

**DEFENSE ADVANCED RESEARCH
PROJECTS AGENCY (DARPA)**

**Technical and Analytical Support Services (TASS)
Multiple-Award
Indefinite-Delivery Indefinite-Quantity (IDIQ)
Contract**

DRAFT Performance Work Statement

January 11, 2023

1. **INTRODUCTION.** Defense Advanced Research Projects Agency's (DARPA) mission is to create breakthrough technologies for national security by making pivotal investments in new technology-driven ideas for the United States. In order to fulfill this mission, DARPA relies upon support contractors to provide world-class customer service delivered by highly qualified professionals dedicated to the development, implementation, and maintenance of efficient and effective programs and services using teamwork to improve the work process; provide the highest quality customer service; and accomplish the tasks on time using initiative, innovation, and cost consciousness.
2. **OBJECTIVE.** DARPA's Indefinite-Delivery, Indefinite-Quantity (IDIQ) contract holders will provide the high level of Advisory and Assistance Services (A&AS) described above. This Performance Work Statement (PWS) fulfills requirements to complement and support DARPA's mission. To meet these requirements, the contractor shall provide the specialized knowledge and skill sets articulated in the task orders.
3. **SCOPE.** The scope of this contract is to provide the range of A&AS services, as detailed below required to assist DARPA in accomplishing its mission. DARPA strongly encourages teaming with other organizations to fulfill the support services requirement detailed below.

The support needs of DARPA may fluctuate based on the dynamic nature of the Department of Defense, specifically the ever evolving need to ensure DARPA is properly investing in the next revolutionary capability to create or avoid strategic surprise. It is anticipated that support requirements, in-scope of the IDIQ and individual task orders, may increase throughout the period of performance based on changes in leadership focus (e.g., DoD, USD(R&E), & DIRO), adversary capabilities, evolving national security requirements, and other internal and external factors. DARPA's mission and budget have seen continual growth over the last several years, and this trend may continue in the future.

3.1. Personnel

- 3.1.1. **Performance.** The contractor shall function as a coordinated support team in grasping complex concepts, applying critical thinking, conducting strategic planning, performing analysis, communicating effectively, and working seamlessly across the breadth of different functional areas. All contractor personnel proposed shall meet the required qualifications set forth in the personnel qualifications as detailed in Attachment 3 or as identified within each task order. The nature of the tasks in each task order shall dictate the number, type, and essential skills for contractor personnel. The contractor shall provide personnel for on-site, off-site, and hybrid support with varying levels of telework available per task order and position, as needed, during normal operations and during surges, special situations, and unforeseen events and requirements. The contractor shall be able to provide the entire portfolio of services across all task orders. The contractor shall have the capability and resources to provide for rapid ad-hoc surge support as required by this PWS and subsequent task orders.

- 3.1.2. Conduct. Contractor employees shall present a professional appearance at all times, and their conduct shall not discredit the United States Government. The Government, at its sole discretion, may direct the contractor to remove any contractor employee from Government facilities for misconduct, failure to perform, or security reasons. Removal of contractor personnel does not relieve the contractor of the responsibility to continue providing the services required under any task order awarded. The Contracting Officer may provide the contractor with a written explanation to support any request to remove an employee, if requested.
- 3.1.3. Non-disclosure Agreements (NDAs). All contractor personnel shall be required to sign DARPA non-disclosure agreements. During the performance of task orders, contractor personnel may be exposed to or required to use Government information, as well as proprietary information belonging to other contractors. The contractor shall ensure that both prime and subcontractors use said information only to meet the requirements of this contract and task orders. The contractor (to include subcontractors) shall not disseminate proprietary information or place said information at risk of disclosure unless required by the task order.
- 3.1.4. Conflicts of Interest. The contractor shall notify the Contracting Officer of any suspected conflict of interest and provide the plan to mitigate or eliminate the conflict to the satisfaction of the Government.
- 3.1.5. Positions. The contractor is expected to attract, hire, and retain a quality work force, with minimal turnover in contractor personnel. It is expected that all contractor personnel are fully trained and have readily available on-site backup to ensure continued quick response during peak period surges or short-term or long-term employee absence. In the event the IDIQ existing labor categories does not satisfy a task order requirement, the Government reserves the right to add additional categories to the contract after award. The labor category minimum degree and/or experience requirements listed in Attachment 3 may be waived by the Contracting Officer based on written rationale on why proposed contractor personnel has the right combination of education/experience and/or unique skill set to perform the duties described. The contractor shall ensure requests for required DARPA badge, Common Access Card (CAC), office, computer, etc. requirements are timely.
- 3.2. Non-personal Services/Inherently Governmental Functions.** All services described in this PWS are non-personal services, and the contractor shall not perform any inherently governmental functions.
- 3.3. Data Rights.** The Government shall retain unlimited rights to all data and deliverables developed at Government expense. During the period of the contract, records, documents, and associated papers shall be available for review at any time per Government request and handed over at the end of the contract if in contractor control, unless directed otherwise by the Government.

4. OFFICES REQUIRING SUPPORT. The following offices require support:

- The DARPA Director's Office (DIRO), which consists of the following:
 - Director
 - Deputy Director
 - Chief of Staff
 - Military Operational Liaisons
 - Special Assistants (e.g., Commercial Strategy)
 - Legislative Affairs Office
 - Public Affairs Office
 - Small Business Program Office
 - General Counsel (GC)
- Biological Technologies Office (BTO)
- Defense Sciences Office (DSO)
- Information Innovation Office (I2O)
- Microsystems Technology Office (MTO)
- Strategic Technology Office (STO)
- Tactical Technology Office (TTO)
- Contracts Management Office (CMO)
- Mission Services Office (MSO)
- Strategic Resources Office (SRO)
- Adaptive Capabilities Office (ACO)
- Aerospace Projects Office (APO)

Offices may be added/deleted as necessary.

5. PERIOD AND PLACE OF PERFORMANCE. The period of performance for the contract shall be five years. If required, task orders will address options individually. Task orders may be up to five years in length and may extend up to five years past the ordering period. When required, the FAR clause 52.217-8, *Option to Extend Services*, will be evaluated with the award of a task order using the prorated value of the last year of the task order. The effort will be primarily performed at the DARPA facility located at 675 North Randolph Street, Arlington, VA 22203. The availability of telework, utilizing DARPA IT assets, will be determined at the task order level. Telework may not be available for all task orders or positions.

6. GENERAL REQUIREMENTS

6.1. Program Manager. The contractor shall appoint a Program Manager with overall responsibility for the contracted effort. The Program Manager shall be the single point of interface with the Government for all matters concerning technical progress, problems, program performance, schedule, cost, resources, and other program-related matters. The contractor shall maintain an organizational chart identifying key personnel and their responsibilities.

6.2. Task Order Project Manager. The contractor shall identify a project manager as the focal point of contact for work performed under any specific task orders.

6.3. Task Order Kick-Off Meeting. If required by the task order, the contractor shall attend an initial kick-off meeting for the task order.

6.4. Subcontracts. The contractor is strongly encouraged to subcontract with other contractors, or subject matter experts, or otherwise obtain consultant services for the efforts defined within this PWS to provide the expert talent needed to perform identified requirements within the specific task orders. When providing subcontractors and/or consultants, the contractor is fully responsible for their performance and cost reporting. The contractor shall provide the manpower required to manage all subcontracts and consultant efforts and to monitor subcontractor activities to the appropriate level of detail required to assure timely delivery of all supplies and/or services. A report on the performance of subcontractors shall be included as part of the required Monthly Management Report.

7. SUPPORT REQUIREMENTS

7.1. TECHNICAL

7.1.1. New Program Support. Provide expert input to the Program Managers (PMs) in developing and researching ideas for recommendations for new programs, new program concepts, technologies and new starts; assist in developing strategic and technical plans to promote the DARPA mission; and assist with support of the development of new programs, including assisting with preparation of new start briefings and assistance of new PMs.

7.1.2. Technical Expertise/Subject Matter Expertise (SME). Provide technical expertise in support of ongoing programs to include contribution at reviews, site visits, demonstrations, and other events; provide recommendations to mitigate technical risk and potential program impact of failure; provide independent assessments of results of laboratory and other tests conducted by the performers; provide SME support as needed in scientific reviews to include providing in-depth, expert feedback as to the strengths and weaknesses of research and development proposals, including proposal objectives and methodologies; and provide technical expertise to research, analyze and summarize findings of emerging technologies and associated policy issues.

7.1.3. Risk Assessment. Review, assess, define, and provide recommendations to mitigate technical risk; provide technical feedback to risk reduction activities as to their benefit and cost; and assist with independent assessments of results of laboratory and other tests conducted by the performers to help determine risk or risk mitigation strategies.

7.1.4. Program/Study/Small Business Innovative Research (SBIR) Management Support. Track technical progress and deliverables for ongoing efforts and assist in the liaison with Government agents, performers and the technical community to provide the Program Manager with an accurate understanding of technical progress, issues and health of the program, and ensures project tasks, status

reports, and cost and schedule performance reports are consistent with program goals; and assist in the liaison with performers. The contractor may be required to prepare program management briefings and documents describing the technical approach, organizational resources and management controls meeting the cost, performance and schedule requirements throughout the execution of each program, study, and SBIRs; and review and document technical progress at program reviews and to track milestones, funding profiles, and deliverables for ongoing efforts.

- 7.1.5. Budget Support. Assist in the annual Program Objective Memorandum (POM) process to ensure the thrust areas have appropriate coverage and technology shortfalls are being addressed; and assist in the development and updating of narrative and budgetary input to Research and Development Descriptive Summary (RDDS) narratives and the associated support activities that follow, such as congressional staffer briefings.
- 7.1.6. Briefing Support. Develop required presentation briefings to support the mission of the office. The contractor must be able to quickly understand technical concepts and assist with preparing presentation material that accurately and clearly conveys these concepts. Examples of the type of support include: development of the annual office strategy and preparation of the strategy briefing, to include identification of national security challenges, as well as technical opportunities in the technical office's core competency areas, and drafting and updating an overarching strategic plan for the office; presentation of new start concepts, including visual aids that help explain complicated technical approaches to non-experts; and briefings to senior Department of Defense (DoD) personnel about DARPA's technology efforts and how they support overall DoD mission objectives.
- 7.1.7. Conference/Meeting Support. Attend DoD and non-DoD senior-level meetings, committee reviews, and other forums on behalf of DARPA for the purposes of gathering information and/or presenting approved data/material, and assist with strategizing a path forward for new and ongoing efforts.
- 7.1.8. Testing/Demonstrations. Plan, coordinate, and assist with testing and/or demonstrations as required to support the objectives of the programs, to include working with performers, government collaborators, and test ranges to develop test configurations, other requirements, detailed test plans, implementation and inspection of safety requirements and test readiness reviews; and support test demonstration accident/investigation review boards.
- 7.1.9. Independent Assessments and Analyses. Conduct quantitative analyses of technology/system mission requirements as they pertain to the potential insertion of advanced technologies; evaluate alternatives and trade-offs; evaluate costs and benefits; investigate compatibility, interoperability, and integration; and study reliability issues; assemble and manage senior advisory panels consisting of highly skilled individuals with expert training and background to provide studies and assessments on a wide variety of systems and technologies. Provide such

assessments and analysis in identified format at time of request.

Transition Support. Assist in the development and transition of technology and systems to the user community, including establishing and maintaining communication and coordinating efforts with potential transition partners (internal and/or external to DARPA) to determine the Services' requirements, and coordinate development of the program to meet transition partner needs. This may require identifying and translating user requirements into specific technology/system research and development objectives; illustrating the benefits of applying the technology/system to military equipment users and developers; identifying the military and commercial utility of new products and technology/system developments; defining system architectures and supporting subsystem performance requirements; and generating transition agreements.

7.1.10. Human Subjects Research/Animal Subjects Research (HSR/ASR) Support.

Assist in the execution of HSR/ASR activities in accordance with DoD policies and procedures. This may include maintaining a database of all HSR/ASR funded activities; advising as to whether an effort may be considered HSR or ASR; work with agents to ensure all DARPA Instructions related to HSR/ASR are appropriately followed; review and update training and policy documents; interface with various internal and external Military Service, agency, and other organization's staff members with regards to HSR/ASR; develop and/or present HSR/ASR related briefings; and assist agents requesting to become a DARPA approved HSR contract agent.

7.1.11. Outreach Support. Investigate areas of opportunity, establish best practices, and identify methods (i.e. tradeshows, conferences, publications) to promote DARPA to the research community. A goal of this subtask will be to help bolster the identification process of DARPA/PM candidates for recruiting purposes.

7.1.12. Technology Commercialization Support. Assist with planning, preparing and implementing policies and strategies for technology commercialization; advise on the commercial market, strategy, business planning, intellectual property, product development, supply chain considerations and developing market studies; perform technology economic analysis to inform new programs targeting public and private follow-on funding sources; and facilitate and organize commercialization workshops and mentorship programs.

7.1.13. Military Operational Liaison Support. The contractor shall support the Uniformed Officers representing their respective branch of the DoD in providing information and operational counsel to DARPA senior staff and PMs. Assist in determining the application of technologies to address challenges of military operations on emerging military warfare and operational security challenges. Assist in developing Memoranda of Agreement (MOA), Memoranda of Understanding (MOU), Technology Transition Agreements (TTA) and other documentation that will aid in the transition of DARPA technology.

7.1.14. International Support. Assist in the development and execution of strategies and

plans for potential international engagement in acquisition programs and Foreign Military Sales (FMS). Review, analyze, and provide recommendations on international technology transfer issues and policy to include such specialized topics as manufacturing technology, industrial espionage, country-to-country agreements, and national security. Evaluate international programs based on performance metrics and agreed upon goals and objectives. Develop read-aheads and white papers for key DARPA engagements with the international acquisition and policy communities. Understand provisions for Foreign Export Requirements (FER).

7.2. FINANCIAL

- 7.2.1. Program Financial Formulation. Assist in strategic planning, with preparation of technical, financial, and programmatic materials necessary to assist in the development and execution of programs. The contractor shall provide budget information; conduct financial analyses; provide execution status; ensure proper use of all funds (active, expired, and cancelled); funds reconciliation; enter and maintain data; and forecasting. The contractor shall be familiar with and assist with the development of budget submissions to include Operations and Maintenance Documents [O-Docs], Research Development, Test and Evaluation Documents [R-Docs], and Procurement Documents [P-Docs].
- 7.2.2. Program Financial Execution. Assist with the creation of Military Interdepartmental Purchase Requests (MIPRs) and Purchase Requests (PRs), verify approved funding, assist with reviewing MIPRs/PRs for accuracy and adherence to applicable regulations; assist other financial SETAs (scientific, engineering, technical assistance) to resolve MIPR issues, provide training and assistance with Defense Agencies Initiative (DAI) tool, and assist with monitoring DARPA's financial systems to verify commitment, obligation and expenditure status; and assist in collecting obligation documentation and invoices and ensure data is posted timely to appropriate accounting systems. Draft and coordinate supporting documentation for incoming and outgoing MIPRs, and for PRs.
- 7.2.3. Program Financial Tracking. Assist in the preparation, maintenance, and tracking of program financial information to execute program baseline and re-baseline analyses and assessments to include program plans, work breakdown structures, milestone schedules, cost and other documentation to assess necessary actions to assure programs are in technical, schedule and cost compliance. Provide preparation, maintenance, and tracking support to execute cost and performance analyses and management reporting procedures to report the status of contracted effort.
- 7.2.4. Office Budget Support. Assist in forecasting, tracking, and updating commitment, obligation, and expenditure data for the office budget, create custom ad hoc financial reports, provide training to and lead the business/financial managers (BFMs), as well as assist with planning travel projections and tracking travel expenditures.

- 7.2.5. Research and Development Descriptive Summaries (RDDS) Support. Assist in the accurate preparation and timely submission of the RDDS, including updating the spreadsheets that track financial changes, as well as compiling and reviewing PM input. The contractor shall serve as the central processing hub for RDDS.
- 7.2.6. Program and Portfolio Tracking. Maintain a comprehensive understanding of technology portfolios, including approved programs, new initiatives, seedlings, and SBIRs/STTRs for all performers.

7.3. ADMINISTRATIVE

- 7.3.1. Taskers/Suspenses. Track and coordinate all taskers/drills/exercises within the program/office to ensure all deadlines are met. Examples include office program reviews, Research and Development Descriptive Summary (RDDS) reviews, Inspector General (IG)/Government Accountability Office (GAO) responses, media inquiries, training requirements, and responses to DARPA Director's Office (DIRO) requests for information.
- 7.3.2. Calendars. Effectively maintain calendars for supported DARPA staff to include de-conflicting between events, sending/accepting meeting invites, and coordinating visit requests. This requires understanding the priorities and deadlines on a given day and scheduling accordingly.
- 7.3.3. Documentation Support. The contractor shall manage, direct, and coordinate program documentation activities to assure these activities are compatible with technical and programmatic goals. Repositories shall be compliant with DARPA Security Information Directorate (SID) and Mission Services Office (MSO) policies and procedures. Examples of documents may include Memoranda of Agreement (MOAs), Security Classification Guides (SCGs) and quad charts. This documentation management effort shall include, but not limited to, providing resource/reference compilation; develop and maintain distribution and mailing lists, retention, logging, reproduction, retrieval, and delivery of both unclassified and controlled/classified documents; develop and maintain a technical documentation center for storage of reports, program management data, and technical presentation material.
- 7.3.4. Briefing Support. This includes compilation of information from PMs, copying and binding of briefings and reports, formatting slides, planning pre-brief review sessions, providing hard copies, submitting read-ahead documents, obtaining the appropriate releasability through the DARPA process, and other related efforts; work with technical personnel to quickly understand technical concepts and to assist with preparing presentation material that accurately and clearly conveys these concepts; and assist with creating and/or updating graphs, charts, and other data visualizations, slides, spreadsheets or other documents with accurate information to support meetings, reviews and taskers.

- 7.3.5. File Management. Maintain organized files to store program related briefings, documentation, contracts, reports, etc., to include tracking of all deliverables associated with the PMs' efforts; utilization of office-directed file management and collaboration tools (e.g., Microsoft TEAMS, Zoom, Sharepoint, etc.); assist in comprehensive archive management, including compilation, retention, logging, indexing, retrieval and storage of correspondence, presentation and financial files including briefings, final reports, technical papers and other documents.
- 7.3.6. General Office Support. Process requests and track the status of DARPA Information Technology Directorate (ITD) equipment/services; greet and escort visitors in accordance with DARPA guidelines; provide administrative support to Government personnel (answer telephones/e-mails and maintain messages; coordinate DARPA badge and CAC issuances and renewals, office moves, and in/out processing of office staff to include Government and SETA personnel.
- 7.3.7. Travel Support. Coordinate travel for Government personnel and prepare all associated travel documents in accordance with DARPA guidelines using the Defense Travel System.
- 7.3.8. Small Business Innovative Research/Small Business Technology Transfer (SBIR/STTR). Assist in monitoring and administering office tasks related to SBIR/STTR efforts to include creation/maintenance/tracking of efforts.
- 7.3.9. Website. Assist in providing content for the office page on the DARPA website in accordance with current DoD and DARPA guidelines in a timely manner.
- 7.3.10. Graphics Support. Provide graphics support/web assistance to develop, update, and maintain a variety of visual aids, including text and illustrations, for highly technical programs/concept including 2-D and 3-D illustrations, posters, videos, and models representative of products/concept being developed by the office.
- 7.3.11. Accountable Property. Assist with asset management and accountable property, including but not limited to: maintain an accurate inventory and conduct physical inventories; and manage the disposal of DARPA assets, be familiar with regulations concerning Government property, coordinate with the proper officials for all excess property disposal and records.

7.4. ACQUISITION

- 7.4.1. Pre-award Support. The contractor shall assist the Contracting Officer in the organization, management and administration of a complexity of contracts, grants, cooperative agreements, task orders, delivery orders, and other contractual documents and special projects as required prior to and during negotiations. This assistance shall consist of, but not limited to, analysis, data collection, and drafting records; develop Government prices and terms for analysis; post synopsis and award announcements on Governmentwide point of entry and Federal Grants websites; coordinate, assemble, and update solicitation, contract and contract related files; and

analyze elements of cost in proposals. When required, the contractor shall coordinate and clarify all elements of cost with either the Offeror, Defense Contract Management Agency, or Defense Contract Audit Agency. The contractor shall research problems on a wide variety of contractual issues and draft appropriate correspondence for internal and external distribution. The contractor shall assist in the development and review process for Broad Agency Announcements with the Contracting Officer and technical personnel.

7.4.2. Post-award Support. The contractor shall assist the Contracting Officer in the preparation of contract modifications (incremental funding, redirection of effort, performance extensions, incorporation of change orders, etc.). The contractor shall prepare necessary modifications to clarify questions concerning such topics as increase in scope, specification changes, language ambiguities, and/or clarification of contract clauses. The Contracting Officer may require the contractor to prepare draft stop work orders, cure notices or show cause letters, and may include the termination of contracts. Other duties include monitoring the status of Government property and invoicing and payment processes.

7.4.3. Solicitation Support. Assist in coordination and administratively manage the entire acquisition process to include all activities, e.g., Scientific Review Memorandums associated with various types of solicitations (e.g., Broad Agency Announcements, Special Notices, Requests for Proposal, and Requests for Information), evaluation of proposals, and award approval process while ensuring all documents are available to appropriate personnel, including preparation, drafting and coordination of documents related to the above.

7.5. BUSINESS PROCESS

7.5.1. Business Tool Development. The contractor shall investigate business tools and techniques in support DARPA functions, gather requirements, conduct market research, and identify potential vendor solutions.

7.5.2. News Monitoring. The contractor shall provide services for news monitoring on a variety of topics, including breakthroughs and ongoing news of interest within specified topic areas, as well as social media monitoring of sentiment about DARPA and tracking of DARPA's presence on social media.

7.5.3. Information Resource Center. The contractor shall use all available resources to provide research services in support of DARPA personnel, assist in identifying new methods and approaches to inform customers on DARPA programs, assist in managing all DARPA subscriptions and databases.

7.5.4. Records. The contractor shall provide efficient and systematic control for the creation, receipt, organization, maintenance, use, retention, and disposition of DARPA records; serve as the system administrator for DARPA electronic records, review records in response to Freedom of Information Act (FOIA) requests, assist

with the administration of the Defense Technical Information Center (DTIC) technical reports collection located at <http://www.dtic.mil/dtic/>; process all technical reports for inclusion or obtain non-DARPA technical reports.

7.5.5. Configuration Control. The contractor shall assist with configuration control of all baseline hardware, software, and systems and the review of new requirements, assist with configuration change requests (CCR), development of Government policies and procedures, coordination of Configuration Control Board (CCB) activities and agendas, and information dissemination.

7.5.6. Public Release Review Management. The contractor shall liaison with the Office Security Review (OSR) and performers for the release of DARPA documents to the public. The contractor shall perform account management, training on use and system administrator responsibilities for the DARPA Distribution Statement A Request (DISTAR) system.

7.5.7. Risk Management Internal Control (RMIC) Program. The contractor shall assist in the review, currency, assessment, and reporting of the effectiveness of DARPA internal controls.

7.5.8. Policy and Directives. The contractor shall assist in all aspects related to DARPA policies and directives.

7.6. PUBLIC AFFAIRS/MEDIA. The contractor shall provide public affairs support through production capabilities, technical articles/news releases, media outreach services and related professional expertise. The contractor shall assist in keeping DARPA personnel, the general public, current and potential partners and performers (current DARPA research contractors and grant recipients) appropriately informed about the Agency's work through the full array of communication channels available, including the DARPA internet, intranet, SharePoint, and other sites.

7.7. LEGISLATIVE AFFAIRS/CONGRESSIONAL. The contractor shall monitor, assess and report the Congressional climate related to DARPA acquisitions and programs of interest. Provide support in drafting, editing and review of DARPA responses to congressional requests for information, briefings and hearings and shall draft, track, and manage DoD/legislative affairs reporting requirements. Provide analysis and evaluation of congressional legislation and report language to include the annual Defense Authorization and Appropriations Acts and any relevant legislation or provision or funding initiatives that affect DARPA equities and acquisition programs. Support the legislative process and provide draft testimony appeal and impact statements, review. Prepare DoD and/or DARPA summaries of member and committee actions and technology interest items and serve as a key liaison with congressional staff and members.

7.8. GENERAL COUNSEL (GC). The contractor shall provide legal support and services to assist GC in their support of all legal matters regarding the DARPA

mission. The contractor shall also assist GC with implementing DARPA's Standards of Conduct (ethics) program.

7.9. MEETINGS/CONFERENCES

7.9.1. Event Assistance. The contractor shall assist in preparation and execution of successful DARPA and/or office meetings, events, and/or challenges. Events may include DARPA-sponsored technical conferences, strategic off-site events, executive meetings, technology demonstrations, ad hoc special project, studies, assessments, and showcase events both on-site and off-site. Examples of DARPA challenges include Robotics Challenge, Cyber Grand Challenge, Spectrum Challenge, and Subterranean Challenge.

7.9.2. Logistics. Provide personnel to organize and logically support DARPA and/or office sponsored events. Support may include planning, organizing, scheduling, marketing, mailings, badging, conference materials, logistics (to include locations), recording and distribution/publication of minutes, coordinate food services, provision for audio visual services/equipment and security services, if required. The contractor may be required to provide services to assist in locating and securing conference facilities (in Washington, DC area and in various sites throughout the United States) and coordination of conferences with other groups and individual participants. Conference rooms may require Top Secret/Sensitive Compartmented Information (SCI) clearance level.

7.9.3. Meeting Capability. The contractor's conference room capability shall be within one mile distance of DARPA, currently at 675 N. Randolph, Arlington, and shall hold up to 75 attendees. The contractor's conference room shall provide adequate security for up to Secret level classified discussions. The conference room/area shall be equipped, at a minimum, with (a) writing boards, electronic overhead projection screens; (b) phone lines suitable for conference calls; (c) data lines suitable for high speed computer data transmission; and (d) equipment capable of presenting unclassified and classified presentations.

- 8. GOVERNMENT FURNISHED PROPERTY/EQUIPMENT/INFORMATION/ SERVICES.** The Government shall provide the facilities, equipment, and training (if required) to all personnel to support the tasks in this PWS.* The contractor is subject to the requirements of DARPA Instruction 12, "Accountability of DARPA Property and Equipment," for all Government Furnished Property (GFP)/Government Furnished Equipment (GFE) that is furnished. This applies if the contractor is receiving GFE from DARPA as opposed to receiving them through purchases in their IDIQ contract or from the company. As necessary, individual task orders will specify any additional GFE, GFP, and Government Furnished Information (GFI) to be provided.

*Note: For tasks involving projects and studies off-site, a task order may require that facilities and/or information technology (IT) must be contractor provided.

9. SECURITY REQUIREMENTS/SUPPORT

9.1. Compliance. The contractor shall comply with all security requirements contained in the DD Form 254, "Department of Defense Contract Security Classification Specification," of this contract and the terms and conditions set forth in FAR clause 52.204-2, Security Requirements, incorporated by reference. Individual task orders may specify a comprehensive security plan is required. In addition, the contractor may be required to assist with the assessment, and/or acquisition, of facility clearances granted by DoD, Defense Security Service.

9.2. Personnel Security Clearances. All contractor personnel, to include part-time personnel, subcontractors and independent consultants, shall possess at a minimum a DoD Final or Interim SECRET clearance prior to commencing work onsite at DARPA with a current five year National Agency Check, Local Agency Check (NACLAC) investigation. Some positions will require a final TOP SECRET and TOP SECRET with Sensitive Compartmented Information (SCI) and Special Access Program (SAP) clearance with a current five year Single Scope Background Investigation (SSBI). The PM shall possess a Final Top Secret clearance and shall be able to obtain and maintain SCI and SAP clearance eligibility. Contractors shall have background investigations and security awareness training completed prior to the start of contract performance. DARPA will ensure personnel have the appropriate background investigations. The contractor shall follow appropriate DARPA check out procedures for all personnel.

10. DELIVERABLES

10.1. Contract Deliverables. The contractor shall provide the following reports and deliverables in accordance with the requirements below. The Contracting Officer's Representative (COR) will be the main point of contact to accept, reject, or require correction of any deficiencies found in deliverables. For rejected deliverables, the Contracting Officer (CO) or COR will notify the contractor of the reasons in writing.

Deliverable	Frequency	Distribution	Format	Qty
IDIQ Quality Control Plan	Due within 90 days, updated as required	CO, COR	Contractor Format	1-Email
Organizational Conflict of Interest Mitigation Plan	As required	CO, COR	Contractor Format	1-Email

- **IDIQ Quality Control Plan (QCP).** The contractor shall develop a QCP, within 90 calendar days of contract start date, which details specific criteria for their performance and includes subcontractors and vendors. The contractor is responsible for implementing and delivering services that meet the PWS standards in accordance with its QCP. The contractor may tailor the Plan to meet the requirement for individual task orders. Individual task orders may establish additional quality control measures. The criteria should be measurable and shall describe

the means utilized to measure performance.

- In accordance with Section 3.1.4, an Organizational Conflict of Interest Mitigation Plan shall be submitted upon request.

10.2. Task Order Deliverables. The contractor shall provide specific deliverables and reports as outlined in each task order including, but not limited to, the following in accordance with the requirements below:

- **Monthly Report.** The contractor shall prepare and submit one Monthly Management Report each month, no later than 15 calendar days following the month. The format and content of the report will be agreed upon at the task order level, but shall include personnel retention rate and compliance statistics with the performance requirements outlined in PWS Section 11.2.
- **Transition Plan/Schedule/Phasing.** When required in task orders, the contractor shall provide a detailed Transition Plan that outlines the strategy and methodology for transitioning program support services performed under the task order to assure a smooth and effective transition between the incumbent contractor and a follow-on contractor.

11. GOVERNMENT SURVEILLANCE

11.1. Quality Assurance Surveillance Plan (QASP). The Government will establish a contract-level QASP to surveil the contractor's performance to assure that it meets the requirements on timeliness, performance, and filling vacancies as outlined by the PWS and the contractor's QCP. Subsequent task order QASPs may be established based on requirements identified in individual task orders. The annual evaluation will measure the overall performance on the contract and task orders against elements in the QASP.

11.2. Performance Requirements Service Summary. The Government will establish performance criteria within each task order, as required. However, the following is the baseline expectation for providing qualified personnel in a timely manner:

- New or replacement personnel shall be identified within 15 days from the time the need for new personnel is identified unless extension approved by COR.
- New or replacement personnel shall be in place within five (5) working days of program clearances being administered.
- Temporary replacements with appropriate clearances and qualifications shall be in place within 15 working days of vacancy.
- Mission shall not be negatively impacted due to vacancies or personnel qualifications/experience as determined by the corresponding Task Order COR.

- 100% compliance. Proposed personnel meet the minimum qualifications and years of experience outlined in Attachment 3 unless a waiver is requested/approved. Successful promotion/maintenance of DARPA culture.
- Same position is not vacated more than once in 12-month period.

12. OBSERVANCE OF LEGAL HOLIDAYS AND FACILITY CLOSURES

12.1. Federal Holidays. The list below are Federal holidays observed under this contract. This includes any other day/time designated by Federal statute, Executive Order, or Presidential Proclamation. The contractor's employees are not required to perform services on legal holidays and/or the day the United States Government observes that holiday if it falls on the weekend. The contractor may follow their corporate policy for holiday leave.

- New Year's Day, January 1
- Martin Luther King, Jr.'s Birthday, the third Monday in January
- Washington's Birthday, the third Monday in February
- Memorial Day, the last Monday in May
- Juneteenth National Independence Day, June 19
- Independence Day, July 4
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veterans Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25

13. TRAVEL

13.1. While performance under the contract will occur primarily at DARPA Headquarters, contract performance may involve CONUS, and occasional OCONUS, travel.

13.2. Travel cost payment responsibilities to DARPA Headquarters by off-site or hybrid telework personnel will be determined at the task order level.

13.3. Unscheduled Closure. As necessary, authorization to engage in required activities or telework offsite if there is an unscheduled closure of the DARPA building will be outlined in the task orders.