

## ATTACHMENT 1

**REVISED PERFORMANCE WORK STATEMENT FOR TECHNICAL WRITERS  
FOR DETECTION AND DECONTAMINATION SYSTEMS****C.1. PERIOD OF PERFORMANCE:**

This is a one-year contract for the period of 10 Sep 2001 through 09 Sep 2002, with two additional follow-on options years. Contract performance shall be determined by the requirements in paragraph C-3 of this Performance Work Statement. The contractor must perform his duties on site at least 90 percent of the work year, or 1878 hour of work per year.

**C.1.1 TRAVEL:**

In support of the Description of Work, as described in paragraph C-3, the Contractor shall be required to travel occasionally. Travel destinations/dates will be determined over time, however, as a minimum, destinations will likely include: SBCCOM-Edgewood, SBCCOM-Natick, MA, Deland, FL, Columbus, OH, Dugway, UT, and Rock Island, IL.

**C.2. SCOPE OF WORK:** This Performance Work Statement (PWS) is for Management Improvement Services to the SBCCOM Technical Publications section for assistance to Integrated Product Teams (IPTs) and their equipment contractors on all aspects of Tech Pubs writing, fielding, management and their inclusion in contracts. The contractor is responsible for the writing of Technical Manuals on chemical and biological systems such as Service Bulletins Series 740-94, Chemical Biological (CB) Monitors, CB Alarms, CB Detectors, and CB Decon Equipment, including, but not limited to, the M8A1 Chemical Agent Alarm, the M21 Chemical Agent Automatic Alarm (RASCAAL), the M22 Automatic Chemical Agent Detection Alarm (ACADA), the M279 Chemical Agent Alarm Air Sample Kit, the Joint Biological Point Detection System (JBPDS), the M32 Multipurpose Integrated Chemical Agent Monitor (MICAD), the Chemical Agent Monitor (CAM), Joint Continuing Acquisition Logistics Support – Joint Technical Manuals (JCALS-JTM), the Improved Chemical Agent Alarm (ICAM) and the new Sorbent Decontamination System (SDS) kit, or any new Detector or Decontamination systems before and as they transition to SBCCOM (RI).

C.2.1. To avoid duplication of work, all U.S. Army Detectors or Decontamination information and resources currently maintained by the Government will be made available to the contractor and copies thereof may be incorporated into the contractor's files.

C.2.2. Location: The contract services shall be provided at the SBCCOM Rock Island Site. The contractor must perform his duties on site at least 90 per cent of the work year. Additional work sites, as deemed necessary, may be determined by the Contracting Officer's Representative (COR).

**C.2.3. Hours of Operation:** The contractor shall be available as necessary to perform the duties as described in the Scope of Work, and will work a tour of duty consistent with the operations of the work site. The contractor shall remain flexible regarding hours to meet extraordinary mission requirements.

**C.2.2. Personnel:**

**C.2.2.1. Service Provider:** The contractor shall maintain effective working relationships with Program Managers, Staff Agencies, Team Leaders and others as necessary to perform work specified in the PWS and assure direct service as specified in the PWS.

**C.2.2.2. Conduct:** Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall be bound by AR 25-55, Joint Ethics Regulations, DoDD 5500.7 and 5 CFR Part 2635, et seq., and the provisions of FAR and its supplements. Contractor personnel shall not have any conflict of interest with potential offerors for items/services related to this SOW. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of this SOW. The contractor shall adhere to the Joint Ethics Regulation as covered in DOD 5505.7-R, dated Aug 1993, and to other applicable Federal, State, and Local laws.

**C.2.2.3. ID Badges and Vehicle Registration:** The contractor shall obtain badges and decals from the Government. The badges shall identify the contractor as a non-Government employee. Parking on post shall be in accordance with RIA regulations. Such badges and decals shall be returned to the Government upon completion of the contract.

## SECTION C-3

### GOVERNMENT FURNISHED PROPERTY AND SERVICES

**C.3.1. General:** The Government shall furnish all supplies and equipment, on site at the Rock Island Arsenal, Rock Island, IL, required to meet the terms of the contract, unless otherwise provided in the Performance Work Statement. All forms, regulations and pertinent Army publications necessary to comply with this PWS will be provided. Initial supply of these items shall be available on the contract start date. The contractor shall be responsible to obtain current and updated forms through the publications office and establish requirements for replacement.

**C.3.2.** The contractor shall sign a nondisclosure statement if and when access to Classified, Close Hold, Procurement, or Business Sensitive material is authorized.

**C.3.3. Services:** The Government shall provide Fire protection, class A and C phone, utilities, custodial and security services, on site at the Rock Island Arsenal, Rock Island, IL, to the extent they are provided to the Chemical Product Center.

**C.3.4. Facilities:** The Chief of the SBCCOM (Rock Island Site) shall provide a suitable space located in the SBCCOM (Rock Island Site) and furnished with office furniture and computer equipment for use during this contract. The contractor shall also have access to group meeting rooms or the Video Television Center (VTC) or other areas needed to perform the PWS with the approval of the COR.

**C.3.5. Reproduction of printed materials:** The contractor shall have access to SBCCOM (RI) copying machines for reproduction of the U.S. Army Detector and Decontamination material. The contractor will be required to meet any applicable office procedures regarding use of the copying machines.

**C.3.6. Use of Facsimile Machine:** The contractor shall be able to use SBCCOM (RI) facsimile machines to meet the requirements of the PWS.

**C.3.7. Use of other Office Materials and Equipment:** Use of other office equipment, such as video equipment, videotapes, software, books, pamphlets, etc., as available, to meet the requirements of the PWS shall be authorized. If specific software is needed to perform the requirements of the PWS or the Government is the licensee for such programs, the Government shall provide the contractor with the software for the duration of the contract to be used in the contractor's office.

**C.3.8.** The contractor must be available on-site at SBCCOM (RI) 90 percent of the work-year.

**C.3.9.** The contractor must be willing to travel 5-15 percent of the work year. If the contractor is required to travel, the Contractor shall make all travel arrangements to accomplish assigned tasks, and submit receipts for reimbursement. Work-related travel is considered to be the same as "on duty on-site".

## SECTION C-4

### SPECIFIC TASKS

**C.4.1. General:** The contractor shall perform Management Improvement Services to the Technical Publications section including assistance to Integrated Product Teams (IPTs) and their equipment contractors on all aspects of Tech Pubs writing, fielding, management and their inclusion in contracts. The contractor is responsible as a technical writer on Chemical and Biological Detection and Decontamination Systems by gathering data on the CB systems from various Government and contractor sites.

C.4.1.1. The contractor shall format, forward technical data, review, and edit the draft Technical Manual/Publication for submission to another contractor who prepares the data formally.

C.4.1.2 After receipt of the data from the contractor preparer, the technical writer meets with In Process Review (IPR) teams to review and edit the finished product into a final draft. This process may have to be repeated several times, depending on the corrections and complexity of the material involved.

C.4.1.3. The contractor must have the ability to use and apply the applicable computer software programs to accomplish the tasks listed above.

C.4.1.4. At any time, during the process of preparing a draft Technical Manual/Publication, the contractor may be asked to travel to various Government (see Contractor Travel SOW) and/or the Original Equipment Manufacturer's site to verify the data.

C.4.1.5. The contractor must have or have the ability to obtain a security clearance (see clause AS7011 in Section A of the solicitation).

C.4.1.6. Performance of the contract is at Rock Island Arsenal, Rock Island, IL. The contractor must be on-site and be able to interact personally with the Integrated Products Team (IPT) at least 90 percent of the work year. The contractor, or contractor's representative, shall be easily accessible during normal Government duty hours and shall be within easy commuting distance of the Rock Island Arsenal, Rock Island, IL.

## SECTION E

### INSPECTION AND ACCEPTANCE

E.1. Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be the SBCCOM (RI) at Rock Island, Illinois.

E.2. Appointment of Contracting Officer's Representative: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Such representative(s) will be designated by letter from the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract.

E.3. Access to Procedures, Records, Data and Facilities: The contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.

E.4. Inspection and Acceptance Procedures: The Government will have the right to conduct surveillance of the contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in Section C-3 of

this PWS. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, briefing charts, and the progress of the mission, as defined by the IPT's. The Contracting Officer's Representative will conduct such surveillance of the contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer shall exercise these responsibilities through its staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

E.4.1. The requirements set forth in this contract shall be the criteria by which the contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

E.4.1.1. Government Surveillance personnel will monitor the contractor's performance by physical inspection, review of reports/documentation, and validated complaints.

E.4.1.2. When Government surveillance personnel find deficiencies; the contractor shall be so advised verbally and in writing. As directed by the contracting officer or their representative(s) the contractor shall promptly take the necessary action to ensure against any future deficiency.

E.4.1.3. Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

ATTACHMENT 2

SCOPE FOR CONTRACTOR TRAVEL DURING PERIOD OF PERFORMANCE  
1 JUL 2001 THROUGH 30 JUN 2002

The contractor shall conduct off site temporary travel as required to accomplish the technical support SOW within the contract. Since the need for travel is established as the SOW tasks evolve and develop, exact travel requirements cannot be specified herein. However, it is projected that the contractor will require six occurrences of temporary travel during the basic contract option period 10 Sep 2001 through 09 Sep 2002. The projected travel duration and destination for this option period is as follows:

	#Days	#Trips	Cost Item	Est Cost
Two five day trips to Edgewood, MD	5	2	AIRFARE	\$
			LODGING	\$
			MEALS	\$
			RENTAL CAR	\$
			MISC	\$
One five day trip to Natick, MA	5	1	AIRFARE	\$
			LODGING	\$
			MEALS	\$
			RENTAL CAR	\$
			MISC	\$
Cost of mileage per mile (to contractor sites locally)				\$
			TOTAL	\$

Although these travel projections are included, the IPT shall determine actual travel requirements needed to accomplish the SOW. Accordingly, the number of trips, travel destination, and duration of travel from these projections to accomplish the contract SOW within the total estimated costs may vary. The contractor shall notify the contracting officer when 75 percent of the total estimated costs or travel has been reached.

All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the government. When commercial air carrier and commercial ground transportation are used, they shall be the most reasonable available to accomplish the mission. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. Also, mileage rates for personal vehicle use to accomplish temporary off site travel shall comply with established Government rates.

The invoice submitted for payment of travel costs shall include a copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, a copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide copy of each invoice and required receipts to the contracting officer representative within 10 days after travel for submission for payment.

The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractor's format shall be used. Reports of travel shall be submitted to the contracting officer.