li>• Naval Sea Systems Command Facility, Bldg. 176, Washington Navy Yard, DC</li> <li>• Naval Sea Systems Command Facility, Bldg. 104, Washington Navy Yard, DC</li> <li>• Naval Sea Systems Command Facility, Bldgs. 197, 201 and Naval Medical Clinic, Washington Navy Yard, DC</li> <li>• Naval Surface Warfare Center Carderock, West Bethesda, MD</li> <li>• Naval Support Facility, Arlington, VA</li> <li>• Naval Research Laboratory, Chesapeake Bay Detachment, Chesapeake Beach, MD</li> <li>• National Naval Medical Center (NNMC), Bethesda, MD</li> </ul>
1.3	Background Information	<p>With the nation's capital at its heart, the Naval District Washington Region encompasses over 4,000 square miles, including the District of Columbia; the Maryland counties of Anne Arundel, Calvert, Charles, Frederick, Montgomery, Prince George's and St. Mary's; and Northern Virginia counties of Loudoun, Fauquier, Fairfax, Prince William, Stafford, King George, Westmoreland and Arlington, and the cities within their outer boundaries. Naval District Washington is responsible for efficiently delivering common operating support services to over 120 mission commands located within the Region. Naval District Washington is the regional provider of common operating support to twenty Naval installations within a one hundred mile radius of the Pentagon. Services provided include public affairs, public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety and morale, welfare and recreation. The region's installations comprise over 26,000 acres, with a \$19B plant account and over 71,000 civilian and military personnel. In addition to the Washington Navy Yard, Naval District Washington includes: NRL Chesapeake Beach Detachment; NSA Arlington; NSA Carderock, National Naval Medical Center, Bethesda.</p>
1.4	Verification of Workload and Conditions	<p>Throughout the PWS, the workload data is generally referred to as being located in Section J. Section J provides data such as maps, floor plans, and tables to represent the type, quantity and location of services to be provided. However, Offerors are encouraged to visit the project site during the site to assess the nature of work and conditions under which work is to be performed.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.5	Climate Patterns	Washington's weather is seasonal subtropical with some variations between summer and winter, although it is moderated by its proximity to the coast, making its climate more moderate than cities at a similar latitude further inland. Summer tends to be very hot and humid with daily high temperatures in July and August averaging in the high 80s° to low 90s°F (about 30°C). Spring and fall are mild with high temperatures in April and October averaging in the high 60s°F (about 20°C). Winter can bring cold temperatures and, on some occasions, significant snowfall. While hurricanes (or the remnants of them) occasionally track through the area, they have often weakened by the time they reach Washington. The average annual snowfall is 17 inches (430 mm) and the average high temperature in January is 43°F (6°C); the average low for January is 24°F (-4°C). The highest recorded temperature was 106°F (41°C) on July 20, 1930 and August 6, 1918 and the lowest recorded temperature was -15°F (-26°C) on February 11, 1899.
1.6	Related Information	<p>There are four types of Related Information that can be found in the Description and Related Information columns of the specification as follows:</p> <p>Informational Notes as used throughout this PWS provides additional information to Offerors to be used in developing a thorough understanding of the work to be performed in this contract. Any block of text marked "Informational Notes" throughout Annexes 1 through 18 is subject to this disclaimer. Offerors may not rely upon the "Informational Notes" as material representations of the Government. Information provided in "Informational Notes" does not create a contractual requirement on either party to this contract.</p> <p>Clarifying Information describes client expectations in a more detailed manner than the Performance Objective and Performance standard alone.</p> <p>Constraining Information describes limitations to the work performed to meet the Performance Objective and Performance Standard.</p> <p>Requirement Information further describes client requirements associated with each Performance Objective.</p>
1.7	Navy Approach to Service Contracting	The Department of Navy (DoN) spends over \$1 billion in annual obligations to meet global requirements for facility operations and maintenance provided through Facility Support Contracts (FSC) and additional billions to provide other base operations support services (OBOS). The Head of the Contracting Activity (HCA) of the Naval Facilities Engineering Command (NAVFAC) has focused increased attention on re-engineering FSC contracts in response to customer and industry feedback, budget constraints, and the impact of a variety of contracting, program management and financial management regulations. The Navy also supports the following principles:

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.7.1	Partnering Philosophy	The first principle is that the Navy views its contractors as partners and not just abstract service providers. The Navy wants its contractors to succeed because partners' success drives the Navy's successful mission completion. Within the bounds of acquisition policy the Navy intends to work to find solutions that will be beneficial to both the Government and its partners.
1.7.2	Contractor's Knowledge	The second principle is that the Navy will receive insightful management from its contractors. This management will include the knowledge, skills, authority and willingness to use contractor resources to find better ways of serving Navy clients' strategic and operational goals and objectives. The Navy's use of performance-based objectives evidences this principle. Although performance work statements will typically contain several levels of performance assessment, the Navy wants its contractors to exercise maximum discretion within bounds of prudent risk management to adjust processes and resources needed to reach specified objectives at the highest performance level.
1.7.3	Industry Best Practices	The third principle is that the Navy will adopt industry best commercial practices and maintain state-of-the-art service delivery. It is the Navy's and contractor's responsibility as partners to reach this goal. To that end, the Navy's emphasis will be in evaluating performance objectives (end results).
1.8	Standard Template	<p>Key to implementing a programmatic approach is using a standard template that ensures Navy-wide consistency yet affords appropriate tailoring to meet local needs. This contract conforms to the standard template and has been tailored for this solicitation. NAVFAC intends to use this template-based approach for future service contracts. Offerors should develop an understanding of the template as part of performing due diligence in reaching an understanding of the Navy's requirements and expectations.</p> <p>The standard template contains 18 standard annexes. Annex 1 will always contain information that is relevant to the entire scope of the contract. Annex 2 contains on-site project management and administration requirements that are relevant to the entire scope of the contract. Annexes 3 through 18 contain the technical information and requirements peculiar to that technical annex. Within each technical annex, the organization of information and requirements are also standardized. Specification item 1 will always contain General Information. Specification item 2 will always contain the management and administrative requirements. Specification item 3 will always contain the Firm Fixed-Price (FFP) requirements. Specification item 4 will always contain the Indefinite Delivery-Indefinite Quantity (IDIQ) requirements. All costs associated with Annexes 1 and 2 and Specification items 1 and 2 must be priced and distributed within Specification Item 3 of Annexes 3 through 18 as applicable.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

0100000 – General Information		
Spec Item	Title	Description
1.9	Navy PBSC Approach	The Navy's approach to performance-based service contracting (PBSC) includes four component parts which are: 1) Performance outcomes, 2) measurable standards, 3) consideration of incentives, and 4) performance assessment plan.
1.10	Technical Proposal Certification	The contractor warrants that its proposal incorporated herein by reference including, but not limited to, proposed approaches, staffing, methodology, or work plans, will meet the performance objectives set forth in this contract during execution thereof. The contractor is not excused from meeting such performance objectives in the event such proposal proves inadequate as conceived or executed to meet such performance objectives. The contractor understands that it bears all of the cost and performance risk associated with adopting acceptable Additional (and/or alternative) means or methods of meeting the performance objective.
1.11	Instrument Number	The ninth position instrument type indicator of 'R' in the solicitation number will change to a 'D' upon award of the contract as part of the contract number. All references contained herein (headers, footers, etc) will be read as appropriate.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2	Management and Administration	
2.1	Definitions and Acronyms	See Attachment J-0200000-01.
2.2		General Information
2.2.1	Government Working Hours	The Government's regular working hours are from 0630-1630, five days per week, Monday through Friday, except observed Federal holidays. Exceptions to the regular hours of operation are detailed in subsequent sections of this PWS. Work in certain annexes or sub-annexes requires Contractor's continuous operations during outside normal working hours, during specified ours and 24 hours a day, every day of the year including weekends and holidays. The performance of other work requirements shall be accomplished within the Government's regular working hours unless the specific work requirement specified herein necessitates otherwise. Any other work outside Government regular working hours requires prior KO approval.
2.2.1.1	Observed Federal Holidays	The Government observes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.
2.2.2	Wage Determinations	All work is subject to the Service Contract Act. Refer to Section J, Attachment J-0200000-02 for wage determinations.
2.3		General Administrative Requirements
2.3.1	Required Conferences and Meetings	The Contractor may be required to attend administrative and coordination meetings. The Contractor shall attend Pre-Performance conference, Partnering, and other meetings as indicated in this contract.
2.3.2	Partnering	See Attachment J-0200000-04 for NAVFAC Partnering Policy.
2.3.3	Permits and Licenses	The Contractor shall obtain all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable federal, state and local laws and regulations. Provide evidence of such permits and licenses to the KO before work commences and at other times as requested by the KO.
2.3.4	Insurance	Within 15 days after award of this contract, the Contractor shall furnish the KO a certificate of insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below in accordance with the FAR Clause 52.228-05, INSURANCE – WORK ON A GOVERNMENT INSTALLATION. This insurance must be maintained during the performance period.
2.3.4.1	Certificate of Insurance	The Certificate of Insurance shall provide for at least 30 days written notice to the KO by the insurance company prior to cancellation or material change in policy coverage. Other requirements and information are contained in the aforementioned insurance clause.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.3.4.2	Minimum Insurance Amounts	The Contractor shall procure and maintain, during the entire period of performance under this contract, the following minimum insurance coverage: Comprehensive General Liability: \$500,000 per occurrence Automobile Liability: \$200,000 per person, \$500,000 per occurrence, \$20,000 per occurrence for property damage Workmen's Compensation: As required by Federal and State worker's compensation and occupational disease statutes Employer's Liability coverage: \$100,000, except in states where worker's compensation may not be written by private carriers Other: As required by State or District of Columbia Law (whichever is applicable)
2.3.5	Protection of Government Property	During execution of the work, the Contractor shall protect Government property. The Contractor shall return areas damaged as a result of negligence under this contract to their original condition at no cost to the Government.
2.3.6	Navy Marine Corps Intranet (NMCI)	Additional information about NMCI may be obtained at <a href="http://www.eds.com/nmci">http://www.eds.com/nmci</a> .
2.3.7	Instructions, Directives, and References	Applicable Department of Defense (DoD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, and references are listed in Attachment J-0401060-13.
2.3.8	Invoicing Procedures	Invoicing procedures are identified in J-0200000-04.
2.3.9	Forms	Form Originals will be provided by the Government (either hardcopy or computer based for contractor's local reproduction and use (examples include accident reporting, and damage reporting, etc.)
2.4	Government-Furnished Property, Materials and Services	In accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES, and the following paragraphs, the Government will furnish or make available to the Contractor certain Government-owned facilities, utilities, materials, and equipment for use in connection with this contract. Refer to Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES AND MATERIAL).

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.5	Contractor-Furnished Items	Except for items specifically identified as Government Furnished in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES, and MATERIAL), the Contractor shall provide all equipment, materials, parts, supplies, components, and facilities to perform the requirements of this contract. Fifteen days after contract award, Contractor shall furnish document submittals concerning vehicles, communications, weapons, uniforms and related accessories and all other equipment and materials proposed to use in connection with the performance of this contract. Submittals may consist of: manufacturer's product specifications and descriptive data sheets, product photographs, brochures, catalog cut sheets and/or actual samples of the items intended for use. The KO may inspect Contractor-furnished items for adequacy and compliance with contract requirements. Inadequate or unsafe items shall be removed and replaced by the Contractor at no cost to the Government. Materials containing asbestos, lead, and PCB's shall not be brought on site. The KO may at any time require samples, Material Safety Data Sheets (MSDS), and manufacturer's data cut sheets of materials used in this contract.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.5.1	Contractor- Furnished Items, General	<p>The Contractor shall provide the following for all work, employees and sites:</p> <ol style="list-style-type: none"> <li>1. Training Equipment, Aids, Course Materials, and all other training related Materials and Supplies the Contractor shall provide all training materials. Examples include, but are not limited to, the following: <ul style="list-style-type: none"> <li>• Training Plans</li> <li>• Course Curricula and Lesson outlines and plans</li> <li>• Student's materials</li> <li>• Class Handouts</li> <li>• Homework and testing materials</li> <li>• Instructors and Students Materials and references</li> <li>• Administrative Items</li> <li>• Weapons and ammunition</li> <li>• Firing Targets</li> <li>• All other training services</li> </ul> </li> <li>2. Uniforms. Contractor shall provide all required uniform items including accessories and security equipment listed in Attachment J-0401060-08. Laundry, cleaning, pressing, maintenance and repair costs of employees' uniforms and uniform equipment shall be the contractor's responsibility and paid for as provided in the applicable Department of Labor Service Contract Act Wage Determination(s) or Collective Bargaining Agreement(s).</li> <li>3. Materials and Supplies. Except where specifically stated elsewhere as Government provided, the Contractor shall provide all materials and supplies, including vehicle fuel and oil, required to perform the contract. Examples include, but are not limited to the following: <ul style="list-style-type: none"> <li>• Official Log Books</li> <li>• Black or Blue pens, pencils, sharpeners, staplers, etc.</li> <li>• Any and all necessary forms, permits, passes and badges.</li> <li>• Blank Video Cassettes</li> <li>• Office equipment and supplies (e.g., fax machine, computer, copier, typewriter, ink, paper, etc.).</li> </ul> </li> <li>4. Telephone Service. The Contractor shall provide any telephones or telephone services needed to perform the contract, beyond that provided by the government for local official use only purposes.</li> </ol>
2.5.2	Contractor-Furnished Items, Site Specific	Listed and described in Attachments J-0200000-06.1 through J-0200000-06.5 are additional, site-specific requirements that the Contractor must provide.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.6	Management	The Contractor shall manage the total work effort associated with the services required herein to meet the performance objectives and standards. Such management includes but is not limited to planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control. The Contractor shall provide staff with the necessary management expertise, to assure performance objectives, and standards are met.
2.6.1	Work Control	The Contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The Contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established herein. Verbal scheduling and status reports shall be provided when requested by the KO. A written status report of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following workday for inquiries after regular working hours.
2.6.2	Work Schedule	The Contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the Contractor shall minimize the impact and effects of the interference. The Contractor shall provide advance copies of all of its work schedules to the Government. The Contractor shall notify the KO of any difficulty in scheduling work due to Government controls.
2.6.3	Quality Management System (QMS)	The Contractor shall establish and maintain a complete QC program in accordance with the provisions specified herein. The Contractor's QC System (aka QMS or QC Program/Plan) shall provide an effective and efficient means of identifying and correcting problems throughout the entire scope of operations. Contractor shall provide copies of its QMS/QC Program to the KO 15 days after contract award, for approval. The Contractor's QC program shall address: <ul style="list-style-type: none"> <li>Accurate documentation of work processes, procedures, and output measures.</li> <li>A systematic procedure for assessing compliance with performance objectives and standards.</li> <li>Accurate documentation of quality inspections conducted throughout the execution of work.</li> </ul>
2.6.3.1	Quality Control Plan (QCP)	Within 15 calendar days after award of the contract, the Contractor shall submit to the KO a QCP. The QCP shall describe the QMS methodology and approaches used under this contract. Within seven calendar days of any change during period of performance, submit to the KO a revised QCP for acceptance. Assessment-driven corrective actions and process adjustments as appropriate in a timely manner.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.6.3.2	QC Inspection	The Contractor shall establish and maintain an inspection system in accordance with the FAR Clause 52.246-4, INSPECTION OF SERVICES – FIXED PRICE, to ensure that the work performed conforms to the contract requirements. Contractor QC shall perform not less than 20% inspections for each site per month. Contractor shall submit results to the government PAR within 24 hours of inspection. The Contractor shall maintain a file of all scheduled and performed QC inspections, inspection results, and dates and details of corrective and preventive actions. The file shall be the property of the Government and made available during the Government's regular working hours. The file shall be turned over to the KO within five calendar days of completion/termination of the contract.
2.6.4	Contact Information	Contractor shall provide and maintain at all times a Washington DC Area local (toll-free) telephone voice number and a telephone facsimile number which the Government can use to contact the Contractor during and/or after normal working hours, to initiate work and to conduct contractual business. Use of answering machines and beepers is not acceptable. Provide this information 24 Hours after contract award and at any changes thereafter.
2.6.5	Contractor Quality Control/ Assessment Reports	The Contractor shall submit a copy of the Contractor Quality Control/Assessment Report to the KO monthly for the quality control events performed and assessment-driven corrective actions and process adjustments during the previous week. The Government may adjust the frequency of the submittal based on the Contractor's quality of performance.
2.7	Personnel Requirements	The Contractor shall comply with the personnel requirements stated below.
2.7.1	Key Personnel	Within 15 calendar days after award of the contract, for other than qualification requirements required to be submitted with the offer, the Contractor shall submit to the KO a List of Key Personnel and Their Qualifications and any additional information requested by the KO to certify their qualifications. The PM, QCM, and SSHO need to be separate personnel. Within 15 calendar days after award of the contract, the Contractor shall submit to the KO an Organizational Chart showing lines of authority of the key personnel and on-site supervisor(s) for this contract. The chart shall include names of personnel and their position title in this contract. As a minimum, include the PM, QCM, SSHO, and on-site supervisor(s) and who they will report directly to for this contract. The key personnel shall be revised as applicable for the contract.
2.7.1.1	Project Manager (PM)	The PM must have relevant experience at a comparable level of responsibility in projects of similar size, scope and complexity. The PM or alternate shall have full authority to act for the Contractor on all contract matters relating to this contract. The PM or alternate shall be on-site during the Government's regular working hours and shall be available on-site within one hour after the Government's regular working hours, if contacted and requested to be on-site.
2.7.1.2	Quality Control Manager (QCM)	The Contractor shall provide a QCM who shall have full authority and responsibility for assuring performance objectives and standards identified in this contract are met.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.7.1.3	Site Safety and Health Officer (SSHO)	The Contractor shall provide a SSHO whose primary duty and responsibility is to prepare and enforce the Contractor's safety program on this contract. The SSHO shall have fulfilled the following pre-requisite training and experiences before being hired as the SSHO under this contract:  For contracts greater than \$2M/year or for contracts of high safety risk, the SSHO shall have completed five years of satisfactory experience in preparing and enforcing safety programs on contracts of similar size and complexity in the past, and have completed the OSHA 30-hour construction safety class or equivalent within the last five years and an average of at least 24 hours of safety training per year for the past five years. The SSHO shall not be the same person as the project manager.
2.7.1.4	Other Key Personnel	Other Key Personnel include: NAVSEA Site Manager and Shift Supervisors, and NRL CBD Site Manager and Shift Supervisors. Refer to Attachment J-0401060-05 for employment suitability criteria for these personnel.
2.7.2	Employee Requirements	The Contractor shall provide experienced, qualified, and capable personnel to perform the work in this contract. Personnel shall be fully knowledgeable of all safety and environmental requirements associated with the work they perform. Personnel shall speak, read, and comprehend English to the extent that they can read and understand printed regulations, detailed written orders, operating procedures, training instructions and materials. They should also understand and comply with installation emergency procedures. Refer to Attachment J-0401060-05 for employment suitability criteria. Provide "Certifications of Employees Training" submittals as detailed in Section F.
2.7.2.1	Employee Appearance	The Contractor shall ensure that all employees present a professional appearance that is appropriate for their position. The KO reserves the right to determine the acceptability of any clothing worn. All Contractor/ subcontractor employees working under this contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station required passes or badges.
2.7.2.2	Employee Conduct	Contractor employees shall conduct themselves in a proper, efficient, courteous and businesslike manner.
2.7.2.3	Removal of Employees	The Contractor shall remove from the site any individual whose continued employment is deemed by the KO to be contrary to the public interest or inconsistent with the best interests of National Security.
2.7.2.4	Proof of Legal Residency	No employee or representative of the Contractor will be admitted to the site of work unless satisfactory proof of citizenship is furnished, or, if an alien, legal residency within the United States is confirmed. Provide certifications of citizenship to the KO before the start of work and before assignment of any new employees. Maintain records of same.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.8	Security Requirements	The Contractor shall comply with all federal, state, and local security statutes, regulations, and requirements. The Contractor shall become acquainted with and comply with all Government regulations as posted, or as requested by the KO when required to enter a Government site. The Contractor shall ensure that all security/entrance clearances are obtained. Provide proof of facility and employee clearances to the KO before the start of work and before assignment of any new employees. Maintain records of same.
2.8.1	Employee Listing	The Contractor shall maintain and provide upon request a current listing of employees. The list shall contain employee's name, social security number, and level of security clearance, sites/posts normally assigned.
2.8.2	Vehicles	The company name shall be displayed on each of the Contractor's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate that complies with State Vehicle Codes. Vehicles shall meet all other requirement of the State Vehicle Code, such as safety standards, and shall carry proof of insurance and state registration.
2.8.3	Passes and Badges	All Contractor employees shall obtain the required employee and vehicle passes. The Government will issue badges without charge. Each employee shall wear the Government issued badge over the front of the outer clothing. When an employee leaves the Contractor's service, the employee's pass and badge shall be returned to the NDW Security Office within 4 calendar days.
2.8.4	Access to Buildings	The Contractor shall monitor and control access into restricted areas under their responsibility, allowing only those individuals who have been properly cleared into restricted areas or other controlled access areas. The Contractor shall comply with security requirements, plus those imposed by the installation Commander at all times. Personnel with access to special areas will have the appropriate screening and/or security clearance, and personnel requiring routine access to restricted areas will wear special badges authorizing access for those areas. Contractor personnel shall not enter restricted or controlled areas or installation facilities unless specifically authorized in performance of their duties. The Contractor shall secure all buildings and facilities entered during non-duty hours and will secure all building and facilities under the Contractor's cognizance at the end of each workday or shift period, or as specified in Post Orders.
2.8.5	Access Arrangements	The Contractor shall make all arrangements necessary to obtain access to buildings, facilities and other work areas, and when necessary, arrange for them to be opened and closed by the controlling authority. The Government may issue keys to the Contractor. The Contractor shall use due diligence and be responsible for compromised security systems to include replacement costs that result from its action or inaction.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.8.6	Security Clearances	Employee Security Clearance requirements are specified in Attachment J-0401060-02 Post Orders and SOPs, and are summarized in Attachment J-0401060-14. Contractor Facility Clearance requirements are as indicated in DD Forms 254 (DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION) in Attachment J-0200000-03. The Contractor shall obtain all required corporate and personnel Security Clearances prior to commencement of work. The Contractor shall ensure that a list of all personnel with Security Clearances is maintained current, including clearances that are pending.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.8.7	Trustworthiness Security	<p>Reference is hereby made to Navy awarded contracts requiring Contractor access to sensitive unclassified information. Although these contracts are not classified and Contractor employees are not required to have a security clearance, the Department of the Navy (DoN) has determined that all DoN information systems are sensitive regardless of whether the information is classified or unclassified. A Contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel must undergo a National Agency Check to verify their trustworthiness. Also, the Government will include Facility Access Determination (FAD) program requirements in the contract specifications when trustworthiness determinations will be required on the Contractor employees. The following addresses those requirements for Trustworthiness Security.</p> <ol style="list-style-type: none"> <li>a. Each Contractor employee must have a favorably completed National Agency Check (NAC).</li> <li>b. If Contractor personnel currently have a favorably adjudicated NAC the Contractor shall notify the Security Manager of the Government command they will visit who will validate this in the Joint Personnel Adjudication System (JPAS). The request shall be renewed annually or for the duration of the contract if less than one year.</li> <li>c. If no previous investigation exists the Contractor personnel shall complete the requirement for a Trustworthiness NAC.</li> </ol> <p>Investigations for public trust positions, to include IT-II (Limited Privileged) and IT-III (Non-Privileged) positions that access unclassified sensitive information when clearance eligibility is not required, will be submitted to the Office of Personnel Management (OPM) utilizing the SF-85P (code 08B for IT-II and code 02B for IT-III ) and will include the SF-87 Fingerprint Card or electronic fingerprint transmission. The Government Security Manager will process the Trustworthiness NAC. The contract employee shall provide the completed Personnel Security Investigation (PSI) to the Security Manager along with the original signed release statements and applicant fingerprint card (FD87). The responsibility for providing the fingerprint card rests with the Contractor. The Security Manager will review the form for completeness, accuracy and suitability issues and will forward the completed SF85P along with attachments to OPM. The Department of Navy Central Adjudication Facility (DoN CAF) will perform adjudicating contractor investigations for public trust positions. Contractor fitness determinations made by the DoN CAF will be maintained in the Joint Personnel Adjudication System (JPAS). Favorable fitness determinations will support public trust positions only and not national security eligibility. If no issues are discovered, according to respective guidelines a "Favorable Determination" will be populated in JPAS and will be reciprocal within DoN. If issues are discovered, the DoN CAF will place a "No Determination Made" in the JPAS and forward the investigation to the submitting office for Government command's final determination.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.9	Contractor Safety Program	The Contractor shall develop and implement a Safety Program detailing how the Contractor plans, staffs, performs, and controls all safety practices while delivering best value services to the Government without any accidents or mishaps. The Contractor's safety program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 and Public Law 91-596, Occupational Safety and Health Act.
2.9.1	Accident Prevention Plan (APP)	<p>To ensure that the Contractor has a well organized and thorough Safety Program, the Contractor shall prepare an Accident Prevention Plan (APP). The APP shall be prepared by the Contractor's SSHO and shall be followed by all Contractor employees, subcontractors, and vendors at each service site. The APP shall follow the format and cover all topics as delineated in Appendix A of EM-385-1-1. The APP shall incorporate Activity Hazard Analyses (AHAs) and Situation Specific Safety Plans that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this contract.</p> <p>The Contractor shall submit an APP to the KO within 15 days following award for acceptance. The Contractor shall review, update, and submit the revised APP to the KO annually and within 15 calendar days whenever a change in work conditions, hazards, or activities occur.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.9.2	Activity Hazard Analysis (AHA)	<p>The Contractor shall prepare Activity Hazard Analyses (AHAs) for all common recurring work activities performed under this contract. AHAs shall be submitted with the APP and shall be updated as work activities or conditions change and additional AHAs prepared as new work activities are required. Specifically: For FFP contract modifications where changes are germane to the original contract, the Contractor shall revise applicable AHAs and submit to the KO within 15 calendar days after modification is signed.</p> <ul style="list-style-type: none"> <li>• For combination FFP/IDIQ contracts, the Contractor shall submit an AHA on task orders, with the associated proposal, whenever the service environment or required task is different from the firm-fixed-priced services.</li> </ul> <p>AHAs shall follow format of Figure 1-1 of EM-385-1-1 and shall explain the following as detailed in the EM-385-1-1:</p> <ul style="list-style-type: none"> <li>• The steps of the service process;</li> <li>• Identify potential hazards that exist as a result of the Contractor's service process within the environment;</li> <li>• Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment;</li> <li>• Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment;</li> <li>• Inspection requirements to assure service activity is safe; and</li> <li>• Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment.</li> </ul> <p>During performance of services, the SSHO shall periodically review the AHA at each service site and for each sub-annex to assess the effectiveness of the Contractor's overall APP. If changes to the AHAs are required, such changes shall be submitted to the KO for review and acceptance.</p>
2.9.3	Hazard Specific Safety Plans	<p>The Contractor shall develop and implement hazard specific safety plans, as listed below, as necessary for the situation or types of work to be performed under this contract. These Hazard Specific Safety Plans shall be submitted with the APP and shall be updated as situations change. Additional hazard specific safety plans developed as applicable when new types of work are required under this contract.</p>
2.9.3.1	Drug Abuse Prevention Plan	<p>The Contractor shall develop a plan to explain how it will satisfy the drug-free work force requirement as stated in DFARS Clause 252.223-7004.</p>
2.9.3.2	Emergency Response Plan	<p>The Contractor shall develop an emergency response plan to ensure safe evacuation of people during emergencies, before the hazard or natural disaster is imminent, and to minimize the consequences of accidents during evacuations. See Section 01E of EM 385-1-1.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.9.4	Accident and Damage Reporting	<p>The Contractor shall notify the KO of all damages, accidents, mishaps, and near misses that occur on or related to Government property <b>immediately</b>.</p> <p>For recordable injuries and illnesses, property damage accidents resulting in at least \$2,000 in damages, the Prime Contractor shall conduct an accident investigation to establish the root cause(s) of the accident.</p> <p>(a) For recordable injuries and illnesses and property damage accidents resulting in at least \$2,000 in damages complete the Navy Contractor Significant Incident Report (CSIR) form and provide the report to the KO within 1 calendar day of the accident. The KO will provide a blank copy of any required or special forms.</p> <p>(1) Recordable Injuries or Illnesses. Any work-related injury or illness that results in:</p> <ul style="list-style-type: none"> <li>(i) Death, regardless of the time between the injury and death, or the length of the illness;</li> <li>(ii) Days away from work (any time lost after day of injury/illness onset);</li> <li>(iii) Restricted work;</li> <li>(iv) Transfer to another job;</li> <li>(v) Medical treatment beyond first aid;</li> <li>(vi) Loss of consciousness; or</li> <li>(vii) A significant injury or illness diagnosed by a physician or other licensed health care professional, even if it did not result in (1) through (6) above.</li> </ul> <p>Comply with current 29CFR1904 for OSHA/HIOSH record keeping and reporting requirements.</p>
2.9.4.1	Accident Reporting Notification	<p>The Contractor shall report all accidents, mishaps, and near misses to the KO in a timely manner as described below: An Initial Accident Reporting Notification Report shall be developed by the Contractor and provided to the KO immediately after that an accident, or near miss, has occurred. The Contractor may not have all the facts and information regarding the actual incident or near miss at the time of the initial report. However, it is the Government's desire to receive notification of all mishap situations as early as possible.</p> <p>The Contractor shall develop a Follow-on Accident Reporting Notification Report and shall provide a copy to the KO close of business the day of the accident, or if the accident occurs after hours, at start of business the following morning. Follow-on reports shall be required daily until the Contractor can send a final, conclusive report of the nature, cause, and outcome of the accident.</p> <p>The Contractor shall provide a Final Accident Reporting Notification Report of the accident to the KO within <u>48</u> hours after completing the investigation of the accident.</p>
2.9.5	Fire Protection	<p>The Contractor shall know where fire alarms are located and how to activate them. The Contractor shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire or hazards to persons, facilities, and materials.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.10	Environmental Protection	The Contractor shall comply with all applicable federal, state, and local laws, and with the regulations and standards listed in applicable documents listed in Attachment J-0401060-13 (REFERENCES, INSTRUCTIONS, and DIRECTIVES). All environmental protection matters shall be coordinated with the KO. Inspection of any of the facilities operated by the Contractor may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during Government regular working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Contractor negligence, the Contractor shall reimburse the Government for the amount of that fine and other costs. The Contractor shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.
2.10.1	Disposal	
2.10.1.1	Non-Hazardous Waste	The Contractor shall dispose of debris and rubbish resulting from the work under this contract in the trash and refuse containers provided throughout the facilities and on the installations, after determined to be non-usable and non-recyclable. Deposit recyclable materials in the containers provided throughout the facilities.
2.10.1.2	Hazardous Waste	The Contractor shall dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable federal, state and local laws and regulations. No onsite installation disposal of hazardous waste is allowed by the Contractor or Subcontractor.
2.10.2	Spill Prevention, Containment, and Clean-up	The Contractor shall report all oil, fuel and chemical spills on Government property in a manner that complies with applicable federal, state, and local laws and regulations or otherwise stated herein, and the installation spill control plan. Contractor may be liable for spill clean-up costs (at no cost to the Government) caused by his negligence.
2.10.3	Hazardous Material Management	The Contractor shall ensure that procedures are in place to deal with hazardous materials, pursuant to the FAR Clause 52.223-3, HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA. Contractor shall maintain MSDS on all hazardous materials he stores and uses at Contract Performance locations.
2.10.4	Protection of Endangered and Threatened Species (Flora and Fauna)	The Contractor shall not disturb endangered and threatened species and their habitat. The Contractor shall carefully protect in-place and report immediately to the KO endangered and threatened species discovered in the course of work. The Contractor shall stop work in the immediate area of the discovery until directed by the KO to resume work.
2.10.5	Noise Control	The Contractor shall comply with all applicable federal, state and local laws, ordinances, and regulations relative to noise control.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.10.6	Asbestos Containing Material (ACM)	Asbestos containing insulation, flooring, and other building materials may be encountered by the Contractor during the performance of work under this contract, and the Contractor shall remain alert to this possibility. If ACM is encountered or suspected in the performance of work, the Contractor shall avoid removing, sanding, abrading, or disturbing the material. The Contractor shall verbally notify the KO within one hour and follow-up with written notification within 24 hours in the event of accidental or intentional disturbance.
2.11	Disaster Preparedness	The Contractor shall comply with the activity's Contingency Instructions. Refer to Attachment J-0401060-13 (specifically NAVSUPACTWASHINST 3440.16, Disaster Preparedness Plan). The Contractor shall prepare the installation before, and perform damage evaluation and emergency recovery after, natural disasters and other emergencies as directed by the KO.
2.12	Energy Management	The Contractor shall comply with the activity's energy conservation program. Use of high energy consuming tools or equipment is subject to approval by the KO prior to use.
2.13	Notification to the Government for Work Above the FFP Limitations	Notification to the Government for Work Above the FFP Limitations. The Contractor is fully responsible for work up to the firm-fixed price limits. When work is expected to exceed the FFP limits, the Contractor shall notify the KO of identification for further direction. The Government may issue a task order in accordance with the IDIQ portion of the contract detailed below.
2.14	FFP Exhibit Line Item Numbers (ELINS)	FFP ELINS are provided in J-200000-08
2.15	IDIQ Work	IDIQ work is identified in each applicable annex or sub-annex. IDIQ work may consist of Unit Priced Tasks (UPT) Work (non-negotiated) and Unit Priced Labor (UPL) Work (negotiated). The Contractor shall perform all IDIQ task work as ordered by the KO per Section G and DoD EMALL requirements in Section H. IDIQ work will consist of Unit Priced Labor Work which may be ordered by the Government as separate items from the Schedule of Indefinite Quantity Work (Bid Schedule) in Section B on an as needed basis.
2.15.1	Unit Priced Task Work (Non-Negotiated)	A Unit Priced Task (UPT) is defined as an IDIQ work item that includes all direct and indirect costs plus profit associated with the particular unit of work. All materials and equipment (rented or owned) required for the accomplishment of a UPT shall be included within the respective exhibit line item prices. The FFP for the task order is determined by multiplying the exhibit line item unit prices by the quantities ordered. The Contractor is not required to submit cost estimates for UPTs.
2.15.1.1	Acceptance and Performance	The Contractor shall possess the capability to accept and perform IDIQ work via an electronic medium with Clients utilizing their Government Purchase Card.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0200000 - Management and Administration</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.15.1.2	Invoicing and Receiving Payment	The Contractor shall possess the capability to invoice and receive payment for IDIQ work via an electronic medium with Clients utilizing their Government Purchase Card. No partial or advance payments are provided.
2.15.2	Unit Priced Labor Work (Negotiated)	The Contractor shall perform all Unit Priced Labor (UPL) work in accordance with the scope and delivery schedule negotiated per each task order. UPL work is defined as IDIQ work that utilizes negotiated labor hours and materials to accomplish a task not required by the fixed-price portion of the contract. UPL includes separately priced labor, materials, and equipment exhibit line items. The Contractor shall prepare and furnish a detailed cost estimate identifying proposed labor, material, and equipment costs, which upon approval by the KO, becomes a FFP task order.
2.15.2.1	IDIQ Preparation of Proposals	In response to the Government's Request for Proposal (RFP), the Contractor shall submit an IDIQ Proposal to the KO within two working days for each potential task order which includes: 1) A complete list of all tasks necessary to perform the required scope of work, 2) The number of hours set forth to perform each task and 3) The projected quantity and costs of materials to perform the required scope of work.
2.15.2.1.1	Labor Requirements	Current R. S. Means or similar estimating sources shall be used for determining the number of labor hours required to complete the scope of work. The total labor cost will be determined by totaling the number of direct labor hours and then multiplying by the labor hour unit price from the Schedule of Indefinite Quantity Work.
2.15.2.2	Issuance of Final Task Order	The KO will order unit priced labor by issuing to the Contractor a copy of the approved scope of work and a task order for the work described, in accordance with Section G. Task order completion times will be specified on each task order.
2.15.3	IDIQ ELINS	IDIQ ELINs are provided in J-0200000-08 ELIN Exhibits.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0401060 – Security Operations</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
1	General Information	<p>The Contractor shall provide labor, management, supervision, tools, material, and equipment required to perform Security Operations services at the following locations:</p> <p>Naval Support Activity, Washington:</p> <ul style="list-style-type: none"> <li>• Military Sealift Command (MSC) Washington Navy Yard (WNY), Washington, DC</li> <li>• Naval Sea Systems Command (NAVSEA), (WNY) Washington, DC</li> </ul> <p>Naval Support Activity Washington – Naval Observatory (NOB) Formerly North Potomac</p> <ul style="list-style-type: none"> <li>• Naval Support Facility Carderock, West Bethesda, MD</li> <li>• Naval Support Facility, Arlington, VA</li> </ul> <p>Naval Support Activity Annapolis</p> <ul style="list-style-type: none"> <li>• Naval Research Laboratory, Chesapeake Bay Detachment (CBD), Chesapeake Beach, MD</li> </ul> <p>Naval Support Activity Bethesda</p> <ul style="list-style-type: none"> <li>• National Naval Medical Center (NNMC), Bethesda, MD</li> </ul>
2	Management and Administration	
2.1	Definitions and Acronyms	See Attachment J-0200000-01
2.2	Cost Account Code (CAC) Reporting	No Navy Cost Account Code Reporting is required.
2.3	Authority	The Contractor’s right and power to compel or demand obedience when enforcing rules, and regulations is delegated by the installation Commanding Officer via post orders and SOP. The Contractor has no arrest or law enforcement authority. The Contractor’s authority is limited to detainment of personnel suspected of violating laws, rules, or regulations. While on duty, Contractor personnel invoking the right to make a citizen’s arrest as defined by laws of the District of Columbia, and/or States of Maryland, and Virginia, is out of the scope of this contract.
2.4	Communications Equipment	For the NAVSEA Client/Site, the Contractor shall use Government-furnished communications equipment operating on specified frequencies for performance of security operations. GFE is identified in Attachment J-0200000-06 (GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SERVICES, AND MATERIAL). For all other Clients/Sites, the Contractor shall furnish all communications equipment. Equipment provided by the Contractor shall be able to communicate with interacting enforcement groups, e.g., military police and local Government police. Communication frequencies shall be safeguarded by the Contractor and used only in the performance of security operations.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0401060 – Security Operations</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.5	Security Vehicles	The Contractor shall provide security vehicles for the performance of security operations. Vehicles shall be capable of operation on all terrain in assigned patrol areas. Contractor security vehicles shall be marked and equipped in accordance with state and local requirements. Absent of specific state or local guidance, vehicles shall be identifiable as a security vehicle, clearly marked on both sides in block letters at least four inches in height and equipped with adequate signal lights. The operation of security vehicles shall conform to installation, state, and local traffic laws.
2.6	Government Security Force and Law Enforcement Agency Interface	The Contractor shall interface with other Government Security Force personnel, consisting of military, civilian, or a combination thereof, and may be required to interface with Federal, state, and local law enforcement agencies. Other Government Security Force personnel perform a broad range of services, including law enforcement, Explosive Ordnance Disposal, and handling of Military Working Dogs (MWDs). Federal, state, and local law enforcement agencies may include: NDW Security; Tenant/Client Command Security Officers; Naval Criminal Investigative Service; FBI; District of Columbia; State of Maryland; Commonwealth of Virginia; and local county and city law enforcement agencies.
2.7	Jurisdiction	The Commanding Officer of an installation has defined Federal jurisdiction limitations. These limits refer to geographic areas in which law enforcement, investigative agency, court, or security force may exercise its authority. Jurisdiction limits and corresponding law enforcement agencies are identified for each geographic area as shown in Attachment J-0401060-03. Maps are provided in Attachment J-0401060-03.1. There are four types of jurisdiction as follows:
2.7.1	Exclusive Jurisdiction	Exists when the Government possesses, by whatever method acquired, all of the authority of the State, and in which the State concerned has not reserved to itself the right to exercise any of the authority concurrently with the Government, except the right to service civil or criminal processes in the area. State laws are enforced on the base only under the Assimilative Crimes Act 18USC13.
2.7.2	Concurrent Jurisdiction	Exists when, in granting to the Government authority, which would otherwise amount to exclusive jurisdiction over an area, the State reserves to itself the right to exercise, concurrently with the United States, all of the same authority.
2.7.3	Partial Jurisdiction	Exists when the Government has been granted authority over an area in the State, but where the State has reserved to itself the right to exercise by itself or concurrently with the Government other authority constituting more than merely the right to serve civil or criminal processes in the area; for example, the right to tax private property.
2.7.4	Proprietary Interest Area	Exists when the United States has acquired an interest in, or title to, property but has no legislative jurisdiction over the property. Congress has not authorized federal prosecution for most ordinary crimes committed on such property.
2.8	Use of Deadly Force	The use of deadly force is justified only under conditions of extreme necessity and then only as a last resort when all lesser means have failed or cannot be reasonably used, as set forth in DoD Directive 5210.56 and SECNAVINST 5500.29.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

2.9	Disclosure	The Contractor shall not disclose or cause to be disseminated any information concerning the operations of the installation which could result in or increase the likelihood of the possibility of a breach of the installation's security or interrupt the continuity of its operations.
2.10	Inspections and Searches	The Contractor's authority to physically examine vehicles and other property is limited to conducting inspections. Appropriate law enforcement personnel shall be contacted when the need for a search arises as a result of the discovery of contraband during an inspection. The Contractor is prohibited from conducting a search.
2.11	General Orders of a Sentry	<p>The Contractor's guard personnel shall comply with the following General Orders, <u>with the exception of General Orders 9 and 10</u>:</p> <ol style="list-style-type: none"> <li>1. Take charge of this post and all government property in view.</li> <li>2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.</li> <li>3. Report all violations of orders I am instructed to enforce.</li> <li>4. Repeat all calls more distant from the guardhouse than my own.</li> <li>5. Quit my post only when properly relieved.</li> <li>6. Receive, obey, and pass on to the sentry that relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Non-Commissioned Officers of the watch only.</li> <li>7. Talk to no one except in the line of duty.</li> <li>8. Give the alarm in case of fire or disorder.</li> <li>9. Call the Officer of the Deck in any case not covered by instructions.</li> <li>10. Salute all officers and all colors and standards not cased.</li> <li>11. Be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.</li> </ol>
2.12	Standards of Conduct	The Contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action as needed. The Contractor shall adhere to standards of conduct included in Attachment J-0401060-04. Contractor employees shall display a friendly, helpful attitude when dealing with the public. The Government reserves the right to direct the Contractor to remove an employee from the work site for failure to comply with the standards of conduct. The Contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.
2.13	Personnel Requirements	The Contractor's personnel represent the Government and shall present a professional image at all times. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide security operations. Contractor shall maintain personnel files on all employees containing documentation reflecting compliance with the employment suitability and all other individual employee related requirements of this contract. See Section F for a consolidated listing of employee related reports, records and submittals.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0401060 – Security Operations</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.13.1	Employment Suitability and Qualifications	All Contractor personnel assigned guard duties shall meet the suitability criteria included in J-0401060-05. Employees not assigned to guard duties are not required to meet the same criteria, but as a minimum shall satisfy the security requirements specified in Annex 2.
2.13.2	Psychological Testing Requirements	The Contractor shall provide psychological pre-employment testing to identify psychological conditions or patterns of behavior that are critical in determining occupational suitability. Psychological testing shall comply with the requirements listed in J-0401060-06.
2.13.3	Pre-Employment Medical Examination	All Contractor personnel assigned guard duties shall successfully complete a pre-employment physical examination performed by a licensed health care professional. The examination shall evaluate the applicant's ability to successfully perform moderate to arduous physical exertion. Physical examination requirements are identified in included in Attachment J-0401060-05, and include these medical requirements applying to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. The Contractor shall maintain and provide copies of supporting documentation of completed physical exams to the KO upon request.
2.13.4	Physical Fitness Program	The Contractor shall develop and maintain a physical fitness program for all guards. At a minimum, the physical fitness program shall include a requirement to semi-annually test an employee's upper body strength, endurance and flexibility as described in J-0401060-07. All Guard employees shall be required to pass the semiannual physical fitness test as a condition of their employment. Contractor shall maintain and provide copies of physical fitness test records to the KO within 30 days of the semiannual physical fitness test.
2.13.5	Uniforms	Guards shall wear a complete uniform of the type described in J-0401060-08 while on duty so that a favorable public image is presented.
2.13.6	Grooming Standards	Guards shall have a neatly groomed appearance while on duty. Grooming standards are based on several elements including neatness, cleanliness, safety, professional image, and appearance. Personal Appearance and Grooming requirements are described in J-0401060-09.
2.13.7	Security Clearance Requirements	Contractor personnel shall obtain the appropriate level of security clearance as specified in SOPs and Post Orders listed in J-0401060-01 and in J-0401060-02. J-0401060-14 provides a summary of personal security clearance requirements. A Top Secret Facility Clearance is required before starting work at NRLCBD. A Secret Facility Clearance is required before starting work at NAVSEA and NSWCCD. The Contractor shall furnish the information required on the Security Classification Specification, Form DD-254 (provided in J-0200000-03) and any information required by Security Management authorities to process this clearance. The Contractor shall complete and provide all necessary personnel security forms to Security Management prior of being employed and provide other information as required by the Defense Security Service Operations Center-Columbus (DSS OCC) and Office of Personnel Management Investigations, for the purpose of initiating personnel clearance requests.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>0401060 – Security Operations</b>		
<b>Spec Item</b>	<b>Title</b>	<b>Description</b>
2.13.8	Random Drug Screening Program	The Contractor shall establish a Random Drug Screening Program per Executive Order 12564 for all guard personnel and other sensitive positions identified per Civilian Personnel Instruction 792. Maintain records and provide copies of Drug Screening and Testing Reports upon request of the KO.
2.13.9	Training Requirements	The Contractor shall provide training to all personnel assigned guard duties in accordance with OPNAVINST 5530.14 as listed in J-0401060-10. The Contractor shall develop and implement a training plan. The training plan shall be submitted within 10 working days after contract award to the KO for review. The Contractor may be required to revise and update the training plan during the contract period to accommodate changes in operational requirements. Provide Training Certifications as per Section F.
2.14	Firearms Licensing and Permits	The Contractor shall ensure each guard required to carry a firearm complies with all current state and local firearms licensing, and permit requirements. All guards shall meet the applicable firearms licensing and permit requirements established by Navy, DOD and Federal authorities, the District of Columbia, State of Maryland, and the Commonwealth of Virginia, and shall meet the licensing and qualification standards identified in Business and Professions Code, Sections 7582-7582.28 Licensing, <b>7585-7585.20 Firearms Training and Qualifications, and 7586-7586.5 Re-certification Requirements.</b> All armed guards shall carry appropriate Federal, DOD/Navy, and state documentation while on duty. Copies shall be maintained on file and made available to the KO upon request.
2.15	Safety Requirements	The Contractor shall comply with accepted industry safety standards, and applicable safety precautions and guidelines listed in J-0401060-11.
2.16	Weapons	The Contractor shall provide weapons that meet the criteria listed in J-0401060-12 and J-0401060-08. Weapons provided to guards shall be consistent in manufacturer, model, and caliber.
2.17	Records and Reports	Records and reports, including submittals, are listed and summarized in Section F. The Contractor shall submit accurate and complete documents within the required timeframes.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3	FFP Work	The Contractor shall provide security operations to ensure security and safety for personnel, property, facilities, and assets.	<p>The Contractor shall comply with all Federal, state, and local statutes and regulations, and with DoD policies, instructions and guidance listed in J-0401060-13 as applicable.</p> <p>Post manning requirements are summarized in Attachment J-0401060-14. Total watch standing labor hours are the same for each FPCON; however, Contractor guard personnel are normally assigned to support FPCON B requirements.</p> <p>The Government reserves the right to reassign Contractor resources during assigned shifts to perform other duties for which they are qualified based on changes in security priorities at no additional cost to the Government.</p> <p>During emergencies, including those which cause an increase in FPCON, the Government reserves the right to direct the use of Contractor resources to include temporary elimination of some posts and patrols and reassignment of guards to other duties as necessary at no additional cost to the Government. Upon notification of a change in FPCON from the KO, the Contractor shall immediately realign guard force personnel to meet the post manning requirements specified for the applicable FPCON. Surge requirements, which cannot be accommodated by temporary reassignments, will be handled within the provisions of this contract. The Government will conduct random security exercises.</p>	<p>Security Operations are performed per SOPs and Post Orders and are in compliance with Federal, state, and local statutes, DoD regulations, and DoN instructions and directives.</p> <p>Personnel, property, facilities, and assets are safe and secure.</p> <p>Guard physical fitness program is maintained.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
			<p>The Contractor shall maintain a physical fitness program as required.</p> <p>Informational Notes. J-401060-01 and J-0401060-02 contain General Post Orders and SOP and Client Specific Post Orders and SOP.</p>	
3.1	Entry Control Point Services	The Contractor shall provide entry control point services to ensure unauthorized personnel, property, equipment, vessels, or vehicles are deterred and denied facility ingress and egress.	<p>The Contractor shall comply with Entry Control Point Post Orders listed in J-0401060-01 and with applicable contain General Post Orders and SOP and Client Site specific Post Orders and SOP.SOPs listed in J-0401060-02, including site-specific Post Orders and SOP.</p> <p>Informational Notes. Rendering salutes, though not required, are considered a show of respect for the officer rank.</p>	Ingress and egress to facilities by un-authorized personnel, property, equipment, vessels, or vehicles is minimal.
3.1.1	Identification Checks	The Contractor shall perform identification checks to ensure only authorized personnel and vehicles are allowed access to the facility.	<p>Requirements for personnel ID and vehicle passes and decals are described in the SOPs and Post Orders. The Contractor shall conduct inspections of personnel and vehicle identification per Post Orders and in accordance with the current FPCON prior to granting or denying access to the facility.</p> <p>The Government may modify the process for conducting Identification Checks depending on the FPCON in effect as identified in Sections J0401060-01 and J0401010-02.</p>	<p>Access by unauthorized personnel and vehicles shall not exceed four occurrences per year in controlled access areas.</p> <p>Access by unauthorized personnel and vehicles shall not exceed one occurrence per year in restricted areas.</p> <p>All fraudulent personnel and vehicle identification are detected and reported during exercises.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.1.2	Commercial Vehicle Inspection	The Contractor shall perform inspections to ensure only authorized commercial vehicles and cargos are allowed access to the facility.	The Contractor shall conduct inspections of commercial vehicles per Post Orders and SOPs.  Authorized cargo includes property listed on a bill of lading or shipping documents, and tools, equipment, materials, or supplies used to provide services.	Access by unauthorized commercial vehicles and cargo shall not exceed two occurrences per year.
3.1.3	Emergency ECP Closure	The Contractor shall execute emergency ECP closure procedures during emergencies to ensure all ingress and egress of personnel, property, equipment, vessels, or vehicles is denied.	The Contractor shall be responsible for deploying applicable ingress and egress control mechanisms as indicated in the Post Orders and in accordance with applicable SOPs during emergency situations or when and as instructed by an applicable authority (e.g., the NDW Navy Security Force shift supervisor, the Client/Site Security Officer, or other).	Emergency ingress and egress denial procedures are executed within five minutes of time of incident or notification.
3.2	Roving Guard Services	The Contractor shall provide roving guard services that monitor facilities to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	The Contractor shall comply with Roving Guard Post Orders listed in J-0401060-01 and with applicable SOPs listed in J-0401060-02.  Guards shall take intervention measures as appropriate within limits of authority.  Informational Notes. SOPs and Post Orders identify some posts and duties as including roving guard services. J-0401060-03.1 provides general maps.	All observed security breaches and criminal or suspicious activities are reported to dispatch within the specified time.  There are no Security breaches not identified by the Contractor.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.2.1	Perimeter Patrol	The Contractor shall monitor perimeters to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	The Contractor shall conduct perimeter patrol per Post Orders and SOPs.  (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	Perimeters are checked as specified.  All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery.  Security breaches not identified by the Contractor shall not exceed two occurrences per year.
3.2.2	Interior Patrol	The Contractor shall monitor interior patrol areas to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	The Contractor shall conduct interior patrol per Post Orders and SOPs.  (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	Interior patrol areas are checked as specified.  All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery.  Security breaches not identified by the Contractor shall not exceed one occurrence per year.
3.2.2.1	Building Checks	The Contractor shall physically check designated buildings to ensure unsecured buildings are detected and reported in a timely manner.	The Contractor shall conduct scheduled and unscheduled physical and visual inspections of designated buildings per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)  Building check sheets shall be submitted at the end of each shift per Post Orders.	Designated buildings are checked as specified.  Buildings found unsecured are reported to dispatch within five minutes of discovery.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.2.2.2	Escort and Courier Services	The Contractor shall provide escort and courier services to ensure safe and timely delivery of personnel and property.	<p>The Contractor shall perform scheduled and unscheduled escort and courier services per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>The Contractor shall employ random route selections to prevent predictability in accordance with the SOP.</p>	<p>Escort and courier services shall be available within five minutes of specified time or ten minutes of customer request.</p> <p>Personnel and property are delivered to designated locations without injury, death, damage, or loss due to Contractor negligence.</p> <p>Services are provided with no more than one validated customer complaint per month.</p>
3.2.2.3	Crowd Control	The Contractor shall provide crowd control services to ensure order and discipline are maintained.	The Contractor shall respond within a reasonable amount of time to requests for crowd control services. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	No damage to property or injury to personnel due to Contractor negligence.
3.2.3	Off-Base Patrol	The Contractor shall monitor off-base Government facilities and property to ensure security breaches and criminal or suspicious activities are detected and reported in a timely manner.	<p>The Contractor shall conduct off-base patrols, including scheduled and unscheduled physical and visual inspections of designated buildings, per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Building check sheets shall be submitted at the end of each shift per Post Orders. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p>	<p>All observed security breaches and criminal or suspicious activities are reported to dispatch within two minutes of discovery.</p> <p>Security breaches not identified by the Contractor shall not exceed one occurrence per year.</p> <p>Buildings found unsecured are reported to dispatch within five minutes of discovery.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.2.4	Mobile Vehicle Inspections	The Contractor shall perform non-commercial vehicle inspections to deter and deny the introduction of contraband to the facility.	The Contractor shall perform non-commercial vehicle inspections per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	All contraband from vehicle inspection exercises is detected and reported within 5 minutes.  Introduction of contraband by inspected vehicles shall not exceed one occurrence per year.
3.3	Pass and ID Office Services	The Contractor shall provide pass and ID services in a courteous and prompt manner to ensure authorized personnel and vehicles have proper documentation to allow facility access.	The Contractor shall comply with applicable Pass and ID duties listed in Post Orders and SOPs in Attachments J-0401060-01 and J-0401060-02.  The security of identification documents is essential; therefore the Contractor shall take all reasonable steps necessary to ensure identification documents are safeguarded.  The Contactor shall manage and maintain a Government-furnished database of identification cards, building access badges, and temporary passes issuance. These databases may be either hardcopy records or computer based. Government will provide any necessary training. The databases shall be immediately accessible to the Government at all times.	No identification documents are issued to unauthorized personnel and vehicles.  There are no more than five validated customer complaints per month.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.3.1	Identification Card Issue	The Contractor shall prepare and issue identification cards to ensure authorized personnel have proper documentation to allow facility access.	<p>The Contractor shall issue identification cards per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Types of identification cards that may be issued by the Contractor include: temporary building access badges; one-time visitor badges for building access; one-time building access badges for facilities or equipment maintenance in-house or contractor workers; NSWCCD Bldg 15 ADAC access badges; NAVSEA Bldg 104 access badges.</p> <p>The Government will provide card blanks for IDs and badges.</p> <p>Informational Notes: Individuals not meeting criteria for issuance of an access badge should be directed to report to the applicable Visitor Control Center.</p>	There are no more than two identification cards issued to unauthorized personnel per year.
3.3.2	Temporary Vehicle Passes	The Contractor shall provide temporary vehicle passes to ensure authorized vehicles have proper documentation to allow facility access.	The Contractor shall provide temporary vehicle passes per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	There are no more than four temporary vehicle passes issued to unauthorized vehicles per year.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.4	Dispatching Services	The Contractor shall provide dispatching service for security operations to ensure calls are received, responded to, logged, and notifications completed in a timely manner.	<p>The Contractor shall receive calls and comply with the Dispatching Post Orders and SOPs listed in Attachments J-0401060-01 and J-0401060-02.</p> <p>The Contractor shall receive calls, monitor systems and radio transmissions, perform required notifications, record all dispatch activity, and support field operations. The Contractor shall maintain sufficient staff to support operations 24 hours a day, seven days a week and meet response requirements. Dispatch logs shall be immediately accessible to the Government at all times.</p>	<p>Dispatch services are performed, responded to, and completed within the specified time.</p> <p>Chain of Command and interagency notifications are completed as required.</p>
3.4.1	Alarm and Detection Systems Monitoring	The Contractor shall monitor alarm and detection systems to ensure the appropriate emergency response is dispatched to all received alarms in a timely manner.	<p>The Contractor shall monitor alarm and detection systems per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>The Contractor shall monitor fire, security, and industrial alarms at the sites. Systems range from large (NAVSEA) to medium (NRLCBD) to small or individual (other sites).</p>	The appropriate emergency response for alarms received by the Dispatch Center is dispatched within 45 seconds of receipt.
3.4.2	Video Surveillance Equipment Monitoring	The Contractor shall monitor video surveillance equipment for security breaches and criminal or suspicious activities to ensure the appropriate emergency response is dispatched in a timely manner.	The Contractor shall monitor video surveillance equipment per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)	The appropriate emergency response for all observed security breaches and criminal or suspicious activities are dispatched within 45 seconds of discovery.

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.4.3	Communications Monitoring	The Contractor shall monitor, acknowledge, and record all information obtained or communicated from telephone calls and radio traffic to ensure accurate relay of information in a timely manner and adequate records of dispatch and response activity are maintained.	<p>The Contractor shall provide communications monitoring per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Records must be maintained for a period of three years, or longer, as directed by the applicable Client/Site Security Officer.</p> <p>The Contractor shall manage and maintain records as directed by the applicable Client/Site Security Officer. Records shall be maintained in hardcopy or electronic format with search capability by incident type, type of emergency response, date, time, and location. The records system shall be immediately accessible to the Government at all times.</p>	<p>Communications monitoring is performed and documented within the specified time.</p> <p>Communication support and notifications are accurate and completed as required.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.4.3.1	Telephone Communications	The Contractor shall answer all telephone calls and effect the appropriate action to ensure accurate information is obtained and adequate records of activity are maintained.	<p>The Contractor shall provide telephone communications per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Calls received on seven-digit emergency and 911 lines shall be considered an emergency. Emergency lines shall be answered immediately.</p>	<p>All seven-digit emergency and 911 lines will be answered within 30 seconds or 3 rings of receipt.</p> <p>Non-emergency lines will be answered within one minute of receipt.</p> <p>There are no more than two occurrences of failing to obtain accurate information per month.</p> <p>There are no more than two occurrences of failing to record adequate information per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.4.3.2	Radio Communications	The Contractor shall monitor and acknowledge radio traffic and effect the appropriate action to ensure accurate communication of information between appropriate parties and adequate records of activity are maintained.	<p>The Contractor shall provide radio communications per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Radio communications are acknowledged when the Contractor communicates receipt of transmitted information back to the appropriate party.</p>	<p>Appropriate first responders are dispatched within one minute of receipt of emergency calls and within five minutes of receipt of non-emergency calls.</p> <p>Radio communications shall be acknowledged within 15 seconds of receipt.</p> <p>There are no more than two occurrences of failing to communicate accurate information per month.</p> <p>There are no more than two occurrences of failing to record adequate information per month.</p>
3.4.4	Notification	The Contractor shall notify appropriate command elements of emergency response information to ensure the chain of command maintains operational and situational awareness.	<p>The Contractor shall provide appropriate notification per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Examples of appropriate command elements include, but are not limited to: Fire Chief; NDW Security Officer; NDW Guard Force Shift Supervisor; Client/Site Security Officers; COR; Command Duty Officers, and Commanding Officers.</p>	<p>Notifications are made in accordance with the SOPs.</p> <p>There is no more than one occurrence of failing to meet the SOP standards per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.4.5	Records Checks	The Contractor shall conduct records checks of property, vehicles, and persons to ensure law enforcement personnel receive required information.	<p>The Contractor shall conduct records checks per Post Orders and SOPs. (See Section J-0401060-02.1 through J-0401060-02.5 for site specific Post Orders and SOP's)</p> <p>Information Systems available to the Contractor for inquiries include: (a) the records, files, reports and submittals for which he is responsible for creating and maintaining under this contract, and (b) any Government information systems that he uses under this contract.</p> <p>Government officials authorized to request records checks include, but are not limited to: Naval police officers; Naval Criminal Investigative Service (NCIS); and Command Investigators.</p> <p>Records contain information protected by the Privacy Act of 1974 and shall be handled appropriately.</p>	<p>Records checks are submitted to the appropriate system within five minutes of request.</p> <p>There are no violations of confidentiality.</p> <p>There are no more than two occurrences of inaccurate information provided per year.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
3.5	Training Services	The Contractor shall schedule and provide classroom and practical application instruction to security force personnel to ensure training requirements are met.	<p>The Contractor shall conduct training per instructor guides and established curriculum.</p> <p>Training requirements (subject areas, courses and descriptions) are provided in J-0401060-10.</p> <p>The Contractor shall maintain individual training records and provide notifications in accordance with OPNAVINST 3120.32 series and other Navy training directives.</p> <p>Informational Notes. At this time, the Contractor is required to provide training to his own employees only. In the future, if training services for non-Contractor employees are required, then the Government may choose to modify this contract to add such services. In that case, the Government will provide the Contractor with detailed requirements and a summary of required courses in J-0401060-16 in its request for modification proposal.</p>	<p>Sufficient courses are scheduled to accommodate the training requirements of security force personnel.</p> <p>Content of training courses meet established curricula and guidelines.</p> <p>There are no more than two validated customer complaints from students per month.</p>

N40080-11-R-0467 SECURITY GUARD SERVICES  
FOR NAVAL DISTRICT WASHINGTON

<b>Section C - 0401060 – Security Operations</b>				
<b>Spec Item</b>	<b>Title</b>	<b>Performance Objective</b>	<b>Related Information</b>	<b>Performance Standard</b>
4	IDIQ Work	IDIQ work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in the specification. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	<p>Refer to IDIQ ELINs for task listings, descriptions, and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance standards for IDIQ work will be the same as those in Spec Item 3 where applicable.</p> <p>Informational Notes. See J-0401060-02 and sub-attachments for examples of possible IDIQ work.</p>	