

PERFORMANCE WORK STATEMENT (PWS)  
COMMANDER, EXPLOSIVE ORDNANCE DISPOSAL (EOD) UNITS  
CMP MANAGEMENT SUPPORT TRAINING

**1.0 BACKGROUND:**

**1.1** Explosive Ordnance Disposal Unit Five (EODMU FIVE) receives, stores, maintains, and issues ammunition, explosives, expendable ordnance items, weapons, and technical ordnance material for the Navy, Air Force, and Army. EOD is required to exercise a professional influence on others, to assertively help them to reach a decision, and to resolve conflict situations in a diplomatic and decisive manner. EOD is required to advise and assist with all planning aspects of explosive, booby trap, IED, and WMD incidents and planning. EOD is required to brief concisely, effectively, and convincingly to all levels of the chain of command from Ground Force Commanders (GFC) to country Ambassadors and their staff in order to ensure safety measures, tactics, techniques and procedures are understood and followed. EOD briefing skills are relied upon to ensure US freedom of movement in respective AOR's and mission success as force enablers. It is based on the Island of Guam.

**2.0 SCOPE:**

- 2.1** Explosive Ordnance Disposal Units (EOD) seeks Contractor support for CMP Support Training.
- 2.2** The Government seeks a contractor to provide comprehensive training to include effective briefing techniques and how they are utilized effectively; as well as develop an awareness of how their image impacts their various target audiences. The training must be customized to the specific needs of the mission. Course content shall be a combination of theory, demonstration, practical application that is videotaped and debriefed for each student a minimum of two times, and Final Training Exercise (FTX) for assessment purposes. FTX must be filmed and debriefed for each student.

**3.0 PERFORMANCE TASKS**

- 3.1** The Contractor shall perform a variety of Management Training relating to Explosive Ordnance Disposal Units (EOD) Ordnance Management processes and procedures. Tasks include, but are not limited to the following:
1. To be able to assess speaking strengths and weaknesses by analyzing videotape presentations--thereby identifying personal objectives to work on during the course.
  2. To acquire the skills to make an effective military/agency presentation that is well organized, has effective transitions, and have an opening, middle, and close that is appropriate to the audience.
  3. To learn how to give a variety of presentations including: prepared manuscript, memorized, impromptu, and extemporaneous.
  4. To develop the knowledge and expertise to organize a speech in a short period of time, including the development of relevant visual aids (such as flip charts, overhead transparencies, blackboard, charts, and graphs, among others.)
  5. To learn the art of answering questions from an audience, understanding the "five-step sequence", how to handle objections, and internalizing the do's and don'ts in front of an audience.
  6. To become skilled at convincing, informing, or entertaining an audience, including proper use of anecdotes, injecting humor/originality, using note cards, controlling nervousness, using a microphone, and maintaining continuity throughout the speech.
  7. To develop an awareness of how their image impacts their various target audiences. For example, their personal traits--eye contact, speech, smile, posture, dress, grooming, etiquette, voice inflection, diction, listening, and language--either add to or detract from their effectiveness.
  8. To develop an understanding that communication occurs in scores of indirect and subtle ways thus EOD Leaders will have more effective communication, and will be more successful at accomplishing job-related objectives.
  9. To be able to exercise a professional influence on others, to assertively help them to reach a decision, and to resolve conflict situations in a diplomatic and decisive manner.

10. To develop content, organization, and choose appropriate delivery of presentations (how something is said may be more important than what is said).
11. To understand and identify problems and pitfalls resulting from lack of assertiveness and how to present with greater poise, authority, and self-confidence.
12. To understand techniques for convincing, persuading, developing rapport, warmth, and using humor appropriately.

**3.2** The Contractor shall provide daily status reports for all tasks completed during the each days training. Reports are submitted by close of business (COB) on each business day to the Government Technical Point of Contact.

**3.3: Travel:** All travel shall be made in accordance with DoD Joint Travel regulations (JTR) and includes overseas travel.

**3.4 SERVICE DELIVERY SUMMARY**

Performance Objectives	PWS Paragraph	Notes	Performance Threshold
1. Provide training ordnance management	Paragraph 3.0		95% delivery and compliance.
2. Provide accurate reports on time.	Paragraph 3.1		95% delivery and compliance.

**4.0 QUALITY ASSURANCE**

**4.1** The Contractor is responsible for implementing and maintaining a Quality Control Program (QCP) to ensure that the work performed meets or exceeds contract requirements and results in the correction of potential and actual problems. The QCP shall be implemented on the first day of contract performance. In addition to the Contractor’s OCP, the Government will provide the Contractor with a copy of the Government’s Quality Assurance Surveillance Program (QASP). Notwithstanding the Government’s QASP, the Contractor is not relieved from having their own QCP program to address quality issues during the contract award period.

**4.2** The Government’s QASP will address what deliverables are recommended (if any) for surveillance and the method and surveillance periodicity to ensure the quality of deliverables as outlined in this PWS. The QASP addresses what will be reviewed and shall outline actions to be taken by the Contractor, should review(s) and/or inspections identify areas requiring remedial action. Of special interest to the Government are performance standards or metrics that address productivity, completion times and customer satisfaction.

**4.3** Periodic Progress Meetings: The Government’s Point of Contact and/or other Government personnel, as appropriate, will meet periodically with the Contractor to review the Contractor's performance. At these meetings the contracting officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government

**5.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

**5.1 Facilities:** The Government will furnish workspaces, furnishings, computer and network workstations, and other network resources, office supplies, document reproduction and fax equipment to the Contractor in fulfilling the tasks of this PWS.

**5.2 Utilities & Services:** The Government will make available electrical wall outlets and telephone services for the Contractor use. Any damages resulting from any Contractor’s equipment operating from outlets shall be the responsibility of the Contractor. Attached equipment shall not exceed the rated current capacity of the outlets. No other services, beside telephone services, are provided.

**5.3 Records, Documents and Work Papers:** The Government will make available financial records and documents associated with tasks described in paragraph 3.0; guides, regulations, instructions and operational procedures.

## **6.0 CONTRACTOR QUALIFICATIONS/REQUIREMENTS**

**6.1 Resumes:** Resumes of all Contractor supplied personnel shall be submitted as part of the bid proposal.

**6.2** All Contractor personnel shall meet the following minimum requirements:

- a. Ability to communicate both orally and written in English.
- b. A minimum of ten (10) years of Ordnance experience.

**6.3 Security Requirements:** U.S. citizenship and SECRET security clearance are required at the start of the contract to access the work area and fulfill contract requirements. The contractor shall provide cleared personnel by the first day of contract. The contractor shall obtain clearance approval for all personnel supporting this PWS from the EOD Security Officer prior to the start of this contract. There is no unclassified work area for contractor placement; escorting un-cleared staff is not an option. As applicable, EOD will prepare and submit a DD Form 254.

## **7.0 PERSONNEL**

**7.1** The Contractor shall furnish sufficient personnel to perform all work specified within this contract. Contractor is required to comply with Public Law 105-270, Section 5 (2)(A). This law states that contractors will not perform inherently governmental functions. Section 5 (2)(A) of this Public Law defines the term “inherently governmental function” as “a function that is so intimately related to the public interest as to require performance by Federal Government employees.” Per Section 5(2)(B), inherently governmental functions include management of Government programs requiring value judgments, conduct of foreign relations, selection of program priorities, and the direction of intelligence and counter-intelligence operations. Per Section 5(2)(C), inherent governmental functions DO NOT include, (i) gathering information for or providing advice, opinions, recommendations, or ideas to Federal Government officials; or (ii) any function that is primarily ministerial and internal in nature.”

**7.2** EOD Policies on Contractors

**7.2.1** When performing work associated with this PWS, contractor personnel will make clear to all individuals they deal with that they are contractor employees and not DoD employees. When participating and introducing themselves during official events wherein DoD, non-DoD or foreign officials are present, contractor personnel will identify themselves as employees of the Contractor.

**7.2.2** Contractor personnel may not manage, supervise or task DoD civilian employees or military personnel while performing the tasks within this PWS. Contractor personnel may not make any commitment to non-DoD personnel, including a foreign official, which commits the expenditure of US Government resources, unless specifically authorized.

**7.2.3** Contractor employees performing services shall be required to comply with all EOD and installation rules and regulations applicable to conduct, safety, security, and procedures governing site entry and exit.

**7.2.4** Contractor personnel shall be required to safeguard data files and output products, regardless of format or medium, in accordance with appropriate security measures for classification of data being handled within EOD (see DOD Regulation 5200.1, OPNAVINST 5500.2). Contractor personnel shall also safeguard Privacy Act Information in accordance with existing regulations.

7.2.5 Contractor personnel must be clearly identified (i.e. company shirt, pin, visible company ID, etc.) in a visible location as to who their employer is.

7.2.6 Contractors shall not establish an employee-employer relationship with EOD under this PWS. Contractors shall not provide personal services to EOD under this PWS.

### 7.3 Federal Holidays

New Year's Day	1 <sup>st</sup> of January
Dr. Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	5 <sup>th</sup> Monday in May
Independence Day	4 <sup>th</sup> of July
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	11 <sup>th</sup> of November
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	25 <sup>th</sup> of December

7.3.1 If the federal holiday falls on a Saturday, the holiday is observed on the proceeding Friday. If the legal public holiday falls on a Sunday, the holiday is observed on the following Monday.

7.4 Hours of Work. Normal hours of operation are 7:30 am through 4:30 pm, Monday through Friday, includes one-hour for lunch and excludes Federal Holidays. No overtime or weekend work is authorized.

7.5 **Place of Performance:** The work for this PWS will be performed at government facilities at or on the island of Guam, as required.

7.6 **Period of Performance:** 30 November 2015 – 4 December 2015 (5 days)



### 8.0 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION

8.1 The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. Contracted services excluded from reporting are based on Product Services Codes (PSCs). The Excluded PSCs are:

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

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra nmci.navy.mil> . Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra nmci.navy.mil>."