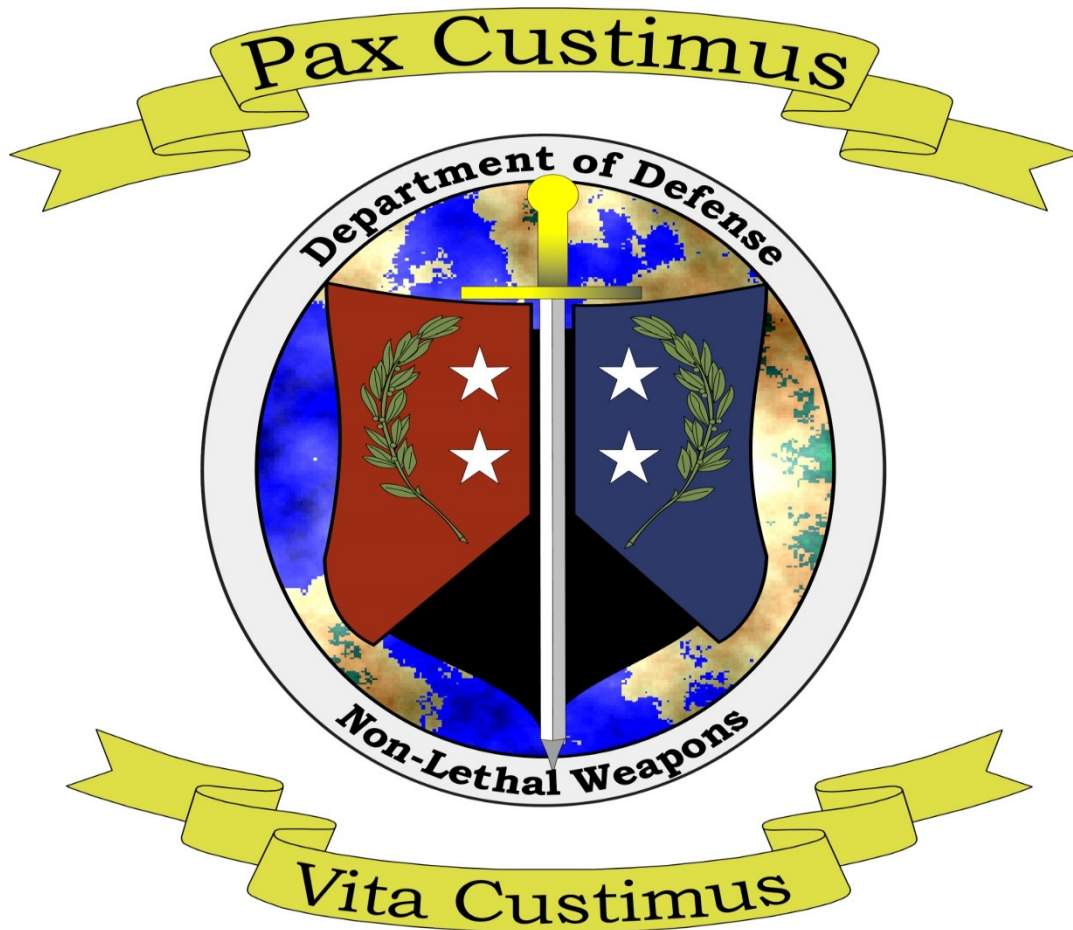


**Joint Non-Lethal Weapons Directorate
Critical Support Services
Performance Work Statement**



JNLWD Critical Support Services PWS
Solicitation M67854-20-F-3008
v1.3

PART 1
GENERAL INFORMATION

This is a non-personnel services contract to provide technical and analytical support services to Joint Non-Lethal Weapons Directorate (JNLWD). The Government shall not exercise direct 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 Description of Services/Introduction. The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and all non-personal services necessary to perform the technical and analytical support services as defined in this performance work statement (PWS) except for those items specified as government furnished property and services. This is a non-personal services contract. The Government shall not exercise 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

1.2 Background. The Under Secretary of Defense (Acquisition, Technology and Logistics) (USD AT&L) directed the Commandant of the Marine Corps (CMC) serve as the Executive Agent for the Department of Defense (DOD) Non-Lethal Weapons Program. Note: USD AT&L has divided into Under Secretary of Defense for Research and Engineering (USD R&E) and Under Secretary of Defense for Acquisitions and Sustainment (USD A&S). The CMC established the JNLWD with the responsibility to serve as the DOD focal point for all non-lethal (NL) matters. Within the broader DOD Non-Lethal Weapons Program, the Joint Non-Lethal Weapons Program (JNLWP) is directly managed by the JNLWD. The JNLWP supports the Office of the Secretary of Defense (OSD), the Joint Staff, Services and Combatant Commanders in non-lethal requirements identification, policy and capability development, strategic communication, education and awareness, and all matters related to non-lethal weapons. Additionally, the JNLWD maintains liaison with other Government agencies, North Atlantic Treaty Organization (NATO), and foreign governments, as appropriate, to promote, monitor, coordinate and exchange Non-Lethal Weapons information. The JNLWP facilitates meeting the current and future less-lethal force application and force protection needs of warfighters across the spectrum of operations through identification and understanding of current and projected operational requirements and capability gaps; identifying and developing technologies into operationally suitable and effective less-lethal solutions that are cost-effective; facilitating acquisition and fielding of less-lethal capabilities; and advancing NL weapon (NLW) awareness through strategic communications.

1.3 Scope. The DOD's JNLWD has an enduring requirement for critical, specialized support services. The JNLWP requires subject matter experts (SME) to perform a myriad of NL analysis and support activities of, and for, the following areas: 1) support for the NATO equities; 2) support at the eight Combatant Commands (CCMD) across the globe; 3) support for the Human Effects (HE) program; and 4) Range Coordination.

1.4 Objectives. The objectives of this PWS are:

- (a) Participate and interact with NATO NL elements, nations, and equities;
- (b) Identify and understand current and projected operations requirements and capability gaps at CCMDs;
- (c) Identify and quantify HE science relating to non-lethal physical, biological, behavioral, and scientific principles;
- (d) Plan and organize numerous NL range and demonstrations throughout the year.

1.5 Quality Control. The Contractor shall develop and maintain an effective quality control plan (QCP) to ensure services are performed in accordance with (IAW) this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is the means by which internal assurances and methods are provided to ensure that work complies with the requirement of the contract. The Contractor shall deliver a QCP that specifically addresses the steps that will be taken to backfill a key position if it is vacated whether by death, resignation, or other means. The QCP will be presented at the Post Award Conference. The QCP shall be reviewed and, if necessary, updated annually. The update shall be delivered to the Contracting Officer's Representative (COR) no later than 30 days after the start of the current period of performance, no including the base period.

1.5.1 Quality Assurance. The government shall evaluate the Contractor's performance under this contract IAW the Quality Assurance Surveillance Plan (QASP) and the Performance Requirements Summary (PRS). This plan is primarily focused on what the Government must do to ensure that the Contractor has performed IAW the performance standards. The PRS defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

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1.6 On-Site Working Conditions, Holidays and other Closures.

- (a) All DOD facilities within the Continental United States (CONUS) and outside of the Continental United States (OCONUS) are non-smoking. Contractor staff may only smoke outside in designated smoking areas.
- (b) The Government expects the Contractor will establish normal operating hours under this contract between 0800 to 1630 local time Monday through Friday or the core hours specified at each CCMD, except Federal holidays (listed below). The Contractor's Program Manager (PM) and the Government's COR shall consult and coordinate on any proposed alternate work schedules that may be arranged depending on the operational tempo/needs of the mission. The core working hours may differ depending upon location.
- (c) CONUS and OCONUS United States' Government personnel observe the following days as Federal holidays and will be unavailable to Contractor personnel on the following days:

New Year's Day	January 1st*
Martin Luther King Jr.'s Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th*
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11th*
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25th*

*If the date falls on a Saturday, the Government holiday is the preceding Friday. If the date falls on a Sunday, the Government holiday is the following Monday.

- (d) In addition to the above holidays, the Government observes the following days:
- Any other day designated by Federal Statute
 - Any other day designated by Executive Order
 - Presidential Inauguration Day*
 - Any other day designated by the President's Proclamation

*Government personnel in the Washington, D.C. area are entitled to a holiday on the day a President is inaugurated (January 20 following a Presidential election). Government personnel are entitled to this holiday if they are employed in:

- The District of Columbia;
- Montgomery and Prince Georges Counties in Maryland;
- Arlington and Fairfax Counties in Virginia; and
- The cities of Alexandria and Falls Church in Virginia.

When Inauguration Day is moved to January 21st because January 20th falls on Sunday, Government personnel in the Washington, D.C. area who would otherwise work on Monday, January 21st, are entitled to a holiday on that day.

- (e) It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not otherwise be a reason for an additional period of performance (PoP), or entitlement of compensation except as set forth within the contract. In the event the Contractor's personnel work during the holiday, they may be reimbursed by the Contractor, however, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, other than their normal compensation for the time worked.
- (f) When the Federal, State, Local or other Governmental entity grants excused absence to its employees, assigned Contractor personnel may also be dismissed. The Contractor agrees to continue to provide sufficient personnel to perform critical tasks already in operation or schedule, and must be guided by the instructions issued by the Contracting Officer (KO) or COR.

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(g) If Government personnel are unavailable due to furlough or any other reason, the Contractor must contact the KO or the COR to receive direction. It is the Government's decision as to whether the contract price/cost will be affected. Generally, the following situations apply:

(1) Contractor personnel who are able to continue contract performance (either on-site or at a site other than their normal workstation), must continue to work and the contract price shall not be reduced or increased.

(2) Contractor personnel who are not able to continue contract performance (e.g., support functions) may be asked to cease their work effort. This may result in a reduction to the contract.

(h) It is understood and agreed between the Government and the Contractor, that in the event Contractor personnel wish to attend JNLWD social events, such as a picnic or holiday parties, they must coordinate their work schedules with the COR and obtain approval of their company's supervisor prior to the event. The Government is not responsible for reimbursing any expenses to the Contractor for attending social events.

1.7 Hours of Operation. The Contractor shall be responsive between the hours of 0800 to 1630 Monday thru Friday except Federal holidays described above (PWS §1.6(c)), or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor will not be reimbursed when the government facility is closed for the above reasons as the Contractor does not rely on Government facilities to perform. Furthermore, Government personnel may still be working remotely if the main facility(ies) is (are) closed for the above reasons and the Contractor may be required to still respond and be available.

1.8 Place(s) of Performance. The work to be performed under this contract will be performed at the below locations. See PWS Part 3 and §1.16 for information related to resources provided by the Government.

Joint Non-Lethal Weapons Directorate

3097 Range Road
Quantico, VA 22134
Phone: 703-784-1977 (DSN 278)

CCMD Liaison Officer (CLO) Locations:

Africa Command (AFRICOM)

NLW Liaison Officer
DSN: (314) 421-2866; Comm: 011-49-711-729-2866
Mailing Address: HQ USAFRICOM
Protection Division
Unit 29951
APO AE 09751

Central Command (CENTCOM)

DSN: 312 529-3650; Comm: (813) 529-3650
Mailing Address: US CENTCOM
CCJ3-Joint Security Office Protection Branch
7115 South Boundary Boulevard
MacDill AFB, FL 33621-5101

European Command (EUCOM)

DSN: (314) 430-8351; Comm: 011-49-711-680-8351
Protection Mailing Address: HQ US EUCOM
U.S. European Command J34
Patch Barracks
Stuttgart-Vaihingen, Germany 70569

Southern Command (SOUTHCOM)

DSN: 567-3007; Comm: (305) 437-3007
Mailing Address: HQs, US Southern Command

Northern Command (NORTHCOM)

NORTHCOM Combatant Command LNO
DSN: 634-1428; Comm: (719) 554-1428
Mailing Address: HQ NORAD-USNORTHCOM
N-NC/J52
250 Vandenberg Street
Suite B016
Peterson AFB, CO 80914-3820

Indo-Pacific Command (INDOPACOM)

DSN: (315) 477-8920; Comm: (808) 477-8920
Mailing Address: MARFORPAC G-334 Force Protection
1 Bailey Road
Building 80, Room 406
Camp Smith, HI 96861-4117

OR

MARFORPAC G-334 Force
PO Box 64117
Camp Smith, HI 96861-4117

Special Operations Command (SOCOM)

DSN: 299-1229; Comm: (813) 826-1229
Mailing Address: US Special Operations Command

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J338-AT/FP/NLW
9301 Northwest 33rd Street
Doral, FL 33172

USSOCOM-SOF AT&L-ST
7701 Tampa Point Boulevard
MacDill AFB, FL 33621-5323

Transportation Command (TRANSCOM)
COCOM Non-Lethal Weapons Liaison
DSN: 770-6783; Comm: (618) 220-6783
Mailing Address: USTRANSCOM TCJ3-M
508 Scott Drive
Scott AFB, IL 62225-5357

1.9 Security Requirements. This contract requires adherence to specific security clearance levels. Contractor personnel performing work under this contract must have the appropriate level of clearance at time of the proposal submission, and must maintain the level of security required for the life of the contract. The security requirements are IAW the Contract Security Classification Specification, DOD Form 254(s), *herein after referred to as 'DD254'* (Attachment 1).

1.9.1 Facility Clearance. The Contractor shall have an active Top Secret Facility Clearance without any special limitations that restrict access. The Contractor is not required to have storage capability. Facility Security Officers (FSOs) are responsible for notifying the JNLWD Security Office if any Contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the JNLWD Security Office (+011 703 432 1291) of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any Contractor performing on this contract, regardless of whether a Joint Personnel Adjudication System (JPAS) Incident Report is submitted. The FSO shall notify the Government (written notice) within 24 hours of any Contractor personnel added or removed from the contract that have been granted classified access, issued a Common Access Card (CAC) and/or JNLWD Building badge/access.

1.9.2 Access Requirements. Access levels will be based on the requirements of the Contractor position and determined by the government based on local requirements at each individual location listed in PWS §1.8. The Contractor will require access to classified information, Communications Security (COMSEC) information, non-Sensitive Compartmented Information (SCI) Intelligence information, NATO information, Controlled Unclassified Information (CUI) and For Official Use Only (FOUO) information at government and Contractor approved facilities. The Contractor will require access to the SIPRNET at Government facilities only. Access to SCI level information will be granted at Government facilities only in an approved Sensitive Compartmentalized Information Facility (SCIF). Additional security guidance will be designated on the DD254(s). Overarching security requirements and Contractor access to classified information shall be as specified in the DD254. All Contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check with written Inquiries (NACI). The prime Contractor shall require personnel who claim US citizenship to produce evidence of citizenship per DOD Directive (DODD) 5220.22-M Chapter 2 Security Clearances, Section 2 Personnel Security Clearances. Qualified U.S. Contractors as defined by DODD 5220.22M are restricted to U.S. citizens. All personnel identified on the required certification and/or support to this contract shall be in compliance with DOD and the National Industrial Security Program (NISP) Operating Manual (DODD 5220.22-M) regarding Information and Personnel Security Policy to include having completed background investigations, as required, prior to classified performance.

1.9.3 Personnel Clearance. CLOs (PWS §5.3) shall be US Citizens and possess an in-scope, favorable, Single Scope Background Investigation (SSBI) adjudicated for SCI eligibility without conditions, exceptions, or waivers at the time of award. The NATO SME (PWS §5.1), HE scientists (PWS §5.2), and Range Coordinator (PWS §5.4) shall be US Citizens and possess a Secret clearance at the time of award. The Contractor shall ensure they, and any subcontractors, have completed all DD254 requirements prior to commencing any work under this task order. Specifically, the Contractor shall have completed the information in Blocks 6.a, 6.b, 6.c and Block 13 (FSO contact) of the DD254 and submit the DD254 to the Government for final Marine Corps Intelligence Activity (MCIA) Special Security Office (SSO) and Intelligence-Related Contracting Coordination Office approval. The Contractor shall take all necessary steps to assure that Contractor and any subcontractor personnel performing under this task order are persons of professional and personal integrity and trust and meet all other requirements stipulated in this PWS.

1.9.4 Physical Security. The Contractor shall be responsible for safeguarding all Government equipment, property and information provided in performance of this contract. At the close of each work period, the Contractor shall ensure Government equipment, and materials are secured. Contractor employees will be subject to all JNLWD (or security procedures of the hosted location) security procedures and any other applicable installation access and security regulations.

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1.9.5 Subcontracting Security Requirement. The Contractor is responsible for the performance of any and all subcontractor personnel. A DD254 approved by MCIA SSO is required for each subcontractor and subject to the same security requirements outlined in PWS §1.9.

1.10 CAC Requirement. The COR will identify and only approve those Contractor employees performing on this contract that require CACs in order to perform their job function. IAW Headquarters, United States Marine Corps (USMC) issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, Contractor employees requiring a CAC, must obtain and maintain a favorably adjudicated Personnel Security Investigation (PSI.) Prior to authorizing a CAC, the employee's JPAS record must indicate a completed and favorably adjudicated PSI or (at a minimum) that a PSI has been submitted and accepted (opened). The minimum acceptable investigation is a T-1 or a NACI if a Contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked.

FSOs are responsible for notifying the JNLWD Security Office, if any Contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. The FSO must also notify the JNLWD Security Office of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any Contractor issued a CAC, regardless of whether a JPAS Incident Report is submitted.

Each CAC is issued with a "ctr@usmc.mil" e-mail account that the individual Contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors issued a CAC are prohibited from "auto-forwarding" e-mail from their .mil e-mail account to their .com e-mail account. If the "ctr@usmc.mil" e-mail account is not kept active, G-6 will deactivate the account and the CAC will also lose its functionality. Contractor employees shall solely use their government furnished "ctr@usmc.mil" e-mail accounts for work supporting the JNLWP, conducted in fulfillment of this contract, and shall not use a Contractor supplied or personal e-mail account to conduct FOUO government business. The use of a Contractor or personal e-mail account for Contractor business or personal use is allowed, but only when using cellular or a commercial internet service provider.

CACs will only be issued to those Contractors supporting this contract that have been authorized by the COR. The COR will only authorize CACs for those Contractors that meet current HSPD-12 criteria and have a definitive requirement.

If a Contractor loses their eligibility for a CAC due to an adverse adjudicative decision, they have also lost their eligibility to perform on Marine Corps Systems Command (MCSC) contracts. CACs are not issued for convenience.

1.11 Identification of Contractor Personnel. 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. When attending meeting or attendance is required at Government facilities, the contractor will adhere to visitor request requirements and display a visitor badge as required by the Government installation.

1.11.1 Contractor personnel shall:

- (a) Give no impression or appearance of being Government personnel;
- (b) Wear appropriate badges visible above the waist that identify them as Contractor personnel's when in Government spaces, at a Government-sponsored event, or an event outside normal work spaces in support of the contract or order;
- (c) Clearly identify themselves as Contractor personnel's in telephone conversations and in all formal and informal written and electronic correspondence. Identification shall include the name of the company for whom they work;
- (d) Identify themselves by name, their company name, if they are a subcontractor, include the name of the prime Contractor their company is supporting, as well as the Government office they are supporting when participating in meetings, conferences, and other interactions in which all parties are not in daily contact with the individual Contractor personnel; and
- (e) Provide, when asked, the full number of the contract or order under which they are performing, and the name of the COR.

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1.12 Key Control. 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 keys issued to the Contractor by the Government shall be duplicated.* The Contractor shall develop procedures covering key control that shall be included in the QCP. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the COR.

1.12.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the KO, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.12.2 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the KO.

1.12.3 Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's QCP (PWS §1.5.)

1.13 Marine Corps Enterprise Network (MCEN) Computer Access. Contractor personnel accessing MCEN systems, must maintain compliance with USMC Enterprise Cybersecurity Manual 007 Resource Access Guide. Contractor personnel will submit a DD2875, and completion certificates for the CYBERC course located on MarineNet located at <https://www.marinenet.usmc.mil>. The CYBERC course consist of the DOD Cyber Awareness Challenge and Department of the Navy Annual Privacy Training (PII). Contractors will have to create a MarineNet account in order to acquire the required training.

MCEN IT resources if provided are designated FOUO and other limited authorized purposes. DOD military, civilian personnel, consultants, and Contractor personnel performing duties on MCEN information systems, may be assigned to one of three position sensitivity designations.

1) ADP-I (IT-1): SSBI / SSBI Periodic Reinvestigation (SBPR) / SSBI Phased Periodic Reinvestigation (PPR)

2) ADP-II (IT-2): Access National Agency Check and Inquiries (ANACI) / NACI / National Agency Check with Law and Credit (NACLC)/Secret Periodic Review (S-PR)

3) ADP-III (IT-3): National Agency Check (NAC)/ Entrance National Agency Check (ENTNAC)

All privileged users must undergo an SSBI regardless of the security clearance level required for the position. Privileged users must maintain the baseline Cyberspace Workforce Information Assurance Technical (IAT) or Information Assurance Manager (IAM) relating to the position being filled. Privileged users are defined as anyone who has privileges over a standard user account as in system administrators, developers, network administrators, code signing specialist and Service Desk technicians.

All MCEN users must understand and comply with policy and guidance to protect classified information and CUI, and to prevent unauthorized disclosures IAW USMC Enterprise Cybersecurity Manual 007 Resource Access Guide and CJCSI 6510.01F.

MCEN Official E-mail usage – MCEN IT resources are provided FOUO and other limited authorized purposes. Authorized purposes may include personal use within limitations as defined by the supervisor or the local Command. Auto forwarding of e-mail from MCEN-N to commercial or private domains (e.g., Hotmail, Yahoo, Gmail, etc.) is strictly prohibited. E-mail messages requiring either message integrity or non-repudiation are digitally signed using DOD public key infrastructure (PKI). All e-mail containing an attachment or embedded active content must be digitally signed.

MCEN users will follow specific guidelines to safeguard CUI, including PII and FOUO. Non-official e-mail is not authorized for and will not be used to transmit CUI to include PII and Health Insurance Portability and Accountability Act (HIPAA) information. Non-official e-mail is not authorized for official use unless under specific situations where it is the only mean for communication available

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to meet operational requirements. This can occur when the official MCEN provided e-mail is not available but must be approved prior to use by the USMC Authorizing Official.

All personnel will use DOD authorized PKI certificates to encrypt e-mail messages if they contain any of the following:

1. Information that is categorized as FOUO or Sensitive but Unclassified (SBU);
2. Any contract sensitive information that normally would not be disclosed to anyone other than the intended recipient;
3. Any privacy data, PII, information that is intended for inclusion in an employee's personal file or any information that would fall under the tenets of MSGID: DOC/5 USC 552A. Personal or commercial e-mail accounts are not authorized to transmit unencrypted CUI, or PII;
4. Any medical or health data, to include medical status or diagnosis concerning another individual;
5. Any operational data regarding status, readiness, location, or deployment of forces or equipment.

1.14 Special Training Qualifications. All contracted personnel must be mindful of security training requirements and information technology training requirements. All Contractor and subcontractor personnel are required to comply with all security training requirements and all information technology training requirements at their respective locations. The following training is required for Contractor personnel:

1.14.1 DOD Cyber Awareness Training (Information Systems Training): All Contractor employees, to include subContractor employees, requiring access to USMC information technology systems shall complete USMC Cyber Awareness Training via MarineNet IAW MARADMIN 330/16. Contractor employees who require access to other than USMC information technology systems shall comply with local regulations. In any case, the DOD Cyber Awareness training IAW DOD D 8140.01 is a requirement. Operations Security (OPSEC) Awareness Training: All Contractor personnel are required to take initial OPSEC training, IAW DODM 5205.02-M. All Contractor personnel, stationed aboard Marine Corps Base - Quantico (MCBQ) are additionally required to complete MCBQ OPSEC Introduction via MarineNet IAW MCINCR-MCBQ 3070.1A Encl 2.

1.14.2 OPSEC Awareness Training: All Contractor personnel are required to take initial Operations Security (OPSEC) Awareness training, IAW DOD M 5205.02-M. All Contractor personnel, stationed aboard MCBQ are additionally required to complete MCBQ OPSEC Introduction via MarineNet IAW MCINCR-MCBQ 3070.1A Encl 2.

1.14.3 Counterintelligence Briefing. This briefing is required annually and must be attended in person. For those Contractors working aboard a Navy or Marine Corps base, training will be provided by a NCIS agent. Reference DOD Instruction (DODI) 5240.6, Encl. 3 and SECNAV M-5510.30. Contractor employees at other than Navy or Marine Corps base, local regulations for counter intelligence briefings apply.

1.14.4 Prevention of Sexual Harassment Training: This course is highly recommended for all DOD Contractor personnel IAW DODI 1020.03

1.14.5 No Fear Act/Whistleblower Protection Training: Contractors working in the Intelligence Community (IC) or who have access to classified information are required to complete No Fear Act/Whistleblower Protection training IAW PPD-19 and ICD 120.

1.14.6 Privacy Act and PII Training: DOD Contractor personnel are required to take Privacy Act and PII training IAW DODD 5400.11, DOD M 5400.11-R, and OMB Cir A-130.

1.14.7 Unauthorized Disclosure of Classified Information Training: DOD Contractor personnel are required to take Unauthorized Disclosure of Classified Information training IAW DODD 5210.50.

1.14.8 Information Security Training: DOD Contractor personnel are required to take Information Security training IAW DOD Manuals 5200.01, volume 3, Enclosure 5 and 5200.01, Volume 4, Enclosure 4. This information is included in the initial security brief and annual refresher. It should be given on location, so if stationed at Government facility it would be given by the Security Office, if stationed at Contractor facility it would be given by the FSO. This information can also be found in the Derivative Classification Training, which is an annual requirement for all personnel (military, civilian, Contractor) with classified access.

1.14.9 Workplace Violence Training: DOD Contractor personnel are required to take Workplace Violence training IAW DODI 1438.06.

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1.14.10 Counterintelligence Briefing. This briefing is required annually and must be attended in person. For those Contractors working aboard a Navy or Marine Corps base, training will be provided by a NCIS agent. Reference DODI 5240.6, Encl. 3 and SECNAV M-5510.30. Contractor employees at other than Navy or Marine Corps base, local regulations for counter intelligence briefings apply.

1.14.11 Course Completion & Annual Training. The Contractor shall submit certificates of completion for each affected Contractor employee and subcontractor employee, to the COR and to the JNLWD security office or to the KO when necessary for access to specified technology. Completed training shall be completed and reported to the COR and to the JNLWD security office within 30 calendar days of contract assignment and annual refresher training for the remaining contract duration.

1.14.12 Top Secret (TS)/SCI Additional Training Requirements. Any Contractor personnel who possess TS/SCI may have additional training requirements based on SSO MCIA. If Contractor personnel are located at locations other than MCBQ they may have additional training required by the SSO at that location.

1.15 PAC/Periodic Progress Meetings. The Contractor shall host a PAC with the JNLWD at the Contractor's facility within two weeks of contract award. Contractor agrees to attend any post award meetings convened by the contracting activity or contract administration office IAW Federal Acquisition Regulation (FAR) subpart 42.5. The KO, COR, and other Government personnel, as appropriate, may 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. These meetings shall be at no additional labor cost to the Government; however, the Contractor will be permitted to submit for travel reimbursement IAW PWS §1.16. The Contractor shall provide an agenda no later than three business days prior to any meetings and meeting minutes no later than five business days after the conclusion of any meetings.

1.16 Travel. Travel is required to support this effort. While the required tasks can be predicted with an acceptable degree of certainty, the unknown frequency of travel, CONUS or OCONUS, will require a high level of flexibility and does not allow forecasting with an acceptable degree of certainty. Therefore, given the unpredictable nature of travel requirements, which do not permit costs to be estimated with sufficient accuracy prior to award using a fixed-price, contract line item number (CLIN), the Travel CLIN will be specified as cost reimbursement only.

All requests for travel shall be submitted to the COR for approval prior to the commencement of travel. Any travel started and/or completed without approval from the COR will not be reimbursed. The request shall provide a detailed breakdown of all cost, to include per diem, and submitted to the COR.

The Contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort IAW FAR 31.205-46 "Travel Costs" and shall follow the guidance in the Joint Travel Regulations (JTR) and the limitation of funds specified in this contract. This includes, but is not limited to, reimbursement of passport expenses directly and solely related to this contract, transportation, lodging, OCONUS relocation expenses, OCONUS cost of living allowance (COLA) adjustments, meals and incidental expenses. When the Contractor invoices for the completed travel, the Contractor shall submit copies of all receipts (regardless of dollar value) with a copy of the COR/KO's approval to travel with the invoice that requests reimbursement for travel under the Travel CLIN. Requests for approval of costs in excess of maximum per diem rates IAW the procedures contained in FAR 31.205-46(a)(3) must be submitted to the KO for final approval prior to commencement of travel.

Local travel expenses, including to and from organizational facilities and the surrounding metropolitan D.C. area, performed during the course of performance is considered the cost of doing business and will not be reimbursed. Consequently, all travel within 50 miles of the National Capital Region is included in the price of this contract and will not be covered by the travel CLIN. When movement of Contractor personnel is required locally (e.g., Metro) costs will be borne by the Contractor. The Government will reimburse the Contractor for all other travel outside the 50 miles as long as that travel was authorized in advance by the KO or the COR, for reasonable travel related expenses.

All Contractor personnel, to include sub-Contractors, supporting this effort shall maintain a valid U.S. passport, at all times.

1.17 Other Direct Costs (ODCs). Any ODCs accrued under performance of this contract shall be:

- a. Requested in writing prior to purchase;
- b. Authorized in writing by the KO or the COR in advance of purchase;
- c. Invoiced through requests for payments made under the ODC CLIN on each individual task order.

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1.18 Organizational Conflict of Interest (OCI). Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent OCI as defined in FAR subpart 9.5. The Contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.19 Personnel Requirements. The following personnel are listed in three categories to identify the support services required in the different support categories and considered Key Personnel, Non-Key Personnel, or Management by the Government.

1.19.1 Key Personnel. The following personnel are key personnel for this contract. These positions are designated as key based upon their criticality for their knowledge and experience. They shall be designated by name, and will require approval in the event of a change. The Contractor is required to provide resumes to the Government for the Key Personnel ONLY and shall meet the minimum requirements below:

PWS §	Position	Possible Alt. Position Description	Site	Education Requirement	Qualifications and Experience	Required Security Clearance
5.1	NATO Policy SME	Program Analyst	CTR	Master's degree in at least <u>one</u> of the following areas: Mathematics, Science, Political Science, <i>or</i> Technology	<i>Five</i> years' experience in professional research & analysis AND <i>Five</i> years' experience within <i>three</i> of the following areas: 1. NL technology and policy; or NL research and development or other NL related areas; 2. Direct work with NATO <u>including one</u> of the following: a. Allied Command Transformation b. NATO Supreme Headquarters Allied Powers Europe (SHAPE) c. NATO Emerging Security Challenges Division (ESCD) d. NATO Collaboration Support Office 3. Conducting research and analysis of data relating to generating studies and analysis. 4. NATO review and input to Allied Joint Publications.	Secret
5.2	Senior HE Scientist	Biological scientist <i>or</i> Behavioral scientist <i>or</i> Physical scientist	GOV	Master's Degree or greater; in a biological, physical, or behavioral science.	<i>One</i> year or more experience with writing scientific technical reports & developing scientific research plans and briefs. <i>NO WAIVERS will be granted for this position for either Education or Experience or Clearance.</i>	Secret

1.19.1.1 Key Personnel Replacement. If circumstances require replacement of any key personnel, the Contractor shall provide the KO with a proposed qualified candidate. The request for replacement shall be submitted, in writing, to the KO at least 15 business days prior to the departure of any key personnel. Each request shall provide a detailed explanation of the circumstances necessitating the replacement, a complete resume for the proposed replacement, and any other information required by the KO to approve or disapprove

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the proposed replacement. All proposed replacements (no matter when they are proposed during the performance period) shall have qualifications that are equal to or higher than the qualifications of the incumbent.

1.19.2 Non-Key Personnel. The following personnel are considered Non-Key Personnel and shall meet the minimum requirements below, if provided:

PWS §	Position	Possible Alt. Position Description	Site	Education Requirement	Qualifications and Experience	Required Security Clearance
4.2	Junior HE Scientist	N/A	CTR	Bachelor degree in a biological, physical, or behavioral science	<i>One</i> year experience with writing scientific technical reports & developing scientific research plans and briefs. <i>NO WAIVERS will be granted for this position for either Education or Experience or Clearance.</i>	Secret
4.3	CLO	N/A	GOV	Bachelor's degree in any field of study	<i>Three</i> years' experience with non-lethal weapons systems or in a technology area and the DOD Joint Staff Action Process (JSAP), OR <i>Three</i> years' experience with the Joint Capabilities and Integration Development System (JCIDS) process; OR <i>Three</i> years' experience working with science and technology (S&T) efforts to stimulate concept of employment development and capability needs within DOD; AND Minimum of <i>one</i> year Experience with the Urgent Needs process identified by a CCMD, CJCS, or VCJCS	TS-SCI
4.4	Range Coordinator	N/A	GOV	Bachelor's degree or five years' general work experience and high school degree	<i>One</i> year of experience with military range operations and safety; AND <i>One</i> year of experience with NL lethal weapons or similar technology area.	Secret

1.19.3 Management Personnel.

1.19.3.1 Contract Manager. The Contractor shall provide a contract manager, or alternate, who shall be responsible for the oversight and contract management of this effort throughout the duration of performance. The contract manager or alternate shall have full authority to act for the Contractor on all contractual matters relating to this contract. The name of this person and an alternate who shall act for the Contractor when the contract manager is absent shall be designated in writing to the KO. The contract manager or alternate shall be available between the hours of 0800 to 1630, Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons.

1.19.3.2 Program Manager. The Contractor shall provide a PM who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the Contractor when the PM is absent shall be designated in writing to the KO. The PM, nor alternate PM, shall not be a sub-contractor. The PM or alternate shall be the single point of contact for the Government and have full authority for all matters concerning progress, problems, problem resolution, performance scheduling, cost resources and all other contract matters relating to daily operation of this contract to include initiation, planning, execution, monitoring, and closeout. The

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contract manager or alternate shall be available between the hours of 0800 to 1630, Monday thru Friday except Federal holidays or when the Government facility is closed for administrative reasons.

1.19.3.2.1 Monthly Status Report. A monthly status report shall be delivered to the COR by the 5th of each month for work accomplished the preceding month. If the 5th falls on a holiday or a weekend, the report shall be due the next business day. The report shall include the following at a minimum:

1. General summary of work accomplished;
2. A status of all Government “on-site” personnel;
3. Any issues or problems encountered, and any recommendations to improve services and deliverables;
4. Cost expended to date by CLIN, to include a running total of amount expended, amount remaining, and pending actions;
5. Discussion of schedule and any issues;
6. Summary of work accomplished within each PWS section;
7. Discussion of any performance or technical issues and their status/resolution.

Any urgent issue shall be addressed to the COR immediately.

PART 2
GOVERNMENT FURNISHED PROPERTY (GFP), EQUIPMENT (GFE), AND SERVICES

2.1. Services. The Government will not provide services within this effort.

2.2 Facilities. The Government will provide the necessary workspace for the Contractor staff to provide the support outlined in the PWS to include desk space and other items necessary to maintain an office environment for those personnel co-located on Government locations. This includes access to printers, office supplies, and similar items.

2.3 Equipment. If required for Contractor performance, the Government may provide laptops with Marine Corps Enterprise Network (MCEN) access and CAC readers under the applicable contract. The Contractor shall account for this material IAW paragraph 2.3.1 below. Under performance of this contract, CLOs shall not be permitted to have a Government issued laptop due to the nature of the work.

2.3.1 GFE Documentation. In the event that GFE is provided to the Contractor, the transfer of the equipment shall be tracked in the GFP Module that is part of the Procurement Integrated Enterprise Environment (PIEE). No GFE shall be provided without it being accounted for in the system, which will require Contractor registration.

2.4 Information & Materials. The Contractor will be provided Government-Furnished Information (GFI) and Government-Furnished Material (GFM) as applicable and necessary during the performance of the contract. The below information is available as Attachment 2.

2.4.1 Blunt impact and flashbang effectiveness reports.

2.4.2 Active denial technology bio-effects documents.

2.4.3 Human electro-muscular incapacitation bio-effects reports.

2.4.4 HE research plans and technical reports.

PART 3
CONTRACTOR FURNISHED ITEMS AND SERVICES

3.1 General. The Contractor shall provide the necessary workspace for the Contractor tasks performed off-site or at a Contractor facility. The Contractor shall furnish all supplies, equipment, facilities, and services necessary to accomplish the requirement, as outlined in the PWS. This includes desk space, telephone, computer, printer(s), office supplies and any other items necessary to maintain an office environment for those personnel.

3.2 Facility Clearance. The Contractor shall have an active Top Secret Facility Clearance without any special limitations that restrict access. The Contractor is not required to have storage capability. FSOs are responsible for notifying the JNLWD Security Office if any Contractor performing on this contract receives an unfavorable adjudication. The FSO must also notify the JNLWD Security Office (+011 703 432 1291) of any adverse/derogatory information associated with the 13 Adjudicative Guidelines concerning any Contractor performing on this contract, regardless of whether a JPAS Incident Report is submitted. The FSO shall notify the Government (written notice) within 24 hours of any Contractor personnel added or removed from the contract that have been granted classified access, issued a CAC and/or JNLWD Building badge/access.

See PWS §1.9 for additional information on Security.

3.3. Materials. None.

3.4. Equipment. None.

PART 4
SPECIFIC TASKS

This PWS requires the Contractor to provide technical and analytical services for the JNLWD in support of the DOD Non-Lethal Weapons Program. The services shall provide eight liaison personnel at CCMDs and represent Non-Lethal equities at NATO with attendance at meetings and forums. The Contractor shall also provide HE scientific support, provide scientific technical and research management activities to support physical, biological, behavioral, and scientific principles related to bio-effects of non-lethal weapons stimuli—blunt trauma, human electro-muscular incapacitation, directed energy effects, as well as other related HE impacts and range coordination support activities.

4.1. NATO SME: The NATO SME shall work location shall be at the CONUS Contractor site and shall have the ability to travel a significant amount of time each year to locations throughout CONUS, Europe, and other destinations required by the JNLWD in performance of these tasks. See PWS §1.16 for further information on travel reimbursement. The Contract shall provide full-time NATO SME support encompassing the following tasks:

4.1.1 System, Analysis and Studies (SAS) Panel Integrated Product Team (IPT). NATO's S&T Board (STB) oversees numerous panels, including the SAS panel. The SAS panel is responsible for a diverse array of analytical efforts, including a series of Non-Lethal Weapons studies. These have included analysis of a NLW Effectiveness Assessment; a long-term scientific study that culminated in a multinational wargame; a Capabilities-Based Assessment; a study facilitating inclusion of NLW in NATO; and work addressing obstacles to NLW development, acquisition and employment as well as directed energy weapons conceptual usage.

The Contractor shall be a participating member of the SAS IPT and attend quarterly meetings, prepare various draft documents, briefings, trip reports, meeting summaries, or letters which provide information and discussion on the main points of each trip as it relates to JNLWP interest. The Contractor shall conduct research and analyze data that relates to JNLWP interest to the SAS Panel as required and directed.

4.1.2 Defense against Terrorism (DAT) Non-Lethal Capabilities (NLC) IPT. The NATO's ESCD manages the DAT-NLC, with oversight by the Conference of National Armaments Directors (CNAD). The DAT-NLC leverages the capacities of national governments, industry, and science/research organizations, thereby accelerating capability development and fielding of programs. The DAT Programme of Work pursues a comprehensive approach to capability development including elements of doctrine and concept development, technology testing, trials and exercises for NLs.

In the past, research, information and analysis has included:

- identifying potential initiatives and securing NATO DAT PoW funding;
- developing implementation plans with NATO organizations for participation;
- supporting data capture, analysis, synthesis, and reporting from Concept Development, demonstrations, and military utility assessments;
- designing, conducting, and analyzing results from warfighter surveys;
- conducting hands-on quantitative and qualitative analysis of field events;
- reports with findings and conclusions to advance the interests of the U.S. JNLWP and its allied/partner organizations

The Contractor shall be a participating member of the DAT-NLC, attend all quarterly meetings; ad hoc meetings, prepare various draft documents, briefings, trip reports, meeting summaries, or letters for the DAT IPT. The Contractor shall conduct research and provide information and analysis to the JNLWD government representative at DAT-NLC IPT as required and directed.

4.1.3 Lessons Learned. The Contractor shall collect and analyze unclassified and classified NATO non-lethal related lessons learned data and develop findings, conclusions and recommendations for operational assessments. The Contractor shall produce and provide unclassified and/or classified documents to the JNLWD/JNLWP semi-annually.

4.1.4 Publication Review(s). The Contractor shall review and provide comments on NATO non-lethal related publications and documents (e.g., Allied Joint Publications, NATO Standard Agreement (STANAG) using the NATO Standardized Comments Matrix. The deliverable shall capture the findings, analysis, and recommendations not to exceed semi-annually.

4.1.5 Trip Reports. The Contractor shall provide trip reports for all approved contractor travel in relation to §5.1 within five business days from returning from travel.

4.2 HE Scientist. The Contractor shall provide one on-site, full time, senior HE scientist and one part-time, off-site junior HE scientist to provide technical and research management activities supporting physical, biological, behavioral, and scientific principles related to bio-effects of NL weapons stimuli—blunt trauma, human electro-muscular incapacitation, directed energy effects, and related other impacts. The HE scientist must be able to communicate complex concepts to a wide range of audiences and conduct day-to-day administrative tasks and other activities associated with the normal operation of the JNLWD HE team. The HE Scientist will resolve difficult technical/bio-effects problems and issues, as well as plan, design, monitor and evaluate complex non-lethal weapons HE and NLW effectiveness programs and projects.

The Contractor shall provide support for following tasks:

4.2.1 Technical Reports. The Contractor shall develop JNLW Program technical reports and documents (not to exceed five reports/documents during a 12 month PoP) that address current and historical program, regulatory, and treaty compliance data calls pertaining to HE information for JNLWD Staff, PMs, Services Representatives, and the OSD IAW **Contract Data Requirements List (CDRL) A001**.

4.2.2 HE Research Plans. The Contractor shall develop and document 15 new HE research plans and update 25 existing research plans that are scientifically valid and hypothesis-driven during a 12 month PoP. The foregoing shall be IAW **CDRL A001**. The Government will provide all existing plans that require maintenance.

4.2.3 HE Project Reviews. The Contractor shall review 20 project deliverables during a 12 month PoP. The expectation for these reviews are for quality control, minor additions, format review, and similar elemental review. The Government will provide the documents needed for review at the time of the request.

4.2.4 HE Scientific Briefings. The Contractor shall prepare 22 research-specific scientific briefings for public and Government venues IAW **CDRL A001** (Technical Report-Study/Services) during a 12 month PoP. Briefing preparation shall involve creation of new briefing content or assembling existing content from multiple sources; to the maximum extent possible use existing briefings content. The Government will provide the existing briefings, and/or relevant content, at the time of the request.

4.2.5 HE Information Papers. The Contractor shall develop 16 information papers documenting quick-look research findings and recommendations on a variety of non-lethal HE topics related to HE research IAW **CDRL A001** during a 12 month PoP.

4.2.6. HE Phasing Plans. The Contractor shall prepare 30 - Research and Development Obligation and Expenditure Phasing Plans (RDOEPs) during a 12 month PoP. The Government will provide the format for this deliverable.

4.2.7 HE Program Review Briefings. The Contractor shall prepare the annual project assessment for the JNLWD annual review. The project assessment shall include S&T project reviews, multiple individual research projects, and a minimum of 20 discrete HE research projects. This occurs once, during a 12 month PoP.

4.2.8 HE Review Board (HERB) Meeting Coordination. The Contractor shall coordinate attendance for four in-person HERB meetings during a 12 month PoP. The Contractor shall capture and distribute HERB agendas and meeting minutes for each of the three HERB meeting events.

4.2.9 HERB Reports. The Contractor shall prepare a total of four HERB technical reports and route for signature; for each project or program reviewed IAW **CDRL A001** during a 12 month PoP.

4.2.10 HE Project Management Data. The Contractor shall maintain up to date HE project management data in tracking tools provided by the government, on a monthly basis during a 12 month PoP.

4.2.11 Risk of Significant Injury (RSI). The Contractor shall develop and distribute six RSI Technical Working Group agendas during a 12 month PoP. The Contractor shall capture and distribute the meeting minutes from each event.

4.2.12 Additional JNLWD HE Meeting. The Contractor shall collect and track meeting briefings and read-ahead materials and compile and distribute read-ahead content via electronic means to meeting attendees for JNLWD HE office led meetings, six times during a 12

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month PoP. The Contractor shall develop and distribute six HE meeting agendas for JNLWD HE office led meetings and captured and distribute the meeting minutes from each event.

4.2.13 Trip Reports. The Contractor shall provide trip reports for all approved contractor travel in relation to §5.2 within five business days from returning from travel.

4.3. CCMD CLOs. The Contractor shall provide one on-site person to each CCMD listed below. *Performers of this task require a Top Secret clearance with Special Background Investigation, SCI access and Special Access Program (SAP) access. This task requires extensive travel.*

CLOs shall be familiar with the JSAP, the Charter of the Joint Requirements Oversight Council (JROC) and the implementation of the JCIDS CJCS 5123.01H 31 Aug 2018, Knowledge Management Decision System (KMDS), Guidance for Development and Implementation of Joint Concepts (CJSCI 3010.02E current as of 16 Aug 2018), the Comprehensive Joint Assessment (CJA) process, familiar with non-lethal technologies and the processes, systems, guidance and concepts with the Combatant Commander's Staff to support each Combatant Commander.

The Contractor shall provide on-site staffing at each of the following CCMDs.

- AFRICOM Stuttgart, Germany;
- EUCOM Stuttgart, Germany;
- INDOPACOM Honolulu, Hawaii;
- SOUTHCOM Miami, Florida;
- NORTHCOM Colorado Springs, Colorado;
- CENTCOM Tampa, Florida;
- TRANSCOM Belleville, Illinois; and
- SOCOM Tampa, Florida.

4.3.1 CLO Weekly Requirement. The Contractor CLOs shall attend all required NLW CCMD meetings/events/planning conferences, Secure Video Teleconference/Video Teleconference (SVTC) in JNLWP staff or Capabilities & Requirements Division (C&R) weekly meetings and events. Each CLO shall provide weekly activity reports to the JNLWD C&R. The weekly activity reports shall include any information related to tasks 5.3.2 through 5.3.7 and any relevant NL related information which may be ongoing within each CLO's respective CCMD.

4.3.2 CCMD Integrated Response. The Contractor CLOs shall prepare and provide non-lethal weapons-specific input for the CCMD CJA. The Contractor CLOs shall identify non-lethal weapons specific requirements for the Combatant Commander Integrated Response (CCR) to consider for incorporation into the CJA. The Contractor's inputs shall address accomplishments, opportunities, issues, concerns and risks for the military as they relate to: Security Environment; Current Operations and Health of the Force; The Near-Term Military Risk Assessment; and the Implications for the Future Force. Each Contractor CLO shall submit Integrated CCMD responses, estimated at twice per year.

4.3.3 CCMD Mission and Task Analysis. The Contractor CLOs shall participate in CCMD mission and task analyses to identify potential non-lethal weapons applicability for integration into Operational Plans (OPLANS) and Concept Plans (CONPLANS) or policy documents; and provide recommendations to the JNLWD C&R Division, throughout the year, as these events occur.

4.3.4 CCMD Lessons Learned and Significant Activities (SIGACTS). The CLOs shall provide reports for CCMD lesson learned, observations data, SIGACTS related to nonlethal events, technologies, and requirements on a continual basis, throughout the year, to the JNLWD. Each report shall include background, findings, conclusions, and recommendation to the JNLWD.

4.3.5 CCMD Exercise/Experiment Demonstrations. CLOs shall seek out opportunities for involvement of nonlethal weapons throughout their CCMD on a continual basis to promote awareness, stimulate requirements and highlight nonlethal weapons objectives and solutions. CLOs shall participate in planning or hosting a nonlethal event each year that involves the use of nonlethal weapons/munitions/devices and provide information papers and after-action reports (AAR) for each event to the JNLWD within 30 days of completion.

4.3.6 CCMD Meetings/Events/Symposiums. The CLOs shall attend meetings, events, symposiums, exercises and any other venue, at which NL capabilities are anticipated to be an area of interest, with concurrence of JNLWD and IAW PWS §1.16.

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4.3.7 Stimulate and Identify. Each CLO will coordinate with their respective CCMD science and technology officers and experimentation SMEs to stimulate concepts of employment development and identify desired capability needs, and the S&T Priority List(s) (STIPLs). The CLOs shall provide reports to JNLWD on a continual basis throughout the year.

4.3.8 Integrated Priority List (IPL) Assessments and Capability Gap Analysis. Support the JNLWD in conducting analysis and assessments of annual IPL submissions to identify those with explicit and implicit NLW references. The Contractor shall support analysis of currently funded Joint NLW Program against IPLs, Service Requirements, and JROC identified capability gaps. Analysis requires working with the Services, Combatant Commands, and the Joint Staff. The government requires an annual report on a date which will change each year.

4.3.9 Trip Reports. The Contractor shall provide trip reports for all approved contractor travel in relation to §5.2 within five business days from returning from travel.

4.4 Range Coordinator (RC) Support Services. The RC shall plan and execute all logistics activities for JNLWD range details that include but are not limited to arranging and coordinating transportation, coordinating the temporary loan of NL weapons from government sources, inputting NL ammunition requests via Total Ammunition Management Information System, and submitting range requests through the Range Facility Management Support System. The RC shall coordinate support personnel (e.g., Range Officer-In-Charge, Range Safety Officer, medical, drivers, etc.) assignments for Non-Lethal Weapons familiarization fire range events, on an annual basis. The RC shall assist JNLWD personnel at firing range events to include the set-up and turn-in of each range. Occasional travel will be required.

4.4.1 Monthly Report. The RC will provide their monthly report to the Contractor PM for inclusion into the monthly status report.

4.4.2 Trip Reports. The Contractor shall provide trip reports for all approved contractor travel in relation to §5.4 within five business days from returning from travel.

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PART 5
DELIVERABLES

The following is a general description of the requirements expected for the effort. Preliminary drafts that include Government comment may be required, as are documents that are submitted as final on the initial submission. All deliverables will be assessed on quality, timeliness, and content. Due to the nature of the requirement, unless otherwise annotated, the quantity of the deliverables is *UNKNOWN*.

General information specific to all deliverables:

5.1 The Acceptable Quality Level (AQL). The AQL for all deliverables are as follows:

- Delivery earlier than five calendar days prior to scheduled delivery equals *Outstanding*;
- Earlier than two calendar days equals *Very Good*;
- At five calendar days equals *Satisfactory*;
- Delivery two days later than scheduled delivery equals *Marginal*;
- Later than five calendar days equals *Unsatisfactory*.

Grammar or spelling errors are not acceptable.

5.2 Document Format. Unless annotated otherwise, all documents are to be in Contractor format.

5.3 File Format. Unless annotated otherwise, all files shall be delivered in Microsoft Office document type; e.g.: Word, Excel, Power Point, etc.

5.4 Submission Guidelines.

5.4.1 Unless otherwise stated, all deliverables are due electronically to the COR and the JNLWD sponsor;

5.4.2 Unless otherwise stated, 'days' equal *business days*;

5.4.3 Unless otherwise stated, all submissions are due *after* the event;

5.4.4 All deliverables are based on a *12 month* time span.

5.5 Deliverables.

****NOTE: Summaries are for those meetings that are not coordinated by JNLWD but attended by/on JNLWD's behalf. Meeting minutes are for those meetings coordinated by or on behalf of JNLWD.**

PWS §	Deliverable	Quantity (per 12 mo)	Frequency & Delivery Time	Special Considerations
1.5	QCP	1 + Revisions	At PAC	**Reviews completed annually with any subsequent revisions due five business days after COR approval
1.15, 4.2.8, 4.2.11, 4.2.12	Agendas	MIN: 16	Three business days prior to event	1 PAC; 3 HERB; 6 RSI; 6 HE
1.15, 4.2.8, 4.2.11, 4.2.12	Meeting Minutes	MIN: 16	Five business days after event	1 PAC; 3 HERB; 6 RSI; 6 HE
1.19.3.2.1	Monthly Report	12	5 th of the Month	-
4.1.5, 4.2.13, 4.3.9, 4.4.2	Trip Reports	UNK	Five business days after event	-
4.1.1	NATO Meeting Summaries	UNK	Five business days after event	-
4.1.1	NATO Quarterly Meeting Report	4	Five business days after event	-
4.1.1	NATO Summary Briefs	UNK	Five business days after event	-
4.1.1	NATO Analytical Research Synopses	UNK	Five business days after event	-
4.1.3	NATO Lessons Learned	2	Semi-Annually	Upon Request
4.1.4	NATO Publication Review(s)	2	Semi-Annually	Upon Request
4.2.1	HE Technical Reports	5	As Required	IAW CDRL A001

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4.2.2	HE Research Plans (New)	15	As Requested	IAW CDRL A001
4.2.2	HE Research Plan (Updates)	25	As Requested	IAW CDRL A001
4.2.4	HE Scientific Briefings	22	As Requested	IAW CDRL A001
4.2.5	HE Information Papers	16	As Requested	IAW CDRL A001
4.2.6	HE Phasing Plans	30	As Requested	Government provided format
4.2.7	HE Program Review Briefing	1	Annually	-
4.2.9	HERB Reports	4	As Requested	IAW CDRL A001
4.2.11	RSI Group Agendas	6	As Requested	-
4.3.1	CLO Weekly Activity Report	52	Weekly	<i>Provide in consolidated response, not individual</i>
4.3.2	CLO CCMD Integrated Response	2	Semi-Annually	-
4.3.4	CLO Lessons Learned & SIGACT Report(s)	UNK	Continuous	-
4.3.5	CLO Exercise/Experiment AAR	UNK	30 Calendar Days after event completion	-
4.3.7	CLO STIPL Report(s)	UNK	Continuous	-
4.3.8	CLO IPL Assessment & Analysis	1	Annual	-

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PART 6
PERFORMANCE REQUIREMENTS SUMMARY

The Contractor service requirements are summarized into performance objectives that relate directly to mission essential items. For all written documentation or visual presentations, the following standards apply, and are in effect for this effort:

NOTE: The Monitoring Method for ALL Performance Objective is **100% Inspection.**

Performance Objective	Required Service	PWS §	STANDARD	AQL
Kick-off meeting; delivery of QCP shall be presented with key project milestones IAW PWS.	Post Award Conference attendance with delivery of complete program plan must be delivered on time.	§ 1.15	Kick-off meeting to address the program plan shall be delivered NLT two weeks after award of contract, with 90% error free.	Earlier than two weeks equals Very Good. On time; Satisfactory. Later than two weeks equals unsatisfactory.
The Contractor shall maintain an effective Quality Control Program to ensure services are performed IAW this PWS. Review and update shall occur on an annual basis.	The QCP shall be updated annually in first month of the contract year and presented to the JNLWD COR	§ 1.5	95% error free. Concurrence required by COR	Earlier than two weeks equals Very Good. On time; Satisfactory. Later than two weeks equals unsatisfactory.
Deliverables	All deliverables have been delivered IAW Parts 4 & 5 the PWS	§ 4 & 5	Deliverables shall be delivered on time, 90% error free. Grammar or spelling errors are not acceptable.	-Delivery earlier than five calendar days prior to scheduled delivery equals Outstanding; -Earlier than two calendar days equals Very Good; -At five calendar days equals Satisfactory; -Delivery two days later than scheduled delivery equals Marginal; -Later than five calendar days equals Unsatisfactory.
Attend all scheduled meetings and events requiring Contractor attendance and participation.	Contract employees attend and participate in all scheduled meetings and events.	4.1 thru 4.4 All PWS tasks which are supported via Contractor meetings, participation at meetings and input at meetings, shall be attended on-time for duration of all meetings.	Attendance and participation is satisfied by end user.	≥98% to 100% Score on User Survey equals -Outstanding ≥95% to ≤97% Score on User Survey equals -Very Good ≥90% to ≤94% Score on User Survey equals -Satisfactory ≥85% to ≤89% Score on User Survey equals -Marginal ≤84% Score on User Survey equals -Unsatisfactory

**JNLWD Critical Support Services PWS
Solicitation M67854-20-F-3008
v1.3**

**PART 7
ATTACHMENTS & EXHIBITS**

Attachments in SeaPort-NxG:

2 - DD254 - Contract Security Classification Specification

***Note: The DD254 reflected in the Attachments states M6785419Q7204... This is the CORRECT DD254 and applicable to M6785420R3004. The solicitation and contract award number will be corrected upon award.*

Exhibits (listed as Attachments in SeaPort-NxG:

3 - A001 – Technical Report-Study/Services

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 22	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0017819D7085			2. DELIVERY ORDER/CALL NO. M6785420F3008			3. DATE OF ORDER/CALL (YYYYMMDD) 2020MAY25		4. REQUISITION/PURCH REQUEST NO. 55006		5. PRIORITY Unrated	
6. ISSUED BY MARCORSYSCOM 2200 Lester St Bldg 2200 Quantico, VA 22134-6050				CODE M67854		7. ADMINISTERED BY (If other than 6) SCD: C			8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS ALEX-Alternative Experts, LLC 3600 Pointe Center Court, Suite 160 Dumfries, VA 22026-2671				CODE 0LAR5		FACILITY 800579554		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
12. DISCOUNT TERMS Net 30 Days WAWF								13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE SECTION G			
14. SHIP TO SEE SECTION F				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus ATTN: KANSAS P.O.BOX 369022 COLUMBUS, OH 43236-9022				CODE M67443 MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
		PURCHASE <input type="checkbox"/>		Reference your _____ furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
ALEX-Alternative Experts, LLC NAME OF CONTRACTOR				Sarah Holman SIGNATURE				TYPED NAME AND TITLE			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:				DATE SIGNED (YYYYMMDD)							
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SCHEDULE											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA /s/Suzanne Blagg BY:					03/20/2020 CONTRACTING/ORDERING OFFICER		25. TOTAL \$1,180,560.90
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.										34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	