

PERFORMANCE WORK STATEMENT
Army Substance Abuse Program

Substance Abuse
Prevention Services

19 April 2023

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1.0 INTRODUCTION

1.1 General Information: This is a non-personal services contract to provide Substance Abuse Prevention services for Rock Island Arsenal (RIA). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the Government.

1.1.1 Description of Services: The Contractor shall provide all personnel, supervision, access to prevention resources and non-personal services necessary to perform Substance Abuse Prevention Services as defined in this Performance Work Statement (PWS), except for those items specified as government furnished. The Contractor shall perform to the standards in this contract.

1.1.2 Background: This requirement has been previously been provided through contract by a local substance abuse treatment and prevention agency.

1.1.3 Objective: The objective is to obtain the required services in accordance with (IAW) the acceptable quality levels provided in the Performance Requirements Summary (PRS) and in accordance with the most current guiding regulation (Army Regulation (AR) 600-85, The Army Substance Abuse Program).

1.1.4 Scope: This PWS pertains to the Army Substance Abuse Program (ASAP), Rock Island, IL, Substance Abuse Prevention services. Customers eligible for ASAP services are active duty and retired personnel and their family members; members of the Reserve and National Guard Components on active duty or active duty training and their families; DA civilians and their family members; and to the extent determined by the Garrison Commander, RIA widows, widowers and other next-of-kin of military personnel who were on active duty or retired at the time of death; and next-of-kin of Prisoner of War or Missing In Action (POW/MIA) personnel of all Armed Services. The maximum eligible population is estimated at 15,000. The Contractor will coordinate prevention services at US Army Garrison – RIA and all tenant activities on RIA. All services will be provided IAW regulatory guidelines and the Prevention Coordinator (PC) guidebook. Substance Abuse Prevention work and responsibility shall include all planning, programming, administration and management necessary to provide services as specified herein. The Contractor shall ensure all work meets quality standards and objectives included in referenced documents.

1.1.5 Period of Performance: The period of performance shall be for one Base Year of 12 months and four 12 month option years.

2.0 GENERAL

2.1 Days, Times and Locations:

2.1.1 Federal Observed Holidays: The Contractor's performance shall not be required on the Federal public holidays listed below. Holidays occurring on weekends will be observed as directed by the Federal calendar (5 U.S.C. 6103).

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

2.1.2 Hours of Operation: The Contractor is responsible for conducting business between the hours of 7:00 A.M. – 4:00 P.M., Monday through Friday, excluding federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or an extra holiday is declared by Executive Order. The Contractor shall operate in 8 hour shifts within stated normal business hours. There are occasions where, based on campaign activity, the Contractor may need to adjust hours outside of normal business hours. These exceptions will be coordinated with the Contracting Officer's Representative (COR).

2.1.3 Place of Performance: The work will be performed in Building 56, Room 104 at RIA. Contract work will require the Contractor to perform work at various locations around post based on prevention activity. The Requiring Activity (RA) recognizes that there will be times where it is practical and advantageous to require Contractor personnel to work from a location other than the RA Facilities. The RA will review and approve Contractor personnel to perform work from other locations other than the RA Facilities on a case-by-case basis.

2.2 Environmental Protection: The Contractor shall follow all environmental requirements in accordance with this statement of work.

2.2.1 Compliance with Environmental Laws and Regulations. Contractor shall comply with all applicable federal, state and local environmental laws, statutes, regulations, executive orders, permits, Army regulations (with supplements), as well as Major Subordinate Command (MSC) and installation regulation, policy, Host Tenant Agreement, Interagency Service Support Agreement, or Status-of-Forces Agreement. Contractor shall immediately report any conflicts between applicable federal, state, local environmental laws, statutes, executive orders, and provisions of Army Regulation 200-1, and any specifications within this contract to the KO/COR. The Environmental Coordinator's Office will review questions on environmental compliance, and provide

guidance as needed. In case of an environmental event or disaster, the Contractor shall comply with the Government's emergency services plan. All environmental protection matters shall be coordinate with the KO/COR. The Environmental Office, located in Building 102, 1st floor, will review questions on environmental compliance and provide guidance as needed.

2.2.2 Occupied Facilities: Any of the facilities occupied or serviced by the Contractor may be inspected by a designated government representative or other regulatory officials on a non-notice basis. Access for inspection by authorized personnel shall be granted upon request. Contractor shall immediately notify the Designated Government Representative (DGR) and COR of the arrival on site of any Federal, State, and/or DoD environmental regulator or enforcement agent and/or the receipt of any correspondence from a Federal or State environmental agency.

2.2.3 Reporting Noncompliance and Citations. Citations/fines for noncompliance with environmental standards on Government facilities operation by the Contractor are a matter for resolution through the Environmental Coordinator's Office and between the RIA Garrison Commander and the issuing office of Environmental Protection Agency (EPA) or State of Illinois Regulatory Authorities. If the citations/fines are issued due to faulty operation or maintenance practices, the KO/COR shall deduct the fine from any monies due the Contractor.

2.2.4 Prevention of Storm Water Pollution. The Contractor shall comply with storm water pollution prevention minimum control measures, protocols, and best management practices (BMP) and ensure that water quality standards are not violated in accordance with all regulations and policies as applicable to the National Pollution Discharge Elimination System (NPDES) and practice spill prevention and good housekeeping.

2.2.5 Prevention of Spills: Contractor shall adopt the installation's Spill Prevention Control and Countermeasures Plan (SPCC) if transporting, processing, storing, or in any way managing hazardous waste, hazardous material, petroleum-oils-lubricants, or other restricted items. In case of a spill, the person in control of the spill site or their designated representative shall take appropriate action to protect workers and bystanders; contain the spill (if it can be done safely); secure the spill site; restrict ignition sources; and immediately contact the installation Fire and Emergency Services (Fire Department). The SPCC is available through the DPW Environmental Office.

2.2.6 Corrective Action for Noncompliance. Contractors shall, when given a verbal and/or written notice of environmental noncompliance or nonconformance by the KO/COR, take immediate corrective action. Failure or refusal to comply promptly may be grounds for the Contracting Officer to invoke the appropriate contractual remedies. This may cause all or part of the work to be stopped immediately until satisfactory corrective action has been taken.

2.3 Official Government Records and Reports, and Submittals: The Contractor shall prepare, maintain and provide required records, reports and submittals, to include all correspondence and messages associated with the work requirements of each section. The Contractor shall ensure the accuracy of all reports or correspondence prior to submission to the Government. The COR will review all correspondence or reports requiring signature by a Government official. If the COR identifies an error or deficiencies, the Contractor shall complete corrective actions. All contractor files shall become the property of the Government and be delivered to the COR within seven workdays of the end of the contract period. The Contractor shall maintain all files, records and submittals within the Army Substance Abuse Program (ASAP) on-site office or in the function work areas, as appropriate. No Government records will be destroyed without the prior written approval of the COR. All Government records will be maintained and disposed of IAW the Army Records Information Management System (ARIMS) (Technical Exhibit 1 – Deliverables Schedule).

2.3.1 Deliverable Schedule: Contractor shall develop and maintain a data system which will provide accurate and complete data for reports. This system and formats shall be subject to approval by the COR. Reports and feeder data shall be submitted by the Contractor as delineated in the Deliverable Schedule (Technical Exhibit 1 – Deliverables Schedule). Reports include both final form and feeder data for inclusion in reports. Deliverable Schedule shall be a basis for evaluating Contractor performance in specific services required in the contract.

2.3.2 Contract Discrepancy Report: If any aspect of performance is not in conformity with the requirements of this contract, the Government shall have the right to issue a Contract Discrepancy Report (CDR). Upon receipt of a CDR, the Contractor shall immediately sign a copy of the CDR acknowledging receipt. The Contractor shall explain in writing why performance was not in conformity with the requirement of the contract; how performance will be returned to conformity; and how recurrence of the problem will be prevented in the future. The Contractor shall complete and return the CDR to the KO within five workdays of receipt (Technical Exhibit 1 – Deliverables Schedule).

2.4 Personnel:

2.4.1 Contract Personnel: Provide necessary personnel to accomplish all contract work and services within specified time frames. Personnel must be trained and qualified to perform the requirements specified prior to starting work. Employees shall be able to speak, read, write and understand the English language. No person will be hired whose employment under this award could in any way result in a conflict of interest.

2.4.2 Non-disclosure Agreement: A non-disclosure agreement will be signed by the project prime before report/start date of the contract.

2.4.3 Contract Personnel Qualifications: The contract employee or employees that will perform the work shall possess a minimum of a Bachelor's Degree in a Social Sciences Field (Psychology, Social Work, and Counseling) from an accredited college or university that holds accreditation from one of the following accreditation agencies:

- Middle States Association of Schools and Colleges
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission of Schools and Colleges
- Western Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Or other nationally recognized accreditation agency.

2.4.4 Certifications: In addition, the contract employee(s) performing the work shall hold current Certified Prevention Professional (CPP) or Certified Prevention Specialist (CPS) credentials from a state board of certification that is current member of the International Certification and Reciprocity (IC&RC), www.internationalcredentialing.org), which is the organization that sets global standards for addiction professionals.

The contract employee(s) shall hold a current Prime for Life Instructor Certificate; source: www.primeforlife.org. Personnel must be trained and qualified to perform the requirements specified prior to starting work.

2.4.5 Key Personnel: The following personnel are considered key personnel by the Government: Contract Point of Contact (POC) and Operational POC. The Contractor shall provide a Contract POC who will coordinate business matters regarding the contract. The Operational POC shall be responsible for the oversight of performance of the work. The Operational POC or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The Operational POC, and their alternate, shall be fully qualified (see paragraph 1.6.7.1) and have sufficient experience in the operation of prevention services to be fully functional. The Operational POC shall coordinate with the COR and shall be the central point of contact with the Government for performance of all work under the contract. The POC(s) shall be designated in writing to the contracting officer to include contact numbers and e-mail addresses.

2.4.6 Appearance and Conduct of Personnel: Contract personnel shall present a professional appearance and conduct themselves in a manner that does not reflect discredit upon the U.S. Government. The Contractor's employees shall observe and comply with local policies and procedures concerning fire, safety, environmental protection, sanitation, security, and possession of firearms or other lethal or illegal weapons or substances. The Contractor shall remove from the job site any employee for reasons of misconduct or security risk. The removal of such person shall not relieve the Contractor of the requirement to perform services. In accordance with DoD Directive

5500.7-R, "Joint Ethics Regulation", Contractor employees must avoid improper influence in the execution of their duties under the contract. Particular attention should be paid to acceptance of gifts/gratuities, and on non-disclosure of controlled unclassified or classified information. The Contractor shall ensure no contractor employees conduct political related activities or events on the installation.

2.5 Security

2.5.1 Security Requirements: The Contractor shall submit to the KO, prior to the start of the contract: The name, position title, full SSN, personnel security investigation type, personnel security investigation completed/submitted date, telephone number and address of each employee working under this contract and no less than five working days prior to any new employee's start of work. Prior to assignment, Contract personnel providing this service shall be the subject of either a favorably adjudicated National Agency Check (NAC) or a favorably adjudicated Background Investigation (BI), dependent upon citizenship. NAC and BI will both be conducted IAW AR 380-67. The Contractor shall pay any costs associated with obtaining NACs or BIs. The Contractor shall cooperate with Government officials in the conduct of all investigations. The Contractor shall notify the COR of official visitors or inspectors prior to their being granted access to Government facilities. The COR will inform the Contractor if access is to be granted.

2.5.2 Employee In-processing/Out-processing: The contractor will coordinate with the COR to ensure all personnel in-process through the RIA Garrison Security Office prior to start of work or termination of employment.

2.5.3 Physical Security: The Contractor shall be responsible for safeguarding all Government property in designated work areas. Contractor shall prohibit employees from opening locked areas to unauthorized persons. The Government will not be responsible for damage to the Contractor's supplies, material, equipment and property nor to Contractor personnel's personal belongings that are damaged for any reason including fire, theft or accident. The Contractor shall be subject to unannounced physical security inspections by the Government.

2.5.4 Information Systems Security: The Contractor shall follow the prescribed information systems security program for control of all computer security and communications security equipment utilized within the scope of this contract. The Contractor shall support Security Management's initiatives involving information security requirements mandated by RIA.

2.5.5 Access Privileges: Portions of the work under the contract are performed in controlled areas. The Contractor shall show their RIA identification card or Common Access Card (CAC) to gain entrance to a building or area of a building. The Contractor

shall coordinate building access in performance of contract work through the COR. Contractors, sub-contractors will be escorted by the COR in areas where they may be exposed to classified and/or sensitive materials. All contractor employees, including subcontractor employees who are not in possession of the appropriate security clearance will be escorted in areas where they may be exposed to classified and/or sensitive materials. The Vendor will coordinate with the COR and/or the facility security office for access when required.

2.5.6 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation (FAR) Subpart 42.5. The KO and COR shall meet periodically with the contractor to review the contractor's performance. At these meetings, the KO will apprise the Contractor of how the Government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues.

2.5.7 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed.

2.5.8 Antiterrorism (AT) and Operation Security (OPSEC): Contractor employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification Index (NCIC-III) and Terrorist Screening database (TSDB) (Army Directive 2014-0/AR190-13), applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative), or at OCONUS location, IAW status of forces agreements and other theater regulations. All training will be face to face, provided by a level II certified ATO and OPSEC officer, conducted on RIA. Any conflicts with training locations/performance will be directed by the project COR.

2.5.9 AT Level I Training: All contractor employees, to include sub-contractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee to the COR or to the contracting officer, if a COR is not assigned within 5 calendar days after completion of training by all employees.

2.5.10 Access and General Protection/Security Policy and Procedures: Contractor and all associated sub-contractor employees shall provide all information required for

background checks to meet installation access requirements to be accomplished by installation provost Marshall Office, Director of Emergency Services, or Security Office. Contractor workforce must comply with all personal identity verification requirements (FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel) as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

2.5.11 Access: All personnel requesting access to Rock Island Arsenal will only enter through a manned and operational Access Control Point and present a United States National or State issued identification that is capable of being scanned for valid entry. All contractor and contractor employees' vehicles equipment, and packages are subject to inspection or examination (search) at entry/exit of the Rock Island Arsenal. Only authorized individuals that pass a screening and vetting process will be permitted access. All contractor and subcontractor personnel will be required to submit the required identification credentials and must receive a favorable background check as conducted through the National Crime Information Center (NCIC) Interstate ID Index (III) to gain access and work on the installation.

2.5.12 Contractors Requiring Common Access Card (CAC): Before CAC issuance, the contractor employee requires, at a minimum, a favorably adjudicated National Agency Check with inquiries (NAC) 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 on-site or remotely; (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 CAD may be issued based on a favorable review of the FBI fingerprint check and a successfully scheduled NACI at the Office of Personnel Management.

2.5.13 Security Training

2.5.13.1 (iWATCH) Training: The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO. This locally developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 5 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after contract award.

2.5.13.2 Army Training Certification Tracking System (ATCTS): Registration for Contractor Employees Who Require Access to Government Information Systems (IS):

All contractor employees with access to a government IS must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete DoD Information Assurance Awareness prior to access to the IS and annually thereafter.

2.5.13.3 OPSEC Training: Per AR 530-1, Operations Security, the contractor employees must complete Level I OPSEC training. New employees must be trained within 30 calendar days of their reporting for duty and annually thereafter.

2.5.13.4 Information Assurance (IA)/Information Technology (IT) Training: All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoD 8570.01, DoD 8570.01-M and AR 25-2 within six months of appointment to IA/IT functions.

2.5.13.5 Threat Awareness Reporting Program: For all contractors with security clearances. Per AR 381-12 Threat Awareness and Reporting Program (TARP), contractor employees must receive annual TARP training by a CI agent or other trainer as specified in 2-4b of AR 381-12.

3.0 GOVERNMENT FURNISHED FACILITIES AND EQUIPMENT

3.1 Facilities: the Government will provide office space within the Army Substance Abuse Program office suite. The Contractor and Government personnel will jointly occupy this facility. The Government reserves the right to reallocate and relocate assigned facilities during the term of this contract. The Contractor shall not mark or affix decals, emblems or signs portraying the Contractor's name or logo on Government facilities or equipment. Upon termination of completion of this contract, assigned facilities shall be placed in a condition at least equal to that existing when the Contractor assumed responsibility for the space, fair wear and tear acceptable.

3.1.1 Building Stand-Off: All occupied buildings on Rock Island Arsenal require a 33 feet stand-off by all vehicles and equipment. At no time will unoccupied vehicles, equipment or tools/tool boxes be left unattended within 33 feet of installation buildings.

3.1.2 Key Control: The Contractor shall be issued keys to access the office suite and assigned office to be occupied by the contractor employee. The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No locks will be replaced by the Contractor and all locks used will be approved to the level of items secured. The Contractor shall not duplicate government keys without the COR's authorization. The Contractor shall be entrusted with keys used during the performance of contract responsibilities. Key control procedures will be followed IAW Army regulations.

3.1.3 Access to Facilities: The Contractor shall not permit entrance to locked areas by any person other than contract personnel engaged in the performance of work in those areas or personnel assigned to the activity where the Contractor is performing work, without written authorization of the COR.

3.1.4 Facilities Maintenance: The Contractor shall coordinate with the COR for emergency repairs and contact the Emergency Dispatch Center "911" for emergency support after normal duty hours. The Contractor shall submit all other facility maintenance and repair work to the COR. The Contractor shall maintain utilized space by the same standards as similar areas occupied by the Government. The Government will provide maintenance of the GFF including maintenance of all built-in real property.

3.1.5 Emergency Services (Police/Fire) Protection: The Government will provide emergency services to include fire-fighting, fire prevention and preliminary investigations for the Contractor on RIA. The emergency phone number is 911.

3.1.6 Utilities: The Government will furnish utilities currently installed in a GFF at no cost to the Contractor. Utility services to be provided are electricity, natural gas, steam,

water and sewer. The Contractor shall instruct employees in utilities conservation practices and preclude the waste of utilities.

3.1.7 Housekeeping: The Contractor shall maintain the cleanliness and sanitary conditions of the office they occupy, the office suite and the storage areas utilized to store prevention supplies and equipment. The premise shall be kept free of accumulated waste material and rubbish resulting from the work.

3.1.8 Equipment: The Government will provide a desk unit and chair, computer, telephone, file cabinet, book case and guest chairs. The Government will provide repair/replacement of computer equipment based on availability of funding. The Government will provide basic office supplies required for accomplishment of contract requirements. Based on availability of funding, other supplies may be available such as educational displays, printed education/prevention material, posters and other supplies related to performance of contract requirements. Rolling carts and dolly's will be available for use when moving supplies/materials for prevention events. The Contractor will have access to copy machines and printers. Based on availability of funding, printing/reproduction services may also be available.

3.1.9 Property Accountability: For all property/equipment issued for use by the contractor, whether via GFP or via sub hand-receipt, the contractor is responsible for the property and shall maintain accountability of these items at all times. The Contractor shall exercise appropriate care and due diligence in caring for all property to maximize operability and useful life.

3.1.10 Use of Government Furnished Equipment in Emergency Operations: Use of government furnished equipment in emergency operations as approved by the COR. If the RA approves an alternate location for the contractor to perform their duties, the contractor shall use the government furnished lap top that was assigned for their use at the approved location. The Contract personnel will maintain availability during their regular scheduled hours within the contract support hours in the PWS, and will provide contact information to the company supervisor in the event of an emergency. During emergency operations, Contract personnel will perform all tasks as required in the PWS.

4.0 PERFORMANCE REQUIREMENTS

4.1 Performance Requirements and Surveillance: The Contractor shall comply with the Government's performance requirements as defined in **Part 6** - Performance Requirements Summary. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable quality level(s). Government surveillance of contractor performance is not limited to the Performance Requirements as outlined in this PWS. The Government reserves the right to conduct compliance surveillance of any contractual requirement of this acquisition.

4.1.1 Substance Abuse Awareness and Prevention Campaigns: Planning and Execution of the Substance Abuse Awareness and Prevention Campaigns: No later than 1 September, the Contractor will provide the COR an updated Prevention Plan for the following Fiscal Year (FY) Prevention activities. The Contractor will be provided a standard template to use for the Prevention Plan. Planning and coordination for upcoming prevention campaigns shall be done at least three months prior to the execution date to ensure timely coordination with other offices/personnel. Planning shall include locations of campaign activities, promotion/announcements regarding the activity, coordination/set-up of virtual platforms to be used, and coordination with any other personnel that may be involved in the campaign activity. Execution of the initial campaign promotion shall be accomplished no later than 10 business days prior to the activity to ensure sufficient notice for people to take part in the activity. All promotional products will be reviewed by the COR prior to publishing them. Contractor will have access to Army resources, as well as Contract company resources, to assist in development and execution of relevant and innovative campaigns in keeping with current trends. During set-up, execution and tear down, Contractor will be required to gather, load into their vehicle and transport necessary supplies and equipment. This may involve lifting/transporting of boxes of materials that weigh up to 50 pounds and display material of various shapes, sizes and weights. The materials will be able to be loaded/transported in a sedan type vehicle. The Contractor will not do anything, or use any materials, during set up, execution or tear down that will damage Government property. During tear-down, Contractor will leave the area in the same condition as it was when he/she set up. Contractor will ensure that any refuse from the campaign is properly disposed of in the appropriate trash and/or recycle containers prior to leaving the area after tear down. Contractor will provide After Action Reports (AARs) for all prevention campaigns and events. An annual Prevention Report, summary of the year's prevention efforts, will be provided no later than 30 November for the previous Fiscal Year's (FY) activities.

4.1.2 Installation Prevention Plan: The Installation Prevention Team (IPT) is a multidisciplinary team of staff from offices on post that engage in prevention activity. The team's purpose is to increase awareness of, and to collaborate in, prevention efforts. The Contractor will be responsible to attend all IPT meetings, represent

Substance Abuse Prevention Program, to collaborate on prevention efforts and to develop maintain an Installation Prevention Plan. This plan will reflect CR2C priorities and initiatives along with current prevention trends. It will include all prevention activities that will occur on post and will require input from other offices that have a prevention function as part of their mission. An Installation Prevention Plan template and calendar will be provided to the Contractor to use in development and maintenance of this plan. The completed plan for the following FY will be provided to the COR NLT 1 September for review/corrections/approval. The Contractor will continually update this plan throughout the execution year as plans change or are added/deleted.

4.1.3 Planning and Execution of Substance Abuse Awareness Trainings: No later than 1 September of each year, the Contractor shall provide the COR a training plan for the upcoming Fiscal Year (FY). This training plan shall be coordinated with Unit Commanders, Directorate of Emergency Services (DES) and Child Development Center (CDC) as well as Army Substance Abuse Program staff in order to develop a training schedule. As additional unscheduled training requests arise, the Contractor will modify this training plan to include new training requests. At least two weeks prior to the first of each particular training, the Contractor will provide the COR a lesson plan for each training module to include slide decks and handout material associated with that training. The Contractor will provide training evaluations to each participant to complete prior to the end of each training and then provide the completed evaluations to the COR, along with a complete training sign-in sheet for that training NLT one week following the completion of the training. NLT than one week after a training, the Contractor will log the training in the Drug and Alcohol Management Information System (DAMIS). Annual Substance Abuse Awareness Training (SAAT) coordination will be complete NLT 30 August of each year to ensure that the following FY training can be launched NLT 1 October of each year. The Contractor will provide the COR an After Action Report (AAR) utilizing AAR template within one week of the completion of each campaign or other event. The Contractor may be called upon to develop substance abuse prevention related trainings/briefings based on customer requests. The same standards noted in the campaign section related to transportation of material, set-up and tear down apply.

4.1.4 Representation Collaboration Efforts: Committees, Working Groups, Collaborations and Other Briefing Forums: As a means of collaborating to develop and consolidate prevention efforts to be consolidated into the Prevention Plan on post, the Contractor shall actively engage and represent the Army Substance Abuse Program (ASAP) Prevention mission within the scope of duties that are to be performed. The Contractor will represent the Substance Abuse Prevention mission at safety events as well as other prevention and wellness forums, committees and working groups. The Contractor will be required to respond to customer requests for briefings related to substance abuse and substance abuse prevention.

4.1.5 Augmentation of Substance Abuse Awareness with Wellness Information: With the Army focus on Community Health Promotion and Resiliency, Contractor efforts shall

include wellness and resiliency aspects of drug free lifestyle habits and wellness/resiliency information that will promote healthy recovery from substance abuse/addiction. The Contractor shall be responsible to identify this information and resources which can be provided as part of campaign and training activity that represents wellness and resiliency factors.

4.1.6 Other Substance Abuse Awareness and Prevention Efforts: Contractor shall provide at a minimum, monthly articles or announcements to the post newsletter, the "Island Insight" and to modify the 2 monthly Frontline Newsletters with substance abuse awareness/prevention information. The Contractor shall create flyers, announcements and other social and marketing media associated with campaign events and awareness activities. The Contractor shall host information tables and set up prevention displays which include banners. Prevention displays should include current, relevant information. These products shall be reviewed by the COR prior to publishing and/or distribution. If displays are set up in locations on post, the Contractor will track the location to ensure the displays are rotated to different locations within the building at least quarterly or, as appropriate, returned to the ASAP storage area. Contractor will be available on post to answer questions and provide prevention information that falls within the scope of this contract.

4.1.7 Other Educational and Awareness Activities: the Contractor shall be called upon to set up activities, such as a substance abuse insight room (or other like activities) to provide educational briefings to customers to raise knowledge and awareness of substance abuse and ways to identify and prevent risks associated. As a new Army ASAP requirement, the Contractor will also provide information, trainings and awareness briefings related to risks associated with gambling addiction.

4.2 Forms, Records, and Deliverables

4.2.1 Government Forms and Publications: Forms and publications will be accessed electronically to the maximum extent possible. The Government will provide the Contractor with DoD, Army and RIA forms, as well as an initial supply of publications. The Contractor shall request supplements, updates and other publications in direct support of this contract through the COR.

4.2.2 Records, Reports and Submittals: The Contractor shall prepare, maintain and provide the required records, reports and submittals. The Contractor will complete all required reports and data entry into the Drug and Alcohol Management Information System (DAMIS) by suspense dates as required. The Contractor shall ensure the accuracy of all reports, submittals or correspondence prior to submission to the Government. The COR will review all correspondence or reports requiring signature by a Government official. If the COR identifies errors or deficiencies, the Contractor shall complete corrective actions.

4.2.3 Official Government Records: The Contractor shall maintain complete, current, legible and accurate files required under the terms of this PWS. The Contractor shall not

allow access to the files unless specifically authorized by the COR. Files shall be made available to the KO or COR upon request. All official Government records shall become the property of the Government and shall be turned over to the KO at completion or termination of this contract. No Government records will be destroyed without the prior written approval of the KO or COR. All Government records will be maintained and disposed of IAW the Army Records Information Management System (ARIMS).

4.2.4 Deliverable Schedule: Reports and feeder data to be submitted by the Contractor are delineated in Technical Exhibit 1 - Deliverables Schedule. Reports include both final form and feeder data for inclusion in reports. Deliverable Schedule shall be a basis for evaluating Contractor performance in specific services required in the contract.

5.0 TECHNICAL EXHIBITS (TE)

5.1 Listing of Technical Exhibits

5.1.1 Technical Exhibit 1: TE 01 Deliverables Schedule

5.1.2 Technical Exhibit 2: TE 02 Estimated Workload Data

5.1.3 Technical Exhibit 3: TE 03 Reference

6.0 Surveillance Criteria for Performance

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

6.1 Table of Performance Requirements Surveillance

Required Services (Tasks)	Performance Standard	Acceptable Quality Level (This is the maximum error rate.)	Method of Surveillance	Incentive (Positive and/or Negative)
#1 Plan and execute substance abuse prevention campaigns – 3.1	Provide campaign activity for each campaign opportunity	Plan and execute a minimum of 12 innovative prevention campaigns per year utilizing available media to ensure widest dissemination on post. Planning to begin at least three months prior to each event; event promotion to begin at least three weeks prior to each event.	Observance of campaign events; timeliness of planning and execution, breadth of exposure to campaign information; after action reports, attendance, review customer feedback.	Positive Performance Evaluation
#2 Provide Installation Prevention Plan – 3.2	Collaborate with IPT members and other's with prevention missions to develop Prevention Plan and schedule for the FY; after initial approved plan, accomplish updates to plan at least monthly.	Plan follows template provided; comprehensive across installation prevention events; reflects CR2C priorities and prevention trends; delivered NLT 1 Sep for the plan for the following FY.	Review of plan for proper format; inclusion of CR2C priorities and current prevention trends; delivered on time. Receipt and review of monthly updates.	Positive Performance Evaluation

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Required Services (Tasks)	Performance Standard	Acceptable Quality Level (This is the maximum error rate.)	Method of Surveillance	Incentive (Positive and/or Negative)
#3 Provide training plan for the upcoming FY. - 3.3	In review of objectives of the Prevention Plan, NLT 1 Sep of the current year, the Contractor will provide the COR a proposed Training Plan for the upcoming FY.	Plan is delivered by suspense date; trainings reflect CR2C priorities and current trends and needs. Prior collaboration and coordination has been accomplished per PWS.	Confirmation of prior coordination per PWS; review of training plan for inclusion of installation priorities and current trends and needs.	Positive Performance Evaluation
#4 Execution of Training Plan - 3.3, 3.4 & 3.5	Lesson and briefing plans are reviewed and approved by COR per PWS; contractor is fully prepared prior to training session; trainings start on time; contractor receives not less than 3 average rating on participant evaluations.	Trainings are reviewed/approved by COR prior to execution; not less than 3 average rating on participant evaluations	Planned sampling/observance of training; participant evaluations; validated complaints. Receipt of verbal or brief e-mail AAR's within one week of completion.	Positive Performance Evaluation
#5 Actively engage and provide input on prevention at on-post committees, working groups and other collaborative forums – 3.4	Attend and actively engage in meetings; provide input at meetings; back brief COR on meeting events and requirements and requests of the ASAP.	90% of meetings attended; minutes of meetings reflect input from Contractor staff.	Receipt of verbal back briefs. Observance of performance at meetings. Review of meeting minutes.	Positive Performance Evaluation

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Required Services (Tasks)	Performance Standard	Acceptable Quality Level (This is the maximum error rate.)	Method of Surveillance	Incentive (Positive and/or Negative)
#6 Plan and execute other Prevention Efforts. – 3.6, 3.7	Provide prevention information in other forms such as post-wide e-mails, marquee postings; “Island Insight articles and announcements” ; activities; displays.	Relevant and current information, facts and statistics; products are professional and well written/edited; demonstrate alignment with customer’s needs/requests.	Review of products and activity plans for alignment with customer needs; observance of products; customer feedback.	Positive Performance Evaluation
#7 Records, reports, submittals to include data entry into Army systems. – 3.8. 3.10, 1.6.5 & 1.6.6	Provides accurate data and information by the required suspense dates.	90% of reports provided by the suspense date	Monitor compliance with suspense dates. Review accuracy of data/ information.	Positive Performance Evaluation
#8 Complete training as directed by COR – 1.6.15	Completion of all training requirements by suspense dates.	100% of trainings completed by required suspense dates	Receipt of training certificates/ monitoring completion dates.	Positive Performance Evaluation