



## Army Single Face to Industry (ASFI) Acquisition Business Web Site

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### Solicitation View for W564KV15R0002-0001

**NOTE:** Please utilize the [page footer](#) to navigate and view the solicitation detail!

**Solicitation - Amendment Number/Status:** W564KV15R0002 - 0001 / Add (Amendment)

**DPAS Priority Rating:** -

**Pricing Arrangement:** -

**Solicitation/Amendment Effective Date:** 01/16/2015

**Response Deadline:** 02/12/2015

**NAICS Code:** 541990 - All Other Professional, Scientific, and Technical Services

**Set-Aside:** Unrestricted Procurement

**Issued By:** TCC-Kaiserslautern (PARC Europe, 409th CSB), APO, AE

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**Solicitation Attachments:** *(If you feel there are missing attachments, please contact the contract specialist listed above.)*

### Government User Uploaded Solicitation Files

Description	File Size	Upload Date
<a href="#">SOLICITATION (.pdf)</a>	850 KB	01/13/2015
<a href="#">EXHIBIT 5 HIPO HISTORICAL ORDER FORMS (.pdf)</a>	850 KB	01/13/2015

<a href="#">EXHIBIT 4 HIPO SPECIFIC TASKS (.pdf)</a>	850 KB	01/13/2015
<a href="#">EXHIBIT 3 STX SCENARIO (SAMPLE) (.pdf)</a>	850 KB	01/13/2015
<a href="#">EXHIBITS 1 AND 2 WORKLOAD DATA AND PROGRAM OF INSTRUCTION (SAMPLE) (.pdf)</a>	850 KB	01/13/2015
<a href="#">ATTACHMENT 3 DELIVERABLES (.pdf)</a>	850 KB	01/13/2015
<a href="#">ATTACHMENT 2 PERFORMANCE REQUIREMENTS SUMMARY (.pdf)</a>	850 KB	01/13/2015
<a href="#">ATTACHMENT 1 PERFORMANCE WORK STATEMENT (.pdf)</a>	850 KB	01/13/2015
<a href="#">ATTACHMENT 4 DD 254 (.pdf)</a>	131 KB	01/13/2015
<a href="#">EXHIBIT 6 - PAST PERFORMANCE QUESTIONNAIRE (.doc)</a>	47 KB	01/13/2015
<a href="#">ATTACHMENT 1 (.doc)</a>	111 KB	01/13/2015
<a href="#">ATTACHMENT 2 PRS (.doc)</a>	55 KB	01/13/2015
<a href="#">ATTACHMENT 3 DELIVERABLES (.doc)</a>	36 KB	01/13/2015
<a href="#">EXHIBITS 1 AND 2 WORKLOAD DATA PROGRAM OF INSTRUCTION (SAMPLE) (.doc)</a>	46 KB	01/13/2015
<a href="#">EXHIBIT 3 STX SCENARION (SAMPLE) (.doc)</a>	31 KB	01/13/2015
<a href="#">EXHIBIT4 HIPO SPECIFIC TASK (SAMPLE) (.doc)</a>	49 KB	01/13/2015
<a href="#">EXHIBIT 5 HIPO HISTORICAL ORDER FORMS (.xls)</a>	38 KB	01/13/2015
<a href="#">Amendment 0001 (.pdf)</a>	18 KB	01/16/2015

| [Solicitation View](#) |

| [Government Buyer Options \(Manage Attachments\)](#) |

| [Return to Contracting Opportunities Search](#) |

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**NOTE TO INDUSTRY:**

- Please refer to the solicitation for **ALL** offer submission requirements.
- If electronic submission is authorized/required, please proceed. There is a 4 hour time limit for submitting the offer/bid.
- If electronic bid/proposal submission is **NOT** authorized, details will be provided in the solicitation outlining specific submission requirements.
- If the electronic bid/proposal submission requirements are not listed in the solicitation and there is a question regarding the submission of an offer in response to a solicitation, contact the contract specialist named in the solicitation.
- The ASFI uses the terms 'Offer/Bid', but these terms are not meant to reflect regulatory language/guidance. The term 'Offer/Bid' is utilized for industry to have as a basis for submitting a response to the applicable solicitation.

[Start Offer/Bid](#)

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[ASFI Homepage](#) | [ASFI FAQ Page](#)  
[ASFI Users Guide \(.doc\)](#) | [Email the ASFI Team](#)

**LEGEND:** (E) = External link (R) = Restricted link

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1   64		
2. CONTRACT NO.		3. SOLICITATION NO. W564KV-15-R-0002	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 13 Jan 2015	6. REQUISITION/PURCHASE NO.			
7. ISSUED BY TCC-KAISERSLAUTERN KO DIRECTORATE OF CONTRACTING UNIT 23156 09054 APO UNITED STATES		CODE W564KV	8. ADDRESS OFFER TO (If other than Item 7)		CODE			
		<b>See Item 7</b>			TEL:	FAX:		
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".								
<b>SOLICITATION</b>								
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>Kaiserslautern</u> until <u>10:00 AM</u> local time <u>12 Feb 2015</u> (Hour) (Date)								
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.								
10. FOR INFORMATION CALL:		A. NAME		B. TELEPHONE (Include area code) (NO COLLECT CALLS)		C. E-MAIL ADDRESS		
<b>11. TABLE OF CONTENTS</b>								
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
<b>PART I - THE SCHEDULE</b>				<b>PART II - CONTRACT CLAUSES</b>				
X	A	SOLICITATION/ CONTRACT FORM		1	X	I	CONTRACT CLAUSES	38 - 54
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS		2 - 27	<b>PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS</b>			
	C	DESCRIPTION/ SPECS./ WORK STATEMENT			X	J	LIST OF ATTACHMENTS	55
	D	PACKAGING AND MARKING			<b>PART IV - REPRESENTATIONS AND INSTRUCTIONS</b>			
X	E	INSPECTION AND ACCEPTANCE		28 - 29		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
X	F	DELIVERIES OR PERFORMANCE		30 - 33				
	G	CONTRACT ADMINISTRATION DATA			X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	56 - 60
X	H	SPECIAL CONTRACT REQUIREMENTS		34 - 37	X	M	EVALUATION FACTORS FOR AWARD	61 - 64
<b>OFFER (Must be fully completed by offeror)</b>								
NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.								
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.								
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)								
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)				
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>			17. SIGNATURE		18. OFFER DATE	
<b>AWARD (To be completed by Government)</b>								
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT		21. ACCOUNTING AND APPROPRIATION			
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )					23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)			
24. ADMINISTERED BY (If other than Item 7)				CODE	25. PAYMENT WILL BE MADE BY			CODE
26. NAME OF CONTRACTING OFFICER (Type or print)					27. UNITED STATES OF AMERICA		28. AWARD DATE	
TEL: EMAIL:					(Signature of Contracting Officer)			

**IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.**

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001	Tactical HCT FFP (HUMINT Collection Team) SME. The contractor shall provide non-personal services for Tactical HCT (HUMINT Collection Team) SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.3 FOB: Destination	156	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0002	OMT SME FFP The contractor shall provide non-personal services for OMT SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.4 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0003	Tactical CI SME FFP The contractor shall provide non-personal services for Tactical CI SME (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.5 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0004	CHARC SME (CI/HUMINT Analyst) SME FFP The contractor shall provide non-personal services for CHARC SME (CI/HUMINT Analyst) (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.7 FOB: Destination	26	Days		

---

ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0005	STX Coordinator/Trainer FFP The contractor shall provide non-personal services for STX Coordinator/Trainer (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.2. FOB: Destination	74	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0006	STX Role Player (German Language) FFP The contractor shall provide non-personal services for STX Role Player (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraph 1.4.11.8 FOB: Destination	168	Days		

---

ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0007	S2X/G2X SME FFP The contractor shall provide non-personal services for S2X/G2X SME (NTE 12 hour shifts) in accordance with the Performance Work Statement, paragraph 1.4.11.6. FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0008	Interpreters FFP The contractor shall provide non-personal services for Interpreter CAT I (NTE 12 hour shifts) in accordance with the Performance Work Statement , paragraphs 1.4.11.9. FOB: Destination	70	Days		

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ESTIMATED  
NET AMT



ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0009

Other Direct Costs  
COST

In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes, cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation.

FOB: Destination

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
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1001  
OPTION

Tactical HCT  
FFP

(HUMINT Collection Team) SME. The contractor shall provide non-personal services for Tactical HCT (HUMINT Collection Team) SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.3

FOB: Destination

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1002 OPTION	OMT SME FFP The contractor shall provide non-personal services for OMT SME (NTE 12 hour shifts) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.4 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1003 OPTION	Tactical CI SME FFP The contractor shall provide non-personal services for Tactical CI SME (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.5 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1004 OPTION	CHARC SME (CI/HUMINT Analyst) SME FFP The contractor shall provide non-personal services for CHARC SME (CI/HUMINT Analyst) (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.7 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1005 OPTION	STX Coordinator/Trainer FFP The contractor shall provide non-personal services for STX Coordinator/Trainer (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.2. FOB: Destination	106	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1006 OPTION	STX Role Player (German Language) FFP The contractor shall provide non-personal services for STX Role Player (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraph 1.4.11.8 FOB: Destination	252	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1007 OPTION	S2X/G2X SME FFP The contractor shall provide non-personal services for S2X/G2X SME (NTE 12 hour shifts) in accordance with the Performance Work Statement, paragraph 1.4.11.6. FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1008 OPTION	Interpreters FFP The contractor shall provide non-personal services for Interpreter CAT I (NTE 12 hour shifts) in accordance with the Performance Work Statement , paragraphs 1.4.11.9. FOB: Destination	814	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009 OPTION	Other Direct Costs COST In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate ho higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2001 OPTION	Tactical HCT FFP (HUMINT Collection Team) SME. The contractor shall provide non-personal services for Tactical HCT (HUMINT Collection Team) SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.3 FOB: Destination	156	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2002 OPTION	OMT SME FFP The contractor shall provide non-personal services for OMT SME (NTE 12 hour shifts) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.4 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2003 OPTION	Tactical CI SME FFP The contractor shall provide non-personal services for Tactical CI SME (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.5 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2004 OPTION	CHARC SME (CI/HUMINT Analyst) SME FFP The contractor shall provide non-personal services for CHARC SME (CI/HUMINT Analyst) (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.7 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2005 OPTION	STX Coordinator/Trainer FFP The contractor shall provide non-personal services for STX Coordinator/Trainer (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.2. FOB: Destination	74	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2006 OPTION	STX Role Player (German Language) FFP The contractor shall provide non-personal services for STX Role Player (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraph 1.4.11.8 FOB: Destination	168	Days		

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ESTIMATED  
NET AMT



ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2007 OPTION	S2X/G2X SME FFP The contractor shall provide non-personal services for S2X/G2X SME (NTE 12 hour shifts) in accordance with the Performance Work Statement, paragraph 1.4.11.6. FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2008 OPTION	Interpreters FFP The contractor shall provide non-personal services for Interpreter CAT I (NTE 12 hour shifts) in accordance with the Performance Work Statement , paragraphs 1.4.11.9. FOB: Destination	572	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009 OPTION	Other Direct Costs COST				
	<p>In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation.</p> <p>FOB: Destination</p>				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3001 OPTION	Tactical HCT FFP	195	Days		
	<p>(HUMINT Collection Team) SME. The contractor shall provide non-personal services for Tactical HCT (HUMINT Collection Team) SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.3</p> <p>FOB: Destination</p>				

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3002 OPTION	OMT SME FFP The contractor shall provide non-personal services for OMT SME (NTE 12 hour shifts) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.4 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3003 OPTION	Tactical CI SME FFP The contractor shall provide non-personal services for Tactical CI SME (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.5 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3004 OPTION	CHARC SME (CI/HUMINT Analyst) SME FFP The contractor shall provide non-personal services for CHARC SME (CI/HUMINT Analyst) (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.7 FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3005 OPTION	STX Coordinator/Trainer FFP The contractor shall provide non-personal services for STX Coordinator/Trainer (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.2. FOB: Destination	106	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3006 OPTION	STX Role Player (German Language) FFP The contractor shall provide non-personal services for STX Role Player (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraph 1.4.11.8 FOB: Destination	252	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3007 OPTION	S2X/G2X SME FFP The contractor shall provide non-personal services for S2X/G2X SME (NTE 12 hour shifts) in accordance with the Performance Work Statement, paragraph 1.4.11.6. FOB: Destination	39	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
3008 OPTION	Interpreters FFP The contractor shall provide non-personal services for Interpreter CAT I (NTE 12 hour shifts) in accordance with the Performance Work Statement , paragraphs 1.4.11.9. FOB: Destination	814	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009 OPTION	Other Direct Costs COST In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate ho higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. FOB: Destination				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4001 OPTION	Tactical HCT FFP (HUMINT Collection Team) SME. The contractor shall provide non-personal services for Tactical HCT (HUMINT Collection Team) SME (NTE 12 hour shift) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.3 FOB: Destination	156	Days		
					ESTIMATED NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4002 OPTION	OMT SME FFP The contractor shall provide non-personal services for OMT SME (NTE 12 hour shifts) in accordance with the performance work statement paragraphs 1.4.11.1 and 1.4.11.4 FOB: Destination	26	Days		
					ESTIMATED NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4003 OPTION	Tactical CI SME FFP The contractor shall provide non-personal services for Tactical CI SME (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.5 FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4004 OPTION	CHARC SME (CI/HUMINT Analyst) SME FFP The contractor shall provide non-personal services for CHARC SME (CI/HUMINT Analyst) (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.7 FOB: Destination	26	Days		

---

ESTIMATED  
NET AMT



ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4005 OPTION	STX Coordinator/Trainer FFP The contractor shall provide non-personal services for STX Coordinator/Trainer (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraphs 1.4.11.1 and 1.4.11.2 FOB: Destination	74	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4006 OPTION	STX Role Player (German Language) FFP The contractor shall provide non-personal services for STX Role Player (NTE 12 hour shifts) in accordance with the Performance Work Statement paragraph 1.4.11.8 FOB: Destination	168	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4007 OPTION	S2X/G2X SME FFP The contractor shall provide non-personal services for S2X/G2X SME (NTE 12 hour shifts) in accordance with the Performance Work Statement, paragraph 1.4.11.6. FOB: Destination	26	Days		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
4008 OPTION	Interpreters FFP The contractor shall provide non-personal services for Interpreter CAT I (NTE 12 hour shifts) in accordance with the Performance Work Statement , paragraphs 1.4.11.9. FOB: Destination	572	Days		

---

ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	EST . QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009 OPTION	Other Direct Costs COST				
	<p>In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation.</p> <p>FOB: Destination</p>				
				ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7500	Contractor Manpower Reporting FFP	1	Each		
	<p>In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2015 must be reported by October 2015.</p> <p>FOB: Destination</p>				
				ESTIMATED NET AMT	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7501 OPTION	Contractor Manpower Reporting FFP In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2016 must be reported by October 2016. FOB: Destination	1	Each		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7502 OPTION	Contractor Manpower Reporting FFP In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2017 must be reported by October 2017. FOB: Destination	1	Each		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7503 OPTION	Contractor Manpower Reporting FFP In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2018 must be reported by October 2018. FOB: Destination	1	Each		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7504 OPTION	Contractor Manpower Reporting FFP In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2019 must be reported by October 2019. FOB: Destination	1	Each		

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ESTIMATED  
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
7505 OPTION	Contractor Manpower Reporting FFP In accordance with paragraph 5.3 of the Performance Work Statement (PWS) contractors are required to report annually their workload analysis. Reporting is based on Fiscal Year, not contract period of performance. Any contract performance occurring prior to September 2020 must be reported by October 2020. FOB: Destination	1	Each		

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ESTIMATED  
NET AMT

## Section E - Inspection and Acceptance

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
1006	Destination	Government	Destination	Government
1007	Destination	Government	Destination	Government
1008	Destination	Government	Destination	Government
1009	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
2006	Destination	Government	Destination	Government
2007	Destination	Government	Destination	Government
2008	Destination	Government	Destination	Government
2009	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
3006	Destination	Government	Destination	Government
3007	Destination	Government	Destination	Government
3008	Destination	Government	Destination	Government
3009	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government
4006	Destination	Government	Destination	Government

4007	Destination	Government	Destination	Government
4008	Destination	Government	Destination	Government
4009	Destination	Government	Destination	Government
7500	Destination	Government	Destination	Government
7501	Destination	Government	Destination	Government
7502	Destination	Government	Destination	Government
7503	Destination	Government	Destination	Government
7504	Destination	Government	Destination	Government
7505	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984



## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 15-APR-2015 TO 14-APR-2016	N/A	0007 HQ HHB DCSINTL PROP BK JIM LYNCH CLAY KASERNE BLDG 1000 POD POD 2E02 WEBER STRASSE 65205 WIESBADEN ERBENHEIM GERMANY FOB: Destination	WK4KBL
0002	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0003	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0004	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0005	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0006	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0007	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0008	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
0009	POP 15-APR-2015 TO 14-APR-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1001	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1002	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1003	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1004	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL

1005	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1006	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1007	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1008	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
1009	POP 15-APR-2016 TO 14-APR-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2001	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2002	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2003	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2004	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2005	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2006	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2007	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2008	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
2009	POP 15-APR-2017 TO 14-APR-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3001	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3002	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3003	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3004	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL

3005	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3006	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3007	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3008	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
3009	POP 15-APR-2018 TO 14-APR-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4001	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4002	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4003	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4004	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4005	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4006	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4007	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4008	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
4009	POP 15-APR-2019 TO 14-APR-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
7500	POP 15-APR-2015 TO 30-SEP-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
7501	POP 01-OCT-2015 TO 30-SEP-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
7502	POP 01-OCT-2016 TO 30-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
7503	POP 01-OCT-2017 TO 30-SEP-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL

7504	POP 01-OCT-2018 TO 30-SEP-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL
7505	POP 01-OCT-2019 TO 15-FEB-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	WK4KBL

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
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## Section H - Special Contract Requirements

## CLAUSES INCORPORATED BY FULL TEXT

**CCE 204-4000 U.S. AND HOST NATION HOLIDAYS (March 2005)**

US Holidays Work **Shall** be performed on U.S. holidays occurring during the normal workweek. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

Host Nation Holidays Work **Shall** be performed on local Host Nation\* holidays occurring during the normal workweek.

\* Local host nation holidays occur in the region/state where contract performance takes place.

**The U.S. holidays are:**

New Year's Day	January 1 <sup>st</sup>
M L King Memorial Day	3d Monday in January
Presidents' Day	3d Monday in February
Memorial Day	last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1st Monday in September
Columbus Day	2d Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25 <sup>th</sup>

**The Netherlands holidays are:**

New Year's Day	01 January
Good Friday	Varies yearly
Easter Monday	Varies yearly
The Queen's Birthday	30 April
Ascension Day	Varies yearly
Whit-Monday	Varies yearly
Christmas Day	25 December
Boxing Day	26 December

**The Belgium holidays are:**

New Year's Day	01 January
Easter Monday	varies yearly
Labor Day	01 May
Ascension Day	varies yearly
Bank Holiday	varies yearly
Whit-Monday	varies yearly
National Independence Day	21 July
Assumption	15 August
All Saints Day	01 November
Armistice Day	11 November
Dynasty Day	varies yearly
Christmas Day	25 December

**Luxembourg holidays are:**

New Year's Day	01 January
Carnival Monday	varies yearly
Easter Monday	varies yearly
May Holiday	01 May
Ascension Day	varies yearly
Whit-Monday	varies yearly
National Holiday	23 June
Assumption	01 November
All Souls' Day	02 November
Christmas Day	25 December
Christmas Day	26 December
Boxing Day	26 December

**The German national and local holidays are:**

New Years Day	01 January
Three King's Day (Only in Baden Wurttemberg and Bavaria)	06 January
Good Friday	varies yearly
Easter Monday	varies yearly
Labor Day	01 May
Ascension Day	varies yearly
Whit Monday	varies yearly
Corpus Christi (Only in Baden-Wurttemberg, Bavaria, Hessen, Nordrhein- Westphalia, Rhineland-Palatinate and Saarland)	varies yearly
Assumption Day (Only in Saarland and Roman Catholic areas of Bavaria)	15 August
Day of German Unity	03 October

All Saints' Day (Only in Baden-Wuerttemberg, Bavaria, North Rhine-Westphalia, Rhineland-Palatinate and Saarland)	01 November
1st Christmas	25 December
2nd Christmas Day	26 December

(End of local clause)

**CCE 204-4005 CONVENTIONAL FORCES EUROPE (CFE) TREATY VERIFICATION INSPECTION  
(March 2005)**

Contractor-owned or controlled structures and containers located on U.S. Government installations are subject to short-notice inspections by CFE treaty inspection teams. The Government will endeavor to provide the Contractor as much notice as possible in the event of such inspections. The contractor shall provide access to such structures and containers at the request of the Government. The Contractor shall report such inspections to the Contracting Officer in writing within ten (10) calendar days of completion of the inspection. Contractor-owned or controlled structures and/or containers on U.S. installations may have to be inspected to comply with the CFE treaty even if Contractor personnel are unavailable to provide access. Any costs borne by the Contractor or any impact on contract performance as a result of the inspection will be a matter of negotiation between the Contractor and the Contracting Officer.

**CCE 225-4000 AUTHORIZATION TO PERFORM SERVICES IN GERMANY (March 2005)**

Contractors performing services in the Federal Republic of Germany (FRG) shall comply with German law. The Contractor shall determine whether performance requires registration with German authorities or authorization to do business in Germany and, if so, shall comply with all requirements. Whether or not registration or authorization to do business is required, the Contractor also shall determine what documents or authorization its employees and any subcontractor employees must possess to work in Germany. The Contractor shall ensure affirmatively that its employees and subcontractor employees possess such documents or authorizations.

Contractor employees who:

- (a) are not nationals of Germany or other European Union countries, and
- (b) are not members of the force, the civilian component or their dependents, and
- (c) do not have assimilated status under Articles 71, 72, or 73 of the Supplementary Agreement to the NATO SOFA shall possess work and residence permits.

By acceptance of and performance under this contract and any task orders or delivery orders issued hereunder, the Contractor affirms that it has complied with the requirements above.

Compliance with this clause and German law is a material contract requirement. Noncompliance by the Contractor or Subcontractor at any tier shall be grounds for issuing a negative past performance evaluation and terminating this contract, task order, or delivery order for default.

(End of local clause)

**CCE 225-4001 INSTALLATION CLEARANCE REQUIREMENTS (March 2005)**

(a) Access to U.S. installations and controlled areas is limited to personnel who meet security criteria and are authorized by Host Nation law to work in that country. Failure to submit required information/data and obtain required documentation or clearances in accordance with AE Regulation 190-16, Installation Access Control, will be grounds for denying access to U.S. installations and controlled areas. The Contractor is responsible to ensure that any Subcontractor used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any Subcontractor utilized by the contractor, are made aware of and comply with these requirements.

(b) The Contractor is responsible for being aware of and complying with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control (IAC) processing requirements.

(c) The Contractor is responsible for returning installation passes to the issuing Installation Access Control Office (IACO) when the contract is completed or when a contractor employee no longer requires access.

(d) AE 190-16 (and AE 190-16-G German translation) can be found on the following website:  
<http://www.hq.usacce.army.mil/>

(e) Below is the responsible Organizational Sponsor & Installation Access Control Office for this contract:

Organizational Sponsor: HQ U.S. Army Europe - DCS- G2

Location: Clay Kaserne, Wiesbaden, Germany

Building No: 1000, MCC

DSN Phone No: 314-537-2106

Commercial Phone No: (0611) 143-537-2106

Installation Access Control Office (IACS):

Location: Clay Kaserne, Wiesbaden, Germany

Building No: 1062

DSN Phone No: 548-7080 / 7081 / 7082

Commercial Phone No: (0611) 143-548-7080

CCE 233-4000 INDEPENDENT PROTEST REVIEW OFFICIAL (March 2005)

Interested parties may file agency protests, in compliance with FAR 33.103(d), directly with the contracting officer or may request an independent review at a level above the contracting officer by the Independent Protest Review Official, U.S. Army Europe. Independent review is available as an alternative to consideration by the contracting officer of a protest or is available as an appeal of the contracting officer's decision on the protest.

Interested parties seeking review by the Independent Protest Review Official, should so state in the agency protest or appeal, and should file the protest/appeal with the contracting officer. In order to be considered, an appeal to the Independent Protest Review Official must be received by the contracting officer within 10 calendar days of the date on which the protester received the contracting officer's decision on the protest

CCE.233-4002 AMC-LEVEL PROTEST PROGRAM (January 2014)

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters, AMC. The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with the Government Accountability Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the contracting officer) to:

Protest to HQAMC shall be filed at:

Headquarters U.S. Army Materiel Command  
Office of Command Counsel-Deputy Command Counsel  
4400 Martin Road  
Rm: A6SE040.001  
Redstone Arsenal, AL 35898-5000  
Fax: (256) 450-8840 or e-mail: [usarmy.redstone.usamc.mbx.protests@mail.mil](mailto:usarmy.redstone.usamc.mbx.protests@mail.mil)

Packages sent by FedEx or UPS should be addressed to:

Headquarters U.S. Army Materiel Command  
Office of Command Counsel-Deputy Command Counsel  
4400 Martin Road  
Rm: A6SE040.001  
Redstone Arsenal, AL 35898-5000

The AMC-level protest procedures are found at:  
<http://www.amc.army.mil/pa/COMMANDCOUNSEL.asp>

If Internet access is not available, contact the contracting officer or HQ, AMC to obtain the AMC-Level Protest Procedures.

(End of Provision)

#### **CCE 237-4000 CONTRACTOR IDENTIFICATION REQUIREMENT (March 2005)**

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious are required to identify themselves as such to avoid being mistaken for Government officials. Contractors performing work at Government workplaces will provide their employees with an easily readable identification (ID) badge indicating the employee's name, the contractor's name, the functional area of assignment, and a recent color photograph of the employee. Contractors shall require their employees wear the ID badges visibly when performing work at Government workplaces. Contractor personnel must also ensure that all e-mails, documents or reports they produce are suitably marked as contractor products or that contractor participation is appropriately disclosed.

(End of local clause)



## Section I - Contract Clauses

## CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	System for Award Management	JUL 2013
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.204-13	System for Award Management Maintenance	JUL 2013
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-21	Requirements for Certified Cost or Pricing Data or Information Other Than Certified Cost or Pricing Data--Modifications	OCT 2010
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.216-7	Allowable Cost And Payment	JUN 2013
52.216-11	Cost Contract--No Fee	APR 1984
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-29	Notification Of Visa Denial	JUN 2003
52.222-50	Combating Trafficking in Persons	FEB 2009
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-17	Rights In Data-Special Works	DEC 2007
52.228-10	Vehicular and General Public Liability Insurance	APR 1984
52.229-6	Taxes--Foreign Fixed-Price Contracts	FEB 2013

52.229-8	Taxes--Foreign Cost-Reimbursement Contracts	MAR 1990
52.230-3	Disclosure And Consistency Of Cost Accounting Practices	MAY 2014
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-25	Prompt Payment	JUL 2013
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.233-1	Disputes	MAY 2014
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.244-6	Subcontracts for Commercial Items	JUL 2014
52.245-9	Use And Charges	APR 2012
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-6 Alt V	Termination (Cost Reimbursement) (May 2004) - Alternate V	SEP 1996
52.249-14	Excusable Delays	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	MAR 2014
252.215-7000	Pricing Adjustments	DEC 2012
252.216-7010	Requirements -- Basic	APR 2014
252.222-7002	Compliance With Local Labor Laws (Overseas)	JUN 1997
252.225-7004	Report of Intended Performance Outside the United States and Canada--Submission after Award	OCT 2010
252.225-7012	Preference For Certain Domestic Commodities	FEB 2013
252.225-7041	Correspondence in English	JUN 1997
252.225-7993 (Dev)	Prohibition on Contracting with the Enemy (Deviation)	SEP 2014
252.229-7000	Invoices Exclusive of Taxes or Duties	JUN 1997
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7007	Limitation Of Government's Obligation	APR 2014
252.232-7008	Assignment of Claims (Overseas)	JUN 1997
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012

## CLAUSES INCORPORATED BY FULL TEXT

## 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a requirements type contract with Firm-fixed price CLINs resulting from this solicitation.

(End of provision)

## 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$100, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of the total amount under this contract;

(2) Any order for a combination of items in excess of the total amount under this contract; or

(3) A series of orders from the same ordering office within 3 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within three days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

## 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

## 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder **shall not exceed 6 months**. The Contracting Officer may exercise the option by written notice to the Contractor at least **15 calendar days** prior to expiration of the contract. Officer may exercise the option).

(End of clause)

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor at least **30 days** prior to contract expiration provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **60 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **66 Months**.

(End of clause)

#### 52.228-3 WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) (JUL 2014)

(a) The Contractor shall--

(1) Before commencing performance under this contract, establish provisions to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors, by purchasing workers' compensation insurance or qualifying as a self-insurer under the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 932) as extended by the Defense Base Act (42 U.S.C. 1651, et seq.), and continue to maintain provisions to provide such Defense Base Act benefits until contract performance is completed;

(2) Within ten days of an employee's injury or death or from the date the Contractor has knowledge of the injury or death, submit Form LS-202 (Employee's First Report of Injury or Occupational Illness) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 930(a), 20 CFR 702.201 to 702.203);

(3) Pay all compensation due for disability or death within the time frames required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914, 20 CFR 702.231 and 703.232);

(4) Provide for medical care as required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 907, 20 CFR 702.402 and 702.419);

(5) If controverting the right to compensation, submit Form LS-207 (Notice of Controversion of Right to Compensation) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(d), 20 CFR 702.251);

(6) Immediately upon making the first payment of compensation in any case, submit Form LS-206 (Payment Of Compensation Without Award) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(c), 20 CFR 702.234);

(7) When payments are suspended or when making the final payment, submit Form LS-208 (Notice of Final Payment or Suspension of Compensation Payments) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(c) and (g), 20 CFR 702.234 and 702.235); and

(8) Adhere to all other provisions of the Longshore and Harbor Workers' Compensation Act as extended by the Defense Base Act, and Department of Labor regulations at 20 CFR Parts 701 to 704.

(b) For additional information on the Longshore and Harbor Workers' Compensation Act requirements see <http://www.dol.gov/owcp/dlhwc/lbdba.htm>.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts to which the Defense Base Act applies.

(End of clause)

#### 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

<http://farsite.hill.af.mil/>

(End of provision)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

<http://farsite.hill.af.mil/>

(End of clause)

#### 252.201-7000 CONTRACTING OFFICER'S REPRESENTATIVE (DEC 1991)

(a) "Definition. Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

(End of clause)

## 252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued at any time during the contracts effective period..

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered ``issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered ``issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

## 252.225-7006 QUARTERLY REPORTING OF ACTUAL CONTRACT PERFORMANCE OUTSIDE THE UNITED STATES (OCT 2010)

(a) Definition. United States, as used in this clause, means the 50 States, the District of Columbia, and outlying areas.

(b) Reporting requirement. Except as provided in paragraph (c) of this clause, within 10 days after the end of each quarter of the Government's fiscal year, the Contractor shall report any subcontract, purchase, or intracompany transfer that--

(1) Will be or has been performed outside the United States;

(2) Exceeds the simplified acquisition threshold in Part 2 of the Federal Acquisition Regulation; and

(3) Has not been identified in a report for a previous quarter.

(c) Exception. Reporting under this clause is not required if--

(1) A foreign place of performance is the principal place of performance of the contract; and

(2) The Contractor specified the foreign place of performance in its offer.

(d) Submission of reports. The Contractor shall submit the reports required by this clause to: Deputy Director of Defense Procurement and Acquisition Policy (Contract Policy and International Contracting), OUSD(AT&L) DPAP/CPIC, Washington, DC 20301-3060.

(e) Report format. The Contractor--

(1) Shall submit reports using--

(i) DD Form 2139, Report of Contract Performance Outside the United States; or

(ii) A computer-generated report that contains all information required by DD Form 2139; and

(2) May obtain copies of DD Form 2139 from the Contracting Officer or via the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

(f) Subcontracts. The Contractor--

(1) Shall include the substance of this clause in all first-tier subcontracts exceeding \$650,000, except those for commercial items, construction, ores, natural gases, utilities, petroleum products and crudes, timber (logs), or subsistence;

(2) Shall provide the number of this contract to its subcontractors required to submit reports under this clause; and

(3) Shall require the subcontractor, with respect to performance of its subcontract, to comply with the requirements directed to the Contractor in paragraphs (b) through (e) of this clause.

(End of clause)

#### 252.225-7040 CONTRACTOR PERSONNEL SUPPORTING U.S. ARMED FORCES DEPLOYED OUTSIDE THE UNITED STATES (MAY 2014)

(a) Definitions. As used in this clause--

Combatant Commander means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161.

Contractors authorized to accompany the Force, or CAAF, means contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany U.S. Armed Forces in applicable operations and have been afforded CAAF status through a letter of authorization. CAAF generally include all U.S. citizen and third-country national employees not normally residing within the operational area whose area of performance is in the direct vicinity of U.S. Armed Forces and who routinely are collocated with the U.S. Armed Forces (especially in non-permissive environments). Personnel collocated with U.S. Armed Forces shall be afforded CAAF status through a letter of authorization. In some cases, Combatant Commander subordinate commanders may designate mission-essential host nation or local national contractor employees (e.g., interpreters) as CAAF. CAAF includes contractors previously identified as contractors deploying with the U.S. Armed Forces. CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

Designated operational area means a geographic area designated by the combatant commander or subordinate joint force commander for the conduct or support of specified military operations.

Designated reception site means the designated place for the reception, staging, integration, and onward movement of contractors deploying during a contingency. The designated reception site includes assigned joint reception centers and other Service or private reception sites.

Law of war means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

Non-CAAF means personnel who are not designated as CAAF, such as local national (LN) employees and non-LN employees who are permanent residents in the operational area or third-country nationals not routinely residing with U.S. Armed Forces (and third-country national expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, U.S. Armed Forces. Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. Armed Forces. Non-CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

Subordinate joint force commander means a sub-unified commander or joint task force commander.

(b) General.

(1) This clause applies to both CAAF and non-CAAF when performing in a designated operational area outside the United States to support U.S. Armed Forces deployed outside the United States in--

(i) Contingency operations;

(ii) Humanitarian assistance operations;

(iii) Peace operations, consistent with Joint Publication 3-07.3; or

(iv) Other military operations or military exercises, when designated by the Combatant Commander or as directed by the Secretary of Defense.

(2) Contract performance in support of U.S. Armed Forces deployed outside the United States may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

(3) When authorized in accordance with paragraph (j) of this clause to carry arms for personal protection, Contractor personnel are only authorized to use force for individual self-defense.

(4) Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel authorized to accompany the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

(5) Service performed by Contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

(c) Support.

(1)(i) The Combatant Commander will develop a security plan for protection of Contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because--

(A) The Contractor cannot obtain effective security services;

(B) Effective security services are unavailable at a reasonable cost; or



(C) Threat conditions necessitate security through military means.

(ii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, CAAF will be afforded emergency medical and dental care if injured while supporting applicable operations. Additionally, non-CAAF employees who are injured while in the vicinity of U.S. Armed Forces will normally receive emergency medical and dental care. Emergency medical and dental care includes medical care situations in which life, limb, or eyesight is jeopardized. Examples of emergency medical and dental care include examination and initial treatment of victims of sexual assault; refills of prescriptions for life-dependent drugs; repair of broken bones, lacerations, infections; and traumatic injuries to the dentition. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

(ii) When the Government provides medical treatment or transportation of Contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

(iii) Medical or dental care beyond this standard is not authorized.

(3) Contractor personnel must have a Synchronized Predeployment and Operational Tracker (SPOT)-generated letter of authorization signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the designated operational area. The letter of authorization also will identify any additional authorizations, privileges, or Government support that Contractor personnel are entitled to under this contract. Contractor personnel who are issued a letter of authorization shall carry it with them at all times while deployed.

(4) Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the designated operational area under this contract.

(d) Compliance with laws and regulations. (1) The Contractor shall comply with, and shall ensure that its personnel supporting U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause are familiar with and comply with, all applicable--

(i) United States, host country, and third country national laws;

(ii) Provisions of the law of war, as well as any other applicable treaties and international agreements;

(iii) United States regulations, directives, instructions, policies, and procedures; and

(iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.

(2) The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.

(3) The Contractor shall ensure that CAAF are aware--

(i) Of the DoD definition of "sexual assault" in DoDD 6495.01, Sexual Assault Prevention and Response Program;

(ii) That many of the offenses addressed by the definition are covered under the Uniform Code of Military Justice (see paragraph (e)(2)(iv) of this clause). Other sexual misconduct may constitute offenses under the Uniform Code of Military Justice, Federal law, such as the Military Extraterritorial Jurisdiction Act, or host nation laws;

(iii) That the offenses not covered by the Uniform Code of Military Justice may nevertheless have consequences to the contractor employees (see paragraph (h)(1) of this clause).

(4) The Contractor shall report to the appropriate investigative authorities, identified in paragraph (d)(6) of this clause, any alleged offenses under—

(i) The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or contingency operations); or

(ii) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).

(5) The Contractor shall provide to all contractor personnel who will perform work on a contract in the deployed area, before beginning such work, information on the following:

(i) How and where to report an alleged crime described in paragraph (d)(4) of this clause.

(ii) Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (d)(4) of this clause.

(6) The appropriate investigative authorities to which suspected crimes shall be reported include the following—

(i) US Army Criminal Investigation Command at <http://www.cid.army.mil/reportacrime.html>;

(ii) Air Force Office of Special Investigations at <http://www.osi.andrews.af.mil/library/factsheets/factsheet.asp?id=14522>;

(iii) Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx>;

(iv) Defense Criminal Investigative Service at <http://www.dodig.mil/HOTLINE/index.html>;

(v) To any command of any supported military element or the command of any base.

(7) Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at 800-424-9098 or [www.dodig.mil/HOTLINE/index.html](http://www.dodig.mil/HOTLINE/index.html). Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office

(e) Preliminary personnel requirements.

(1) The Contractor shall ensure that the following requirements are met prior to deploying CAAF (specific requirements for each category will be specified in the statement of work or elsewhere in the contract):

(i) All required security and background checks are complete and acceptable.

(ii) All CAAF deploying in support of an applicable operation—

(A) Are medically, dentally, and psychologically fit for deployment and performance of their contracted duties;

(B) Meet the minimum medical screening requirements, including theater-specific medical qualifications as established by the geographic Combatant Commander (as posted to the Geographic Combatant Commander's website or other venue); and

(C) Have received all required immunizations as specified in the contract.

(1) During predeployment processing, the Government will provide, at no cost to the Contractor, any military-specific immunizations and/or medications not available to the general public.

(2) All other immunizations shall be obtained prior to arrival at the deployment center.

(3) All CAAF and selected non-CAAF, as specified in the statement of work, shall bring to the designated operational area a copy of the Public Health Service Form 791, "International Certificate of Vaccination" that shows vaccinations are current.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit a designated operational area and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center.

(iv) Special area, country, and theater clearance is obtained for all personnel deploying. Clearance requirements are in DoD Directive 4500.54, Official Temporary Duty Abroad, and DoD 4500.54-G, DoD Foreign Clearance Guide. For this purpose, CAAF are considered non-DoD contractor personnel traveling under DoD sponsorship.

(v) All deploying personnel have received personal security training. At a minimum, the training shall—

(A) Cover safety and security issues facing employees overseas;

(B) Identify safety and security contingency planning activities; and

(C) Identify ways to utilize safety and security personnel and other resources appropriately.

(vi) All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction 1300.23, Isolated Personnel Training for DoD Civilian and Contractors.

(vii) Personnel have received law of war training as follows:

(A) Basic training is required for all CAAF. The basic training will be provided through—

(1) A military-run training center; or

(2) A web-based source, if specified in the contract or approved by the Contracting Officer.

(B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

(2) The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that—

(i) Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3621, *et seq.*);

(ii) Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

(iii) Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18 U.S.C. 7(9)); and

(iv) In time of declared war or a contingency operation, CAAF are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10).

(v) Such employees are required to report offenses alleged to have been committed by or against Contractor personnel to appropriate investigative authorities.

(vi) Such employees will be provided victim and witness protection and assistance.

(f) Processing and departure points. CAAF shall--

(1) Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of Contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

(2) Use the point of departure and transportation mode directed by the Contracting Officer; and

(3) Process through a designated reception site (DRS) upon arrival at the deployed location. The DRS will validate personnel accountability, ensure that specific designated operational area entrance requirements are met, and brief Contractor personnel on theater-specific policies and procedures.

(g) Personnel data.

(1) The Contractor shall use the Synchronized Predeployment and Operational Tracker (SPOT) web-based system, to enter and maintain the data for all CAAF and, as designated by USD (AT&L) or the Combatant Commander, non-CAAF supporting U.S. Armed Forces deployed outside the United States as specified in paragraph (b)(1) of this clause.

(2) The Contractor shall enter the required information about their contractor personnel prior to deployment and shall continue to use the SPOT web-based system at <https://spot.altess.army.mil/privacy.aspx> to maintain accurate, up-to-date information throughout the deployment for all Contractor personnel. Changes to status of individual Contractor personnel relating to their in-theater arrival date and their duty location, to include closing out the deployment with their proper status (e.g., mission complete, killed, wounded) shall be annotated within the SPOT database in accordance with the timelines established in the SPOT business rules.

(h) Contractor personnel.

(1) The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall identify all personnel who occupy a position designated as mission essential and ensure the continuity of essential Contractor services during designated operations, unless, after consultation with the Contracting Officer, Contracting Officer's representative, or local commander, the Contracting Officer directs withdrawal due to security conditions.

(3) The Contractor shall ensure that Contractor personnel follow the guidance at paragraph (e)(2)(v) of this clause and any specific Combatant Commander guidance on reporting offenses alleged to have been committed by or against Contractor personnel to appropriate investigative authorities.

(4) Contractor personnel shall return all U.S. Government-issued identification, to include the Common Access Card, to appropriate U.S. Government authorities at the end of their deployment (or, for non-CAAF, at the end of their employment under this contract).

(i) Military clothing and protective equipment.

(1) Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander. If authorized to wear military clothing, Contractor personnel must—

(i) Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and

(ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment (OCIE) required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

(3) The deployment center, or the Combatant Commander, shall issue OCIE and shall provide training, if necessary, to ensure the safety and security of Contractor personnel.

(4) The Contractor shall ensure that all issued OCIE is returned to the point of issue, unless otherwise directed by the Contracting Officer.

(j) Weapons.

(1) If the Contractor requests that its personnel performing in the designated operational area be authorized to carry weapons for individual self-defense, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41. The Combatant Commander will determine whether to authorize in-theater Contractor personnel to carry weapons and what weapons and ammunition will be allowed.

(2) If Contractor personnel are authorized to carry weapons in accordance with paragraph (j)(1) of this clause, the Contracting Officer will notify the Contractor what weapons and ammunition are authorized.

(3) The Contractor shall ensure that its personnel who are authorized to carry weapons—

(i) Are adequately trained to carry and use them—

(A) Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

(C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;

(ii) Are not barred from possession of a firearm by 18 U.S.C. 922;

(iii) Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition;

(iv) Comply with applicable Combatant Commander and local commander force-protection policies; and

(v) Understand that the inappropriate use of force could subject them to U.S. or host-nation prosecution and civil liability.

(4) Whether or not weapons are Government-furnished, all liability for the use of any weapon by Contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.

(5) Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.

(k) Vehicle or equipment licenses. Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the designated operational area.

(l) Purchase of scarce goods and services. If the Combatant Commander has established an organization for the designated operational area whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.

(m) Evacuation.

(1) If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to United States and third country national Contractor personnel.

(2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.

(n) Next of kin notification and personnel recovery.

(1) The Contractor shall be responsible for notification of the employee-designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.

(2) In the case of isolated, missing, detained, captured, or abducted Contractor personnel, the Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.

(o) Mortuary affairs. Contractor personnel who die while in support of the U.S. Armed Forces shall be covered by the DoD mortuary affairs program as described in DoD Directive 1300.22, Mortuary Affairs Policy, and DoD Instruction 3020.41, Operational Contractor Support.

(p) Changes. In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government-furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.

(q) Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts when subcontractor personnel are supporting U.S. Armed Forces deployed outside the United States in--

(1) Contingency operations;

(2) Humanitarian assistance operations;

(3) Peace operations consistent with Joint Publication 3-07.3; or

(4) Other military operations or military exercises, when designated by the Combatant Commander or as directed by the Secretary of Defense.

(End of clause)

## 252.229-7001 TAX RELIEF (JUN 1997)

(a) Prices set forth in this contract are exclusive of all taxes and duties from which the United States Government is exempt by virtue of tax agreements between the United States Government and the Contractor's government. The following taxes or duties have been excluded from the contract price:

NAME OF TAX: V.A.T. RATE (PERCENTAGE): \_\_\_\_\_(Offeror Insert)

(b) The Contractor's invoice shall list separately the gross price, amount of tax deducted, and net price charged.

(c) When items manufactured to United States Government specifications are being acquired, the Contractor shall identify the materials or components intended to be imported in order to ensure that relief from import duties is obtained. If the Contractor intends to use imported products from inventories on hand, the price of which includes a factor for import duties, the Contractor shall ensure the United States Government's exemption from these taxes. The Contractor may obtain a refund of the import duties from its government or request the duty-free import of an amount of supplies or components corresponding to that used from inventory for this contract.

(End of clause)

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

Combo

(Contracting Officer: Insert applicable document type(s). Note: If a “Combo” document type is identified but not supportable by the Contractor's business systems, an “Invoice” (stand-alone) and “Receiving Report” (stand-alone) document type may be used instead.)

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

\_\_\_\_\_

(Contracting Officer: Insert inspection and acceptance locations or “Not applicable”.)

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0672
Issue By DoDAAC	W564KV
Admin DoDAAC	W564KV
Inspect By DoDAAC	WK4KBL
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	WK4BBL
Service Acceptor (DoDAAC)	WK4KBL
Accept at Other DoDAAC	_____
LPO DoDAAC	_____
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

(\*Contracting Officer: Insert applicable DoDAAC information or “See schedule” if multiple ship to/acceptance locations apply, or “Not applicable.”)

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.



\_\_\_\_\_

(Contracting Officer: Insert applicable email addresses or “Not applicable.”)

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

\_\_\_\_\_

(Contracting Officer: Insert applicable information or “Not applicable.”)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

**LIST OF ATTACHMENTS (4)**

- ATTACHMENT 1 - PERFORMANCE WORK STATEMENT (PWS)**
- ATTACHMENT 2 - PERFORMANCE REQUIREMENTS SUMMARY (PRS)**
- ATTACHMENT 3 - DELIVERABLES**
- ATTACHMENT 4 - DD 254**

**LIST OF EXHIBITS (6) (All documents will be removed after award).**

- EXHIBIT 1 - WORKLOAD DATA**
- EXHIBIT 2 - PROGRAM OF INSTRUCTION (POI) SAMPLE**
- EXHIBIT 3 - STX SCENARIO (SAMPLE)**
- EXHIBIT 4 - HIPO SPECIFIC TASKS (SAMPLE)**
- EXHIBIT 5 - HISTORICAL ORDER FORMS**
- EXHIBIT 6 - PAST PERFORMANCE QUESTIONNAIRE**

## Section L - Instructions, Conditions and Notices to Bidders

INSTRUCTIONS TO OFFERORS

## PROPOSAL SUBMISSION

1. **Purpose:** These instructions prescribe the format of the proposals and describe the approach for the development and presentation of the proposal data. They are designed to ensure the submission of information essential to the understanding and comprehensive validation of proposals.

A Representative of the firm authorized to commit the firm to contractual obligations must sign the proposal.

Offerors are cautioned to follow the instructions carefully.

2. **Submission:** Submission of proposals shall be submitted via email on or before the date set (**local Germany time**) for receipt of proposals to:  
**Mr. Philip Coyne, Contract Specialist at e-mail: [philip.coyne.ln@mail.mil](mailto:philip.coyne.ln@mail.mil) AND**  
**Ms. Ann Peternal-Boyle, Contracting Officer at e-mail: [ann.m.peternalboyle.civ@mail.mil](mailto:ann.m.peternalboyle.civ@mail.mil).**

The subject of the e-mails shall be W564KV-15-R-0002 - HIPO.

**All offers must be submitted in English. Those provided in other than English will be determined "Unacceptable" and eliminated from competition.**

a. **Contract Inquiry:** All questions shall be received by **Mr. Philip Coyne, Contract Specialist and Ms. Ann Peternal-Boyle, Contracting Officer**. The applicable Performance Work Statement paragraph number or solicitation reference shall precede questions. The Government requests questions be submitted no later than **10** calendar days after the issuance of this solicitation. This will allow the Government sufficient time to respond prior to the closing date. The Contracting Officer may limit the number of questions answered. Offerors are responsible to watch the FEDBIZOPS website for postings of amendments, answers to questions, and other instructions or information, if any. Questions received after the cut-off date may not receive a response. The request for proposal does not commit the Government to pay any costs incurred in the preparation and submission of offerors proposals or in making any studies for the preparation thereof, or for any visit the Contracting Officer may request for the purpose of clarification of the proposal or for preparation for negotiation.

b. **Proposals shall include separate** electronic documents for the solicitation, technical, past performance and price proposal sections. The offeror shall confine submissions to essential matters sufficient to define the proposal and provide adequate basis for evaluation.

(i) **Maximum size limitation for e-mail receipt for the contracting office is 10 MB (including all attachments).** If an offeror's proposal is larger than 10 MB, offeror may submit its proposal via separate emails. When submitting a proposal via separate emails, the offeror shall state how many other emails will be submitted (i.e. , 1 of 4, 2 of 4, etc.). It is the offeror's responsibility to ensure the Government receives all emails with appropriate attachments timely. A proposal received after the "exact" date time stated above will not be considered. With regard to email submission, there must be acceptable evidence to establish that the proposal was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers.

(ii) **Page Limitation:** If the page limits are exceeded, the pages in excess will be removed and not evaluated. The Government will not accept any changes to the offeror's proposal after the closing date of the solicitation. **Page limitations are as follows:**

TITLE	FORMAT	PAGE LIMITATION
Solicitation	Word or pdf document compatible with MS Word 2007 or Adobe Reader 9	No page limitation
Technical Factor	Word or pdf document compatible with MS Word 2007 or Adobe Reader 9	25 pages (excludes titles page, table of contents, glossary of abbreviations and acronyms, and assumptions/exceptions)
Past Performance	Word or pdf document compatible with MS Word 2007 or Adobe Reader 9	No page limitation
Price	Excel document compatible with MS Excel 2007	No page limitation

c. Proposal font style shall be Times New Roman, shall be 10pt. Graphics, photos, and charts may use color; however, offerors are cautioned to use colors that are legible if printed in black and white. Font size in tables, graphs, and charts is at the discretion of the offeror; however, information must be legible when printed. Page size shall be 8.5 x 11 inches or A4.

d. Margins shall be at least 1 inch on the top and bottom and 3/4 inch on the sides. The offeror shall number each page in order to eliminate any confusion. In the event an offeror creates an ambiguity in their numbering of pages, the Government may exercise its own discretion in counting pages.

e. Proposals will be evaluated in accordance with the evaluation factors listed in Section M of this solicitation.

f. The Offer/Proposal: The submission of the documentation specified below will constitute the offeror's acceptance of the terms and conditions of the RFP, concurrence with the Performance Work Statement (PWS) and contract type.

g. **It is the Government's intention to award without discussion.** Offerors are encouraged to present their best technical proposal and prices in their initial proposal submission. However, should discussions become necessary, the Government reserves this right to hold discussions. If this occurs, a competitive range may be determined and offerors will be notified.

h. If an offeror believes that the requirements in these instructions contain an error, an ambiguity, an omission, or are otherwise deemed unsound the offeror shall immediately notify the Contracting Officer in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussions.

i. The use of hyperlinks is prohibited.

### 3. Proposal Preparation Instructions:

Offeror's proposal shall consist of four separate electronic documents as follows:

Part I: Solicitation  
Part II: Technical

- a. Subfactor 1: Company Background / Experience
  - b. Subfactor 2: Capability
  - b. Subfactor 3: Personnel / Staffing Plan
  - c. Subfactor 4.: Quality Control Plan (QCP)
- Part III: Past Performance  
Part IV: Price

a. **Part I: Solicitation** - Failure to follow the below contract proposal preparation instructions may cause the proposal to be deemed non-responsive by the Government. This document shall contain:

- (1) The signed and dated Standard Form 33 and acknowledgement of all RFP amendments.
- (2) In accordance with FAR 52.204-7, the offeror shall be registered in the System for Award Management (SAM) (previously CCR) at <https://www.sam.gov/portal/public/SAM/>
- (3) Acceptance period: Offeror's proposal shall remain valid for a period of 120 calendar days from the date specified for receipt of offer.

b. **Part II - Technical:** The offeror shall submit a concise and detailed approach for effective evaluation and for substantiating the validity of stated claims. Legibility, clarity and coherence are very important. Offerors are responsible for providing sufficient details (without reference to price) to permit a complete and accurate evaluation strictly from a technical standpoint. A reading of Part II should leave an evaluator with a detailed understanding of all aspects of the technical proposal. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Statements that the offeror understands, can, or will comply with the PWS (including reference publications, technical data, etc.); and phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered **unacceptable**. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offeror's proposal. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired. The technical proposal shall correlate to the data submitted under the price proposal but SHALL NOT contain price information. All cross utilization, if applicable, of personnel shall be explained and depicted.

**Offerors shall address the following Subfactors to prove technical acceptability:**

- (1) Company Background / Experience (Subfactor 1). The offeror shall provide company background experience to indicate that the same/similar magnitude of services and tasks, described in the solicitation's Performance Work Statement (PWS), were performed in the last three (3) years to support that it has the capability to perform the PWS requirements. Magnitude is defined as essentially the same relevant scope of effort and complexities this solicitation requires. Relevant scope means contracts performed in providing same or similar intelligence service training including size with an estimated annual value comparable to this requirement. Complexity means contracts for similar work in locations and facilities outside of the United States.

Information to support the offeror's background /experience / capability shall address as a minimum the following:

- (a). Experience: Previously supported Department of Defense (DOD) or other U.S. Government Agency requirements for similar intelligence services. Offeror shall demonstrate its ability to successfully develop and/or modify Situational Training Exercise (STX) scenarios, Program of Instructions (POIs), and course materials. The offeror shall also demonstrate its understanding of Human Intelligence Collection Team (HCT) operations and mission skill sets in order to prepare soldiers to conduct tactical intelligence collection and interrogation support

During deployed military operations. The documented evidence may take the form of written descriptions or synopsis of past supported events, and/or examples of POIs, scenarios and course material that the Offeror developed for past exercises.

(2) Intelligence Practical Exercise Training Capability (Subfactor 2): Offeror shall provide documented evidence of its ability to successfully plan and manage a training event conducive to preparing tactical intelligence soldiers for a wartime mission. Offeror shall also demonstrate its ability to locate, hire qualified personnel and demonstrate the ability of its personnel to perform required services described in the PWS.

(3) Personnel / Staffing Plan (Subfactor 3). The offeror shall provide documentation demonstrating staffing which supports the geographic area and extent of the requirements in the PWS. A plan of action for recruitment and retention of staff shall be submitted and an alternative solution in the case of significant or sudden staff loss. The offeror shall identify all required qualifications (i.e. certifications, education, knowledge, skills and/or experience) for each position and describe its approach to ensuring personnel are fully qualified and trained prior to the start of and during the performance of services under the contract. The offeror shall provide its management and staffing plan to support the required PWS tasks. The plan shall include an organizational structure with defined lines of authority, which clearly shows who reports to whom, and who is responsible for what under the PWS. The organizational structure shall show in a clear way who the Government will go to in the company for problem resolution.

(4) Quality Control Plan (QCP) (Subfactor 4). The offeror shall clearly describe in its QCP how the company will identify and correct deficiencies in the quality of services before the level of performance becomes unacceptable. The QCP must demonstrate, as per local clause CCE-242-4001, the method of documenting and enforcing quality control operations to include the inspection and testing methods to identify deficiencies and the type of action the company will take to correct the deficiencies to prevent recurrence. The plan must demonstrate how the company plans to manage employee performance.

### **Part III - Past Performance:**

(1) Offerors shall submit a list of all contracts considered to be recent and relevant. Recent past performance is defined as work performed within the last 3 years from the issuance date of the solicitation. Relevant past performance is defined as work that is similar in scope and magnitude as the services required by this solicitation.

(2). This volume shall be organized into the following sections:

Section 1 - Contract Descriptions - This section shall include the following information in the following format:

- Contractor/Subcontractor CAGE Code and DUNS number. If the work, was performed as a subcontractor, also provide the name of the prime contractor and Point of Contact (POC) within the prime contractor's organization (name, current address, e-mail address, and telephone number).
- Government/commercial contract activity, POC name, current address, e-mail address and telephone number.
- Government technical representative /COR or private sector (corporate/management) equivalent and current e-mail address and telephone number.

- Contract number and in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery/Task Order Numbers also.
- Contract Type (specific type such as Fixed Price (FP), Cost Reimbursement (CR), Time & Materials (T&M), etc). In the case of Indefinite Delivery contracts, indicate specific type (Requirements, Definite Quantity, and Indefinite Quantity) and secondary contract type (FP, CR, T&M, etc)).
- Awarded price/cost and final or projected final price/cost.
- Period of Performance / Place of Performance.

Section 2 - Performance - Offerors shall provide a specific narrative explanation of each Contract listed in Section 1 describing the objectives achieved and detailing how the effort is relevant to the requirements of this solicitation.

Section 3 - Performance Assessment Questionnaires - For all contracts identified, Past Performance Questionnaires shall be completed and submitted. The offeror shall e-mail the questionnaire to the technical representative responsible for the past/current contracts. The offeror shall also e-mail a list of all the POC's with contract numbers that were sent questionnaires. The technical representative for the past/current contracts shall be instructed to complete the questionnaire and e-mail the entire completed questionnaire to Mr. Philip Coyne, Contract Specialist, e-mail: [philip.coyne.ln@mail.mil](mailto:philip.coyne.ln@mail.mil) and Ms. Ann Peternal-Boyle, Contracting Officer, e-mail: [ann.m.peternalboyle.civ@mail.mil](mailto:ann.m.peternalboyle.civ@mail.mil) before the closing date and time of the solicitation. It is the responsibility of the offeror to make sure past performance questionnaires are submitted in a timely manner.

**Part IV - Price Factor** - The offeror shall submit fully burdened firm-fixed prices for all of the line items in **US Dollars** for the base year and options years. For Contract Manpower CLINs, 7500, 7501, 7502, 7503 and 7504, the offeror shall propose a price for each CLIN to cover reporting costs. If the offeror proposes to provide this report at no additional cost to the Government, it should indicate \$0.00 or "Not Separately Priced", "No Charge" or "\$0.00" rather than not addressing the line item. If the line item is left blank, the offeror agrees that this report will be provided at no additional cost to the Government. may be priced separately or included in the other line items. Offerors must enter total amounts (i.e. quantity multiplied by unit price to the nearest cent). Rounding up or down to the nearest dollar is not acceptable. The offeror agrees to hold the prices in its offer for 120 calendar days from the date specified for receipt of offers.

## Section M - Evaluation Factors for Award

EVALUATION FACTORS FOR AWARD**1. Basis for Award**

a. Award will be made to a single responsible offeror whose offer, conforming to the solicitation, is determined to be technically acceptable, has acceptable past performance and offers the lowest price. Therefore, each initial offer should contain the best terms from a price and technical standpoint.

b. The Government intends to evaluate proposals and award without discussions with offerors (except clarifications as described in FAR 15.306(a), Clarifications and award without discussions). Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In the event that discussions are held a competitive range determination may be made. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

c. A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful supplier, within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offeror's specified expiration time, the Government may accept an offer whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

d. The Government will NOT be making award based upon a tradeoff analysis. In order to be eligible for award, an offeror must be determined to be acceptable in all non-price factors and subfactors.

**2. EVALUATION FACTORS FOR AWARD**

a. Offers that do not conform to the requirements of this Request for Proposal (RFP) may be rejected at any time after evaluation begin without further evaluation, deliberation or discussion. Offers will be evaluated as follows:

Factor 1:	Technical Acceptability
- Subfactor 1:	Company background/Experience
- Subfactor 2:	Capability
- Subfactor 3:	Personnel / Staffing Plan
- Subfactor 4:	Quality Control Plan

Factor 2:	Past Performance
Factor 3:	Price

b. An unacceptable rating for any factor or subfactor will be cause for an unacceptable rating of the technical rating and will make the proposal ineligible for award. Each Technical Factor and Subfactor will receive one of the adjectival ratings defined below:

**TECHNICAL FACTOR RATINGS**

ACCEPTABLE -- Proposal clearly meets the minimum requirements of the solicitation.

UNACCEPTABLE -- Proposal clearly does not meet the minimum requirements of the solicitation.

FACTOR 1: TECHNICAL ACCEPTABILITY: The Government will evaluate the completeness of the offer based on the documentation provided. Each requirement must be addressed so that substantive information



about each area is conveyed to the evaluator. The Government will evaluate each offeror's understanding of the Government's requirements and its proposed approach to meeting those requirements to determine the likelihood that the offeror will be able to perform the contract successfully. Each offer will be evaluated in accordance with its content only. If any subfactor element is rated unacceptable, the technical factor is rated unacceptable.

**Subfactor 1: Company Background / Experience:** This subfactor is met when the proposal clearly demonstrates that the offeror has the background and past experience in the last 3 years to perform the requirements in the same/similar magnitude of services and tasks described in the Performance Work Statement and that the Offeror clearly has demonstrated the following:

- Experience: That is has previously supported Department of Defense (DoD) or other U.S. Government Agency requirements for similar services and that it has the ability to successfully to develop and/or modify Situational Training Exercises (STX) scenarios, Program of Instruction (POIs) and that is has the necessary mission skills to prepare soldiers to conduct tactical intelligence collection and interrogation support during deployed military operations.

**Subfactor 2: Intelligence Practical Exercise Training Capability**

The offeror shall demonstrate that is has the ability to successfully plan and manage a training event conducive to preparing tactical intelligence soldiers for a wartime mission to include the capability to locate, hire qualified personnel and demonstrate the ability of its personnel to perform required services described in the PWS.

**Subfactor 3: Personnel / Staffing Plan**

To be acceptable the offeror must provide evidence that it has, or will obtain personnel with the necessary professional skills and qualifications to meet the requirements of the contract. The offeror shall identify all required qualifications for each position identified clearly Demonstrating their ability to provide the full spectrum of required Subject Matter Experts (SME) personnel.

The Government will evaluate the offerors plan of action to ensure sufficient qualified personnel are deployed to meet and sustain the workload requirements; the proposed and manning/staffing strategy that accounts for all positions to include managers and supervisors.

The Government will evaluate the proposed organizational structure for contract management, type of management structure (centralized, decentralized?), the decision making process and the relationship between the contract management organization and the higher company management to ensure adequate and responsible management oversight throughout the organization/company for efficient and effective contract performance. In addition, the Government shall evaluate the proposed hiring policies and procedures for hiring instructors to ensure they meet the stated qualifications in the solicitation and that the offeror has an employee evaluation plan that ensures successful contract performance.

**Subfactor 4 - Quality Control Plan (QCP)**

- The Government will evaluate the QCP for completeness with respect to those areas which must be addressed as required in the Instruction to Offerors.

- The QCP shall provide a plan of action to ensure a defined, documented and disciplined set of practices that focus on assuring the services conform to the standards in the PWS.

- The QCP will outline how the performance objectives will be met.

B. FACTOR 2: PAST PERFORMANCE.

i. Past performance will be rated on an "Acceptable" or "Unacceptable" basis using the ratings below:

ACCEPTABLE - Based on the offeror's performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror's performance is unknown (see note below).

UNACCEPTABLE - Based on the offeror's performance record, the Government has no reasonable expectation that the offeror will be able to successfully perform the required effort.

**NOTE: In the case of an offeror without a record of recent or relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can be reasonably assigned, the offeror may not be evaluated favorably or unfavorably on past performance (see FAR 15.305) (a)(2)(iv)). Therefore the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, "unknown" shall be considered 'acceptable.'**

ii. The Government's will consider the offeror's previous and current record of contractual performance. The assessment will focus on recent contracts that are relevant to the effort required by this solicitation.

RECENT PAST PERFORMANCE - is defined as performance during the past three (3) years from the date of issuance of the formal solicitation.

RELEVANT PAST PERFORMANCE is defined as work similar in scope and magnitude as the services required by the solicitation.

iii. It is at the Government's discretion whether past performance information furnished is or is not considered recent and relevant. The Government may reject a proposal if it is found that any information that has a negative impact on the offeror's past performance record has been deleted, misrepresented, or withheld.

iv. The information presented by the offeror, responses to Past Performance Questionnaire and information obtained from other available sources other than those identified by the offeror (such as past performance obtained from Federal, State and local Government agencies, better business bureaus, published media, personal knowledge and electronic data bases available to the Government) will be the basis for the evaluation of this factor.

v. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offerors to explain the relevance of the data provided. Offerors are reminded that while the Government may elect to consider data obtained from other sources, the burden of proving an acceptable past performance rests with the offeror.

vi. Offerors may provide information on problems encountered on the contracts identified in their past performance submissions and the offeror's corrective actions.

vii. The Government will query the Past Performance Information Retrieval System (PPIRS) to obtain finalized past performance information for contracts provided by the offeror.

**NOTE:** Past performance information is finalized only after the Contractor has had an opportunity to review and respond to Government assessment. The Government reserves the right to utilize other finalized past performance available to the Government if it is

determined to be recent and relevant. In evaluating past performance, the Government will evaluate the relevancy and recency of past performance information. Contracts with performance ending 36 months prior to the date of proposal submission will not be considered in the past performance confidence assessment.

C. FACTOR 3 - Price

A price analysis will be performed on each proposal. Each proposal will be evaluated for completeness, reasonableness, and balance. The evaluation criteria definitions are provided below:

i. **Completeness:** An accurate reflection, within the price proposal, of all aspects of the price proposal; offeror compliance with the price preparation instructions in Section L in the Request for Proposal (RFP); and offeror compliance with all other applicable directions in the RFP.

ii. **Price Reasonableness:** The determination that the proposed prices and rates to the Government reflect what a prudent person would pay for goods/services when consideration is given to offered prices in the market. Price reasonableness will be determined based on the results of a price analysis, using the offer analysis techniques and procedures defined in FAR 15.404-1 to ensure a fair and reasonable price. Adequate price competition is expected and may form the basis of price reasonableness.

iii. **Unbalanced Pricing:** Unbalanced pricing exists when, despite an acceptable total evaluated price, the price for one or more contract line items is significantly over or understated as indicated by the application of cost or price analysis techniques. Unbalanced pricing may indicate a misunderstanding of the contract requirements by the offeror.

iv. **Total Evaluated Price:** The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. To account for the option period(s) possible under clause FAR 52.217-8 (maximum 6 months), Option to Extend Services, the Government will take the price for all CLINs of the final option period, prorate it to a six-month value, and add it to the sum of all CLINs (base plus all option periods). This amount will be the total evaluated price.

Offerors are required only to price the base and four options. Offerors shall not submit a price for the potential one-half year extension of services period. The total evaluated price for award purposes will not include the Government's estimated amount for CLINs 0009, 1009, 2009, 3009 and 4009, "Other Direct Costs."

The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of the options shall not obligate the Government to exercise the option.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>S</b>	PAGE OF PAGES <b>1   3</b>
2. AMENDMENT/MODIFICATION NO. <b>0001</b>	3. EFFECTIVE DATE <b>14-Jan-2015</b>	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY TCC-KAISERSLAUTERN KO DIRECTORATE OF CONTRACTING UNIT 23156 09054 APO UNITED STATES		CODE <b>W564KV</b>	7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. <b>W564KV-15-R-0002</b>
			X	9B. DATED (SEE ITEM 11) <b>13-Jan-2015</b>
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>  1  </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this solicitation amendment is to change the description in CLINs 0009, 1009, 2009, 3009, and 4009 from "The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation" to now read "The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award" as outlined on the following pages.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
			TEL: _____ EMAIL: _____	
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED  <b>16-Jan-2015</b>

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION B - SUPPLIES OR SERVICES AND PRICES

## CLIN 0009

The CLIN extended description has changed from In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. to In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award..

## CLIN 1009

The CLIN extended description has changed from In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. to In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award..

## CLIN 2009

The CLIN extended description has changed from In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. to In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award..

## CLIN 3009

The CLIN extended description has changed from In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell

phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award..

#### CLIN 4009

The CLIN extended description has changed from In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the solicitation. In accordance with the Performance Work Statement paragraph 1.4.14 the government will reimburse airfare, travel expenses, daily lodging and per diem at a rate no higher than the Joint Travel Regulations (JTR), rental vehicles and fuel, cellular telephone communications, cell phone minutes , cameras and other equipment in support of the administration, practical exercises and STX portions of the training event. The Government shall insert a Not to Exceed Cost for this CLIN upon release of the contract award..

(End of Summary of Changes)

**PERFORMANCE WORK STATEMENT**  
**For**  
**Human Intelligence - Counterintelligence Program of Operation (HIPO)**  
**15 October 2014**

**PART 1 GENERAL INFORMATION**

**1. GENERAL: .....3**

- 1.1. Description of Services/Introduction
- 1.2. Background
- 1.3. Scope
- 1.4. General Information
  - 1.4.1. Quality Control
  - 1.4.2. Quality Assurance
  - 1.4.3. Recognized Holidays
  - 1.4.4. Hours of Operation
  - 1.4.5. Place of Performance
  - 1.4.6. Utilities
  - 1.4.7. Security Requirements
  - 1.4.8. Special Qualifications - RESERVED
  - 1.4.9. Post Award Conference/Periodic Progress Meetings
  - 1.4.10. Contracting Officer Representative (COR)
  - 1.4.11. Key Personnel
  - 1.4.12. Identification of Contractor Employees
  - 1.4.13. Contractor Travel
  - 1.4.14. Other Direct Costs (ODC)
  - 1.4.15. Data Rights
  - 1.4.16. Organizational Conflict of Interest
  - 1.4.17. Special Requirements
  - 1.4.18. Installation Access
  - 1.4.19. Medical Requirements
  - 1.4.20. Antiterrorism/Operations Security Requirements

**PART 2 DEFINITIONS & ACRONYMS**

**2. DEFINITIONS AND ACRONYMS: .....14**

- 2.1. Definitions:
- 2.2. Acronyms

**PART 3 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES**

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES: ..... 16**

- 3.1. Services
- 3.2. Facilities
- 3.3. Intelligence contingency Fund (ICF)

**PART 4 CONTRACTOR FURNISHED ITEMS AND SERVICES**

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES: ..... 17**  
4.1. General  
4.2. Equipment and Materials  
4.3. Host Nation and Local Policy

**PART 5 SPECIFIC TASKS**

**5. SPECIFIC TASKS: ..... 18**  
5.1. Basic Services  
5.2. Task Heading  
5.3. Contractor Management Reporting (CMR)

**PART 6 APPLICABLE PUBLICATIONS**

**6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS) .....21**

**PART 7 ATTACHMENT/TECHNICAL EXHIBIT LISTING**

**7. TECHNICAL EXHIBIT LIST: ..... 22**  
Technical Exhibit 1 – Performance Requirements Summary  
Technical Exhibit 2 – Deliverables Schedule  
Technical Exhibit 3 – Workload Data



## **PART 1 GENERAL INFORMATION**

### **1. GENERAL:**

This is a non-personnel services contract to provide Human Intelligence - Counterintelligence Program of Operation (HIPO) training. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the Government.

#### **1.1. Description of Services/Introduction:**

The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform HIPO training as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

#### **1.2. Background:**

The USAREUR G2 TREX has the responsibility to conduct HIPO training events for the U.S. soldiers preparing to deploy throughout the USAREUR and U.S. European Command (USEUCOM) Area of Responsibility (AOR). The HIPO training events prepare the participants to conduct G2X operations, analysis, tactical Human Intelligence Collection Team (HCT) operations, HCT management, Operational Management Team (OMT), and CI operations in nontraditional environments and perform critical contingency tasks not routinely trained in garrison but required in wartime and stability operations. These events take place under the oversight of the USAREUR G2 TREX to ensure technical requirements are met.

#### **1.3. Scope:**

The contractor shall provide non-personal services in support of the USAREUR G2 TREX HIPO training events. The contractor shall coordinate, plan, develop, and execute intelligence mentoring for each HIPO training event. The contractor shall provide all contract employees to include contract management, Subject Matter Expert (SME) mentor support, foreign language speaking role players, and interpreter support. The contractor shall provide limited supplies and services (travel, per diem, and vehicles) not Government furnished, necessary to accomplish each training event. (See Appendix B "HIPO Order Form"). The contractor shall provide classroom instruction based on a Government provided Program of Instruction (POI), modified by the contractor when requested and approved by the Government. A mentor is someone who serves as a teacher and trusted counselor; an experienced person who trains and counsels new or junior soldiers. Mentoring includes hands-on guidance and coaching, one-on-one teaching and counseling, and limited after-hours availability to train and develop junior intelligence soldiers.

## **1.4. General Information:**

### **1.4.1. Quality Control:**

The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which it assures itself that its work complies with the requirement of the contract. The contractor shall provide a Quality Control Plan (QCP) to the KO, or designated representative, within 30 days after contract award. Changes to the QCP shall be submitted to the KO or designated Government representative no later than ten (10) calendar days prior to the effective date of change. The basic intent of the plan is that the contractor is responsible for quality. All methods, procedures, and forms shall support this concept. After acceptance of the quality control plan the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

### **1.4.2. Quality Assurance:**

The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the Performance Requirements Summary (PRS) Technical Exhibit 1. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

### **1.4.3. Recognized Holidays:**

Contractor is required to perform services on U.S. and Local National Holidays.

### **1.4.4. Hours of Operation:**

1.4.4.1 SMEs. SME work hours shall typically be from 0700 – 1900 hours and the SMEs shall be "on-call" occasionally after business hours for limited durations such as answering questions telephonically to support the mission. The SMEs shall not work in excess of 12 hours per day. SMEs shall be prepared to endure extended periods outdoors in all weather conditions while playing roles for U.S. forces on a training exercise during the training exercise only.

1.4.4.2 Role Players and Interpreters. Role Players and Interpreters shall not work in excess of 12 hours per day and may work seven or more consecutive days to include weekends. Role players and Interpreters shall be prepared to endure extended periods outdoors in all weather conditions while playing roles for U.S. forces on a training exercise.

### **1.4.5. Place of Performance:**

Place of performance for the HIPO training will generally occur at Grafenwoehr, Germany but may vary within the USAREUR Area of Responsibility. The individual HIPO training events will be held at either a U.S. or Coalition military installation, or other designated military training area. Place of performance will be identified within each Task Order depending on the specific requirements of each HIPO training event.

### **1.4.6. Utilities:**

The Government will provide *all utilities in the facility for the contractor's use in performance of tasks outlined in this PWS*. The Contractor shall instruct employees in utilities conservation practices.

The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

#### 1.4.7. Security Requirements:

Contractor SME personnel performing work under this contract must have an active U.S. Secret clearance to support training and report writing at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD254. Role Players and Interpreters are not required to have U.S. Secret Clearances.

##### 1.4.7.1. Physical Security:

The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. At the close of each work period, government facilities, equipment, and materials shall be secured.

##### 1.4.7.2. Key Control:

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

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

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

##### 1.4.7.3. Lock Combinations.

The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

#### 1.4.8. Special Qualifications: RESERVED

#### 1.4.9. Post Award Conference/Periodic Progress Meetings:

The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

#### 1.4.10. Contracting Officer Representative (COR):

The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

#### 1.4.11. Key Personnel:

The following personnel are considered key personnel by the government: Site Lead. The contractor shall provide a Site Lead who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the Site Lead is absent shall be designated in writing to the contracting officer. The Site Lead or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The Site Lead or alternate shall be available 6:00 a.m. to 21:00p.m., Monday thru Sunday during the training event only.. The contractor shall provide knowledgeable, qualified, and skilled SMEs to support the training requirements under this PWS. The number and type of required Subject Matter Experts (SME) positions may vary depending on the requirements for each HIPO training event, which each specific task order will identify. The SME positions may be any quantity (no minimum and no maximum number of positions) and combination of labor categories for each of the following: STX Coordinator/Trainer, Tactical Human Intelligence (HUMINT), Operational Management Team (OMT), Tactical Counter Intelligence (CI), HUMINT Analyst, and S2X/G2X. Qualifications for all key personnel are listed below:

##### 1.4.11.1 Subject Matter Expert (SME) Personnel.

The contractor shall provide knowledgeable, qualified, and skilled SME's to support the training requirement under this PWS. The number and type of required SME positions may vary depending on the requirements for each HIPO training event, which each specific task order will identify. The SME positions may be any quantity (no minimum and no maximum number of positions) and combination of labor categories for each of the following: STX Coordinator/Trainer, Tactical Human Intelligence (HUMINT), Operational Management Team (OMT), Tactical Counter Intelligence (CI), HUMINT Analyst, and S2X/G2X.

1.4.11.1.1 All SMEs shall have solid and varied experience in training methodologies specific to their SME field of operations, with expertise in U.S. HUMINT/CI operations. SMEs shall be knowledgeable in intelligence collection operations, dissemination, analysis, production and information technologies used to support the training. SMEs shall have knowledge of collection systems, system capabilities, and exploitation methods specific to their SME field of operations. The SMEs shall have strong communications, briefing, writing, and organization skills.

1.4.11.1.2 All SMEs shall have trained at the appropriate U.S. DoD or NATO recognized school; have 10 years applicable experience; and five years experience in the SME category described below; and have at least one (1) deployment to a combat area, e.g., Iraq, Afghanistan, or the Balkans in the SME capacity in support of U.S. operations within the past Ten (10) years. All SME's shall have a valid and current U.S. SECRET Clearance.

1.4.11.2 STX Coordinator/Trainer SME. In addition to the SME requirements listed in PWS Section 4.1, the STX Coordinator/Trainer personnel shall have a minimum of one year experience managing and organizing training exercises, and experience working with role players and interpreters and have a valid driver's license for operating a motor vehicle in Germany on and off U.S. military installations.

1.4.11.2.1 The STX Coordinator/Trainer shall have experience in writing scripts for exercises and scenario development. The STX Coordinator/Trainer shall organize, plan and de-conflict the mission of the interpreters and role players supporting the exercise. The STX Coordinator/Trainer must possess organization, management and leadership skills.

1.4.11.2.2 The STX Coordinator/Trainer shall also provide Site Lead contract oversight. As the designated Site Lead, the STX Coordinator/Trainer shall act as a representative of the contractor, and shall be have the authority to make timely programmatic decisions as requested by the COR and Government Functional Representative.

1.4.11.3 Tactical HUMINT / HCT SME. In addition to the SME requirements listed in PWS Section 4.1, the Tactical HUMINT SME shall have experience with the following: (1) HUMINT Collection Tactics; (2) HCT leader experience; (3) Techniques and Procedures (TTPs); (4) HUMINT collection operations; (5) HUMINT reporting; (6) Intelligence Contingency Funds (ICF); and (7) coordination of collection requirements and mission planning. The Tactical HUMINT shall also have familiarization with the Department of Defense, Department of the Army (DA) and Joint HUMINT regulations, doctrine and policy.

1.4.11.4 OMT SME. In addition to the SME requirements listed in PWS Section 4.1, the OMT SME shall have experience with the following: (1) HUMINT Operations Management; (2) managing collection requirements; (3) source de-confliction at the OMT level; (4) HUMINT report quality and control; and (5) HUMINT analysis. The OMT SME shall also meet the requirements for Tactical HUMINT SMEs as listed in PWS Section 4.3. A waiver for individual candidates based on unique individual experience is possible with a review by the USAREUR G2 TREX or designated Government representative, and approval of the Contracting Officer.

1.4.11.5 Tactical CI SME. In addition to the SME requirements listed in PWS Section 4.1., the Tactical CI SME shall have experience with the following: (1) Tactical CI operations; (2) CI investigations; (3) screening; (4) threat vulnerability assessments; (5) CI reporting, analysis, and

collection requirements; (6) CI support to tactical operations; and (7) law governing CI investigations.

1.4.11.6 S2X/G2X SME. In addition to the SME requirements listed in PWS Section 4.1, the S2X/G2X SME shall have experience with the following: (1) HUMINT Operations Management; (2) CI Operations Management; (3) ICF; (4) source de-confliction; and (5) HUMINT reporting management and dissemination and liaison.

1.4.11.7 CI / HUMINT Analyst and Requirements Cell (CHARC) Analyst (CI/HUMINT Analyst) SME. The CI / HUMINT Analyst SME shall have experience with the following: analyzing HUMINT reporting, working with CI, IMINT, SIGINT, MASINT and All Source Analysts, utilizing analyst tools, disseminating analyst products, evaluating reporting, recommending CI / HUMINT Collection Focus and briefing.

1.4.11.8 STX Role Player. STX Role players shall be fluent in German and have some knowledge of English. To replicate the normal situations encountered by U.S. and Coalition forces in certain overseas contingency operations, the task order may designate the minimum percentage population of male role players.

1.4.11.9. Interpreters. German Interpreters shall be capable of translating the written and spoken target languages, and further capable of translating conversation language real-time. HIPO training events will require German speaking interpreters only.

1.4.11.9.1 The contractor shall test all interpreters for their English and German language skills using the tests approved, recognized and accepted by national professional associations and organizations for evaluating English as a Second Language (ESL), and German. The acceptable language ability levels are those either assessed as a native speaker or, at minimum, evaluated at a level of "General Professional Proficiency" (level 3) on the Defense Language Proficiency Test (DLPT) in reading, listening, and speaking, or equivalent test score with adherence to the Interagency Language Round Table (ILRT) guidelines.

1.4.11.9.2 In order to replicate the normal situations encountered by U.S. forces in certain overseas contingency operations better, the Task Order may designate the minimum percentage population of male interpreters because of the limited interaction with the female gender based on cultural norms and sensitivities.

1.4.12. Identification of Contractor Employees:

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.4.13. Contractor Travel

The contractor may be required to travel (prior, during, and after the training) to the applicable training location in Germany to attend meetings for the purposes of coordination and implementation of the Government's training objectives. The contractor shall have the appropriate travel documentation, appropriate passports, visas, medical vaccinations and sufficient travel, medical, and

life insurance coverage when working outside of the United States. The contractor may be required to travel to off-site training locations and to ship training aids to these locations in support of this PWS. Contractor will be authorized travel expenses consistent with the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR.

#### 1.4.14. Other Direct Costs (ODC):

ODC's will be covered in accordance with each negotiated firm-fixed price Task Order when considering fuel, cellular telephone communications for training communications, cell phone minutes, etc. The fixed price will include airfare, travel expenses, daily lodging, and per diem (at a rate no higher than the Joint Travel Regulations (JTR)), rental vehicles and fuel, cellular telephone communications for training communications, cell phone minutes, cameras, and other equipment in support of the administration, practical exercises and STX portions of the training event.

#### 1.4.15. Data Rights

The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

#### 1.4.16. Organizational Conflict of Interest:

Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

#### 1.4.17 Special Requirements:

1.4.17.1. Security. The contractor employees shall adhere to all U.S. Army, Joint and DoD security regulations, and requirements; shall abide by all USAREUR and local commander security regulations; and shall be subject to security checks. Contractor employees are considered non-combatants and are not authorized to be armed.

1.4.17.2 All contractor employees, to include role players and interpreters, shall agree to have their names and personal information provided to the applicable U.S. Army and Coalition Force Counterintelligence and Law Enforcement entities. Contractor shall provide names and personal information up to 10 days prior to arrival of training venue to allow time for the Government to screen each individual in a timely manner. The Government retains the right to disallow participation by any individual found unacceptable through this vetting process. The contractor shall replace the

individual in a timely manner with no disruption to the training, and at no extra cost to the Government.

1.4.17.3. The Government shall provide force protection measures commensurate with that given to DoD civilians in the theater of operations.

1.4.17.4. All contractor employees shall have no criminal record or outstanding arrest warrants.

1.4.17.5. The contractor shall provide a Good Conduct Police Certificate (GCPC) for each role player and interpreter.

1.4.17.6. Conflict of Interest. The contractor shall not employ, hire, or contract with employees of the United States Government or the Department of Defense, either military or civilian, if such employment would create a conflict of interest. The contractor shall not employ any person who is an employee of the Department of Defense, unless such person receives prior approval, in writing, from the KO. The contractor shall ensure that its employees receive training, with periodic refresher training, on how to avoid organizational conflicts of interest.

1.4.17.7. Conduct of Personnel. All contractor personnel shall comply with all Joint, DOD and U.S. Army Professional Conduct Policies and Regulations.

1.4.17.8 The Government reserves the right to remove any contractor personnel from the job site who endangers persons or property, or whose continued employment is inconsistent with the interest of military security. The Government also reserves the right to require the contractor to remove from the job site, any employee found to be under the influence of alcohol, drugs or any other incapacitating agent or any employee involved in the theft of Government property. The removal from the job site of such personnel shall not relieve the contractor of the requirement to provide qualified personnel to perform services.

1.4.17.9 Disclosure of Information. Disclosure of information regarding operations of the activity to persons not entitled to receive it, or failure to safeguard any classified information that may come to the contractor (or any persons under the contractor's control) in connection with work under this contract, may subject the contractor, contractor's agent, or employees to criminal liability under Title 18, Sections 793 and 798 of the United States Code. Neither the contractor nor the contractor's employees shall disclose or cause to be disseminated, any information concerning the operations of the activity that could result in, or increase the likelihood of, the possibility of a breach of the activities' security or interrupt the continuity of operations.

1.4.17.10 The contractor shall not respond directly to inquiries, comments, complaints, or requests for information relating to matters observed, experienced, or learned as a result of the performance of this contract, the resolution of which may require the dissemination of information obtained through direct or indirect methods of intelligence collection or relating to intelligence operations, whether classified or unclassified. Such inquiries or requests for information shall be referred to the contracting officer or contracting officer representative.

1.4.17.11 The contractor shall not release personal information regarding individuals, other than its own employees.



1.4.17.12 Non-Disclosure Agreements (NDAs). The contractor shall provide signed NDAs by all contractor employees regarding all HIPO related information and materials to the Government prior to the HIPO training start date.

1.4.18 Installation Access. The contractor shall ensure all employees working under this contract obtain a valid installation access pass before they report to work. This can be accomplished by coordinating access with the USAREUR G2 TREX, which is the sponsoring Government organization.

1.4.18.1 Background Check. The contractor shall provide required law enforcement background investigations and other supporting documentation with applications for installation passes in accordance with AE Regulation 190-16, dated 22 March 2005.

1.4.18.2 The contractor shall ensure its employees return their installation pass on the last day of work. All lost passes shall be promptly reported to the Contracting Officer's Representative (COR).

1.4.19 Medical Requirements.

1.4.19.1 Medical Insurance. The contractor shall be responsible for providing all necessary medical insurance to cover the costs of all medical needs of its employees assigned to work under this contract.

1.4.19.2 For training events located on U.S. military installations with medical and or dental facilities, the Government will provide emergency medical and dental treatment on site and emergency evacuation, if required. The contractor shall reimburse the Government for any emergency medical/dental treatment and/or emergency evacuation.

1.4.19.3 Contractor employees requiring prescription drugs shall ensure they have sufficient supply upon arrival on site.

1.4.19.4 Immunizations. The contractor shall ensure that all its employees under this contract have the required vaccinations or immunizations, or other current medical requirements for their assigned work area(s). A list of required vaccinations or immunizations can normally be obtained from the military medical facility with the AOR, the U.S. Department of Health and Human Services, and the U.S. Department of State.

1.4.20. ANTITERRORISM/OPERATIONS SECURITY REQUIREMENTS.

1.4.20.1 All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall have AT Level I awareness training completed within 30 calendar day after contract start date, or within 30 calendar days of new employees' commencing performance. All contractor and subcontractor employees will complete this training annually. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR or contracting officer within 30 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at <https://atlevel1.dtic.mil/at>. Antiterrorism performance (Level I AT Awareness Training attendance and compliance) may be documented as a performance metric under the resultant contract, and be part of past performance information in support of future source selections

1.4.20.2 AT Awareness Training for Contractor Personnel Traveling Overseas. Contractors required traveling overseas while performing requirements of this contract will comply with the DoD Foreign Clearance Guide at <https://www.fcg.pentagon.mil/fcg.cfm> and the Department of State Travel Warnings at [travel.state.gov](http://travel.state.gov).

1.4.20.3 Access and General Protection/Security Policy and Procedures. Access/badging will be issued by HQ USAREUR, DCS-G2 security office, or appropriate office's, once individual contractor security clearance is properly verified. All DoD Contractor employees must undergo a background investigation as directed by Department of the Army G-2. Said investigation may include a background check with FBI, DHS, JTTF, NSA, DSA, and other federal agencies as required. Investigations may also include personal interviews or polygraph exams. Each Facility Security Officer (FSO) must setup a profile in the Joint Personnel Adjudicative System (JPAS) for each Contractor employee within 5 working days of employment. Contractor personnel shall obtain a favorable determination by the Government prior to commencement of duties associated with this contract.

1.4.20.4 iWATCH Training. The contractor and all associated subcontractors working within an Army-controlled installation, facility, or area, will brief all employees on the local iWatch program (training standards provided by the requiring activity Antiterrorism Officer). This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training will be completed within 30 calendar days of contract award and within 30 calendar days of new employees' commencing performance, with the results reported to the COR no later than 60 days after contract award.

1.4.20.5 Access to Government Information Systems. All contractor employees with access to government information system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services and must successfully complete the Army IA awareness training prior to access to the information system and then annually thereafter. Additionally personnel must annually sign an acceptable use policy (AUP). The training is available online at <https://ia.signal.army.mil/DoDIAA/>

1.4.20.6 Operational Security (OPSEC). The contractor will comply with the requiring activity's OPSEC Plan/SOP. The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this contract. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, Privacy Act data, and Government personnel work products that are obtained or generated in the performance of this contract.

1.4.20.7 OPSEC Training. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of reporting for duty. All contractor employees must complete annual OPSEC awareness training. Training will be provided by the requiring activity.

1.4.20.8 Information Assurance (IA)/Information Technology (IT) Training. All contractor employees and associated subcontractor employees must complete the Army IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570-.01-M and AR 25-2 within 6 months of employment. The training is available online at <https://ia.signal.army.mil/DoDIAA/>

1.4.20.9 Information Assurance (IA)/Information Technology (IT) Certification. All contractor employees and associated subcontractor employees' supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01-M must be completed upon contract award.

1.4.20.10 Authorized to Accompany the Force. Contractors will comply with DFARS Clause 252.225-7040.

1.4.20.11 Performance or Delivery in a Foreign Country. Contractors will comply with DFARS Clause 252.225-7043. U.S. entity contractors will affiliate with the Department of State Overseas Security Advisory Council (OSAC) at <https://www.osac.gov/Pages/Home.aspx>. All U.S. and nonlocal national employees will comply with the travel requirements in the DoD Foreign Clearance Guide.

1.4.20.12 Handling or Access to Classified Information. The contractor will comply with FAR 52.204-2, Security Requirements and have completed DD 254.

## **PART 2 DEFINITIONS & ACRONYMS**

### **2. DEFINITIONS AND ACRONYMS:**

#### **2.1. Definitions:**

##### 2.1.1. Contractor.

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

##### 2.1.2. Contracting Officer.

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

##### 2.1.3. Contracting Officer's Representative (COR).

An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

##### 2.1.4. Defective Service.

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

##### 2.1.5. Deliverable.

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

##### 2.1.6. Physical Security.

Actions that prevent the loss or damage of Government property.

##### 2.1.7. Quality Assurance.

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

##### 2.1.8. Quality Assurance Surveillance Plan (QASP).

An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

##### 2.1.9. Quality Control.

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

2.1.10. Subcontractor. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.11. Work Day.

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

2.1.12. Work Week.

Monday through Friday, unless specified otherwise.

## **2.2. Acronyms:**

ACE – Analysis and Control Element

AOR – Area of Responsibility

CHARC – CI / HUMINT Analysis and Requirements Cell (CHARC)

CI – Counterintelligence

COR – Contracting Officer’s Representative

DoD – Department of Defense

DLI - Defense Language Institute

DLPT - Defense Language Proficiency Test

ESL – English as a Second Language

G2 – Chief of Staff, Intelligence

G2X – Deputy to the G2, for CI/HUMINT Issues

GCPC - Good Conduct Police Certificate

HCT – HUMINT Collection Team

HIPO – Human Intelligence - Counterintelligence Program of Operation

HUMINT – Human Intelligence

ICF - Intelligence Contingency Funds

ILRT - Interagency Language Round Table

JTR – Joint Travel Regulation

MIB - Military Intelligence Brigade (MIB)

NATO – North Atlantic Treaty Organization

NDA – Non-Disclosure Agreement

ODC – Other Direct Cost

OMT – Operational Management Team (One Level Above HCT)

OPS - Operations

POC – Point of Contact

POI – Program of Instruction

PRS – Performance Requirements Summary

PWS – Performance Work Statement

QAR – Quality Assurance Representative

QCP – Quality Control Plan

QPR – Quarterly Program Review

S2 – Tactical Intelligence Officer

S2X – Deputy to the S2, for CI/HUMINT Issues

SME – Subject Matter Expert

SOFA – Status of Forces Agreement

STX – Situational Training Exercise

TREX- Training, Readiness and Exercises

TTPs - Techniques and Procedures

USAREUR G2 - U.S. Army Europe, Deputy Chief of Staff, Intelligence  
USEUCOM - U.S. European Command

**PART 3**  
**GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES**

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

**3.1. Services:**

The Government shall supply the printing/reproduction of participant training materials.

**3.2. Facilities:**

The Government will provide the buildings, classroom systems support and work areas for each HIPO training event. The Government will provide all of the personal computer (PC) automation systems required for classroom and training events. PC's normally will be based-lined with Microsoft products and compatible software.

**3.3. Intelligence Contingency Fund (ICF):**

The Government will manage and provide technical oversight of Intelligence Contingency Fund (ICF) utilized during a training scenario exercise. The Government will also provide the monetary funds required for the training event. Using AR 381-141 as training doctrine:

- ?? The contractor shall provide instruction on the proper utilization of ICF in accordance with AR 381-141.
- ?? The contractor shall carry out training scenarios, which replicate events authorized under provisions of AR 381-141 on Intelligence Contingency Funds (ICF).

**PART 4  
CONTRACTOR FURNISHED ITEMS AND SERVICES**

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

**4.1. General:**

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

**4.2. Equipment and Materials:**

The contractor shall provide, as necessary, rental vehicles and fuel, cellular telephone communications for training communications, cell phone minutes, cameras, and other equipment in support of the administration, practical exercises and STX portions of the HIPO training event.

**4.3. Host Nation and Local Policy:**

The contractor and its employees shall comply with all host nation local policies and Government regulations while performing the PWS. Existing requirements include compliance with local national labor and tax laws.



## **PART 5 SPECIFIC TASKS**

### **5. SPECIFIC TASKS:**

#### **5.1. Basic Services.**

The Contracting Officer will provide the contractor with a Program of Instruction (POI) 45 calendar days before a scheduled training event. The POI will identify the specific training objectives and scenario. The POI will include the training location and tentative training dates and the estimated number of Government training participants.

5.1.2 The contractor shall have 5 working days to review the POI and submit the following documents to the Contracting Officer and COR for review and approval: (1) a Statement of Understanding and Acceptance of the Training Objectives; (2) a list of proposed personnel (name, labor category, estimated number of work days per labor category) identifying their specific training event task; and (3) the estimated miscellaneous expenses (travel, printing, etc.) needed to support the POI objectives/goals. These documents shall be submitted to the Contracting Officer and COR within 5 working days from the date of receipt of the POI.

5.1.3 Contractor suggestions, recommendations or changes to the POI that would be beneficial to the goals of the training event shall be noted within the Statement of Understanding and the Acceptance of the Training Objectives.

5.1.4 The Government will review and approve the Statement of Understanding and Acceptance within 5 working days from receipt of the contractor's document. The POI to include any approved modifications to the POI shall remain the property of the Government.

5.1.5 Situational Training Exercise (STX) Scenario Development. For HIPO events requiring STX training, the Contracting Officer will provide the contractor, along with the POI, a training scenario summary 45 calendar days before a scheduled training event.

5.1.6. The contractor shall use the Government provided STX Scenario to develop/ modify the training exercise. The contractor's modified STX Scenario shall: (1) be based on current operations in the Balkans, and other contingency operations; (2) consist of writing vignettes, role player scripts, roles, role player biographies, and injects; (3) implement a scenario that will exercise the collection and analytical skills of the intelligence professionals; and (4) reflect whether the Scenario will be executed within the local community, "mock" village or exercise setting.

5.1.7 The modified scenario development documents shall be submitted to the Contracting Officer and the COR along with the POI 5 working days from receipt of the POI. The scenario summary and the final developed STX scenario shall remain the property of the Government. The Government's representative will clarify the specifics of the scenario.

5.1.8 Training Goal. The contractor shall ensure that the most current and effective training possible is conducted to enable the participants meet the challenges of HCT assets during deployment in support of operations throughout the USAREUR and USEUCOM AOR.

## **5.2. Task Heading.**

5.2.1 Task Orders. The Government will outline their training needs and task requirements when providing the Contractor the HIPO Order Form and POI 30 days prior to training event. The Government will then issue a task order after approval of the contractor's Statement of Understanding and Acceptance of the Training Objectives and no later than 20 calendar days before the start date of the training event.

5.2.2 The contractor shall ensure all personnel (SMEs, Role Players, Interpreters) identified to be part of the training event are ready and available to perform the POI training tasks within the dates and times identified in the task order. The contractor shall ensure all contractor personnel have the required skills, qualifications, and background to perform the training tasks.

5.2.3 All contractor personnel must have installation access before they can begin performance. See PWS Section for specific installation access requirements and procedures.

5.2.4 HIPO Implementation/Planning Meeting. No later than (NLT) 5 working days before the start date of the training event, the contractor's STX Coordinator/Trainer shall participate in a HIPO implementation/planning meeting. The implementation meeting shall be on-site at the designated training location identified within each specific task order. The goal of the implementation meeting is to coordinate, review, and finalize the training objectives and the scenario planned for the specific training event. Confirmation of logistics, to include the successful production of all HIPO training materials, participant training materials, and ODC equipment shall be part of the implementation/planning meeting. The contractor shall provide an updated list of personnel at this meeting who will be participating in the training event if the list has changed from the list initially sent with the contractor's Statement of Understanding, as well as a Good Conduct Police Certificate (GCPC) for each role player and interpreter.

5.2.5 HIPO After Action Meeting/Report. The contractor's STX Coordinator/Trainer shall meet with the Government's training representative for an out-briefing. The goal of the out-briefing is to obtain information concerning the quality of the class and relevancy to the stated training goals. Within 5 working days from the completion of the training event the contractor shall submit an After Action Report to the COR and the Government's training representative identified in the task order. The After Action Report shall, as a minimum, address the relevancy of the training to the deployment location, an assessment on the practicality and effectiveness of the training and include participant test scores, participant evaluations, contractor lessons learned, and suggestions for future training events on content, techniques, procedures, logistics, and materials.

5.2.6 Quality Program Review. The government may elect to conduct a quality program review at the time of the After Action Meeting (see Para. 5.2.5) to discuss the quality of the contract implementation of the current contract year. The quality program review will include contractor performance, position fills, timeliness, and meeting the deliverables. The contractor shall provide written feedback in response to the program review within 10 working days.

5.2.8 Deliverables. Deliverables will vary depending on the requirements of each HIPO training event, and will be identified within the individual task order. The Government shall have five (5) calendar days to complete the review of each deliverable and accept or reject in writing. The Government shall have the right to require correction of any deficiencies found in the deliverable at no cost to the government.

5.2.9 Performance Standards. The contractor shall meet the acceptable quality levels of the performance standards outlined in the Performance Requirements Summary provided as Attachment 1 to the solicitation.

5.2.9.1 Methods of Performance Assessments. The Government shall perform quality assurance checks, inspections, and audits of work required by the contract and task orders. Quality assurance inspections may be conducted by the COR, Quality Assurance Representative (QAR), and Government military or civilian employees with written authorization to conduct inspections on behalf of the contracting officer, COR or QAR. Failure of the Government to perform quality assurance checks, inspections, and audits will not relieve the contractor of 100% performance under the contract and resulting task orders. Insufficient or substandard work discovered during Government quality assurance checks, inspections, and audits will be reported by the COR or QAR in a written document to the contracting officer and will be noted on Past Performance documentation. Remedies for deficiencies found as a result of either the COR or QAR shall be in accordance with FAR Clause 52.246-4 of the contract.

### **5.3. Contractor Management Reporting (CMR)**

The Contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the [NAMED COMPONENT] via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: [www.ecmra.mil](http://www.ecmra.mil). The Contractor shall completely fill in all the information.. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

**PART 6**  
**APPLICABLE PUBLICATIONS**

**6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

- ?? Army Europe (AE) Regulation 190-16, entitled “Installation-Access Control”, dated 22 March 2005.
- ?? Army Regulation (C) AR 381-141, entitled “Intelligence Contingency Funds” (U), dated 30 July 1990.

**PART 7**  
**ATTACHMENT/TECHNICAL EXHIBIT LISTING**

**7. TECHNICAL EXHIBIT LIST:**

Technical Exhibit 1 – Performance Requirements Summary

Technical Exhibit 2 – Deliverables Schedule

Technical Exhibit 3 – Workload Data

**HIPO**  
**Technical Exhibit 9 - Deliverables Schedule**

**DELIVERABLES.** The Performance Requirements Summary (PRS) (Technical Exhibit 3), identifies contract services, as well as contract deliverables (see deliverables matrix below). This level of effort shall be documented in the monthly status report deliverable. **If there is no performance required due to lack of training requirements, than no deliverables will be required.**

<b>Data Item Number</b>	<b>Data Item Title</b>	<b>Data Item Description (DID)</b>	<b>Due Date</b>	<b>Comment</b>
A001	Statement of Understanding and Acceptance of Training Objectives	DI-MGMT-80057	NLT (no later than) 5 workdays after receiving Program of Instruction (POI).	As required. Contractor format acceptable by the government.
A002	Attend Implementation / Planning Meeting.	DI-ADMIN-81249A	NLT 5 workdays before the HIPO training event start date.	As required.
A003	Conference Minutes	DI-ADMN-81505	NLT 5 workdays after conference.	As required. Contractor format acceptable.
A004	Presentation Material (HIPO Class room presentations) etc.	DI-ADMIN-81373	NLT 15 days before class room instruction.	As required. Government approved format (briefing slide, etc.) will be used.
A005	SME Personal Listing, Resumes, Fax-backs, and Signed NDA's.	DI-MGMT-81596 DI-MGMT-81597	NLT 5 workdays before the HIPO training event start date.	As required. Contract format acceptable.
A006	Good Conduct Police Certificate (GCPC) for Role Player's and Interpreters	DI-MGMT-80368A	NLT 10 workdays before the HIPO training event start date.	As required. German Government document required.
A007	Base Access Requests for SME's, Role Players, and Interpreters.	DI-MGMT-80368A	Provide monthly, NLT the 15 <sup>th</sup> day of each month, report data for previous month.	As required. Government Provided document (AE 190-16F)
A009	After Action Review (AAR) report	DI-MGMT-81862	NLT 10 days after government request.	As required. Contractor format acceptable.
A0010	Attend Quality Program Review	DI-ADMIN-81249A	NLT 10 days after government request.	As required. Contractor format report acceptable.

**Exhibit 1 – Estimated Workload Data**

CLIN	Labor Category	Location	Estimated Total Labor Days – per CME				
			Base	1 <sup>st</sup> Opt	2 <sup>nd</sup> Opt	3 <sup>rd</sup> Opt	4 <sup>th</sup> Opt
0001	Tactical HCT SME	Grafenwoehr, Germany	156	195	156	195	156
0002	OMT SME	Grafenwoehr, Germany	26	39	26	39	26
0003	CI Tactical SME	Grafenwoehr, Germany	26	39	26	39	26
0004	CHARC SME	Grafenwoehr, Germany	26	39	26	39	26
0005	STX Coordinator/Trainer	Grafenwoehr, Germany	74	106	74	106	74
0006	Role Player (German & English)	Grafenwoehr, Germany	168	252	168	252	168
0007	S2X/G2X SME (German & English)	Wiesbaden, Germany	26	39	26	39	26
0008	Linguist/Interpreters (German & English)	Grafenwoehr, Germany	70	105	70	105	70
		<b>Total Days</b>	<b>572</b>	<b>814</b>	<b>572</b>	<b>814</b>	<b>572</b>

## **EXHIBIT 2**

### **SAMPLE USAREUR G2 HIPO POI**

**X – XX Month 20xx**

**Thursday, X Month 20xx:**

**0900 - 1200: USAREUR TREX ADVON and Tech Support Team Arrive for Set-Up**

**0900 - 1200: USAR/MIG Support Arrives**

**1200 - UTC: Building Acquisition, Technical Set-Up, PBO Deliveries, Set-Up**

**Friday, X Month 20xx:**

**0730 - UTC: USAREUR/USAR/MIG ADVON Set-Up**

**Saturday, X Month 20xx:**

**0730 - UTC: USAREUR/USAR/MIG ADVON Set-Up**

**0900 - UTC: Contract Support Staff Arrives (Mentors/Staff)**

**0900 - UTC: Potential Arrival of CONUS Pax**

**0900 - UTC: In processing for all arriving Pax**

**Sunday, X Month 20xx:**

**0900 - 1700: Arrival/In-processing of all Pax not already on-site**

**0900 - 1700: Equipment/Vehicle Issue (by Team/Element)**

**0900 - 1700: Team Area Set-up/Area Familiarization for Teams already on-site**

**Monday, X Month 20xx:**

**0800 - 0830: Mentor Introduction/Event Overview**

**0830 - 0900: Discretionary Fund Overview and SOP (OIC/ Class A Agent)**

**0900 - 1000: Observation and Analysis**

**1000 - 1100: Establishing Rapport**

**1100 - 1200: Elicitation and Approach**

**1200 - 1300: Lunch**



**1300 - 1430: Operational Reconnaissance/Report Format (Casing)**  
**1430 - 1500: Discretionary Funds Issue to Team Leaders (OIC/ Class A Agent)**  
**1500 - UTC: Casing/Casing Report PE/Elicitation and Approach PE**

**Tuesday, X Month 20xx:**

**0800 - Two Casing Reports due to Mentor at 0800 (one traditional, one non-traditional)**  
**0800 - 0930: Kosovo Overview**  
**0930 - 1100: Threat Overview**  
**1100 - 1200: HCT Liaison**  
**1200 - 1300: Lunch**  
**1300 - 1400: HCT Screening**  
**1400 - 1500: MSO Overview**  
**1500 - UTC: Casing/Casing Reports**

**Wednesday, X Month 20xx:**

**0800 - Four Casing Reports due to Mentor at 0800 (two traditional, two non-traditional)**  
**0800 - 0830: OMT Responsibilities**  
**0830 - 0900: HARC Responsibilities**  
**0900 - 0930: CI Team Responsibilities**  
**0930 - 1000: G2X Responsibilities**  
**1000 - 1130: Training Overview**  
**1130 - 1300: Lunch**  
**1300 - UTC: Casing/Casing Reports**

**Thursday, X Month 20xx:**

**0800 - Six Casing Reports due to Mentor at 0800 (one traditional, five non-traditional)**  
**0800 - 0930: Source Operations/Personal Meets**  
**0930 - 1030: Debriefing Fundamentals**  
**1030 - 1130: Use of an Interpreter**  
**1130 - 1300: Lunch**  
**1300 - 1400: Walk-Ins**  
**1400 - 1500: Report Writing (BSD, Contact Report, DIIR, Source Termination, Spot Report)**

**1500-1530: Walk-In Demonstration**  
**1530 – UTC: Walk-In/Report Writing PE**

**Friday, X Month 20xx:**

**0800 - 0900: OPSEC**  
**0900 - 1100: Mission Planning**  
**1100 - 1200: Mission Planning Demo**  
**1200 - 1300: Lunch**  
**1300 - 1500: Mission Planning PE**  
**1530 - 1600: STX Briefing**  
**1600 - 1730: OMT/CI Team/HARC/G2X Track Training (Mentors)**  
**1600 - UTC: STX Prep (HCT)**

**Saturday, X Month 20xx:**

**0800 - UTC: STX**

**Sunday, X Month 20xx:**

**0800 - UTC: STX**

**Monday, X Month 20xx:**

**0800 - UTC: STX**

**Tuesday, X Month 20xx:**

**0800 - UTC: STX**

**Wednesday, X Month 20xx:**

**0800 - UTC: STX**

**Thursday, X Month 20xx:**

**0800 - 1600: STX**  
**1600 - 1700: ENDEX/DF/Equipment Turn-In**  
**1700 - 1730: AAR Forms**  
**1730 - 1800: HARC Briefing**

**1800: Safety Briefing (NCOIC)**

**\* Designated VIP Visit Day**

**Friday, X Month 20xx:**

**0830 - 1100: Clean-up/Equipment Turn-In/Truck Load (All)**

**1100: Closing Remarks**

**1130: Departure of Participants/Contract Support Staff**

**Saturday, X Month 20xx:**

**0800 - 0900: Final Clearance**

**0900: Departure of USAREUR/MIG/USAR Support Staff**

## Sample HIPO STX Scenario: Country of Bavaria

The United States Armed Forces, acting multilaterally with its Coalition partners, and under the authority of several UN resolutions, invaded the country of Bavaria on December 25, 2004 for two reasons. Bavaria was identified as having a regime that harbored international terrorists, mostly Islamic extremists, who have proven themselves to be hostile to the West, especially the United States. The second reason is Bavaria has been known to sponsor terrorist acts that have killed thousands of people around the world over the past ten years. Bavaria posed a threat to its peaceful neighbors, threatening them constantly with Weapons of Mass Destruction (WMD)s, and making occasional incursions that have caused casualties and large-scale destruction. Bavaria's neighboring countries have sought the help of the United States and its Coalition partners to end these threats and incursions.

In the duration of the occupation, nearly fifteen hundred Coalition troops and civilian workers have been killed, more than two-thirds of whom were Americans. An active insurgency, strengthened by foreign Mujahadin fighters from various countries has caused most of these casualties. Elements of the former regime have also participated in attacks. The preferred method of attack on Coalition Forces is by Improvised Explosive Devices (IED)s, although sniping and ambushes have also caused significant casualties.

Coalition Forces have two major bases in Bavaria, located in Grafenwoehr and Vilsek. They also operate a detention facility known as Rosenhof Prison. Several cities have been identified as neutral or friendly to Coalition Forces, including Eschenbach and Amberg. The hotbed of the insurgency is Weiden, where attacks against the Coalition take place virtually on a daily basis. Hirschau is the hometown of the President of the former regime, and is likewise very hostile to the Coalition. The town of Pressath has been identified as the primary source of mortar attacks on US bases, and harbors numerous suspected bomb-makers and sympathizers. Freihung possesses the same notoriety as Pressath, and appears to be the source of most IEDs that have been used against the Coalition.

Several HVTs (High Value Targets) are being sought by Coalition Forces, including suspected Al-Qaeda operative and financier Ali Abdul Sulieman, who carries a twenty million dollar prize tag on his head. The Coalition believes, although unconfirmed, that his base of operations is in Weiden.

Collecting actionable intelligence which will enable the Coalition to neutralize insurgent operations is one of the highest priorities of the Coalition. Coinciding with this priority and of utmost importance is the capture or killing of Sulieman. It is believed that his capture or death will strike a critical blow to the insurgency.

### Exhibit 3

## **EXHIBIT 4**

### **SAMPLE – SPECIFIC TASKS**

**1.4.2. Specific Tasks for the September/October 2013 event.** The September/October 2013 HIPO event will train approximately 60-65 U.S. soldiers: approx. 40 Tactical Human Intelligence (HUMINT) Collection Team (HCT) members (8 x HCT's); 8 HCT Operational Management Team (OMT) personnel (2 x OMT's); and 5 G2X Staff Officers (1 x G2X Cell), 6 Counterintelligence/ HUMINT Analysis and Requirements Cell (CHARC) personnel (1 x CHARC), and 5 Tactical Counterintelligence (CI) Team personnel (1 x Tactical CI Team).

a. Contractor is responsible for researching, staffing and modifying the current USAREUR G2X/66MIB Tactical HUMINT/CI STX Scenario, and classroom presentations which will encompass all aspects of HCT, analysis, CI, G2X and HCT management operations to prepare U.S. Soldiers to conduct tactical intelligence collection support of deployed military operations. The modification of the STX Scenario will require roles to be updated or added. Contractor shall be responsible for the final communication, coordination, and planning for event participants.

b. A contractor representative shall attend a planning meeting in Grafenwoehr, Germany on 31 August 2013 for the purpose of coordination, site survey and implementation of government's mentorship objectives into the deliverable.

c. Course design and POI's shall allow the course to be presented over a twelve (12) day mentoring period (30 September through 11 October 2013). The HIPO training event activities for U.S. forces shall be executed at the Grafenwoehr Training Area, Germany.

d. Contractor shall provide a total of 16 SME's, 14 Role Players, and 9 Linguists.

?? Two (2) HIPO/STX Coordinators shall work at Grafenwoehr, Germany, 31 August through 19 October 2013. The two (2) HIPO STX Coordinators shall not work U.S. Federal holidays, nor the weekend days during the planning period and after action review period (31 August through 28 September 2013, and 13 October through 19 October 2013); however weekend days shall be worked during the HIPO training event from 29 September through 11 October 2013.

??One (1) additional STX coordinator shall report to work at the Grafenwoehr Training Area, Germany, 29 September through 11 October 2013 (dates required include weekend days).

??Eight (8) HCT SME, one (1) CI/HUMINT Analysis SME, one (1) G2X SME, two (2) OMT SME, and one (1) Tactical CI SME shall report to work at the Grafenwoehr Training Area, Germany on 29 September through 11 October 2013 (dates required include weekend days).

?? Fourteen (14) Role Players and nine (9) Linguists shall report to work at the Grafenwoehr Training Area, Germany on 05 through 11 October 2013 (dates required include weekend days).

**1.5. Place of Performance.** Grafenwoehr, Germany.

**1.6. Period of Performance.** 31 August through 19 October 2013.

## Appendix C: Historical HUMINT - CI Program of Operation (HIPO) Order Form for Sep/ Oct 2013

FFP	Description	Government HIPO Order Information provided in yellow fields.					
<b>LABOR</b>						For Planning Purposes Only	
			Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
1	Tactical HCT (HUMINT Collection Team) SME	# Positions					
		8	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
2	OMT SME	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
		2	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
3	CI Tactical SME	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
		1	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
4	G2X SME	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
		1	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
5	CHARC SME (CI/HUMINT Analyst)	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
		1	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
6	STX Coordinator	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates	estimated Travel Dates (non-billable)	Price
	* 31 Aug - 19 Oct 14 in Grafenwoehr. Work to include weekends from 30 Sep - 11 Oct.	2	\$	38 days in Graf	*31 Aug - 19 Oct 2013	29 Aug and 20 Oct	\$
		1	\$	13	29 Sep - 11 October 2013	27 Sep and 12 October	\$
7	Role Player (with German foreign language)	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates		Price
		E	\$	7	05-11 October 2013		\$
8	Linguist (German and English)	# Positions	Daily Rate (NTE 12 hrs)	# Work Days	Report Work Dates		Price
		9	\$	7	05-11 October 2013		\$
<b>TRAVEL</b>		# Personnel					Price
9	Airfare		\$				\$
10	Per Diem		\$				\$
<b>Other</b>							
11	Supplies (fuel, cellular phones, cameras, office supplies, etc.)		\$				\$
12	Rental Vehicles	17	\$				\$
						<b>FFP TOTAL PRICE</b>	\$

<b>Sep 2013 CAMO Summary</b>	
# Soldiers	55-70
Place of Performance:	Grafenwoehr Training Area, Germany
CAMO Training dates:	30 Sep- 11 Oct 2013 (12 Days)
Danger /Hazardous Duty Pay?	No.
any <b>other</b> Clearance Levels?	No.(See STX coordinators above TS/SCI)
Amount of est. OT?	See below.
for Linguists?	Require an estimated 10-12 hours per day to fulfill necessary support of STX activities.
for Role Players?	Require an estimated 10-12 hours per day to fulfill necessary support of STX activities.
other Considerations:	Work for STX Coordinators and Tactical HUMINT SMEs; includes Saturday & Sunday during CAMO training dates in Grafenwoehr.

EXHIBIT 5