

STATEMENT OF WORK

VIRTUAL LIVE SIMULATION

1.0. INTRODUCTION

Leader Development Course (LDC), a part of the Ira C. Eaker Center for Leadership Development, requires services to provide and support a Mixed Reality Leadership Experience (MLRx) using a Virtual Avatar Laboratory (VAL) known as Live Simulation. For LDC's Capstone event, the MLRx through a VAL is a unique opportunity for Airman and Guardians to practice and apply the theories and concepts of leadership and command in a realistic live interaction simulation, that allows them a practice ground for demonstrating behaviors that make an effective Airman/Guardian (officer and enlisted).

1.1. SCOPE

The vendor must provide a unique educational service which allows Airman and Guardians to interact in a live simulation using a mixed reality platform with a Simulation Specialist. Vendor will provide the following support with (1) access to a VAL simulation, with the ability to execute multiple simulations concurrently (2) access to a VAL scheduling system, (3) support from a Simulation Specialist to execute the VAL simulation, (4) consultation to support LDC for management of the VAL simulation, (5) ability to execute VAL via distance learning medium.

1.1.1. Virtual Avatar Lab (VAL) hours will be used in support of LDC curriculum

2.0. REQUIREMENTS

The support requires the use of a mixed reality live simulation, access to the simulation through a web-based platform to a low bandwidth simulation platform. The Virtual Avatar Lab (VAL) will use virtual avatars controlled by live simulation and or learning specialists (Digital and Virtual Puppetry) to provide live conversation through a mixed reality platform for Air Force and Space Force participants. Vendor will:

2.1. Mixed Reality Live Simulation

2.1.1. Provide access to simulation for 2-3 hours per lab simulation execution.

2.1.2. Provide access to Immersive Learning Specialists for 2-3 hours per lab simulation execution.

2.1.3. Provide real time communication with Immersive Learning Specialist during execution of Live Simulation.

2.1.4. Ability to execute up to eight Mixed Reality Live Simulations simultaneously.

2.1.5. Provide technical guidance as needed for Mixed Reality Live Simulation execution.

2.2. Scenario and Environment Design

- 2.2.1.** Ability to develop scenarios for the Mixed Reality Live Simulation with a 36 hour turnaround time.
- 2.2.2.** Ability to execute new scenarios as early as 36 hours after scenario development.
- 2.2.3.** Provide pedagogical guidance and consultation for scenario design as needed.
- 2.2.4.** Ability to develop avatars that align with scenario development.
 - 2.2.4.1.** Develop avatars with little to no direction from client.
 - 2.2.4.2.** Develop avatars within the 36 hours of required time to develop a new scenario.
- 2.2.6.** Ability to create environment background that aligns with scenario development.
 - 2.2.6.1.** Develop environment background with little to no direction from client.
 - 2.2.6.2.** Develop environment background within 36 hours of required time to develop a new scenario.

2.3. Scheduling Management

- 2.3.1.** Provide access to scheduling website or scheduling POC.
- 2.3.2.** Ability to change scheduled Mixed Reality Live Simulation date and time up to 48 hours before the start time, if changes are needed.
- 2.3.3.** Ability to schedule Mixed Reality Live Simulation 10 days from scheduled event (approval is routed through vendor either through e-mail or via phone).

2.4. Immersive Learning Specialist

2.4.1. Provide consultation to LDC as deemed necessary by the client via e-mail or phone for the following but not limited to:

2.4.1.1. Coordinating and verifying the Mixed Reality Live Simulation hours and schedule with LDC.

2.4.1.2. Communicate via text messaging during Mixed Reality Live Simulation execution with LDC facilitators.

2.4.1.3 Experience working with multiple Air Force organizations.

2.4.1.4 Experience and knowledge of Air Force culture.

2.4.1.5 Experience and knowledge of Air Force specific terminology, acronyms, and jargon.

2.4.1.6 Execute simulations during training sessions to train LDC Faculty as experiential expeditors for execution of the mixed reality live simulation.

2.4.1.7 Execute simulations during training sessions to train LDC Faculty as experiential facilitators during debrief session after simulation execution.

3.0. PLACE OF PERFORMANCE

Work will be performed over Zoom. The work may occur at off-site contractor locations as needs dictate. The government recognizes the possibility of contractor “reach back” to confer with expertise not available on site.

4.0. RECOGNIZED HOLIDAYS

New Year’s Day	Labor Day	Juneteenth
Martin Luther King Jr.’s Birthday	Columbus Day	
President’s Day	Veteran’s Day	
Memorial Day	Thanksgiving Day	
Independence Day	Christmas Day	

In addition to the days designated as holidays, the Government observes the following days:
Any other day designated by Federal Statute
Any other day designated by Executive Order
Any other day designated by a President's Proclamation

It is understood and agreed between the Government and the contractor that observance of such

days by Government personnel shall not otherwise be a reason for an additional period of performance, or entitlement to compensation except as set forth within the contract. It is understood and agreed between the Government and the contractor that there are some recognized holidays where the government may need the support and use of the virtual live simulation for the following recognized holidays:

- Martin Luther King Jr.'s Birthday
- President's Day
- Columbus Day
- Veteran's Day

5.0. GOVERNMENT PROVIDED PROPERTY/INFORMATION

None

6.0. SERVICE SUMMARY

The following items have been identified as critical items for what can be inspected for compliance of this performance work statement.

Performance Objective	SOW Para	Method of Assessments
Provide access to the virtual avatar lab for 2-3 hours per lab simulation session.	2.1.1	Submit end of each month date and duration of each lab session.
Provide access to the simulation specialist for 2-3 hours per simulation session.	2.1.2	Submit end of each month date and duration of each lab session.
Ability to execute at least eight virtual avatar labs sessions simultaneously.	2.1.4	Submit end of each month date and duration of both lab sessions executed at same time.
Provide ability to expedite scenario design development with a 36 hours turnaround time.	2.2.2	Customer provides feedback on scenario design request
Ability to execute new scenarios as early as 36 hours after scenario development.	2.2.3	Customer provides feedback with scenario design request date AND scenario execution date
Ability to change scheduled Mixed Reality Live Simulation date and time up to 48 hours before the start time, if changes are needed."	2.3.2	Customer provides feedback/complaint if objective is not met

Ability to schedule Mixed Reality Live Simulation 10 days from scheduled event (approval is routed through vendor either through e-mail or via phone).”.	2.3.3	Customer provides feedback/complaint if objective is not met
Provide consultation to customers via e-mail or phone.	2.4.1	Provide monthly report from simulation specialist describing consultation efforts
Execute simulations during training sessions to train LDC Faculty as experiential expeditors for execution of the mixed reality live simulation.	2.4.1.6	Provide monthly update on status of training

7.0. SECURITY REQUIREMENTS

The systems supported under this task are low risk.

Suitability/Risk Level - The suitability or risk level for this work has been determined to be: low risk. As such, the contractor shall pre-screen their employees to eliminate anyone who does not meet the following criteria: The prospective employees can be U.S. Citizens or Foreign Nationals.

7.1. SECURITY REQUIREMENTS FOR UNCLASSIFIED SERVICES ONLY No CAC REQUIRED

1. **Contractor Notification Responsibilities:** The contractor shall notify the contracting office within 30 days before on-base performance of the service. The notification shall include:

- a. Name, address, and telephone number of contractor representatives.
- b. The contract number and contracting agency.
- c. The location(s) of service performance and future performance, if known.
- d. The date service performance begins.
- e. Any change to information previously provided under this paragraph.

2. **Installation Access Requirements:** As prescribed by the AFFAR 5352.242-9000, Contractor access to Air Force installations, AFI 31-218, *Motor Vehicle Traffic Supervision*, and DoDM5200.08v3_AFMAN31-101v3, *Installation Perimeter Access Control*.

The contractor shall obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished, contractor identification badges while visiting or performing work on the installation.

The contractor shall submit a written request on company letterhead to the contracting officer listing the following: contract number, location of work site, start and stop dates, and names of employees and subcontractor employees needing access to the base. The letter will also specify the individual(s) authorized to sign for a request for base identification credentials or vehicle passes. The contracting officer will endorse the request and forward it to the issuing base pass and registration office or Security Forces for processing. When reporting to the registration office, the authorized contractor individual(s) should provide a valid driver's license, current vehicle registration, and valid vehicle insurance certificate to obtain a vehicle pass. Government ID card holders may not use their credentials to sponsor an individual on to the base to perform work that's been contracted to an official contractor.

During performance of the service, the contractor shall be responsible for obtaining required identification for newly assigned personnel and for prompt return of credentials for any employee who no longer requires access to the work site.

Upon completion or termination of the contract or expiration of the identification passes, the prime contractor shall ensure that all base identification passes issued to employees and subcontractor employees are returned to the issuing office.

Failure to comply with these requirements may result in withholding of final payment.

Vehicle Inspections. All commercial vehicles will be directed to Gate 3 (Kelly St) or Gate 4 (Congressman Dickenson for Gunter) for processing through the Commercial Vehicle Inspection (CVI) Area, when operational. During non-duty hours and holidays, commercial vehicle inspections will be conducted at Gate 1 (Maxwell Blvd) or Gate 4 only. Inspection members will conduct thorough inspections of the interior and exterior of the vehicle for items prohibited from

the installation such as explosive devices, weapons and ammunition, drugs, and open or closed alcohol containers.

3. Reporting Requirements: The contractor shall comply with AFI 71-101, Volume-1, *Criminal Investigations*, and Volume-2, *Protective Service Matters*, requirements. Contractor personnel shall report to 42d Air Base Wing Information Protection Office, any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

4. Traffic Laws: The contractor and their employees shall comply with base traffic regulations set forth in AFI 31-218, Motor Vehicle Traffic Supervision and DoDM5200.08v3_AFMAN31-101v3, Installation Perimeter Access Control. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

5. Random Installation Entry/Exit Checks: Entry/exit vehicle checks are conducted by order of the 42 ABW Commander. These checks are conducted for the purpose of safeguarding the base and protecting government property by discovering and seizing stolen property, classified information and contraband. Refusal to submit to an installation (entry/exit) vehicle check may result in the loss of base driving privileges, revocation of base registration, or debarment action.

6. Cellular Phone Operation Policy: The use of cellular phones while operating a motorized vehicle is prohibited on Maxwell-Gunter. Although discouraged, drivers are authorized to use devices, i.e. ear bud or ear boom, which allows their cellular phone to be operated hands-free. The device must not cover both ears. This policy applies to everyone driving on Maxwell AFB and Gunter Annex. Personnel in violation may be issued a Central Violations Bureau Form 1805 traffic ticket.

7. Wireless Electronic Devices: The contractor will not establish their own Information Technology (IT) systems or networks (Local Area Networks [LAN], Wide Area Network [WAN], Cellular phone/USB Modem as WAN, Wi-Fi as WAN, etc.), or camera system without the direct permission of the Program Manager and governing communications and responsible information systems office (42 CS).

8. Firearms and Ammunition: Transporting weapons or ammunition, concealed or otherwise, **IS NOT** permitted by any non-law enforcement personnel on Maxwell AFB/Gunter Annex at any time regardless of state issued concealed weapons/LEOSA permits. Violations may result in criminal prosecution under the applicable federal laws.

9. Illegal Weapons. The below weapons are considered illegal, unless specifically authorized by competent authority, and are prohibited on Maxwell AFB/Gunter Annex. Violations may result in criminal prosecution under the applicable federal laws.

- a. Switchblade knives or knives with any type of automatic blade release.
- b. An incendiary/explosive weapon (e.g., grenades, flash bangs).
- c. Fireworks
- d. Homemade mortars, aka "tennis ball launchers" or similar devices.