

PERFORMANCE WORK STATEMENT (PWS)

Packaging, Stock Readiness (SR), and Storage and Distribution (S&D) Programs

1.0 MISSION OBJECTIVE: The Logistics Support Activity (LOGSA) Packaging, Storage, and Containerization Center (PSCC) is the Army's Responsible Office (RO) for the Army Packaging Policy, Army Material Command (AMC) Stock Readiness (SR), and Storage and Distribution (S&D) Programs and provides subject matter expertise for worldwide S&D, SR, and packaging related services. PSCC is the Army's only activity with a staff of distribution facilities specialists, packaging specialists, and engineers that address any packaging, storage, and distribution related problems; provides expertise in packaging, storage, and handling methods, materials and procedures; and provides on-site assessment and assistance visits to Army activities. This PWS provides the services necessary to provide subject matter expertise related to Department of Defense (DoD) and Army SR, S&D, and Packaging Programs to include regulatory guidance and policy. The contractor shall provide expertise pertaining to all functions and knowledge related to developing asset packaging and storage requirements, policy, and providing expertise related to storage, packaging, and preservation. This PWS is covered by paragraph 3.9, Packaging, Handling and Storage, of the basic Air and Missile Command (AMCOM) Express Logistics Domain statement of work. The contractor shall submit monthly status reports no later than the 10th working day of each month IAW CDRL A003, Title: Contractor's Progress, Status, and Management Report.

2.0 PERFORMANCE REQUIREMENTS: Performance will be at PSCC, Tobyhanna, Pennsylvania. The contractor shall utilize AR 740-1 (Storage and Supply Activity Operations), AR 740-3 (Stock Readiness), AR 700-15 (Packaging of Materiel), DA PAM 700-32 (Packaging of Army Materiel), and other distribution and packaging related documentation to develop, review and update packaging, handling, and storage requirements, policy, and regulations. The contractor shall collect data and perform analysis in support of SR, deployments, redeployments, left behind equipment, retrograde operations, and Army Wood Packaging Material (WPM) Program. Contractor shall provide data, results of analysis and recommendations to ensure compliance with PSCC's overall Army packaging mission. The contractor shall:

2.1 (ILS9a, ILS9c, and ILS9d2) The contractor shall perform research; develop recommendations for military packaging, handling, and storage policy; update existing technical documents, standards and procedures associated with regulatory guidance; and accomplish packaging, handling, and storage policy projects and studies. Interface with other disciplines on packaging, handling, and storage matters including maintenance, acquisition, transportation, and environmental management in their work assignments. Provide data for project initiation and completion IAW CDRL A002, Subtitle: Project Summary and Milestones. Provide report of findings IAW CDRL A002, Subtitle: Project Report.

2.2 (ILS9a, and ILS9c) the contractor shall furnish packaging, handling, and storage technical advice and assistance to Army and other DoD components. Independently and as part of a team, accomplish projects requiring a thorough knowledge of Government and industry handling, storage, preservation, packaging, and marking methods. Furnish technical advice and assistance

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with supporting analysis to Army and other DoD components relative to unique packaging, handling, and storage activities. Assist Army activities worldwide at various logistics levels by determining and issuing comprehensive recommendations to enhance guidance and technical assistance. Provide data and data analysis for project initiation and completion IAW CDRL A002, Subtitle: Project Summary and Milestones. Provide report of findings IAW CDRL A002, Subtitle: Project Report.

2.3 (ILS9c, and ILS9d1:4) The contractor shall perform packaging, handling, and storage field assistance/SR/WPM visits at Continental United States (CONUS) Army installations, National Guard Bureau, and DoD facilities. Assess/review materials and equipment on hand; packaging, handling, and storage procedures; practices in use; training and overall efficiency of the packaging, handling, and storage operations to include providing assistance and recommendations for improvements. Provide data and data analysis for project initiation and completion IAW CDRL A002, Subtitle: Project Summary and Milestones. Complete and submit report IAW CDRL A002, Subtitle: Site Assessment and Assistance Visit Report.

2.4 (ILS9a, ILS9C, and ILS14h4) The contractor shall develop information papers, point papers and briefings. Deliver presentations at workshops with higher headquarters, other services and agencies, troop installations, depot activities, and packaging, handling, and storage organizations. Provide papers IAW CDRL A002, Subtitle: Technical Papers; and provide briefings IAW CDRL A004, Title: Presentation Material.

3.0 **TRAVEL:** Travel may be required to higher headquarters, other service and agencies, troop installations, depot activities, symposiums and conferences worldwide. The contractor must receive approval from the COR prior to performing any travel. A trip report shall be delivered IAW CRDL A006, Subtitle: Trip Report.

4.0 **SECURITY:** The Contractor shall provide security to a level necessary to meet the requirements of the tasks requested. Contractor's work effort shall not be above the level of SECRET. Contract personnel shall retain a SECRET level clearance for the duration of the task order. The Contractor shall comply with all applicable security classification guides.

4.1 AT Level I Training (general). All prime contractors, including subcontractors identified by the Government, working in CONUS shall complete AT Level I awareness training with 30 days calendar after contract award. The contractor shall maintain certificates of completion for inspection purposes. AT Level I training is available at <https://atlevelI.dtic.mil/at>.

4.2 AT Awareness Training for Contractor Personnel Traveling Overseas. All contractor employees, including subcontractor employees required to travel overseas as a condition of this contract will receive Government provided AT awareness briefing specific to the destination countries. Additionally, all contractor employees, including subcontractor employees stationed or deployed in OCONUS contingency operations areas or designated combat zones will receive Government provided AT awareness training specific to the area of responsibility (AOR) at their overseas location. Specific AOR training content is directed by the combatant commander, with the Antiterrorism Officer (ATO) being the local point of contact.

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4.3 iWATCH Training. The contractor 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 after contract start date or within 30 calendar days of the start date of any new employee(s). The contractor shall submit training results and/or certificates of completion to the COR within 10 work days following completion of the training.

4.4 Access to General Protection/Security Policies and Procedures. All contractor employees including subcontractor employees stationed or assigned on a Government facility shall comply with applicable installation, facility access procedures and local security policies (provided by the Government security personnel). The contractor workforce shall comply with all personal identification verification requirements as directed by DoD, HQDA, and/or local policy. In addition to the changes otherwise authorized by the changes clause in this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security processes or procedures. All contractors stationed or deployed in OCONUS contingency operations areas or designated combat zones shall, upon request, provide all information required for background checks to meet installation access requirements to be accomplished by authorized Government personnel.

4.5 Access to Government IT Systems. All contractor employees who require access to government information systems shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services.

4.6 Utilization of Government OPSEC SOP/Plan. The contractor shall comply with OPSEC Standing Operating Procedure (SOP)/Plan, per AR 530-1, Operations Security. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.

4.7 Information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees must complete the DoD IA awareness training and sign an Acceptable Use Policy (AUP) before issuance of network access and annually thereafter. Required IA training and AUP can be found at <https://ia.signal.army.mil>. Appropriate Personally Identifiable Information (PII) training must also be completed. All contractor employees working IA/IT functions must comply with DoD and Army training requirements in DoDD 8570.01, DoD 8570.01-M and AR 25-2 within six months of employment.

4.8 Information assurance (IA)/information technology (IT) certification. Per DoD 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon contract award. The baseline certification as stipulated in DoD 8570.01- M must be completed upon contract award.

4.9 OPSEC Training for On-Post Contractors. Per AR 530-1, Operations Security, new contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees must complete annual OPSEC awareness training.

4.10 Contract Requiring Performance or Delivery in a Foreign Country. DFARS Clause 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the United States. The clause shall be used in solicitations and contracts that require performance or delivery in a foreign country. This clause applies to both contingencies and non-contingency support. The key AT requirement is for non-local national contractor personnel to comply with theater clearance requirements and allows the combatant commander to exercise oversight to ensure the contractor's compliance with combatant commander and subordinate task force commander policies and directives.

4.11 Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements which requires contractors to comply with the Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual, DoD 5200.22-M, dated February 2006, and any revision notices of which has been furnished to the contractor.

4.12 Contractors Authorized to Accompany the Force. DFARS Clause 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States. The clause shall be used in solicitations and contracts that authorize contractor personnel to accompany US Armed Forces deployed outside the US in contingency operations; humanitarian or peacekeeping operations; or other military operations or exercises, when designated by the combatant commander. The clause discusses the following AT/OPSEC related topics: required compliance with laws and regulations, pre-deployment requirements, required training (per combatant command guidance), and personnel data required.

5.0 GOVERNMENT FURNISHED PROPERTY:

5.1 The Government will provide computer terminals, office space, telephone/service, desks, chairs, writing paper, pens, pencils, computer disks, scissors, stapler, and staples for contractor employees performing in government facilities.

5.2 The Government will provide technical and subject matter expertise and references.

5.3 The Government will provide: identification badges, parking, and computer access identification numbers and passwords based upon security clearance and a need-to-know basis. This does not include computer room access. At the end of the contract period, any equipment, documents, or software obtained from the Government shall be returned.

6.0 DELIVERABLES: Data provided shall be delivered as follows:

6.1 A Technical Report-Study/Services, Subtitle: Project Summary and Milestones, shall be submitted IAW A002, DI-MISC-80508B (PWS paras 2.1, 2.2, and 2.3).

6.2 A Technical Report-Study/Services, Subtitle: Project Report, shall be submitted IAW A002, DI-MISC-80508B, (PWS paras 2.1 and 2.2).

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6.3 A Technical Report-Study/Services, Subtitle: Site Assessment and Assistance Visit Report, shall be submitted IAW A002, DI-MISC-80508B, (PWS para 2.3).

6.4 A Technical Report-Study/Services, Subtitle: Technical Papers, shall be submitted IAW A002, DI-MISC-80508B, (PWS para 2.4).

6.5 Presentation Material shall be submitted IAW A004, DI-ADMIN-81373, (PWS para 2.4).

6.6 A Report, Record of Meeting/Minutes, Subtitle: Trip Reports, shall be submitted IAWA006, DI-ADMN-81505, (PWS para 3.0).

6.7 A Contractor's Progress, Status, and Management Report shall be submitted IAW A003, DI-MGMT-80227, (LOG SOW para. 4.0).

7.0 ACCOUNTING FOR CONTRACTOR SUPPORT: The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including subcontractor manpower) required for performance of this task order. The contractor is required to completely fill in all the information in the format using the following web address: <https://contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including subcontractors); (6) Estimated direct labor dollars paid for the reporting period (including subcontractors); (7) Total payments (including subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC code for each subcontractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information); (11) Locations where contractor and subcontractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website) (12) Presence of deployment or contingency contractor language; and (13) Number of contractor and subcontractor employees deployed in theater for the reporting period (by country). As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the web site. The specific formats for the XML direct transfer may be downloaded from the web site.

8.0 PERFORMANCE OBJECTIVES/METRICS:

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8.1 This performance-based service task order (TO) incorporates the following performance objectives: (1) Delivery of high quality technical performance; (2) Adherence to TO schedule, milestone, and delivery requirements; and (3) Efficient and effective control of labor resources. It is the contractor's responsibility to employ the necessary resources to ensure accomplishment of these objectives. The Government's assessment of the contractor's performance in achieving these objectives will utilize the standards, acceptable quality levels, surveillance methods, and performance incentives described in the Performance Requirements Summary matrix set forth in Appendix A. The performance incentives will be implemented via the Government's past performance assessment conducted in accordance with Part 42 of the Federal Acquisition Regulation (FAR), as applicable, and the "Task Order Performance" criteria of the annual award term evaluation, Basic BPA provision 45.

8.2. The performance objectives, standards, and acceptable quality levels shall be applied on a TO basis with performance incentives to be implemented on an annual basis. The Government will conduct informal interim counseling sessions with the contractor's Program/TO Manager to identify any active TO performance that is not meeting the acceptable quality levels. These sessions will be conducted at least on a quarterly basis in order to provide the contractor a fair opportunity to improve its performance level.

8.3 The Control of Labor Resources criteria will be reflected under the "Cost" category of the performance assessment. Although the criteria of Business Relations and Management of Key Personnel are not specifically included in the Performance Requirements Summary Matrix, the overall performance assessment will continue to include these criteria.

8.4. The contractor will be notified, in writing, of the Government's determination of its performance level for each performance objective including all instances where the contractor failed to meet the acceptable quality level.

APPENDIX A

PERFORMANCE REQUIREMENTS SUMMARY MATRIX

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
<p>High Quality Technical Performance</p>	<p>CO requirements met with little rework/re-performance required and with few minor and no significant problems encountered</p> <p><i>Performance meets all technical and functional requirements, and is highly responsive to changes in technical direction and/or the technical support environment</i></p> <p><i>Assessments, evaluations, analyses, recommendations, and related input are thorough, reliable, highly relevant to CO requirements, and consist of substantial depth and breadth of subject matter</i></p> <p><i>Deliverable reports contain all required data and meet all applicable CDRL requirements</i></p>	<p>Contractor delivery of products and/or services meets all CO requirements.</p> <p>Performance occurs with no required rework at least 98% of time.</p> <p>Problems that are encountered are minor and resolved in a satisfactory manner. (no more than 2 minor corrections per page or document if less than a page)</p>	<p>Routine Inspection of Deliverable Products/Services</p>	<p>Assignment of performance rating for QUALITY criteria:</p> <p><u>EXCEPTIONAL</u> <i>Performance and deliverables meet all and exceed many CO requirements. Performance delivered with no required rework 100% of time; problems that are encountered are minor and resolved in a highly effective manner.</i></p> <p><u>VERY GOOD</u> <i>Performance and deliverables meet all and exceed some CO requirements. Performance delivered with no required rework at least 99% of time; problems that are encountered are minor and resolved in an effective manner.</i></p> <p><u>SATISFACTORY</u> <i>Performance and deliverables meet all CO requirements. Performance delivered with no rework at least 98% of time; problems that are encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>MARGINAL</u> <i>Some CO requirements not met and/or performance delivered with rework required more than 5% of time. Problems encountered were resolved in a less than satisfactory manner.</i></p> <p><u>UNSATISFACTORY</u> <i>Many CO requirements not met. Numerous reworks required. Substantial problems were encountered and inadequate corrective actions employed.</i></p>

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PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	METHOD OF SURVEILLANCE	PERFORMANCE INCENTIVE
Adherence to Schedule	CO milestones, periods of performance, and/or data submission dates are met or exceeded	Contractor meets CO delivery requirements at least 95% of the time (excluding government caused delays)	Routine Inspection of Deliverable Products/Services	Assignment of performance rating for SCHEDULE criteria: <u>EXCEPTIONAL</u> <i>CO milestones/ performance dates met or exceeded 100% of time (excluding government caused delays)</i> <u>VERY GOOD</u> <i>CO milestones/ performance dates met or exceeded at least 98% of time (excluding government caused delays)</i> <u>SATISFACTORY</u> <i>CO milestones/ performance dates met or exceeded at least 95% of time (excluding government caused delays)</i> <u>MARGINAL</u> <i>CO milestones/ performance dates met less than 93% of time (excluding government caused delays)</i> <u>UNSATISFACTORY</u> <i>CO schedule/performance dates met less than 90% of time</i>