

PERFORMANCE WORK STATEMENT (PWS)

PERFORMANCE WORK STATEMENT

FOR

Engineering Services for the Maintenance Repair and Overhaul (MRO) Tool Services

OF

SERV P22-057

PERFORMANCE WORK STATEMENT (PWS)

Section One

1. Scope: The Contractor shall provide all labor, tools, equipment, test equipment, material, parts, quality control, transportation and inspection manuals necessary to perform Engineering Services for the Maintenance Repair and Overhaul (MRO) Tool Services, including analytical review of front and backshop current and future workload, for the Oklahoma City–Air Logistics Complex (OC-ALC).

1.1 The Contractor shall be responsible for ensuring all services, parts and Original Equipment Manufacturer (OEM) components provided under this contract are in accordance with (IAW) the terms and conditions outlined herein, conform to the manufacturer's equipment specifications and this PWS.

1.2 Requested Services: (SS)

- Provide validation and verification of the MROi Tool utilizing 3 engine subcomponents and 3 engine major components/subassemblies
- Validation and verification to include minimal tool modifications to reflect corrections to the methodology as assessed by the contractor

Provide engineering analysis and consulting services for 76 PMXG shop processes to include:

- Identify shop-based constraints (personnel, process, equipment, etc.)
- Improve shop flow days
- Reduce maintenance costs
- Effectively manage shop WIP
- Provide objective metrics, including cost effective metrics or 'best value', for analysis of future workload activation

Provide recommendations to enhance 76 PMXG frontshop and backshop capabilities including:

- Automation of manual tasks
- WIP/Inventory Control
- Overall shop/process efficiency

1.3 Over and Above (O&A): (SS) O&A is defined as work discovered during the course of performing the repair efforts that is within the scope of the contract and necessary in order to satisfactorily complete the contract. The Contractor shall complete O&A requirements In Accordance With (IAW) Defense Federal Acquisition Regulation Supplement (DFARS) 252.217-7028. PGI 217.77.

1.4 Malfunction and Notification Process: (SS) Upon occurrence of an equipment or system malfunction, the COR will contact the Contractor by telephone, email, or fax and provide information below. If the COR notifies the Contractor via telephone, the COR will provide a written copy of the request by email or fax.

- the equipment identification number (ID#)
- a brief description of the malfunction
- location of equipment
- name and telephone number of the Point of Contact (POC)

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Upon notification of the system malfunction, the technician shall arrive on site at the equipment location within two (2) business days or if overseas five (5) business days

1.5 Equipment Evaluations: (SS) The Contractor shall provide a written Estimate Repair Report to the COR by fax or email no later than (NLT) one (1) business day after the completion of the inspection. As a minimum, the information cited on the Estimate Repair Report shall include:

- the equipment ID#
- date of evaluation
- description of findings and recommendations
- required parts and part numbers (P/N)
- cost of parts
- number of parts needed
- estimated labor hours required to complete the repair

Any recommendations cited shall consider:

- the priority of the requested service
- available source for obtaining new parts
- the availability of the new parts
- shipping and delivery schedules of parts
- other factors which may be peculiar to the specific repair requirement

1.6 Authorizations for Repair Actions: (SS) Only the Contracting Officer (CO) can authorize repair actions. The COR will coordinate any repair actions with the Government Subject Matter Expert (SME) and the CO in order to obtain the approval to proceed. The Contractor shall ensure all repair actions have the documented CO approval, in writing, before initiating any repair or ordering parts. The Contractor shall demonstrate to the Government SME that the repairs have been completed.

1.6.1 Once the authorization for repair action has been received from the CO, the Contractor shall order any required parts within two (2) business days and notify the COR, in writing, of the estimated arrival date of the parts. Upon the receipt of the parts, the Contractor shall perform the repair within five (5) business days. The COR will verify the receipt of the parts with the Contractor to ensure the repair is performed in a timely manner.

1.7 Service Report: (SS) Immediately upon completion of the maintenance support services and before leaving the OC-ALC, the Contractor shall provide a written Service Report to the Government SME. When necessary the Government SME will forward the service report to the COR within two (2) business days of receipt. The Contractor shall provide, by fax or email, the final service report within five (5) business days to the COR. As a minimum, the final service report shall contain the following information:

- name of the company
- requested service date
- contract number

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- equipment ID#
- description of services provided
- additional services recommended (if any)
- printed name and signature of technician who performed the services (electronic signatures are acceptable)
- printed name and signature of on-site Government SME or COR (electronic signatures are acceptable)
- start and completion dates
- complete breakdown of the labor cost (hours and rate)
- materials and parts used
- details of any other charges
- printed name and signature stating only new parts and materials were used (electronic signatures are acceptable)
- written verification statement that a performance check to verify operational condition was performed and that the equipment is in working order. (electronic signatures are acceptable)

1.8 Quality Assurance: According to the contract's inspection clause, the Government will evaluate the Contractor's performance under this contract. The COR will participate in the administration of this contract. Any matter concerning a change to the scope, prices, terms, or conditions of this contract shall be referred to the CO. All services to be performed by the Contractor during the period of this contract will be subject to review by the CO or COR.

1.9 Corrective Action Report (CAR)/Complaint Contractor Response Time: (SS) The Contractor shall provide a written response within two (2) business days which addresses the root cause, corrective action, and preventive actions in relation to the submitted CAR or Customer Complaint.

1.10 Continuation of Essential Department of Defense (DoD) Contractor Services During Crisis: This requirement has been determined not to be essential and does not require continued support during a crisis as defined in DFARS 252.237-7023.

1.11 Hours of Operation: The Contractor shall perform the work required under this contract during the following days and hours: Monday through Friday, 7:00am to 3:30pm. If work hours are required outside the hours stated, the Contractor shall contact the COR for approval from the CO. Upon approval from the CO, the Government Subject Matter Expert (SME) or COR must be present with the Contractor.

1.11.1 These dates and hours exclude Federal Holidays, base closures due to inclement weather, and furlough days, as applicable.

1.12 Drawings and Other Data to Become Property of the Government: (SS) All designs, drawings, specifications, notes and other works developed or modified in the performance of this contract shall become the sole property of the Government and may be used on any other design or construction without additional compensation to the Contractor. The Government shall be considered the "person for whom the work was prepared" for the purpose of authorship in any

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copyrightable work under 17 United States Code (U.S.C.) 201(b). With respect thereto, the Contractor agrees not to assert or authorize others to assert any rights nor establish any claim under the design patent or copyright laws. The Contractor for a period of three (3) years after completion of the project agrees to furnish all retained works on the request of the CO. Unless otherwise provided in this contract, the Contractor shall have the right to retain copies of all works beyond such period IAW Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.227-7023.

1.13 Contractor Personnel: (SS) The Contractor shall provide the name of the Contract Manager (CM) and any alternates who shall act for the Contractor when the CM is absent. They shall be designated to the CO and COR, in writing, within ten (10) business days after the contract award date. The Contractor shall provide telephone numbers and email addresses where the CM and alternates may be contacted at any time. The CM or alternate shall have full authority to act for the Contractor on all matters relating to operation of this contract at the OC-ALC on Tinker Air Force Base (AFB). The CM or alternate shall be available to meet on the installation with Government personnel designated by the CO to discuss problem areas. The Contractor shall provide a CM who can read, write, speak, and understand English fluently.

1.13.1 The Contractor and Contractor personnel shall be required to identify themselves as contractor personnel by introducing themselves or being introduced as Contractor personnel. The Contractor personnel shall also display distinguishing badges or other visible identification for meetings with Government personnel or while performing work for the OC-ALC on Tinker AFB. The Contractor and Contractor personnel shall identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

1.14 Listing of Contractor Employees: (SS) The Contractor shall provide an initial listing of names and position titles of employees who will come to Tinker Air Force Base to the COR within five (5) business days after the contract award date. Within ten (10) business days, the Contractor shall also provide an updated listing of personnel to the COR when employees affecting the work of this contract change status or position.

1.14.1 The Contractor shall not employ persons on this contract if such employee is identified to the Contractor as a potential threat to the health, safety, security, and/or general well-being, or operational mission of the installation and its population. The Contractor shall not employ any person who is an employee of the United States (US) Government if the employment of the person would create a conflict of interest. The Contractor shall not employ any person who is an employee of the Department of the Air Force (AF), either military or civilian, unless such person seeks and receives approval according to the DoD 5500.7-R Joint Ethics Regulations (JER). In addition, the Contractor shall not employ any person who is an employee of the Department of the AF if such employment would be contrary to the policies contained in Air Force Instruction (AFI) 64-106, *Air Force Industrial Labor Relations Activities*. The Contractor shall be prohibited from employing off-duty CORs who are providing surveillance on any contracts/sub-contracts awarded to the Contractor. All contract personnel, depending on particular condition, occasion, or place or job assignment shall be required to wear professional and suitable attire. All Contractor personnel shall conduct themselves in a professional and courteous manner. The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel in performance of this PWS shall be the responsibility and prerogative of the Contractor; however,

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the Contractor shall comply with the requirements set forth in this PWS and Tinker AFB regulations concerning the conduct of employees as referenced herein. The Contractor shall employ and maintain a technically trained and experienced work force.

1.15 Environmental Protection & Safety: The Contractor shall be knowledgeable of and comply with all applicable federal, state and local laws, regulations, instructions and requirements regarding environmental protection and occupational safety and health. The Contractor shall comply with any laws, instructions or regulation changes during the term of this contract.

1.16.1 Contractors shall be compliant Tinker Air Force Base (TAFB) Supplement to Air Force Manual (AFMAN) 32-7002, *“Environmental Compliance and Pollution Prevention”*, Tinker AFB procedures per Tinker Air Force Base Hazardous Waste Management Plan (TAFB HWMP), and Complex procedures per Oklahoma City Air Logistics Complex (OC-ALC) Supplement to AFMAN 32-7002, *“Environmental Compliance and Pollution Prevention”* and OC-ALC 32-101 “Air Quality Record Keeping Procedure”. Publications are available digitally on e-Publishing website at www.e-publishing.af.mil for downloading or ordering.”

1.16 Hazardous Material (HAZMAT): If no HAZMAT will be brought on base or used in performance on this contract, the contractor shall certify “No HAZMAT will be brought on base” or “No HAZMAT Usage” by official correspondence. This certification shall be provided to the COR within ten (10) days after award. Upon COR receipt of the certification, the requirements of this section no longer apply. Appropriate penalties for the contractor shall be assessed if found in violation of above certification.

1.16.1 The Contractor shall not store chemicals or hazardous material (HAZMAT) on Tinker AFB. Contractors shall be compliant with HAZMAT management procedures per Oklahoma City Air Logistics Complex (OC-ALC) Supplement to AFMAN 32-7002, *“Environmental Compliance and Pollution Prevention”*. The Contractor shall maintain a log of all HAZMAT that is used on base. This usage log shall be provided to the COR monthly, the last business day of each month, or when the required work is completed. The COR will forward the records to the Unit Environmental Coordinator (UEC) no later than the fourth (4th) day of the following month or the first (1st) subsequent business day.

1.17 Safety Data Sheet (SDS) and Labeling: Upon COR receipt of the “No HAZMAT Usage” certification, the requirements of this section no longer apply.

1.17.1 The Contractor shall not transport, ship or use any chemical, material or substance used in the performance of this PWS on Tinker AFB before written approval is provided by 72 ABW/CEIE, *Natural Infrastructure Management (Environmental Compliance)*. The Contractor shall submit to the COR, ten (10) calendar days after contract award date all Safety Data Sheets (SDSs). The Contractor shall receive approval from the COR prior to shipping any chemical, material or substance to Tinker AFB. A copy of the manufacturer SDS shall accompany the shipment. Contractor shall comply with the effective dates for SDS requirements IAW the Occupational Safety and Health Administrations (OSHA) Hazardous Communication Standard, Title 29, Code of

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Federal Regulation (CFR) Part 1910.1200. The Contractor shall ensure containers of hazardous chemicals are labeled with the following information, prior to shipping to Tinker AFB IAW OSHA Hazardous Communication Standard, Title 29, CFR Part 1910.1200 (2012): product identifier; signal word; hazard statement(s); precautionary statement(s); pictogram(s); and name, address and telephone number of the chemical manufacturer, importer, or other responsible party. The COR will forward all SDS submittals to 72 ABW/CEIE for approval. A current manufacturer SDS shall be submitted to the COR if the Contractor changes manufacturer or vendor for any chemicals that were prior approved. The Contractor shall maintain copies of manufacturer SDSs for all chemicals and SDSs shall be readily accessible at all times by Contractor personnel as well as government employees.

1.18 Hazardous Waste: If no HAZWASTE will be generated during performance of this contract, the contractor shall certify “NO Hazardous Waste Generation” by official correspondence. This certification shall be provided to the COR within ten (10) days after award. Upon COR receipt of the “No Hazardous Waste Generation” certification, the requirements of this section no longer apply. Appropriate penalties for the contractor shall be assessed if found in violation of above certification.

1.18.1 The Contractor shall dispose of contaminated solid waste, spent or processed chemical solutions, used rags and hazardous waste in government furnished waste containers located in the shop or area the work is being performed. The Contractor shall notify the COR if the required waste containers are not available on site.

1.19 Discharges: Any discharges into Tinker’s industrial waste treatment plant (IWTP) or sanitary sewer shall be approved and done IAW Tinker Industrial Waste Water Discharge Permit as instructed by 72 ABW/CEIE, *Natural Infrastructure Management (Environmental Compliance)*. Notice of intent documentation shall be provided to the COR within ten (10) days after award. The COR will submit the required notice of intent documentation to the UEC for 72 ABW/CEIE approval. The Contractor shall not discharge into IWTP and sanitary sewer prior to approval issued by 72 ABW/CEIE. The Contractor shall maintain records of written approval issued by 72 ABW/CEIE for discharges into IWTP and sanitary sewer.

1.20 Off-Site Discharges: For discharges outside of Tinker AFB, the Contractor shall ensure waste water discharges, that may contain pollutants resulting from any contracted service, go to a state or federal permitted treatment facility such as a municipal Publicly Owned Treatment Works (POTW). The Contractor shall provide official correspondence ten (10) calendar days after contract award date to the COR from the POTW that states the POTW is permitted for all pollutants that the Contractor may discharge during the contracted service.

1.21 Spills: Upon occurrence of any spill that could enter the storm system or cause any harmful environment effects, the Contractor shall immediately call 911 to report the incident. When possible, the Contractor shall use a base telephone to receive help from Tinker AFB 911. If using a cell phone, the Contractor shall request Tinker AFB 911. The Contractor shall immediately report all environmental violations to the COR and

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UEC. The Contractor shall provide five (5) copies of a typed or written report about the incident within four (4) clock hours as follows:

One (1) copy to CO, two (2) copies to the COR, a copy for UEC and one (1) copy for record. The format of the report shall be left up to the Contractor, but the report shall contain the following information:

- 1.) Name and contact number of person reporting the spill
- 2.) Date and time of incident
- 3.) Location and source of spill
- 4.) Substance or pollutant spilled
- 5.) Amount spilled and rate of discharge
- 6.) Any damages or injuries involved
- 7.) Extent of area impacted
- 8.) Potential hazards
- 9.) Actions taken
- 10.) Organizations contacted
- 11.) Remarks Section - that addresses the cause of the spill (e.g. human error, equipment, etc.) and whether 911 was called and which agencies responded.

1.22 Environmental Training: Upon COR receipt of the “No Hazardous Waste Generation” certification, the requirements of this section no longer apply.

1.22.1 Contractor personnel performing duties in the service of this PWS shall have training that acquaints the person with the details of Resource Conservation Recovery Act (RCRA) regulations in 40 CFR 260 through 279; applicable State Laws and regulations; DoD, Air Force and local requirements. This training can be obtained through creditable training institutions or companies. All training shall be approved by 72 ABW/CEIE, *Natural Infrastructure Management (Environmental Compliance)*. RCRA training is available at <http://www.natlenvtrainers.com/RCRA-hazardous-waste.htm>; http://www.skillsoft.com/catalog/detail.asp?CourseCode=esh_sah_a34_sh_enus000000 and <http://www.lion.com/Storing-Hazardous-Waste-for-LQGs> at the Contractor’s expense. Prior to obtaining training, the Contractor shall provide the name of the training institution or company and course description to the COR for approval within ten (10) calendar days after contract award date. Once written approval is received from the COR, the Contractor shall provide the environmental training certificates for employees performing duties in the service of this PWS to the COR, within thirty (30) calendar days after contract award date. In addition to the required environmental training, Contractors shall be compliant with Tinker AFB procedures per TAFB HWMP, “*Hazardous Waste Management*”.

1.23 Forms, Technical Orders (T.O.), AFI, Air Force Material Command Instructions (AFMCI), and Publications: The Contractor shall obtain the forms and publications expressly required to perform the work in this contract via the internet at www.e-publishing.af.mil. In the event a form or publication is not available online, the COR will provide the form, instruction, or publication to the Contractor upon the Contractor’s written request (e-mail is acceptable). In the event, laws, regulations, T.O.’s, AFI’s, or AFMCI’s change during the term of this contract, the

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Contractor shall be required to comply as the changes come into effect. Contractors delivering or handling official United States Air Force (USAF) records shall comply with the applicable records management regulations in AFI 33-322, Chapter 3, in its entirety.

1.24 Housekeeping: The Contractor shall keep the work areas clean and neat IAW industry standards, OSHA, fire and safety standards, and this PWS.

1.25 Privately Owned Motor Vehicles (POV): Contractor Contractor's personnel shall comply with the directives pertaining to the operation of POVs on Tinker AFB, per AFMAN 31-116, in its entirety, "Motor Vehicle Traffic Supervision". The Contractor shall comply with Tinker AFB 24- 302, in its entirety for the operation of POVs within Tinker AFB.

1.26 Visitors Pass: (SS) The Contractor shall contact the COR seven (7) business days before arriving on Tinker AFB in order to make arrangements for Visitors Passes. The COR will assign a sponsor for the Contractor from within the organization. The Contractor and the sponsor shall arrange to meet at Pass and Registration, Building 6611 at the Tinker Gate which is South of I-40 off of Air Depot. The Contractor shall provide two (2) forms of identification, one of which shall be a picture ID, to the 72 SFS. The 72 SFS will provide an AF Form 75, *Visitors Pass*, which will be valid for up to thirty (30) calendar days.

1.27 Foreign Nationals: The Contractor shall notify the COR before sending a Foreign National representative to perform services. Special rules apply for foreign nationals visiting a US Government facility.

1.28 ISO 50001 – Energy Management System. The OC-ALC is certified to ISO 50001 Energy Management Systems. All contractors are subject to the Energy Management System (EnMS) requirements and shall abide by certification guidelines whenever applicable.

- a) EnMS Training. All Contractors servicing OC-ALC facilities, systems, and equipment at Tinker AFB shall complete Air Force provided initial EnMS Training. It is the responsibility of the Prime Contractor to ensure that all sub-contractors, vendors, and employees complete this training prior to beginning work on Tinker AFB.
- b) The Contractor shall complete the required training and provide the completion notification to the COR within five (5) days of contract award or before arriving on base.

1.29 Safety and Health on Government Installations: (SS) While performing work under this contract the Contractor shall comply with all applicable federal, state, and local and the specific Air Force regulations (as applicable) regarding occupational safety and health addressed in the PWS. During the execution of the contract the Contractor shall notify the CO, COR, and Government Contract Administrator (CA) within one (1) business day of any damage to Government property where the dollar value exceeds \$500,000.00 and within two (2) work days, for any damage to Government property less than \$500,000.00. The Contractor shall notify the (CO) within one (1) business day of any injury to contract personnel which occurs while on a Government installation.

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1.29.1 Mishap notifications shall contain, as a minimum, the following information:

- Contract, Contract Number, Name and Title of Person(s) Reporting
- Date, Time and exact location of accident/incident
- Brief Narrative of accident/incident (Events leading to accident/incident)
- Cause of accident/incident, if known
- Estimated cost of accident/incident (material and labor to repair/replace)
- Nomenclature of equipment and personnel involved in accident/incident
- Corrective actions (taken or proposed)
- Other pertinent information

1.29.2 If requested by the designated CO, the Contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by the Procuring Safety Office. Contractors will not dispose of contract data related to a mishap until notified to do so by the CO.

Applicable Regulations and Air Force Instructions:

29 CFR 1910 OSHA Standards for General Industry

AFI 91-203 Air Force Consolidated Occupational Safety Instruction

AFI 91-207 THE US AIR FORCE TRAFFIC SAFETY PROGRAM 12 Sep 2013

AFI 31-218 AIR FORCE MOTOR VEHICLE TRAFFIC SUPERVISION

1.29.3 While on a government installation the Contractor shall be required to follow applicable installation traffic safety regulations and any applicable safety requirements required by the work center supervisor as it pertains to execution of the contract while in the work center; these may include but are not limited to general personal protective equipment such as safety glasses, hearing protection, and hard hats. The Contractor shall comply with base/shop emergency procedures for fire, tornado etc.

1.30 Communicating Hazards Of Workplace (CHOW): Contractor's onsite representative communicates all hazards being introduced to the worksite by the Contractor. This is accomplished prior to commencement of work and refreshed daily during performance, IAW Contractor's Site Safety Plan.

1.31 Safety and Health Plan: The Contractor shall be responsible for compliance with the OSHA Public Law 91-596. The Contractor shall submit a Safety and Health Plan (SHP) and corresponding site safety checklist to the CO and the COR (see Appendix C).

1.32 Combating Trafficking in Persons: IAW DFARS PGI 222.17, the COR shall pursue, as appropriate, the following methods of monitoring the Contractor's performance regarding trafficking in persons such that non-compliances with FAR clause 52.222-50 are brought to the immediate attention of the Contracting Officer:

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- a. Keep the lines of communication open with the Contractor. At the Post-Award conference, remind the Contractor of his contractual responsibilities to notify the government if the Contractor receives notification of any alleged violations to this policy or if actions have been taken against the Contractor employees, subcontractor's or subcontractor employees pursuant to the clause.
- b. When appropriate, encourage Contractor to complete Human Trafficking Awareness Training.
- c. Encourage the Contractor to take steps to investigate and eliminate slavery and human trafficking in their supply chains and to publish information for consumer awareness.
- d. Periodically access the Department of State's Trafficking in Person (TIP) website for updates and to view the latest reports. <http://www.state.gov/g/tip>

1.33 Commanders Safety Intent: The safety of everyone on Tinker AFB is our top priority. All Individuals must accept personal responsibility for safety and seek opportunities for improving the safety of our work environment. Everyone working on Tinker AFB is challenged to find, fix (if able) and report all hazards and near-misses. It is our shared duty to take every reasonable step and precaution to prevent accidents and preserve the health/safety of each contractor and government employee.

1.34 Speak Up for Safety: (SS) Safety surety is an integral part of our overall goal of establishing a world class safety and health program. Our "Speak Out for Safety" initiative ensures a partnership with contractors and government employees to further enhance safety to ensure we are looking out for all our partners and empowers all employees to actively participate in each other's safety.

A safe workplace is everyone's business. As part of the contract team, military, civilian and contractor personnel are empowered to Speak Out for Safety (S.O.S.) when they observe an unsafe act.

Government personnel are empowered to intercede in events that pose imminent danger to personnel or catastrophic damage to property.

1.35 Emergency Procedures: The Contractor personnel shall follow the direction of the Government personnel with regard to emergency procedures, such as fire, tornado, active shooter, bomb threats, or other emergency. It is the responsibility of the Contractor to provide guidance and to establish procedures for its employees to respond to an emergency. It is the Contractor's responsibility to account for their employees following an emergency evacuation. The Contractor personnel shall participate with the Government personnel in all fire and tornado drills at no additional cost to the Government.

1.36 Contractor Manpower Reporting (CMR): The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields in the Service Contract Report (SCR) at www.SAM.gov.

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Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October* of each calendar year. Contractors may direct questions to the SAM.gov service desk (<https://www.fsd.gov/fsd-gov/home.do>).

1.36.1 Reporting Period: Contractors are required to input data by 31 October of each year.

1.37 Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

1.38 User Guide: Data for Air Force service requirements must be input at www.sam.gov. A quick start user guide is available at on the SAM.gov website at https://sam.gov/SAM/transcript/SCR_QSG.pdf. In addition, a full user guides for contractors and government personnel are available at <https://www.sam.gov/SAM/pages/public/help/samUserGuides.jsf>.

1.39 Training – General (including but not limited to): The Government COR will provide training via slides, video, or classroom prior to the Contractor performing work at the OC-ALC. The Government will be responsible for all approved costs associated with the training identified below. The COR will document training on and maintain copies of the completed AF IMT 1151, Training Attendance and Rating, as part of the contract surveillance file. For purposes of identification and compliance with Personally Identifiable Information (PII) requirements, only the last four (4) of the contractor employee's Social Security Number (SSN) will be input on the form. The Government will add or remove training as required per Air Force Regulation.

1.39.1 (SS) The Contractor shall contact the COR prior to work being performed in order to accomplish the required training or to verify the required training as listed below has been completed:

Contractor Required Courses	Course Number
FOD and DOP Awareness Training Course Initial	CHPMAS0000400SU
AFMC FOD and DOP Awareness Training Refresher	CHPMAS0001301CB
Initial Fire Safety and Prevention Training	CTESAF0000100SU
Refresher Fire Safety and Prevention Training, Computer Based Training (CBT)	CTEMAS0002900CB
ISO 50001 Compliance Training	

Section Two

Performance Assessment

The Contractor shall be aware that in the absence of any contract requirement from the Service Summary (SS) does not detract from its enforceability nor limit the rights or remedies of the

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Government under any other provision of the contract. The Contractor shall ensure the following SS requirements are accomplished:

EXAMPLE TABLE ONLY

Service Summary (SS) Table 2-1

SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
SS 1	<p>1.2 Requested Services: (SS)</p> <ul style="list-style-type: none"> - Provide validation and verification of the MROi Tool utilizing 3 engine subcomponents and 3 engine major components/subassemblies - Validation and verification to include minimal tool modifications to reflect corrections to the methodology as assessed by the contractor <p>Provide engineering analysis and consulting services for 76 PMXG shop processes to include:</p> <ul style="list-style-type: none"> - Identify shop-based constraints (personnel, process, equipment, etc.) - Improve shop flow days - Reduce maintenance costs - Effectively manage shop WIP - Provide objective metrics, including cost effective metrics or 'best value', for analysis of future workload activation <p>Provide recommendations to enhance 76 PMXG frontshop and backshop capabilities including:</p> <ul style="list-style-type: none"> - Automation of manual tasks - WIP/Inventory Control - Overall shop/process efficiency 	1.2.	100% Compliance
SS 2	<p>1.3 Over and Above (O&A): (SS) O&A is defined as work discovered during the course of performing the repair efforts that is within the scope of the contract and necessary in order to satisfactorily complete the contract. The Contractor shall complete O&A requirements In Accordance With (IAW) Defense Federal Acquisition Regulation Supplement (DFARS) 252.217-7028. PGI 217.77.</p>	1.3.	100% Compliance
SS 3	<p>1.4 Malfunction and Notification Process: (SS)</p> <p>Upon occurrence of an equipment or system malfunction, the COR will contact the Contractor by telephone, email, or fax and provide information below. If the COR notifies the Contractor via</p>	1.4	

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	<p>telephone, the COR will provide a written copy of the request by email or fax.</p> <ul style="list-style-type: none"> the equipment identification number (ID#) a brief description of the malfunction location of equipment name and telephone number of the Point of Contact (POC) <p>Upon notification of the system malfunction, the technician shall arrive on site at the equipment location within two (2) business days or if overseas five (5) business days</p>		
SS 4	<p>1.5 Equipment Evaluations: (SS) The Contractor shall provide a written Estimate Repair Report to the COR by fax or email no later than (NLT) one (1) business day after the completion of the inspection. As a minimum, the information cited on the Estimate Repair Report shall include:</p> <ul style="list-style-type: none"> the equipment ID# date of evaluation description of findings and recommendations required parts and part numbers (P/N) cost of parts number of parts needed estimated labor hours required to complete the repair <p>Any recommendations cited shall consider:</p> <ul style="list-style-type: none"> the priority of the requested service available source for obtaining new parts the availability of the new parts shipping and delivery schedules of parts other factors which may be peculiar to the specific repair requirement 	1.5	
SS 5	<p>1.6 Authorizations for Repair Actions: (SS) Only the Contracting Officer (CO) can authorize repair actions. The COR will coordinate any repair actions with the Government Subject Matter Expert (SME)</p>	1.6	

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SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
	and the CO in order to obtain the approval to proceed. The Contractor shall ensure all repair actions have the documented CO approval, in writing, before initiating any repair or ordering parts. The Contractor shall demonstrate to the Government SME that the repairs have been completed.		
SS 6	<p>1.7 Service Report: (SS) Immediately upon completion of the maintenance support services and before leaving the OC-ALC, the Contractor shall provide a written Service Report to the Government SME. When necessary the Government SME will forward the service report to the COR within two (2) business days of receipt. The Contractor shall provide, by fax or email, the final service report within five (5) business days to the COR. As a minimum, the final service report shall contain the following information:</p> <ul style="list-style-type: none"> • name of the company • requested service date • contract number • equipment ID# • description of services provided • additional services recommended (if any) • printed name and signature of technician who performed the services (electronic signatures are acceptable) • printed name and signature of on-site Government SME or COR (electronic signatures are acceptable) • start and completion dates • complete breakdown of the labor cost (hours and rate) • materials and parts used • details of any other charges • printed name and signature stating only new parts and materials were used (electronic signatures are acceptable) • written verification statement that a performance check to verify operational condition was performed and that the equipment is in working order. (electronic signatures are acceptable) 	1.7	

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SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
SS 7	1.9 Corrective Action Report (CAR)/Complaint Contractor Response Time: (SS) The Contractor shall provide a written response within two (2) business days which addresses the root cause, corrective action, and preventive actions in relation to the submitted CAR or Customer Complaint.	1.9	
SS 8	1.12 Drawings and Other Data to Become Property of the Government: (SS) All designs, drawings, specifications, notes and other works developed or modified in the performance of this contract shall become the sole property of the Government and may be used on any other design or construction without additional compensation to the Contractor. The Government shall be considered the “person for whom the work was prepared” for the purpose of authorship in any copyrightable work under 17 United States Code (U.S.C.) 201(b). With respect thereto, the Contractor agrees not to assert or authorize others to assert any rights nor establish any claim under the design patent or copyright laws. The Contractor for a period of three (3) years after completion of the project agrees to furnish all retained works on the request of the CO. Unless otherwise provided in this contract, the Contractor shall have the right to retain copies of all works beyond such period IAW Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.227-7023.	1.12	
SS 9	1.13 Contractor Personnel: (SS) The Contractor shall provide the name of the Contract Manager (CM) and any alternates who shall act for the Contractor when the CM is absent. They shall be designated to the CO and COR, in writing, within ten (10) business days after the contract award date. The Contractor shall provide telephone numbers and email addresses where the CM and alternates may be contacted at any time. The CM or alternate shall have full authority to act for the Contractor on all matters relating to operation of this contract at the OC-ALC on Tinker Air Force Base (AFB). The CM or alternate shall be available to meet on the installation with Government personnel designated	1.13	

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SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
	by the CO to discuss problem areas. The Contractor shall provide a CM who can read, write, speak, and understand English fluently		
SS 10	1.14 Listing of Contractor Employees: (SS) The Contractor shall provide an initial listing of names and position titles of employees who will come to Tinker Air Force Base to the COR within five (5) business days after the contract award date. Within ten (10) business days, the Contractor shall also provide an updated listing of personnel to the COR when employees affecting the work of this contract change status or position.	1.14	
SS 11	Visitors Pass: The Contractor shall contact the COR seven (7) business days before arriving on Tinker AFB in order to make arrangements for Visitors Passes. The COR will assign a sponsor for the Contractor from within the organization. The Contractor and the sponsor shall arrange to meet at Pass and Registration, Building 6611 at the Tinker Gate which is South of I-40 off of Air Depot. The Contractor shall provide two (2) forms of identification, one of which shall be a picture ID, to the 72 SFS. The 72 SFS will provide an AF Form 75, <i>Visitors Pass</i> , which will be valid for up to thirty (30) calendar days.	1.26	
SS 12	Contractor Manpower Reporting (CMR): The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields in the Service Contract Report (SCR) at www.SAM.gov	1.36	
SS 13	1.31 Safety and Health on Government Installations: (SS) While performing work under this contract the Contractor shall comply with all applicable federal, state, and local and the specific Air Force regulations (as applicable) regarding occupational safety and health addressed in the PWS. During the execution of the contract the Contractor shall notify the CO, COR, and Government Contract Administrator (CA) within one (1) business day of any damage to Government property where the dollar value exceeds \$500,000.00	1.29	

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SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
	<p>and within two (2) work days, for any damage to Government property less than \$500,000.00. The Contractor shall notify the (CO) within one (1) business day of any injury to contract personnel which occurs while on a Government installation.</p> <p>Mishap notifications shall contain, as a minimum, the following information:</p> <ul style="list-style-type: none"> • Contract, Contract Number, Name and Title of Person(s) Reporting • Date, Time and exact location of accident/incident • Brief Narrative of accident/incident (Events leading to accident/incident) • Cause of accident/incident, if known • Estimated cost of accident/incident (material and labor to repair/replace) • Nomenclature of equipment and personnel involved in accident/incident • Corrective actions (taken or proposed) • Other pertinent information 		
SS14	<p>1.31 Safety and Health Plan: The Contractor shall be responsible for compliance with the OSHA Public Law 91-596. The Contractor shall submit a Safety and Health Plan (SHP) and corresponding site safety checklist to the CO and the COR (see Appendix C).</p>	1.31	
SS 15	<p>1.34 Speak Up for Safety: (SS) Safety surety is an integral part of our overall goal of establishing a world class safety and health program. Our “Speak Out for Safety” initiative ensures a partnership with contractors and government employees to further enhance safety to ensure we are looking out for all our partners and empowers all employees to actively participate in each other’s safety.</p>	1.34	
SS 16	<p>1.36 Contractor Manpower Reporting (CMR): The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this</p>	1.36	

PERFORMANCE WORK STATEMENT (PWS)

SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
	contract via a secure data collection site. The contractor is required to completely fill in all required data fields in the Service Contract Report (SCR) at www.SAM.gov .		
SS 17	<p>1.39 Training – General (including but not limited to): The Government COR will provide training via slides, video, or classroom prior to the Contractor performing work at the OC-ALC. The Government will be responsible for all approved costs associated with the training identified below. The COR will document training on and maintain copies of the completed AF IMT 1151, Training Attendance and Rating, as part of the contract surveillance file. For purposes of identification and compliance with Personally Identifiable Information (PII) requirements, only the last four (4) of the contractor employee's Social Security Number (SSN) will be input on the form. The Government will add or remove training as required per Air Force Regulation.</p>	1.39	
SS 18	<p>The Contractor shall contact the COR prior to work being performed in order to accomplish the required training or to verify the required training as listed below has been completed:</p> <p>Contractor Required Courses Course Number FOD and DOP Awareness Training Course Initial CHPMAS0000400SU</p> <p>AFMC FOD and DOP Awareness Training Refresher CHPMAS0001301CB</p> <p>Initial Fire Safety and Prevention Training CTESAF0000100SU</p> <p>Refresher Fire Safety and Prevention Training, Computer Based Training (CBT) CTEMAS0002900CB</p> <p>OC-ALC Environmental Accountability/Solid Waste Training, CBT MTEMAS9713800BR</p>	1.39.1	

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SS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD
	OC-ALC Human Factors Training, CBT MTEPDV9775100BR		
	Environmental Management Systems (EMS) - General Awareness Training MTEENV9733070BR		
	Lockout/Tagout Initial and Refresher Course for Affected Personnel, CBT CTEMAS0003001CB		

SECTION THREE

3. GOVERNMENT FURNISHED PROPERTY AND SERVICES.

3.1. Government Furnished Property (GFP).

3.1.1. Government Property Repair/Maintenance (or Similar Requirement) On-Base.

Note: Same as Government Property Incidental to Government Installation or Site.

Not Applicable

3.1.2. GFP - Repair/Maintenance Off-Base.

Not Applicable.

3.2. Government Furnished Services (GFS) are applicable during the performance of this contract. The Government will furnish the following services at Tinker AFB (TAFB), OK:

3.2.1. Security Forces. The Government will provide general on-base security forces' service. The security forces' telephone numbers are 911 for emergencies, 405-734-2000 for crimes in progress and 405-734-3737 for non-emergency calls. **The off-base 911 center receives 911 cell phone calls. Cell phone callers need to advise the 911 off-base center they are on TAFB in order to be connected with the on-base 911 center.**

3.2.2. Fire Emergency and Routine Services. The Government will provide general on-base fire protection services. The Contractor shall comply with fire prevention rules and regulations enforced by the TAFB Fire Prevention Branch. Call 911 for emergencies. For routine fire prevention matters call 405-734-3981 or 405-734-3982 and 405-734-7964 for after hours and weekends. For routine calls to dispatch call 405-734-7964.

NOTE: If applicable, Government Contracting Officer Representative (COR) or Government Point of Contact (GPOC) needs to verify if the Government will provide, inspect, and maintain the fire extinguishers in Contractor occupied space.

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3.2.3. Workspace. The Government will provide access to the equipment and adequate workspace around the equipment.

3.3. Government Property Incidental to the Government Installation or Site.

Note: Formerly termed Shared Property of the Government.

Not Applicable or Narrative Below.

3.4. Intangible Government Property.

Not Applicable or Narrative Below.

Intangible Government Property is not covered by FAR Part 45 plus supplements, but is covered by FAR Part 27 and DFARS Part 227 plus supplements.

When applicable and in accordance with Government procedures, the Government will furnish, without cost, Intangible Government Property to the Contractor. All Intangible Government Property shall remain at all times sole property of the U.S. Government. All Intangible Government Property used, input, processed, acquired, modified, developed, and/or generated by the Contractor in support of this contract, in any media, shall remain at all times sole property of the U.S. Government.

The Contractor may not use or disclose any Intangible Government Property for any purpose or in any manner not specifically authorized or required by the contract and this PWS.

The Contractor shall ensure all Intangible Government Property is secured at the close of each workday. The Contractor shall use reasonable care to avoid losing and/or damaging Intangible Government Property. If the Contractor's failure to use reasonable care causes loss and/or damage to Intangible Government Property, the Contractor shall be liable for the cost to replace the Intangible Government Property, which may be deducted from the contract price.

The Contractor shall use, input, process, maintain, and return all Intangible Government Property in the English language, readable and in a readily retrievable format, which requires no additional software or tools to read and retrieve beyond those already installed on the affected U.S. Government computers. The Contractor shall not return any Intangible Government Property by Universal Serial Bus (USB) thumb drives or equivalent devices.

During contract performance, contract completion, and/or termination, the Contractor shall return all Intangible Government Property to the Government COR or GPOC. The Contractor shall comply with the applicable contract clauses and this PWS.

3.5. Contractor Acquired Property (CAP), Time & Material (T&M), Labor Hour (LH), Cost, or Travel Contract Line Item Numbers (CLINS).

Not Applicable