

PERFORMANCE WORK STATEMENT (PWS)

Industrial Hygiene Equipment Calibration February 2023

Part 1 General Information

1. General: This is a non-personal service(s) contract under which the personnel rendering the service(s) are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

1.1 Description of Services/Introduction: This is a non-personal service(s) contract to purchase and provide calibration and maintenance for industrial hygiene equipment.

1.2 Background: Arlington National Cemetery (ANC) is our nation's most sacred shrine and the final resting place for our most revered military and civilian leaders. Due to the sensitivity and significance of the mission at ANC, the cemetery must be maintained to the highest level of standards and uniformity. The Safety Office was tasked to procure Industrial Hygiene sampling equipment, which is needed to properly evaluate the exposure of ANC workforce to hazardous noise, chemicals, gases, dusts, fumes and mists, as well as performing heat index monitoring throughout the year. In accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910, Occupational Safety and Health Standards, ANC is required to identify and properly evaluate the worker's exposure to hazardous conditions to ensure they are enrolled in the proper medical surveillance programs. A new Industrial Hygienist position has just been added to ANC to perform the aforementioned services that adequately monitor the physical environment of the ANC workplace. ANC must provide the necessary industrial hygiene sampling equipment and annual maintenance/ calibration.

1.3 Scope: The Contractor shall provide non-personal service(s). The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents. The Contractor shall perform to the standards and acceptable quality levels identified in this PWS and associated contract documents.

1.4 Objectives: The objective of this contract is to perform the calibration and maintenance for the below equipment and future additions to the industrial hygiene equipment inventory according to industry standards:

- 3M 5-pack Edge 5 Noise Dosimeters, Calibrator, docking station, charging power supply
- GilAir Plus 5-pack High Flow Air Sampling Pump Kit
- Quest 48N Portable Heat Stress/Index Monitoring kit
- Quest SoundPro SE/DL sound level meter with AC-300 calibrator
- Quest EVM-7 Advanced Particulate and Air Quality Monitor with CO sensor kit
- Gilibrator-2 Standard Flow kit
- BW GasAlert XT II.

- ExtechLT300 Light Meter
- TSI VelociCalc Air Velocity Meter 9515

1.5 General Information:

1.5.1 Quality Control Plan (QCP): The contractor's existing quality assurance system shall be utilized in accordance with FAR 12.208. The Contractor's Proposed QCP shall be submitted to the Contracting Officer (KO) through the Contracting Officer's Representative (COR) for review within 10 days after date of contract award (Deliverable #A.001).

The Government will review and either notify the Contractor in writing of acceptance of the plan or return their comments to the Contractor within 10 days. If the Government has provided comments, the Contractor shall then have 5 days to submit a Final QCP. After receipt of the Final QCP, the Contractor may receive the Contracting Officer's acceptance in writing. Any proposed changes to the accepted QCP are required to be resubmitted for acceptance by the Contracting Officer no later than 5 days prior to the anticipated change and before implementation by the Contractor. The timeline noted above will apply for review and acceptance for proposed changes. At a minimum, the QCP must include and answer the following to be acceptable:

(a) A chart showing the organizational structure and lines of authority, the names, qualifications, duties, responsibilities, and classification of each member of the Contractor's Quality Control Team;

(b) How the Contractor will monitor work to ensure performance complies with all deliverables (etc. timelines, deadlines, and goals);

(c) How the Contractor will monitor work to ensure performance complies with all specifications and requirements of the contract, including the contract's clauses;

(d) How the Contractor will monitor and ensure staff qualifications remain current and valid including Department of Defense (DoD) Contractor Personnel Office (DOCPER) processes/approvals throughout contract performance;

(e) How the Contractor will identify, investigate, and correct any non-conforming performance and prevent similar deficiencies in the future; and

(h) How the Contractor will file and save all Quality Control related documents for the life of the contract plus 5 years.

1.5.2 Quality Assurance: 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 must 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 the acceptable quality levels (performance thresholds).

1.5.3 Recognized Holidays: The following provides information on recognized holidays for the purpose of the PWS. If submittal of any documentation (e.g. deliverables, submittals, etc.) deadlines fall on a holiday, the closest work day prior to the holiday will apply as the deadline for submittal.

1.5.3.1 U.S. Holidays: Work shall not be performed on U.S. federally recognized holidays occurring during the normal workweek unless otherwise directed by the Contracting Officer. When a U.S. holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

New Year's Day January 1 st	M. L. King Memorial Day 3 rd Monday in Jan
Presidents Day 3 rd Monday in February	Memorial Day last Monday in May
Juneteenth June 19 th	Independence Day July 4 th
Labor Day 1 st Monday in September	Columbus Day 2 nd Monday in October
Veteran's Day November 11 th	Thanksgiving Day 4 th Thursday in November
Christmas Day December 25 th	

1.5.4 Operating Hours: The Government facility office hours, facility operating hours, and the Contractor support hour requirements often coincide, however, they may differ. Please refer to the following.

1.5.4.1 Government Facility Office Hours: The Government facility office hours are 0800-1700 and Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.2 Government Facility Operating Hours: The Government facility office hours are 0800-1700 and Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.4.3 Contractor Support Hours: The Contractor shall provide support between the hours of 0800 to 1530, Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall maintain an adequate workforce at all times, for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce is essential.

1.5.5 Place of Performance: The work to be performed under this contract will be at the contractor facility Clarke Analytical Instruments, Inc., 110 Pine Tree Rd. Radnor, PA 19087.

1.6 Security Requirements: The following information is provided on security related matters.

1.6.1 Physical Security: The Contractor shall safeguard all Government equipment, information, and property provided for Contractor use.

1.7 Post Award Conference/Periodic Progress Meetings: The Contractor shall attend any post award conference convened by the contracting activity or contract administration office in accordance with FAR Subpart 42.5. The Contracting Officer, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer will apprise the Contractor of how the Government views the Contractor's performance and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.7.1 The Contractor shall attend, participate in, and furnish input to scheduled and unscheduled meetings, conferences, and briefings that relate to the functions and services herein as required by the Government to provide effective communication and impart necessary information. The Contract Manager or designated representative shall attend meetings as requested by the Government. Meeting attendees shall at times include Contractor managerial, supervisory, and other personnel knowledgeable of the subject matter. Meetings may start or end outside of regular duty hours.

1.8 Contracting Officer's Representative (COR): Refer to Part 2 of this PWS for the definition of a COR. As determined by the Contracting Officer, a COR will be appointed and identified by letter of designation, a copy of which will be provided to the Contractor by the Contracting Officer. The designation letter states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is not authorized to obligate the Government. If the work is not written in the contract, the COR is not authorized to request new work. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract, perform inspections necessary in connection with contract performance, maintain written and oral communications with the Contractor concerning technical aspects of the contract, issue written interpretations of technical requirements, including Government drawings, designs, specifications, monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies, coordinate availability of Government property, and coordinate site entry of Contractor personnel.

1.9 Key Personnel: The following personnel are considered key personnel by the Government: The Contractor shall provide a Program/Contract Manager who shall be responsible for the performance of the work. The name of this person and an Alternate Program/Contract Manager, who shall act for the Contractor when the Program/Contract Manager is absent, along with a Curriculum Vitae (CV) for each of these individuals, shall be provided in writing to the Contracting Officer no later than 5 days after the contract award. (Deliverable #A.002). The Contract Manager and Alternate Contract Manager shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The quality Control Manager shall ensure no deviations from specifications.

Technicians shall ensure calibration of equipment is in accordance with (IAW) National Institute of Standards and Technology (NIST). The Contract Manager or Alternate Contract Manager shall be available between the hours of 0800 to 1530, Monday through Friday except U.S. Holidays identified in paragraph 1.5.3.1 above or when the Government facility may close due to local or national emergencies, administrative closings, or similar Government directed facility closings. Qualifications for all key personnel are listed below:

a. Contract Manager and Alternate Contract Manager: The CV provided by the Contract Manager and Alternate Contract Manager must demonstrate successful completion of 24 semester hours in mathematical, engineering, and quantitative analysis courses; 15 or more years cost analysis experience; and familiarity with Defense Department Data Sources (e.g. cost and software data reporting, Earned Value Management (EVM), etc.) or must demonstrate a minimum of 5 years experience within the past 10, working as a Program Manager.

b. Quality Control Manager: The Quality Control Manager must demonstrate a minimum of 5 years' experience, within the past 10, working as a Quality Control Manager.

c. Special Qualifications: The Contractor shall ensure all technicians possess and maintain current professional certification and training in the repair and calibration of all the industrial hygiene instruments during the execution of this contract.

1.10 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 must identify themselves, to include proper marking of signature blocks in correspondence, to avoid creating an impression in the minds of members of the public that they are Government officials. The Contractor shall ensure that all documents or reports, produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

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

1.12 Protection of Government and Contract Information: Per Public Use Notice of Limitations stated by Defense imagery Management operations Center and contained at www.dimoc.mil/resources/limitations/, the Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any hard copy or digital marketing tools to include its company website.

PART 2 DEFINITIONS & ACRONYMS

2. Definitions and Acronyms

2.1 Definitions: Although not inclusive of every term used within this PWS, the following provides a list of definitions used throughout this PWS and commonly used in the acquisition field.

Contracting Officer – means a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

Contracting Officer's Representative (COR) – As defined in DFARS 202.101, means an individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions. DoD Instruction (DoDI) 5000.72, Part II Definitions states the following when defining a COR: “Defined in subpart 202.101 of Reference (f). Any individual delegated responsibilities pursuant to subpart 1.602-2 of Reference (e), regardless of local terminology, must be certified in accordance with this instruction. For example, local terminology can be COR, Contracting Officer’s technical representative, technical point of contact, technical representative, alternate COR, administrative COR, assistant COR, line item manager, task order manager, quality assurance personnel, quality assurance evaluator, or COR management.” In addition, Army Regulation 70-13, Chapter 2, paragraph 2-2g, states, in part, the following when providing other surveillance support personnel to assist the COR when needed, “...These other surveillance support personnel may serve as on-site representatives of the COR in performance of actual contract surveillance if they meet all COR requirements and have been appointed by the Contracting Officer as alternate CORs.”

Contractor – means 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.

Contractor-acquired Property - means property acquired, fabricated, or otherwise provided by the Contractor for performing a contract and to which the Government has title.

Day – means, unless otherwise specified, a calendar day.

Defective Service – means a service output that does not meet the standard of performance associated with the Performance Work Statement.

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

Government-furnished Property – As reflected in FAR 52.245-1, Government-furnished Property “means property in the possession of, or directly acquired by, the Government and subsequently furnished to the Contractor for performance of a contract. Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance,

overhaul, or modification. Government-furnished property also includes contractor-acquired property if the contractor-acquired property is a deliverable under a cost contract when accepted by the Government for continued use under the contract

Government Property - means all property owned or leased by the Government. Government property includes both Government-furnished and Contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.

Property Administrator - means an authorized representative of the Contracting Officer appointed in accordance with agency procedures, responsible for administering the contract requirements and obligations relating to Government property in the possession of a Contractor.

High Level Objective (HLO) – means a key overarching result-based objective for a project necessary to achieve the project’s vision. HLOs are similar to Level 2 in a Work Breakdown Structure. Each HLO may contain several statements to flesh out the areas necessary to meet the objective.

Physical Security – means that part of security concerned with physical measures designed to safeguard personnel; to prevent unauthorized access to equipment, installations, material, and documents; and to safeguard against espionage, sabotage, damage, and theft.

Quality Assurance – (or Government contract quality assurance) means the various functions, including, inspection, performed by the Government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

Quality Assurance Surveillance Plan (QASP) – means the key Government-developed surveillance process document, and is applied to Performance-Based Service Contracting (PBSC). The QASP is used for managing Contractor performance assessment by ensuring that systematic quality assurance methods validate that Contractor quality control efforts are timely, effective, and are delivering the results specified in the contract or task order. The QASP directly corresponds to the performance objectives and standards (i.e., quality, quantity, timeliness) specified in the Performance Work Statement (PWS). It provides specific details on how the Government will survey, observe, test, sample, evaluate, and document Contractor performance results to determine if the Contractor has met the required standards for each objective in the PWS. The QASP, with very few if any exceptions, is an internal to Government document.

Quality Control – means all necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

Statement – means the specific results-based activities required to satisfy HLOs. A statement contains a result, the context of the statement, and the required action(s). Statements focus on “what” is to be accomplished; however they are not prescriptive in describing “how” the outcome is to be achieved. Each HLO may have several statements to flesh out the areas

necessary to meet the objective. Statements are similar to Level 3 in a Work Breakdown Structure.

Subcontractor – means one that enters into a contract with a prime Contractor. The Government does not have privity of contract with the subcontractor.

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

Work Week - Monday through Friday, unless otherwise specified.

2.2 Acronyms: Although not inclusive of every term used within this PWS, or that may be included in an acquisition, the following provides a list of acronyms commonly used in the acquisition field.

ACOR	Alternate Contracting Officer's Representative
AE	Army in Europe
AFARS	Army Federal Acquisition Regulation Supplement
AHA	Activity Hazard Analysis
ANSI	American National Standards Institute
AOR	Area of Responsibility
AR	Army Regulation
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System
CAC	Common Access Card
CCE	Contracting Center of Excellence
CFE	Conventional Forces Europe
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer's Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FRG	Federal Republic of Germany
GFP	Government Furnished Property
HLO	High Level Objective
HIPAA	Health Insurance Portability and Accountability Act of 1996
IA	Information Awareness
IAC	Installation Access Control
IACO	Installation Access Control Office
ID	Identification

IGCE	Independent Government Cost Estimate
ISO/IEC	Organization for Standardization/International Electrotechnical Commission
IT	Information Technology
JTR	Joint Travel Regulation
JPAS	Joint Personnel Adjudication System
KO	Contracting Officer
NIST	National Institute of Standards and Technology
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OPSEC	Operations Security
PA	Property Administrator
PII	Personally Identifiable Information
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RA	Requiring Activity
RCO	Regional Contracting Office
SIGE	Safety and Health Protection Plan
TE	Technical Exhibit
USAG	United States Army Garrison
USAREUR	United States Army Europe
UOM	Unit of Measure

PART 3
GOVERNMENT PROPERTY (GP) AND SERVICES

3. Government Property and Services

3.1 Services: N/A

3.2 Facilities: N/A

3.3 Utilities: N/A

3.4 Equipment: N/A

3.5 Special Tooling and Test Equipment: N/A

3.6 Materials: N/A

3.7 Training: N/A

3.8 Common Access Cards (CAC): N/A

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Property and Services

4.1 General: The Contractor shall furnish tools, materials, supervision, and other items necessary to perform services as described in the PWS and associated contract documents, except for those items specified in Part 3 Government Property and Services.

PART 5 SPECIFIC TASKS

5.1 Basic Services: The Contractor shall provide services for the calibration and maintenance of the following equipment: 1) 3M 5-pack Edge 5 Noise Dosimeters, Calibrator, docking station, charging power supply; 2) 5-pack Gilair High Flow Air Sampling Pump Kit; 3) Quest 48N Portable Heat Stress/Index Monitoring kit; 4) Quest SoundPro DL2 sound level meter with AC-300 calibrator; 5) Quest EVM-7 Advanced Particulate and Air Quality Monitor with CO sensor kit; 6) Gilibrator-2 Standard Flow kit, and 7) BW GasAlert XT II, 8) ExtechLT300 Light Meter, and 9) TSI VelociCalc Air Velocity Meter 9515. The calibration of the equipment will occur annually and will meet traceability and calibration standards in accordance with International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17025, National Institute of Standards and Technology (NIST), and/or American National Standards Institute (ANSI).

5.2 Tasks: Tasks consist of the following:

5.2.1 Contractor Responsibilities

5.2.1.1 Calibration: Contractor shall provide maintenance and calibration of all equipment listed in 5.1. The contractor will provide replacement sensors to the applicable devices (Quest EVM-7) when sensors have reached their shelf life.

(a) STD: The calibration shall meet traceability and calibration standards in accordance with International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17025, National Institute of Standards and Technology (NIST), and/or American National Standards Institute (ANSI) IAW Department of the Army Pamphlet (DA PAM) 40-503.

AQL: 100% Compliant

(b) STD: The contractor will provide written documentation of all calibration tests conducted and certificates of calibration.

AQL: 100% Compliant

Deliverable # A.003

(c) STD: The contractor will cover the costs of shipping and handling when the instrument is returned.

AQL: 100% Compliant

(d) STD: The contractor will ensure the equipment is serviceable upon return.

AQL: 100% Compliant

(e) STD: The contractor shall provide install new sensors for the Quest EVM-7 when service/shelf life has been reached unless equipment is obsolete. The contractor will provide notification of end of service life of the equipment before any replacements.

AQL: Within 5 days of receipt.

(f) STD: The contractor shall send all calibrated equipment back to ANC no later than fourteen (14) days after calibration is completed.

AQL: 100% Compliant

5.3 Service Contract Reporting

5.3.1 System for Award Management (SAM) Service Contract Report (SCR): The Contractor shall report ALL Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Arlington National Cemetery via a secure data collection site. The Contractor is required to completely fill in all required data fields through the following web address: www.sam.gov. Reporting inputs will be for the labor executed during the period of performance during each Government FY, which runs from October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk by clicking "View Assistance for SAM.gov" which is located at the top of the SAM.gov website. From there, you can select "Contact Our Service Desk" which will allow you to contact SAM.gov directly. If contract period of performance ends prior to September 30, the Contractor has 30 calendar days from end date of the contract to complete the SAM SCR requirement.

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and log in.
2. Select Entity Registrations and then select Service Contract Reporting.
3. SAM displays your entities which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity.
4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report. You are required to enter the following information:
 - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
 - **Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.
7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

Steps for Editing a Submitted Report

1. Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.
2. Select View/Edit. You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

STD: All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph above.

AQL: 100% Compliant

Deliverable # A.004

PART 6 APPLICABLE PUBLICATIONS

6. Applicable Publications (Current Editions): The following publications, manuals, regulations, etc. are mentioned in this PWS and are listed below.

- 6.1.1 Department Of Defense Contract Security Classification Specification (DD Form 254)
- 6.1.2 Department of Defense Security Agreement (DD Form 441)
- 6.1.3 National Industrial Security Program Operating Manual (DoD 5220.22-M)
- 6.1.4 Installation Access Control (AE Reg 190-16)
- 6.1.5 The Army Physical Security Program (AR 190-13)
- 6.1.6 Contractor Identification (AE Reg 27-715)
- 6.1.7 U.S. Army Corps of Engineers Safety and Health Requirements Manual (EM 385-1-1)
- 6.1.8 Information Assurance Workforce Improvement Program (DoD 8570-M)
- 6.1.9 Information Assurance Training Certification and Workforce Management Directive (DoDD 8570.01)
- 6.1.10 Information Assurance (AR 25-2)
- 6.1.11 Electromagnetic Compatibility Directive (2004/108/EC)
- 6.1.12 Policies and Procedures for Property Accountability (AR 735-5)
- 6.1.13 Department of the Army Pamphlet 40-503 (DA PAM 40-503)

PART 7
ATTACHMENT AND TECHNICAL EXHIBIT LISTING

7. Attachment and Technical Exhibit List

7.1 Technical Exhibit A – Performance Requirements Summary (PRS)

7.2 Technical Exhibit B – Deliverables Schedule

7.3 Attachment 1 – Reserved

TECHNICAL EXHIBIT A
Performance Requirements Summary (PRS)

PERFORMANCE OBJECTIVE	STANDARD	PERFORMANCE THRESHOLD ACCEPTABLE QUALITY LEVELS (AQLs)	METHOD OF SURVEILLANCE
PRS#1 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all equipment listed in 5.1.	The calibration shall meet traceability and calibration standards in accordance with International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 17025, National Institute of Standards and Technology (NIST), and/or American National Standards Institute (ANSI) IAW Department of the Army Pamphlet (DA PAM) 40-503.	100% Compliance Zero Deviation from standard.	100% Inspection
PRS#2 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all equipment listed in 5.1.	The contractor will provide written documentation of all calibration tests conducted and certificates of calibration.	100% Compliance Zero Deviation from standard.	Harcopy of certificate of calibration and testing.
PRS#3 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all equipment listed in 5.1.	The contractor will cover the costs of shipping and handling when the instrument is returned.	100% Compliance.	Contractor uses their own shipping account.
PRS#4 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all	The contractor will ensure the equipment is serviceable upon return.	100% Compliance Zero Deviation from standard.	Harcopy of certificate of calibration and testing.

equipment listed in 5.1.			
PRS#5 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all equipment listed in 5.1.	The contractor shall install new sensors for the Quest EVM-7 when service/shelf life has been reached unless equipment is obsolete. The contractor will provide notification of end of service life of the equipment before any replacements.	99% Compliance, no more than 6 days of receipt of equipment.	Manufacture notice of end of service life.
PRS#6 - PWS para 5.2.1.1 Contractor shall provide maintenance and calibration of all equipment listed in 5.1.	The contractor shall send all calibrated equipment back to ANC no later than fourteen (14) days after calibration is completed.	100% Compliance Zero Deviation from standard.	Email notice with tracking information.
PRS #7 - Service Contract Reporting (SCR) PWS 5.3	The Contractor shall completely fill in all the information in the format using the following web address www.sam.gov The contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. If contract period of performance ends prior to September 30, the contractor has 30 days from end date of the contract to complete the SCR requirement.	100% Compliance Zero Deviation from standard.	100% Inspection

TECHNICAL EXHIBIT B
DELIVERABLES SCHEDULE

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
A.001 Quality Control Plan (paragraph 1.5.1)	Once within 10 days after contract award and no later than 30 days prior to any anticipated changes.	One each to the Contracting Officer.	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.002 Names of key personnel (paragraph 1.9)	No later than 5 days after the contract award.	One each to the Contracting Officer.	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)
A.003 Documentation of all calibration tests conducted and certificates of calibration (paragraph 5.2.1.1 b.)	Upon returning equipment to ANC.	One for each device calibrated and/or tested.	Hardcopy inside the equipment case.	Industrial Hygiene Office with equipment.
A.004 System for Award Management (SAM) Service Contract Report (SCR) (paragraph 5.3.1)	All information provided by the Contractor shall be accurate, complete, and not exceed suspense dates noted in corresponding paragraph above.	One each to the Contracting Officer.	Electronic delivery via email using Microsoft Office Word or Power Point 2013	To the Contracting Officer through the Contracting Officer's Representative (COR)

**ATTACHMENT 1
ESTIMATED WORKLOAD DATA**

ITEM	NAME	ESTIMATED QUANTITY	
1			
2			