

TOOL DESIGN AND TOOL ROOM CONSULTING

1. **GENERAL:** Tool design must provide design, process, build and provide production support to the factory in the most efficient manner possible.

1.1 **Purpose:** The purpose of this project is to examine the methods currently used to design and build tooling to be used on the production floor.

1.2 **Background:** the tool design and build process begins with a tool order being delivered to the tool design department. The tool designer evaluates the tool order to determine a path forward. The tool designer produces a tool drawing, a shop order and purchase requests as well as various relative administrative duties. Once the tool room receives the final tool drawing the build process begins. The tool room uses tool room assets as well as any additional assets such as, but may not be limited to, weld and heat treat departments in addition to production machines on the factory floor. Once the tool is built and inspected, the tool is delivered to the factory floor. The tool may be evaluated and used on a trial basis to prove out the tool/process. If any deficiencies are found tool design and the tool room may be contacted to address these deficiencies.

1.3 Objectives:

- Evaluate the tool design and tool build process.
- Determine if improvements can be made to improve and make more efficient the tool design and tool build process.
- Determine if improvements can be made to improve and make more efficient the tool support effort put forth by the tool design and tool room departments.
- Comparisons of practices/procedures currently used by RIA-JMTC to that of outside tool/design manufacturing houses.
- Recommendations of future equipment needs/purchases.

2. **OVERALL DESCRIPTION / SPECIFICATIONS / STATEMENT OF WORK:** The Contractor shall provide recommendations and justifications for methods and equipment for improving the efficient design and build of tools used on the production floor.

2.1 Objective:

Recommend practical cost-effective improvements to the methods and practices of the tool design department. Recommend improvements to various databases and software used for administrative duties used to document the design process. Recommend steps in the process that should be eliminated or added.

2.2 Objective:

Recommend practical cost-effective improvements to the methods, practices and equipment of the tool room.

2.3 The Proposed Scope includes but not limited to:

2.3.1 Review of the tool design dept:

2.3.1.1 Review tool design tool order procedures.

2.3.1.2 Review tool design dept data base.

TOOL DESIGN AND TOOL ROOM CONSULTING

2.3.1.3 Review the design process.

2.3.1.4 Review CAMMS software for writing shop orders for tool build.

2.3.2 Review of the tool room:

2.3.2.1 Review of the tool room machines.

2.3.2.2 Review of tool room data base.

2.3.2.3 Review of tool room build process.

3. Personnel Qualifications: The contractor shall provide the experienced and qualified personnel consistent with best commercial practice.

4. SAFETY AND ENVIRONMENTAL:

4.1 Safety: The contractor is responsible for complying with all federal, state, and local safety and environmental regulations, including, but not limited to Occupational Safety and Health Act, Environmental Protection Agency (EPA), Illinois Environmental Protection Agency (IEPA), and Army regulations. Contractor must adhere to all Rock Island Arsenal Safety requirements, policies and statutes.

5. SECURITY

5.1 The RIA-JMTC is an Army installation subject to Department of Defense safeguards, various precautions, and plant protection measures. All of the below requirements will be necessary of contractors visiting RIA to satisfy requirements of this purchase description; Additional requirements will be placed on contractors requiring access to the Army Network, or Common Access Card (CAC), as specifically detailed below. At all times during the execution of this work, contractor personnel will maintain adequate plant protection devices to minimize espionage, sabotage, and other malicious destruction and damage. The contractor shall comply with all security requirements of the Rock Island Arsenal. Rock Island Arsenal island-wide Force Protection levels may be adjusted/changed at any time, which may cause possible delays and will directly affect procedures for accessing the island.

5.1.1 Access and General Protection/Security Policy and Procedures: The contractor and any associated subcontractor employees shall provide all information required for background checks to meet installation access requirements to be accomplished by the installation Director of Emergency Services. All contractor employees must comply with all personal identity verification requirements (IAW FAR clause 52.204-9) as directed by Department of Defense (DoD), Headquarters Department of the Army (HQDA), and any local policy. If the Force Protection Condition (FPCON) changes, the Government may require changes in contractor installation access, security matters, or security processes.

5.1.1.1 Access to RIA: Contractor and all subcontractor employees performing work at RIA shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening Database (TSDB) and any applicable installation, facility access screening and local security policies and procedures. The COR shall provide

TOOL DESIGN AND TOOL ROOM CONSULTING

guidance to complete the Access Control Records Check request Form through the Rock Island Arsenal Directorate of Emergency Services.

5.1.1.2 Random Antiterrorist Measures Program (RAMP) participation: Contractor personnel are subject to RAMP security program (i.e. vehicle searches, wearing of ID badges, etc.). Contractor shall comply with any, and all instructions issued by the Rock Island Arsenal Police Department. The RAMP is discussed in the RIA-JMTC Anti-Terrorism Training.

5.1.1.3 During FPCONs levels of Charlie or Delta, services may be discontinued/postponed due to a higher National or local security threat. Services will resume when FPCON Level is reduced to Bravo, or lower. FPCON levels are described in Anti-Terrorism Level I Training.

5.1.1.4 Contractor personnel shall return all Installation Badges and access passes as soon as possible prior to contract completion. RIA-JMTC electronic keys and access passes are accountable items, shall be returned within 24-hours of no longer being needed. Items will be returned to the COR, or placed in a drop box at a RIA-JMTC access point.

5.1.2 Security Training: The contractor shall complete the following training:

5.1.2.1 Anti-Terrorism, Level I: All contractor employees, including subcontractor employees, requiring access to Army installations, facilities, or controlled access areas shall complete Anti-Terrorism (AT) Level I Awareness training. The COR will be provided a copy of the Rock Island Arsenal –Joint Manufacturing and Technology Center (RIA-JMTC) AT Level I Awareness Training and assure that the training is complete. The contractor shall sign a memorandum of record for each contractor employees and subcontractor employee to the RIA-JMTC Operations Center prior issuing any electronic keys, or access pass being authorized.

5.1.2.2 iWatch (See Something, Say Something) Training: The Contractor and all associated subcontractors shall complete iWatch Training. iWatch Training shall be provided during the Anti-Terrorism Training.

5.1.3 For Contractors requiring Common Access Card (CAC): Before CAC issuance, the contractor employee requires a favorably adjudicated National Agency Check with Inquiries (NACI) or an equivalent or higher investigation in accordance with Army Directive 2014-05. The contractor employee will be issued a CAC only if duties involve one of the following: (1) Both physical access to a DoD facility and access, via logon, to DoD networks onsite, or remotely or (2) Remote access via logon, to a DoD network using DoD-approved remote access procedures, or (3) Physical access to multiple DoD facilities or multiple Non-DoD Federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6-months, or more. At the discretion of the sponsoring activity, an initial CAC may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management. Contractors needing a NACI or equivalent investigation or higher investigation will coordinate this investigation through their COR. Contractor personnel shall turn in CAC cards upon completion of their contractual obligations, or at the request by the COR, or at the request of the Contracting Officer.

TOOL DESIGN AND TOOL ROOM CONSULTING

6. FEDERAL MARIJUANA LAWS REMAIN UNCHANGED: Note: Rock Island Arsenal is under the exclusive federal jurisdiction of the United States. Under federal law, marijuana is still defined as a Schedule I drug, and possession and use of marijuana is still illegal. Any person using or in possession of marijuana on Rock Island Arsenal may be criminally prosecuted in federal district court. In addition, such individuals may be permanently barred from entering Rock Island Arsenal.

6.2 REAL ID: Starting 01-Oct-2020 all personnel entering Rock Island Arsenal will be required to show a Real ID form of identification.

7. INSPECTION/FINAL ACCEPTANCE:

9.1. COR will monitor contractor performance on this Purchase Order. Successful completion of project shall be indicated by successful completion of all items presented in this Scope of Work and verified on the QASP.