

**STATEMENT OF WORK  
FOR  
TRAINING VESSEL SUPPORT SERVICES**

**UNITED STATES COAST GUARD  
AVIATION TRAINING CENTER MOBILE, ALABAMA**

**1.0 GENERAL**

**1.1 BACKGROUND**

The Department of Homeland Security, United States Coast Guard (USCG), Aviation Training Center (ATC), Aviation Training Department located in Mobile, Alabama has a requirement for training vessel support services.

Two of the USCG's primary missions are Search and Rescue and Law Enforcement. In order to fulfill this mission, it is necessary to maintain aircrew proficiency by training pilots and aircrews on the techniques, tactics and procedures of deploying various rescue devices to a vessel, deploying the rescue swimmer, airborne use of force, instrument approaches to the water, and aerial deliveries to the water. These skill sets require both initial and proficiency training for USCG pilots and aircrews.

Small boat support is required in order to accomplish these operations. The USCG's increased operations tempo and additional Department of Homeland Security missions have reduced the availability of USCG small boats and crews to provide support for required aviation training, therefore the USCG has had to contract for vessel support services. Contract vessel support services have been accomplished with two (2) contracted vessels (one vessel supported hoist training and the other supported use of force training/aerial deliveries) which adequately fulfilled the training demands.

**1.2 SCOPE**

The contractor shall provide training vessel support services in support of the USCG ATC Aviation Training Department's training programs consisting of hoist training and use of force training as described in this Statement of Work (SOW).

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### **1.3 OBJECTIVE**

The contractor shall be able to operate vessels simultaneously and provide vessels with all necessary management, supervision, personnel, labor, materials, fuel, and equipment required to support helicopter hoisting operations.

Helicopter operations include:

- crew hoist operations;
- rescue swimmer operations;
- hoisting of USCG team members and their canines;
- training with USCG vessels on operational towing;
- use of force tactics training;
- helicopter approaches to the water;
- search and rescue training;
- safety boat for fast roping operations; and
- any aerial delivered material used to support ATC and its partners.

Fulfilling this requirement will enable the USCG to maintain pilot proficiency and meet student production goals as identified herein.

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## 1.4 APPLICABLE DOCUMENTS

The documents referenced below pertain to this requirement and are necessary to perform this contract.

In each of the publications referred to herein, consider the advisory provisions to be mandatory. Interpret references in these publications to the “authority having jurisdiction,” or work of similar meaning, to mean the Contracting Officer.

The below list of applicable documents is supplied to assist contractors in determining pertinent regulations and shall not be considered all-inclusive:

The applicable documents are attached, website link is provided, or the documents are otherwise made available to contractors as specified.

| <b>Title</b>  | <b>Description</b>   | <b>Document Location</b>                                |
|---|--|---|
| 46 CFR 175-187  | Small Passenger Vessels  | <a href="https://www.ecfr.gov">https://www.ecfr.gov</a> |
| 46 USC 2101 (51)  | General Definitions  | <a href="https://govinfo.gov">https://govinfo.gov</a>   |
| 48 CFR 28.306   | Insurance Under Fixed-Price Contracts  | <a href="https://www.ecfr.gov">https://www.ecfr.gov</a> |
| 42 USC Section 6901 et seq. (1976)                      | Resources Conservation and Recovery Act (RCRA)                                 | <a href="https://www.epa.gov">https://www.epa.gov</a>   |
| 33 CFR 153  | Control of Pollution by Oil and Hazardous Substances, Discharge Removal        | <a href="https://www.ecfr.gov">https://www.ecfr.gov</a> |
| Safe Drinking Water Act (SDWA)                          | Safe Drinking Water Act (SDWA)   | <a href="https://www.epa.gov">https://www.epa.gov</a>   |
| The Occupational Safety and Health Act (OSHA)           | The Occupational Safety and Health Act (OSHA)                                  | <a href="https://www.osha.gov">https://www.osha.gov</a> |
| 42 USC Section 9601 et seq. (1980)                      | Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) | <a href="https://www.epa.gov">https://www.epa.gov</a>   |
| The Superfund Amendments and Reauthorization Act (SARA) | The Superfund Amendments and Reauthorization Act (SARA)                        | <a href="https://www.epa.gov">https://www.epa.gov</a>   |

#### 1.4.1 Compliance Documents

The following documents provide specifications, standards, or guidelines that must be complied with in order to meet the requirements of this contract:

| <b>Title</b>                   | <b>Description</b>                           | <b>Document Location</b>  |
|--------------------------------|--|---|
| COMDTINST<br>M10470.10(series) | USCG Rescue and Survival<br>Systems Manual   | <a href="https://www.uscg.mil/directives/">https://www.uscg.mil/directives/</a> |
| BCH16114.1(series)             | USCG Boat Crew Handbook -<br>Boat Operations | Government will provide upon contract<br>award.                                 |

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## **2.0 SPECIFIC REQUIREMENTS/TASKS**

For the entire duration of this contract, the contractor shall be responsible for providing and operating vessel(s) in accordance with this SOW.

For the purposes of this requirement, the vessel(s) will be referred to as Hoist Vessel(s) and Tactics Vessel(s).

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## **2.1 HOIST VESSEL**

The contractor shall provide training vessel support services in support of helicopter hoisting operations training as identified within this SOW.

The contractor shall be required to support training for:

- crew hoist operations;
- rescue swimmer operations;
- hoisting of USCG team members and their canines;
- training with USCG vessels on operational towing;
- helicopter approaches to the water;
- search and rescue training;
- aerial delivered material used to support ATC and its partners; and
- objects deployed or hoisted from Government aircraft.

These objects may be delivered directly to the training vessel(s) or may be dropped into the water for retrieval.

The contractor shall be required to support training for helicopter hoisting use by starting/stopping and steering the vessel(s) as directed by the aircrew.

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### **2.1.1 Hoist Vessel Technical Requirements**

The contracted training Hoist Vessel(s) shall meet the following technical requirements and characteristics:

- shall be at least 40 feet in length and no longer than 65 feet in length;
- shall have a beam of at least 12 feet;
- shall have a draft of at least 3.5 feet; An extremely shallow draft is undesirable due to drift characteristics when subjected to rotor downwash.
- maximum draft shall be such to allow the safe operation in areas potentially as shallow as six (6) feet deep;
- shall have a gross weight of at least 14 short tons;
- shall be without permanent structures protruding higher than 20 feet above the water line which cannot be safely stowed (e.g. antennas);
- shall have a minimum speed of 0 knots or “dead in the water”;
- shall be capable of maintaining at least 10 knots transit speed for one continuous hour;
- shall be capable of being underway for at least 12 hours without requiring additional fuel;
- shall be capable of maintaining a heading of + / - 10 degrees at a speed of 5 knots while operating under a helicopter producing 90 knots of rotor downwash in varying sea states and winds;
- shall have a minimum deck area of 64 square feet on the aft (fantail) portion of the vessel to the transom to allow at least two (2) crew members to safely conduct training/hoisting operations with a basket or litter lowered from the helicopter;
- deck area shall be free of all obstructions and hazards;
- Coxswain shall have a clear view of the entire deck area during hoist training;
- shall have a heated cabin large enough to accommodate the entire Hoist Vessel crew;
- shall be capable of easily recovering personnel or floating equipment from the water; and
- shall be capable of operating in an extreme cold weather environment.

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## **2.2 TACTICS VESSEL**

The contractor shall provide training vessel support services in support of helicopter Airborne Use of Force judgmental training to include, but not limited to simulation of an evasive non-compliant vessel.

The contractor shall be required to support training for:

- rescue swimmer operations;
- training with USCG vessels on operational towing;
- use of force tactics training;
- helicopter approaches to the water;
- search and rescue training;
- fast rope safety boat duties;
- any aerial delivered material used to support ATC and its partners;
- retrieval of objects deployed from Government aircraft: and
- use of force gunnery exercise training with tow targets.

Fast rope safety boat duties include operating close to the fast rope platform (cutter, pier etc.) and being ready to recover persons that enter the water.

The contractor shall be required to support training for helicopter use of force judgmental training which will involve starting/stopping and steering the vessel(s) as directed by the aircrew.

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### **2.2.1 Tactics Vessel Technical Requirements**

The contracted training Tactics Vessel(s) shall meet the following technical requirements:

- shall be at least 25 feet in length and no longer than 50 feet in length;
- shall have at least two (2) outboard motors;
- shall be configured to allow operations in a minimum of four (4) feet of water where the contract vessel(s) will be required to operate;
- shall be able to maneuver and simulate an evasive non-compliant vessel;
- shall have a minimum speed of 0 knots or “dead in the water”;
- shall be capable of maintaining a minimum 45 knots transit speed for at least 30 minutes;
- shall be capable of being underway for at least six (6) hours without requiring additional fuel;
- shall be capable of making rapid turns at high rates of speed, including 90 degree turns while maintaining 20 knots of speed;
- shall have a deck area able to accommodate equipment delivered from aircraft; Equipment dropped from aircraft may be up to three (3) feet wide and weigh up to 200 pounds.
- Due to the limited deck space, crew requirements, the vessel(s) SHALL NOT be used as a hoist platform.
- shall have deck space to accommodate two (2) crewmembers (one crewmember to act as a Coxswain and another to act as a Safety Observer). The Safety Observer will also be required to role play (e.g. armed gunman, disgruntled mariner, pleasure craft operator, etc.); and
- shall have the deck space to accommodate up to four (4) USCG members when they are required to support training.

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## **2.3 VESSEL EQUIPMENT**

The vessels shall have, at a minimum, all equipment required by federal, state (including the state the vessel is registered and the state the vessel is operating within), local, and municipal laws.

Additionally, for operational purposes, the vessel shall have:

- a fathometer;
- surface search radar;
- Very High Frequency-Frequency Modulation (VHF-FM) multiple frequency capable 2-way marine radio, with a range of at least 15 nautical miles;
- a cellular telephone for secondary communications to the ATC Mobile Operations Center;
- Global Positioning System (GPS); and
- a long distance high-beam search light.

Equipment/technique is required to demonstrate that the vessel operator can hear radio communications between the training vessel and helicopter while a helicopter is directly overhead the vessel.

## **2.4 SAFETY EQUIPMENT**

The vessels shall be outfitted with a contractor-furnished first aid kit and approved USCG Type III personal flotation devices for crew and passengers. The contractor shall provide survival suits as needed for crew members allowing them to operate in and around the defined operating area, on the weather deck/under rotor downwash continuously in temperatures ranging from -2 degrees Celsius to 38 degrees Celsius (28 degrees Fahrenheit to 100 degrees Fahrenheit). The contractor shall provide helmets, goggles, hearing/ear protection, and grounding rods for use by vessel crew members during helicopter hoisting operations.

## **2.5 VESSEL MAINTENANCE**

The contractor shall retain full responsibility and accountability for the vessels during non-contract hours and shall provide all vessel maintenance.

## **2.6 FUEL**

The contractor shall be responsible for all fuel costs associated with training operations and all transit costs including to the area of operation. The price of fuel shall be incorporated into the firm fixed price.

## **2.7 VESSEL RESPONSIBILITIES AND ACCOUNTABILITY**

The contractor shall retain full responsibility and accountability for the vessels during non-contract hours including preparation, fueling, and cleanup time.

The contractor shall be responsible for any repairs caused by negligence or abuse of contractor employees or employees of sub-contractors.

### **2.7.1 Licenses, Permits, and Insurance**

The contractor shall maintain all mandatory federal and state licenses, permits, and insurance applicable to the contractor's business.

The vessels shall be documented by the USCG National Vessel Documentation Center.

The contractor shall procure and maintain insurance during the entire period of performance under this contract in accordance with FAR clause 52.228-7 Insurance—Liability to Third Persons.

The contractor shall be responsible for ensuring they have adequate liability insurance coverage under 48 CFR 28.306. In addition, the contractor shall provide proof of third party liability insurance that covers up to a minimum of \$1,000,000.00 in personal injuries and property damages.

Prior to commencement of work the contractor shall provide to the Contracting Officer a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement of the effect that cancellation or any material change in the policies adversely affecting the interests of the Government shall not be effective until thirty days after written notice has been given and approved by the Contracting Officer.

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## **2.8 SAFETY**

Anticipate that static electricity charge from the helicopter will be encountered. The vessels shall demonstrate the means to dissipate electrical charge through a grounding wand to the water or to the vessel.

All equipment shall be used in accordance with and be of the same type or better as listed in the USCG Rescue and Survival Systems Manual, COMDTINST M10470.10(series) and the USCG Boat Crew Handbook – Boat Operations. The contractor shall operate and maintain the vessels as well as all equipment and systems, in accordance with the original equipment manufacturers' technical manuals and specifications, USCG regulations, and any applicable federal, state, and local regulations. Furthermore, the contractor and its employees shall become familiar with and obey maritime regulations including emergency, vessel traffic, and security regulations. The contractor shall be responsible for safe navigation of the vessels at all times.

The contractor shall instruct the Government of any hazards or unsafe conditions as they embark or disembark the vessel(s). The contractor shall report all incidents in which there is any injury to personnel or damage to Government's property to the Contracting Officer or Contracting Officer's Representative (COR) with two (2) hours of any incident.

The contractor shall be responsible for maintaining radio communications and visual contact with the helicopter during helicopter cover operations. The contractor shall be responsible for immediately contacting the ATC Operations Center in case of a mishap, aircraft emergency, or lost communications with an aircraft via radio or cellular telephone during training operations.

## **2.9 REQUIRED VESSEL DOCKING/MOORING**

There is no geographical docking/mooring requirement for the Hoist/Tactics Vessel except that each vessel shall be within 1 hour transit distance from the geographical area of operations as defined in section 2.11. The desired operating location for the Tactics Vessel is the northern area of Mobile Bay, north of Point Clear for established operational areas.

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## **2.10 SCHEDULE**

For the purposes of this SOW, the normal schedule week will be Monday through Sunday. Typically, events will be scheduled from Monday through Friday, but may also occasionally be scheduled on the weekend. The schedule will be available for the contractor by 1700 local time on Friday of the proceeding week (sometimes 24 hour advance notice is all that will be available). Due to the dynamic nature of scheduling aircraft training events, times and days may be adjusted on a day-to-day basis. The USCG will provide specific times for services and the specific on scene location within the area of operation a minimum of 24 hours in advance. Prior to departure for any training event, the contractor shall contact the ATC Operations Center, one hour prior and confirm that the training event is still scheduled. The contractor shall be at the operational site within 15 minutes of the prescribed scheduled on scene time. Typically the contractor shall be required to provide services five (5) days per week, but shall be available seven (7) days per week. Additional training periods may be conducted at a greater frequency to accommodate surge training requirements on a schedule mutually agreed upon by both parties. There will be weeks where higher than average or lower than average underway time may be requested which can be predicted to a high degree of accuracy and provided to the contractor for planning purposes.

The Vessel(s) shall be available Monday through Sunday from 0800 to 0100 local time. Training operations will typically be conducted for periods of six (6) hours in duration, not to exceed 12 hours in any 24 hour period. The boat crew shall have a minimum 12 consecutive hour rest period within the 24 hour period. The contractor is responsible for advising the Government when the operations are approaching the maximum 12 hour operational period, inclusive of transit time to and from the operational area.

### **2.10.1 Hoist Vessel Schedule**

The Hoist Vessel will be used independently of the Tactics Vessel and shall be available for simultaneous, yet exclusive training operations.

### **2.10.2 Tactics Vessel Schedule**

The Tactics Vessel will be used independently of the Hoist Vessel and shall be available for simultaneous, yet exclusive operations.

Scheduling the Airborne Use of Force Tactics Vessel for missions other than Airborne Use of Force training will be handled on a case-by-case basis.

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### **2.10.3 Mission Cancellation**

Operations, maintenance, or other issues could force cancellations of previously scheduled training events. In the event that a cancellation is anticipated with greater than 24 hours notice to the contractor, no cost will be incurred by the Coast Guard for that mission. If the Air Station cancels the training event with less than 24 hours, from the previously agreed upon start time, the Coast Guard agrees to pay 50% of the cost of one training block. The ATC Mobile Operations Duty Officer will communicate the cancellation via phone, to the point of contacts provided by the contractor. If no answer or reply is received when an attempt is made, voice mail shall suffice for informing contractor of cancellation.

### **2.11 AREA OF OPERATIONS/PLACE OF PERFORMANCE**

The area of operations includes:

- the entire Mobile Bay to include five (5) nautical miles seaward from the Mobile Bay sea buoy;
- Mississippi Sound from Dauphin Island westward to Pascagoula, MS, and
- Warning Area W-155A for use of force gunnery exercises.

### **2.12 WEATHER CRITERIA**

The vessel(s) shall be capable of completing training requirements in sea states of up to five (5) feet and sustained wind speeds of up to 35 knots.

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## **2.13 ORIENTATION BRIEFING AND TRAINING**

The contractor and the COR shall coordinate the required orientation briefing and training after contract award and annually. The location will be at the ATC located in Mobile, AL, dates and times to be determined at a later date.

### **2.13.1 Government Provided Orientation Briefing and Initial Training**

The Government will provide an orientation briefing and initial training for contractor personnel performing under this contract. The training will be in accordance with USCG Boat Crew Handbook – Boat Operations, BCH16114.1 (series). This will take place after contract award and prior to scheduling the first training event.

At a minimum, it will include:

- safe boating practices;
- vessel hoisting operations;
- rescue swimmer operations;
- dewatering pump delivery operations;
- suspect vessels maneuvering characteristics; and
- fixed wing dewatering pump delivery operations.

The orientation briefing and training is expected to last approximately 4 - 6 hours in duration. The contractor shall invoice against Contract Line Item Number 0003, Orientation Briefing and Training.

### **2.13.2 Contractor Provided Briefing and Training**

The contractor shall be responsible for providing annual follow-on training in accordance with USCG Boat Crew Handbook – Boat Operations, BCH16114.1 (series).

At a minimum, it will include:

- safe boating practices;
- vessel hoisting operations;
- dewatering pump delivery operations;
- suspect vessels maneuvering characteristics; and
- fixed wing dewatering pump delivery operations.

The orientation briefing and training is expected to last approximately four (4) hours in duration. Scheduling the annual follow-on training shall be the contractor's responsibility. The contractor shall invoice against Contract Line Item Numbers 1003, 2003, 3003, and 4003, Orientation Briefing and Training.

### **3.0 CONTRACTOR PERSONNEL**

The contractor shall provide qualified contractor personnel to perform all requirements specified in this SOW.

#### **3.1 QUALIFIED PERSONNEL**

All contractor personnel shall be:

- U.S. citizens or legal residents of the U.S.
- be at least 18 years old
- able to read, write, and speak English fluently

#### **3.2 HOISTING VESSEL CREW**

Minimum hoisting vessel crew shall consist of a Coxswain and two (2) Deckhands. The crew shall be currently trained in rescue techniques and at-sea cold water survival. Each of the crew members shall be capable of performing all task specified within this SOW in support of this contract.

##### **3.2.1 Coxswain**

At a minimum, the Coxswain shall be licensed to operate the vessel being operated, as defined in 46 U.S.C. 2101 (51), including the carriage of six (6) passengers, and shall be qualified in cardiopulmonary resuscitation (CPR). The Coxswain shall be capable of operating and maneuvering the hoisting vessel during helicopter hoist operations and for aerial dewatering pump pickup as well as any required rescue and use of force judgmental training.

##### **3.2.2 Deckhands**

The Deckhands shall be knowledgeable in shipboard operations, rigging for helicopter operations, recovery of dropped gear, and deck seamanship. Training in procedures for helicopter operations will be provided by the USCG in accordance with the USCG Boat Crew Handbook – Boat Operations, BCH16114.1(series).

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### **3.3 TACTICS VESSEL CREW**

Minimum tactics vessel crew shall consist of a Coxswain and one Deckhand. The crew shall be currently trained in rescue techniques and at-sea cold water survival. Each of the crew members shall be capable of performing all task specified within this SOW in support of this contract.

#### **3.3.1 Coxswain**

At a minimum, the Coxswain shall be licensed to operate the vessel being operated, as defined in 46 U.S.C. 2101 (51), including the carriage of six (6) passengers, and shall be qualified in CPR. The Coxswain shall be capable of operating and maneuvering the tactics vessel during helicopter use of force judgmental training. The Coxswain must understand the capabilities and limitations of the tactics vessel, so as to preclude injury to the crew or damage to the tactics vessel during transit and operations/training.

#### **3.3.2 Deckhand**

The Deckhand shall be knowledgeable in shipboard operations, rigging for helicopter operations, recovery of dropped gear, deck seamanship, and role play. Training in procedures for helicopter operations will be provided by the USCG in accordance with the USCG Boat Crew Handbook – Boat Operations, BCH16114.1(series).

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### **3.4 CONTRACTOR POINT OF CONTACT (POC)**

The contractor shall designate a POC who shall be responsible for all contractor work performed under this SOW. The POC shall be a single point of contact for the Contracting Officer and the COR. The name of the POC, and the name(s) of any alternate(s) who shall act for the contractor in the absence of the POC, shall be provided to the Government as part of the contractor's proposal. During any absence of the POC, only one alternate shall have full authority to act for the contractor on all matters relating to work performed under this contract. Additionally, the contractor shall not replace the POC without prior written notification to the Contracting Officer and the COR.

#### **3.4.1 Contractor Point of Contact Availability**

The contractor POC shall be available to the COR via telephone between the hours of 0800 and 1700 local time, Monday through Friday.

### **3.5 CONTRACTOR EMPLOYEE LIST**

The contractor shall provide a list of all employees that will be performing work under this contract to the COR and the Contracting Officer after contract award and prior to scheduling the first training event. The contractor shall maintain the list and provide an updated list to the COR and the Contracting Officer as needed.

### **3.6 CONTINUITY OF SUPPORT**

The contractor shall ensure that the contractually required level of support for this contract is maintained at all times. The contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the contractor shall provide email notification to the COR prior to employee absence. Otherwise, the contractor shall provide a fully qualified replacement.

### **3.7 EMPLOYEE CONDUCT**

Contractor employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing of parts of Department of Homeland Security uniforms, and possession of weapons) when visiting or working at Government facilities. The contractor shall ensure contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the U.S. or the Department of Homeland Security. The contractor POC shall ensure contractor employees understand and abide by Department of Homeland Security established rules, regulations and policies concerning safety and security.

### **3.8 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS**

The Government may, at its sole discretion (via the Contracting Officer), direct the contractor to remove any contractor employee from the contract for misconduct or security reasons. Removal does not relieve the contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the contractor with a written explanation to support any request to remove an employee.

### **3.9 URINALYSIS**

All contractor employees performing work under this contract shall be required to submit to a urinalysis exam to determine if there is any presence of drugs prior to commencing work under this contract. The contractor is responsible to ensure that all employees have completed an exam prior to commencing work under this contract. Copies of the test results shall be forwarded to the COR before work begins. The results of any new or replacement employees tests shall be provided to the COR prior to commencing work under this contract. An updated Contractor Employee List shall also be forwarded to the COR under this contract and as required under deliverables in Section 8.0 of this SOW. No crewmember with a positive result (except for personnel on prescription drugs issued by a Medical Doctor) on a urinalysis shall be allowed to work under this contract. The contractor shall develop a system for random drug screening urinalysis in which all crewmembers working under this contract are tested at least semi-annually. Any crewmember who is found to have positive results without a satisfactory explanation (i.e. prescription medication) or who refuses to take the test at the appointed time shall be permanently removed from providing services under this contract. Positive screening results or test refusal of the contract boat Coxswain is grounds for termination of this contract if a suitable replacement, as defined in Section 3.1 above, cannot be identified and approved without impacting ATC training requirements.

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#### **4.0 OTHER APPLICABLE CONDITIONS**

##### **4.1 CONTRACTING OFFICER'S REPRESENTATIVE**

The Contracting Officer will designate Government personnel to act as the COR to perform functions under this contract such as review and/or inspection and acceptance of services and other functions of technical nature. The Contracting Officer will provide a written notice of such designation to the contractor. The designation letter will set forth the authorities and limitations of the COR appointed under this contract. It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract and task orders issued against the contract. The COR is the POC through which the contractor can relay questions and problems of a technical nature to the Contracting Officer. The contractor shall promptly notify the Contracting Officer in writing of an effort considered to be outside the scope of the contract.

##### **4.2 INSPECTION AND ACCEPTANCE**

Inspection and acceptance of services to be furnished hereunder will be performed by the COR located at the USCG ATC or other USCG activity as designated by the Contracting Officer.

Inspection and acceptance of the services to be furnished hereunder will be made at destination:

U.S. Coast Guard  
Aviation Training Center  
8501 Tanner Williams Road  
Mobile, AL 36608-8322  
Attention: (ATC COR)  
(to be provided at the time of award))

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### **4.3 INVOICING INSTRUCTIONS**

Each invoice shall contain all the information specified in FAR clause 52.232-25, Prompt Payment.

Invoices shall be submitted via email or mail. **Electronic submission of invoices is the preferred method.**

In order to submit invoices electronically the contractor shall email invoices to:  
[CG-9127-Invoices@uscg.mil](mailto:CG-9127-Invoices@uscg.mil).

If the contractor chooses to submit invoices by mail, the original invoice shall be submitted to the following address:

USCG Finance Center  
1430A Kristina Way  
Chesapeake, VA 23326-0624

A breakdown of charges according to contract line item shall be supported by submission of activity reports.

Failure to provide the required information shall be cause for rejection of the invoice.

### **4.4 ADDRESS OF CORRESPONDENCE**

Unless otherwise specified, all correspondence shall be directed to the Contracting Officer at the following address:

USCG HEADQUARTERS (CG-912)  
2703 Martin Luther King Jr Ave SE  
Washington DC 20593-0001

### **4.5 ORDERING OFFICE**

Orders against this contract may only be issued by the Contracting Officer, USCG Headquarters (CG-912), addressed in Section 4.4. The Government reserves the right to modify this provision in the future.

#### **4.6 REMITTANCE ADDRESS**

Contractor's remittance address as shown in block no. 17a of page 1 of the contract.

#### **4.7 GOVERNMENT REPRESENTATIVE**

The Contracting Officer will upon contract award designate the COR in writing. The letter of COR appointment will indicate the individual(s)' title, and stipulate the rights, responsibilities, and limitations of their appointment.

In any event, no such named individual has the authority to issue any direction under this contract, either technical or otherwise, which constitutes a change of the terms, conditions, price or schedule of the contract. Only the Contracting Officer is authorized to alter the contract in any manner.

#### **4.8 PERIOD OF PERFORMANCE**

The period of performance for this contract is a one-year base period with four one-year option periods as follows:

|                     |   |
|---------------------|---|
| Base Period         | November 25, 2023 through November 24, 2024 |
| Option Period One   | November 25, 2024 through November 24, 2025 |
| Option Period Two   | November 25, 2025 through November 24, 2026 |
| Option Period Three | November 25, 2026 through November 24, 2027 |
| Option Period Four  | November 25, 2027 through November 24, 2028 |

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#### **4.9 POST AWARD CONFERENCE**

The contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 15 business days after the date of contract award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract. The Post Award Conference will be held via teleconference or at the Government's facility, located at:

U.S. Coast Guard  
Aviation Training Center  
8501 Tanner Williams Road  
Mobile, AL 36608-8322

The contractor shall provide an agenda at least five (5) business days prior to the Post Award Conference and shall provide minutes within fifteen (15) business days following the Post Award Conference.

#### **4.10 WEEKLY OPERATIONS REPORTS AND LOGS**

The contractor shall maintain a log of all operations, which includes dates, location, times, duration, and type of evolutions being performed. The log shall be submitted to the COR on a weekly basis via electronic mail not later than the following Friday of the next week. The COR will provide the appropriate format.

#### **4.11 GENERAL REPORT REQUIREMENTS**

The contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with Department of Homeland Security workstations (Windows 10 and Microsoft Office Applications).

#### **4.12 PROGRESS MEETINGS**

The contractor POC shall be available to meet with the COR on a quarterly basis to discuss progress, exchange information and resolve emergent technical problems and issues. These meetings shall take place via teleconference or at the Government's facility located at:

U.S. Coast Guard  
Aviation Training Center  
8501 Tanner Williams Road  
Mobile, AL 36608-8322

## **5.0 GOVERNMENT FURNISHED RESOURCES**

The Government will provide the following property to the contractor for work required under this contract:

- USCG Government Furnished Property (GFP) List (Attachment 4)

The contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this contract, and shall be responsible for returning all Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear.

The contractor agrees to immediately report inadequacies or defective GFP.

The contractor shall notify the COR upon loss, destruction of, or damage to GFP provided under this contract. The contractor shall take all reasonable action to protect GFP from further damage by separating the damaged and undamaged GFP, put all the affected GFP in the best possible order, and furnish to the Contracting Officer and/or COR a statement identifying:

- a. The lost, destroyed, or damaged GFP.
- b. The time and origin of the loss, destruction, or damage.
- c. All known items in commingled property of which the GFP is a part.
- d. The insurance if any, covering any part of such commingled property.

## **6.0 CONTRACTOR FURNISHED PROPERTY**

The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the GFP specified in SOW Section 5.0.

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## **7.0 GOVERNMENT ACCEPTANCE PERIOD**

The COR will review deliverables prior to acceptance and provide the contractor with an email that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an email to the contractor notifying them that the deliverable has been accepted.

The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the contractor's accepted proposal. In the event of a rejected deliverable, the contractor will be notified in writing by the COR of the specific reasons for rejection. The contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

The contractor shall be responsible for timely delivery to Government personnel in the agreed upon review chain, at each stage of the review. The contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

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## 8.0 DELIVERABLES

| ITEM | SOW<br>REFERENCE | DELIVERABLE / EVENT  | DUE BY   | DISTRIBUTION             |
|------|------------------|--|--|--------------------------|
| 1    | 4.9              | Post Award Conference  | No later than 15 business days after the date of contract award.                       | COR, Contracting Officer |
| 2    | 4.9              | Post Award Conference Agenda                                   | At least five (5) business days prior to the Post Award Conference.                    | COR, Contracting Officer |
| 3    | 4.9              | Post Award Conference Minutes                                  | Within fifteen (15) business days following the Post Award Conference.                 | COR, Contracting Officer |
| 4    | 4.10             | Weekly Operations Reports and Logs                             | Weekly basis via electronic mail not later than the following Friday of the next week. | COR, Contracting Officer |
| 5    | 4.12             | Progress Meetings  | Quarterly basis.   | COR, Contracting Officer |
| 6    | 2.8              | Incident Report  | Within two (2) hours of any incident.  | COR, Contracting Officer |
| 7    | 3.4              | Name(s), telephone number, and address of the point of contact | Submit with quote and within one day of any change.                                    | COR, Contracting Officer |
| 8    | 3.9              | Urinalysis   | Prior to commencement of work and at random at least semi-annually thereafter.         | COR, Contracting Officer |
| 9    | 3.5              | Contractor Employee List                                       | After contract award and prior to scheduling the first training event and as updated.  | COR, Contracting Officer |
| 10   | 2.7.1            | Licenses, Permits, and Insurance                               | Prior to commencement of work and upon renewal and/or change.                          | COR, Contracting Officer |
| 11   |                  | Contract Discrepancy Report Form                               | Within three (3) days after receipt of form.   | COR, Contracting Officer |
| 12   | 2.13.2           | Contractor Provided Briefing and Training                      | After contract award and annually.   | COR, Contracting Officer |

## **9.0 ACRONYMS**

|           |   |
|-----------|---|
| ATC       | Aviation Training Center  |
| BCH       | Boat Crew Handbook  |
| CERCLA    | Comprehensive Environmental Response, Compensation, and Liability Act |
| CFR       | Code of Federal Regulations   |
| COMDTINST | Commandant Instruction  |
| COR       | Contracting Officer's Representative                                  |
| CPR       | Cardiopulmonary Resuscitation   |
| GFP       | Government Furnished Property   |
| GPS       | Global Positioning System   |
| OSHA      | Occupational Safety and Health Act                                    |
| POC       | Point of Contact  |
| RCRA      | Resource Conservation and Recovery Act                                |
| SARA      | Superfund Amendments and Reauthorization Act                          |
| SOW       | Statement of Work   |
| USC       | United States Code  |
| USCG      | United States Coast Guard   |
| VHF-FM    | Very High Frequency-Frequency Modulation                              |

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