

# PERFORMANCE WORK STATEMENT (PWS)

## FOR

### **103RD WMD-CST Joint Training Exercise: “ORCA 23” Services**

#### 1.0 General:

1.1 Scope: The contractor shall provide all personnel, equipment, tools, materials, supervision, and quality control necessary, to perform facilitate and execute a 36-to-48-hour, full scale, multi-agency, all-hazards collective training exercise in Anchorage, Matanuska-Susitna Borough, Alaska from 5 to 11 June 2023, for site preparation and 12 to 17 June 2023 for execution.

1.1.1 Objectives The objective of this task is to facilitate and execute a 36-to-48-hour, full scale, multi-agency, all-hazards collective training exercise in Anchorage, Matanuska-Susitna Borough, Alaska from 5 to 11 June 2023, for site preparation and 12 to 17 June 2023. This exercise will create an environment to exercise the mission essential tasks outlined in the current Combined Armed Training Strategy (CATS) Civil Support Team Mission Essential Tasks dated Jun 22, Local and Federal Emergency Response Plans, and Emergency Response Plans from each agency participating in the exercise. This exercise involves members from the Chemical Biological Radiological and Nuclear Response Enterprise, Federal, State and Local First Responders. CST’s participating: 10TH CST (WA), 43RD CST (SC), 47TH CST (MS), 51ST CST (MI), 52ND CST (OH), 83RD CST (MT), HI-CERF-P and 10TH HRF.

1.2 Background: ORCA is 103RD WMD-CST’s odd-numbered-year culminating exercise to work with outside CSTs and local first responders on specific objectives set by each participating agency.

1.3 The Period of Performance shall be 29 May to 30 June 2023.

#### 1.4 General Information:

1.4.1 Place and Performance of Services: The contractor shall provide services to support a 36-to-48-hour exercise in the selected venues. The contractor shall always maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1.1 Telework: The Government does not permit the contractor to telework in support of this requirement.

1.4.1.2 Unscheduled gate closures by the Security Police. N/A

1.4.1.3 Installation Regulations. N/A

1.4.2 Recognized Holidays. N/A

1.4.3 Quality Control (QC): The contractor shall develop and maintain an effective QC Plan (QCP) 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 QCP is how it assures itself that its work complies with the requirements of the contract. As a minimum, the contractor shall develop QC procedures that address the areas identified in Technical Exhibit 1, Performance Requirements Summary (PRS).

1.4.4 Quality Assurance (QA): The Government will evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government will do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and acceptable quality level(s) or defect rate(s).

1.4.5 Installation Access and Security Requirements. N/A

1.4.5.5 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.6 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.6.1 Key Control. N/A

1.4.7 Special Qualifications: N/A

1.4.9 Contract Manager (CM): The contractor shall designate a CM who shall ensure performance under this contract. The name of this person, and an alternate who shall act for the contractor when the CM is absent, shall be designated in writing to the KO.

The CM or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The CM shall work through the KO, to resolve issues, receive technical instructions, and ensure adequate performance of services. The CM shall ensure that contractor employees do not perform any services outside the scope of the contract without an official modification issued by the KO. The CM shall ensure contractor employees understand that services performed outside the scope of the contract are performed wholly at the expense of the contractor.

1.4.10 Identification of Contractor Employees: All contractor 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 that they are Government employees. The contractor shall ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed. The contractor's status as a "contractor" shall be predominantly displayed in all correspondence types (to include signature blocks on e-mail) and dealings with Government or non-Government entities. Contractor personnel shall wear identification badges distinguishing themselves as such. The badges shall have the company name, employee name and the word "contractor" displayed.

1.4.11. Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.4.12 Contractor Travel. Set up, execution and take down of the exercise scenarios are all responsibilities of the contractor. Travel will not be reimbursed according to this contract.

1.4.13 Data Rights. The Government has unlimited rights to all documents/materials 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 KO. 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.

1.4.14 Organizational Conflicts of Interest (OCI): The contractor and subcontractor personnel performing services 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 OCIs, as defined in FAR Subpart 9.5. The contractor shall notify the KO 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 KO to avoid or mitigate any such OCI. The contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO. In the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may impose 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.

1.4.15 Phase In / Phase Out Periods. N/A

## 2.0 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 Defective Service: A service output that does not meet the standard of performance associated with the PWS.

2.1.3 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.4 Key Personnel: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.5 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.6 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.7 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.8 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

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

## 2.2 Acronyms:

AEI	Army Enterprise Infostructure
AR	Army Regulation
AT/OPSEC	Antiterrorism/Operational Security
BI	Background Investigation
CM	Contract Manager
COMSEC	Communications Security
COR	Contracting Officer Representative
CST	Civil Support Team
DA	Department of the Army
DD254	Department of Defense Contract Security Classification Specification
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DSCA	Defense Counterintelligence and Security Agency
FAR	Federal Acquisition Regulation
GFP/M/E/S	Government Furnished Property/Material/Equipment/Services
HQDA	Headquarters, Department of the Army
HSPD	Homeland Security Presidential Directive
IA	Information Assurance
IS	Information System(s)
IT	Information Technology
KO	Contracting Officer
NGB	National Guard Bureau
OCI	Organizational Conflict of Interest
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
SCR	Service Contract Reporting
SSN	Social Security Number
TE	Technical Exhibit
USD(I)	Under Secretary of Defense for Intelligence
WMD	Weapons of Mass Destruction

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S):  
N/A

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): The Contractor shall provide the necessary materials to ensure they are able to meet the requirements in Paragraph 5.

4.1 General: The contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

4.3 Contractor Security Clearance: N/A

5.0 Requirements: The contractor shall provide the necessary personnel, labor, materials, supplies, and equipment as indicated below to perform the tasks outlined:

5.1 Scenario Development: The series of exercises will not only measure the training and readiness level of the team in accordance with DTMS Combined Armed Training Strategy (CATS) Civil Support Team Mission Essential Tasks, but will also reinforce interoperability, communications, and aid in the development of standard operating guidelines (SOGs). The scenarios must include two (2) Chemical, two (2) Biological, two (2) Radiological, and two (2) Home-Made Explosives ELABORATE clandestine laboratories or processes for each day and location of the exercise. There will be a minimum of five (5) venue locations. Contractors must utilize controlled Isotopes that will test radiological detection equipment beyond training check/button sources. Contractor will facilitate and coordinate US approved radiological hazards IAW NRC Regulation, Title 10 Code of Federal Regulations requirements. All scenarios must be designed to aid in the identification of possible team shortcomings and weak areas, and to re-train those areas as necessary. They must also provide an environment ready for on-the-fly injects as necessary to ensure conditions are available for all the DTMS Combined Armed Training Strategy (CATS) Civil Support Team Mission Essential Tasks to be assessed to standard. Should any weak CST METL areas be found, the scenarios should provide for immediate re-training in those areas. The scenarios must provide the complexity and technical detail to represent a realistic mission. Training facilitation must incorporate training aids, devices, and intelligence that accurately simulate current CST operational requirements and elicit employment of CST unique detection and analytical equipment. Conditions must be provided that enable the CST to exercise and be evaluated against METL tasks requiring assessments. Realism and technical exactitude are crucial for all training aids, devices, simulators, and locations. The contractor must also incorporate current emerging threats CSTs face domestically and/or from overseas into scenario design. The full scenarios should each provide for complete, continuous, demanding training and evaluation not to exceed 72 hours.

**Chemical** and **Biological** threat agent production will incorporate realistic laboratory process consistent with applicable US Patent, Current substantiated intelligence or verifiable production methods. Process must include all equipment, reactants and steps to achieve the target CWA/BWA (WMD). Simulation of equipment,



precursors and steps to achieve the end-product must be annotated in response to SOW.

**Radiation** sources producing alpha, beta, and gamma will be incorporated into the scenario. Gamma sources will be of sufficient activity to produce 2mR/hr unshielded field. Simulation of equipment, precursors and steps to achieve the end-product must be annotated in response to SOW.

**Home-Made Explosives (HME)** threat agent production will incorporate realistic laboratory process consistent with applicable US Patent, Current substantiated intelligence or verifiable production methods. Process must include all equipment, reactants and steps to achieve the target HME. Simulation of equipment, precursors and steps to achieve the end-product must be annotated in response to SOW.

5.2 Scenario Staffing: The contractor will provide experienced and certified staff to create target sites that replicate elaborate chemical and biological laboratory production, radiological and explosives manufacturing labs, and act as role players in the scenario. The minimal roles include Incident Commander (IC) per venue, FBI or local law enforcement, Explosives Ordnance Disposal (EOD), Safety Officer, Staging Officer, Medical reach-back, and a planner to attend the mid-planning IPR and final evaluation out brief. All staff must have a full understanding of the Incident Command System (ICS) and their role in WMD events. Since staff will be playing the roles of trained Hazardous Materials (HAZMAT) professionals and reacting to the decisions of the CST, they must be fully trained and possess at least 12 years of experience in HAZMAT operations to the minimum level of "Technician" in accordance with National Fire Protection Association (NFPA) 472. As these exercises are in part to assist with SOG construction and implementation, as well as reinforce Training and Evaluation Tasks enforced at a national certification level the contractor must show evidence of sufficient proficiency, as well as reinforce Training and Evaluation Tasks (OBJ-T T&EO) enforced at NGB J39. All staff must be well versed in CST Operations and all governing regulations to supplement the training and reinforcement of standard CST operating principals during the exercise. The contractor will provide and maintain at least three (3) certified Emergency Medical Technicians (EMT) on site. Contractor will establish a "Simulation Cell" of technical/subject matter experts to facilitate/adjudicate the synchronization and facilitation of all exercise intelligence support as required. Contractor staff will also possess basic skills in electrical, plumbing, and carpentry for target site adjustments as required (see 5.4 and 5.5 below).

5.3 Place of Performance: The contractor locates and identifies target venues around Anchorage and the Mat-Su Valley, Alaska. The venues will meet the requirements for target locations, vehicle footprint, communications equipment, egress, and functioning utilities (electricity, water supply) in accordance with the DTMS Combined Armed Training Strategy (CATS) Civil Support Team Mission Essential Tasks dated June 2022, FM 3-11.22, NGB-J39 Procedural Guidance Weapons of Mass Destruction Civil Support Team Management and unit Standard Operating Guidelines (SOG).

5.4 Target Site: The contractor will **acquire and prepare** all target venues as necessary to provide realism of the scenarios that supports METL execution. Role players with the

proper casualty simulation makeup may be necessary in some or all exercises. Contractor must possess the ability to acquire appropriate permits to transport hazardous materials which require warning placards, or contract for said service. The contractor will possess the skill set required to perform basic plumbing, carpentry, paint and finish, and electrical work (not requiring permit) to adequately prepare target buildings or, must be able to obtain such services as necessary to insure a realistic training environment. All furniture, decorations, props and chemical toilets/porta-potties (with servicing to support contract personnel and evaluated team) will also be provided by the contractor.

5.5 Site Adjustments: Any necessary adjustments to the site (to include building construction, inoperable vehicle placement, demolition, fabrications) will be made by the contractor. This may include the use of heavy and or specialized equipment that the contractor may sub-contract if unable to perform this function with onsite staff. Contractor will be required to acquire and improve/modify a minimum of (2) abandoned structures, to include multiple rooms, for each exercise consisting of two each Radiological, Biological, Chemical and Explosives. The buildings should range from approximately 500 – 2000 sq ft in size and are generally at 25%-100% disrepair. Moderate to elaborate construction within the buildings may be required such as: secret room construction, false walls, doors and windows installation, repair or removal of walls. All modifications required will be driven based on the scenario. Minor site adjustment changes not requiring monetary adjustment to the contract may be negotiated by the Contracting Officer Representative (COO). The Contracting Officer (KO) must negotiate any changes requiring increased expense to the contractor. At the conclusion of the exercise, the contractor will return the site to its previous state. All clean-up will be done by the contractor. All hazardous waste resulting from hazardous materials provided by the contractor will be removed and disposed of by the contractor at contractor expense.

5.6 Deliverables. Contractor shall provide the individuals listed in Technical Exhibit 2 a draft of all MSEL injects no later than 13 days prior to exercise execution. Refined MSEL Injects will be provided to the individuals listed in Technical Exhibit 2 no later than 7 days prior to exercise execution. Contractor shall provide intelligence drops at 13 days, 10 days and 3 days prior to the start of the exercise to the individuals listed in Technical Exhibit 2.

5.7 Service Contract Reporting. N/A



## 6.0 Applicable Publications: Publications applicable to this PWS are listed below:

Publication (Chapter/Page)	Date of Publication	Mandatory or Advisory	Website
Federal Acquisition Regulation	16MAR23	M	<a href="https://www.acquisition.gov/?q=browsefar">https://www.acquisition.gov/?q=browsefar</a>
Defense Federal Acquisition Regulation Supplement	22MAR23	M	<a href="http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html">http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html</a> or <a href="https://www.acquisition.gov/dfars">https://www.acquisition.gov/dfars</a>
Joint Travel Regulation (JTR)	1APR23	A	<a href="https://www.defensetravel.dod.mil/site/travelreg.cfm">https://www.defensetravel.dod.mil/site/travelreg.cfm</a>
DoDM 1000.13-M-V1 DoD Identification (ID) Cards (Enclosure 2, paragraph 3.b)	01/23/2014 (Change 1: 07/28/2020)	A	<a href="http://www.esd.whs.mil/Directives/issuances/dodm">http://www.esd.whs.mil/Directives/issuances/dodm</a>
Federal Information Processing Standards (FIPS) Publication 201-2 Personal Identity Verification (PIV) of Federal Employees and Contractors (paragraph 9)	August 2013	M	<a href="http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf">http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.201-2.pdf</a>
DoDM 5200.2 Procedures for the DoD Personnel Security Program	04/03/2017	M	<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
DoDI 5200.46 DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)	09/09/14 (Change 1: 05/04/2018)	A	<a href="https://www.esd.whs.mil/Directives/issuances/dodi/">https://www.esd.whs.mil/Directives/issuances/dodi/</a>
Homeland Security Presidential Directive (HSPD)-12 Policy for a Common Identification Standard for Federal Employees and Contractors	08/27/2004	A	<a href="https://www.dhs.gov/homeland-security-presidential-directive-12">https://www.dhs.gov/homeland-security-presidential-directive-12</a>
DoDI 5400.11 Department of Defense Privacy and Civil Liberties Programs	01/29/2019	M	<a href="https://www.esd.whs.mil/Directives/issuances/dodi/">https://www.esd.whs.mil/Directives/issuances/dodi/</a>
DoD 5400.11-R Department of Defense Privacy Program	05/14/2007	M	<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
DoDD 8140.01 Cyberspace Workforce Management	10/05/2020	A	<a href="https://www.esd.whs.mil/Directives/issuances/dodd/">https://www.esd.whs.mil/Directives/issuances/dodd/</a>
DoD 8570.01-M Information Assurance Workforce Improvement Program	12/19/2005 (Change 4: 11/10/2015)	A	<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>
DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM)	02/28/2006 (Change 2: 05/18/2016)	A	<a href="https://www.esd.whs.mil/Directives/issuances/dodm/">https://www.esd.whs.mil/Directives/issuances/dodm/</a>

## 6.1 Applicable Forms: Forms applicable to the PWS are listed below:

Form	Date	Website
DD 1172-2 Application for Identification Card/DEERS Enrollment	Mar 2017	<a href="http://www.dtic.mil/whs/directives/forms/index.htm">http://www.dtic.mil/whs/directives/forms/index.htm</a>
I-9 Employment Eligibility Verification	10/21/2019	<a href="https://www.uscis.gov/sites/default/files/files/form/i-9.pdf">https://www.uscis.gov/sites/default/files/files/form/i-9.pdf</a>
DD 441 Department of Defense Security Agreement	Feb 2020	<a href="http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm">http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm</a>
DD 250 Material Inspection and Receiving Report	Aug 2000	<a href="https://www.esd.whs.mil/Directives/forms/dd0001_0499/">https://www.esd.whs.mil/Directives/forms/dd0001_0499/</a>

## TECHNICAL EXHIBIT 1

### Performance Requirements Summary (PRS)

This PRS includes performance objectives the Government will use to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

Performance Objective	Performance Standard	Acceptable Quality Levels (AQL)	Surveillance Method / By Whom
5.1 Scenario Development	Contractor shall perform scenario development IAW with PWS.	Pass/Fail	COR will be on site for the duration of the exercise
5.2 Scenario Staffing	Contractor shall provide staff IAW PWS.	Pass/Fail	COR will be on site for the duration of the exercise
5.4 Target Site	Contractor shall prepare the target sites as necessary to enhance the realism of the scenario.	Pass/Fail	COR will be on site for the duration of the exercise
5.5 Site Adjustments	The contractor shall perform restorative maintenance within the established timeframes.	Pass/Fail	COR will be on site for the duration of the exercise
5.6 Deliverables	Contractor shall provide copies of refined scenario summaries for each exercise to the Exercise Director.	Pass/Fail	COR will be on site for the duration of the exercise
5.6 Deliverables	Contractor shall provide the Exercise Director a draft of all MSEL injects no later than 5 days prior to exercise execution. As revisions are made, updated copies will be provided to the Exercise Director.	Pass/Fail	COR will be on site for the duration of the exercise

## TECHNICAL EXHIBIT 2

### Deliverables Schedule

PWS Reference / Deliverable Title	Frequency	Number of Copies	Medium/Format	Submit To
5.6 Deliverables MSEL Inject Drafts	30 May 2023	1	Email	Mr. Sean Cripps/ MAJ Browning CPT Ralph Harris
5.6 Deliverables Intelligence Drop	30 May 2023	1	Email	Mr. Sean Cripps / MAJ Browning CPT Ralph Harris
5.6 Deliverables Intelligence Drop #2	2 June 2023	1	Email	Mr. Sean Cripps / MAJ Browning CPT Ralph Harris
5.6 Deliverables Refined MSEL Injects	5 June 2023	1	Email	Mr. Sean Cripps / MAJ Browning CPT Ralph Harris
5.6 Deliverables Intelligence Drop #3	9 June 2023	1	Email	Mr. Sean Cripps / MAJ Browning CPT Ralph Harris