

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE J	PAGE 1	OF PAGES 3
2. AMENDMENT/MODIFICATION NUMBER P00002	3. EFFECTIVE DATE 04/20/2020	4. REQUISITION/PURCHASE REQUISITION NUMBER Modification	5. PROJECT NUMBER (If applicable) N/A			
6. ISSUED BY NAVFAC EUROPE PSC 817 Box 51 FPO FPO, AE 09622-0051	CODE N33191	7. ADMINISTERED BY (If other than Item 6)		CODE	SCD	C
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) MICHAEL-BRUNO, LLC 2711 CENTERVILLE ROAD WILMINGTON, Delaware 19808				<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>	9B. DATED (SEE ITEM 11)	
				<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NUMBER N00178-10-D-6174/N3319119F3006	
					10B. DATED (SEE ITEM 13) 04/02/2019	
CODE 3X0Z4	FACILITY CODE 131051604					

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

SEE SECTION G

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) NFAS 5252.217-9301 - OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

**E. IMPORTANT:** Contractor  is not  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) MICHAEL SEDGE	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) VICKI BLANKENSHIP , Contracting Officer
15B. CONTRACTOR/OFFEROR /s/MICHAEL SEDGE (Signature of person authorized to sign)	15C. DATE SIGNED 04/20/2020
16B. UNITED STATES OF AMERICA /s/VICKI BLANKENSHIP (Signature of Contracting Officer)	16C. DATE SIGNED 04/20/2020

Previous edition unusable

# General Information

The purpose of this modification is to Exercise Option Year 1, CLIN 8002 for Lead Performance Assessment Representative (PAR) Support Services for PWD Djibouti, NAVFAC EURAFCENT Located at Camp Lemonnier, Djibouti, Africa. Accordingly, subject Task Order is modified as follows:

Exercised CLIN 8002 (PAR) in the amount of \$

As a result of this modification, the cumulative contract price is increased by from to a new grand total of

The performance period of this task order will be extended from 30 April 2020 to 29 April 2021 for a period of 12 Months.

MOD REASON CODE: OPTP

WAWF email notifications updates:

Inspector: [Zhaonan.sun.mil@mail.mil](mailto:Zhaonan.sun.mil@mail.mil)

Acceptor: [magdalena.guerra@eu.navy.mil](mailto:magdalena.guerra@eu.navy.mil)

All other terms and conditions of this task order remain unchanged.

A conformed copy of this Task Order is attached to this modification for informational purposes only.



ORDER FOR SUPPLIES OR SERVICES					PAGE 1 OF 49				
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N00178-10-D-6174		2. DELIVERY ORDER/CALL NO. N3319119F3006		3. DATE OF ORDER/CALL (YYYYMMDD) 2020APR20	4. REQUISITION/PURCH REQUEST NO. <b>Modification</b>	5. PRIORITY Unrated			
6. ISSUED BY NAVFAC EUROPE PSC 817 Box 51 FPO FPO, AE 09622-0051			7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOB SCD: C <input type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)				
9. CONTRACTOR CODE 3X0Z4  NAME AND ADDRESS MICHAEL-BRUNO, LLC 2711 CENTERVILLE ROAD WILMINGTON, DE 19808			FACILITY 131051604		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>	11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO CODE <b>SEE SECTION F</b>			15. PAYMENT WILL BE MADE BY CODE N61240 NAVY REG EUR AFR SW ASIA CBP PSC 817 Box 58 FPO, AE 9622		13. MAIL INVOICES TO THE ADDRESS IN BLOCK <b>SEE SECTION G</b>	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.		
<p style="text-align: center;"><b>MICHAEL SEDGE</b></p> <p>MICHAEL-BRUNO, LLC _____ NAME OF CONTRACTOR _____ SIGNATURE _____ TYPED NAME AND TITLE _____ DATE SIGNED (YYYYMMDD) _____</p> <p><input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:</p>									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE <b>SEE SCHEDULE</b>									
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/VICKI BLANKENSHIP BY:			04/20/2020 CONTRACTING/ORDERING OFFICER		25. TOTAL \$188,877.00	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	35. BILL OF LADING NO.				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.

# Section B - Supplies and Services

## CLIN - SUPPLIES OR SERVICES

### FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	R499	LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) SUPPORT: The Contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facilities Management Division, Public Works Department. Lead Performance Assessment Representative services. (O&MN,N)	12.00	Months		
800101	R499	(O&MN,N)				
800102	R499	(O&MN,N)				
800103	R499	(O&MN,N)				
800104	R499	(O&MN,N)				
800105	R499	(O&MN,N)				
800106	R499	(O&MN,N)				
800107	R499	(O&MN,N)				
800108	R499	(O&MN,N)				
800109	R499	(O&MN,N)				
800110	R499	(O&MN,N)				
800111	R499	(O&MN,N)				
800112	R499	(O&MN,N)				
800113	R499	(O&MN,N)				
8002	R499	LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) SUPPORT: The Contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facilities Management Division, Public Works Department. Lead Performance Assessment Representative services for 12 months. (O&MN,N)	12.00	Months		
8003	R499	LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) SUPPORT: The Contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facilities Management Division, Public Works Department. Lead Performance Assessment Representative services for 12 months. (O&MN,N)	12.00	Months		

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
		Option				
8004	R499	LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) SUPPORT: The Contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facilities Management Division, Public Works Department. Lead Performance Assessment Representative services for 12 months. (O&MN,N)	12.00	Months		
		Option				
8005	R499	LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR) SUPPORT: The Contractor shall provide all labor, materials and equipment to meet the requirements of the Performance Work Statement in support of the Facilities Management Division, Public Works Department. Lead Performance Assessment Representative services for 12 months. (O&MN,N)	12.00	Years		
		Option				

# Section C - Description/Specifications/Statement of Work

## PERFORMANCE WORK STATEMENT (PWS)

### FOR

### LEAD PERFORMANCE ASSESSMENT REPRESENTATIVE SERVICES

### AT CAMP LEMONNIER, DJIBOUTI

17 December 2018

#### 1. SCOPE.

Under this task order, the Contractor will independently provide services as set forth in the remainder of this document in support of the overall operational objectives of Naval Facilities Engineering Command Europe, Africa, and Southwest Asia (NAVFAC EURAFSWA). This contract/task order requirement is to provide support services in BOS contract Performance Assessment and for the Public Works Department located at Camp Lemonnier, Djibouti, and are delineated as follows:

A. Lead Performance Assessment (PA) support services for the Facilities Support Contract (FSC) Branch of the Facilities Engineering and Acquisition Division (FEAD).

Contractor employees performing services under this order shall be controlled, directed and supervised at all times by management personnel of the Contractor. Contractor employees shall perform independent of and without the supervision of any Government official. The Contractor shall submit a management plan within five (5) working days following contract award that outlines how service providers on the contract will be managed by the Contractor in order to perform the requirements of the contract.

Actions of Contractor employees may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

The Contractor shall be directly responsible for ensuring the accuracy, timeliness and completion of all tasks under this effort. The Contractor shall be responsible for providing technically qualified personnel to perform the services identified, unless specifically excluded in this PWS.

The Contractor shall provide oversight and administration of all Contractor staff, and as such shall direct the efforts of all contracted employees in response to specific task orders, work requirements and administrative support needs. This includes addressing all Community Management, Human Resource needs, planning and coordinating leave, and

conducting employee reviews and appraisals.

Each offeror submitting a proposal to perform work under this PWS shall confirm compliance in the proposal with experience, qualifications, certifications, licenses, physical abilities and other requirements given in this PWS and shall affirm the ability to meet performance period, location and security requirements as defined. The Contractor awarded this work shall submit, within three working days following award, for Government acceptance, documentation verifying that each Contractor employee assigned to perform work under the terms of this PWS meets or exceeds the qualification requirements stated herein. If, during the performance of services set forth in this PWS, any Contractor employee cannot continue to meet the requirements for any reason, the Contractor shall ensure that there is no gap in services longer than 14 calendar days per occasion and 21 cumulative calendar days annually. However, the Government reserves the right to prorate payment for such services if not performed. Alternate employees assigned by the Contractor to perform work in the absence of previously qualified personnel shall have similar documentation presented for Government acceptance verifying qualification compliance as described in this paragraph. In all such cases, the Contractor POC stated in Paragraph 26 shall coordinate absences or leave with the Contracting Officer's Representative stated in Paragraph 25 as early as possible.

## **2. ORGANIZATION.**

Naval Facilities Engineering Command, Europe Africa Southwest Asia, Naples, Italy, is requesting these services be performed in support of the Public Works Department located at Camp Lemonnier, Djibouti.

## **3. TASKS/SERVICES.**

### 3. A Lead Performance Assessment Representative (PAR):

The contractor shall be responsible for Performance Assessment and inspection management of Base Operating Support contract. Contractor employee is the Contracting Officer's point of contact for contract inspections & performance assessments. The contractor serves as the organization's technical consultant/advisor with the preparation of technical documents and related administrative matters. The contractor is also responsible for assisting with training of designated Performance Assessment Representatives, writing Performance Assessment Plans, and providing technical assistance to customers. The contractor shall document unforeseen or changed conditions, poor performance, safety violations or other problems, such as conflicts between specifications and referenced governing regulations, scheduling difficulties, etc. The contractor shall assist in determining the appropriate method of documentation; reviewing Base Operating Support contract submittals, reports, and work schedules; developing inspection schedules; enforcing safety provisions; recommending contract modifications; calculating withholdings; and providing customer assistance.

The Base Operating Support contract includes:

Annex 1 General Information; Annex 2 Management and Administration; Annex 4 Public Safety (0401000 Force Protection, 0402000 Fire and Emergency Services, 0403000 Emergency Management); Annex 5 Air Operations (0501050 Airfield Facilities, 0501070 Passenger Terminal and Cargo Handling); Annex 7 Ordnance (0700000 Ordnance); Annex 10 Supply Services (1001000 Material Management, 1002000 Supply Services); Annex 12 MWR (1200000 MWR); Annex 13 Galley (1300000 Galley ); Annex 14 Housing (1402000 Unaccompanied Housing); Annex 15 Facility Support (1501000 Facility Management, 1502000 Facility Investment, 1503010 Custodial, 1503020 Pest Control, 1503030 Integrated Solid Waste Management (ISWM), 1503050 Grounds Maintenance and Landscaping, 1503060 Pavement Clearance); Annex 16 Utilities (1601000 Utility Management, 1602000 Electrical, 1604000 Wastewater, 1606000 Water); Annex 17 Base Support Vehicles and Equipment (BSVE) (1700000 BSVE); Annex 18 Environmental (1800000 Environmental).

The services provided will comply with the following references (incorporated by reference). For references not available to the public, offerors may request copies from the Contracting Officer.



- Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1
- NAVFAC Performance Assessment User's Guide
- NAVFAC Business Management System (BMS) standard processes governing Service Contract performance Assessment

The services required include but are not limited to: 3.A.1 The Lead PAR is responsible for including BOS contractor compliance with applicable safety requirements as a part of each assessment, whether scheduled or not. Observations shall be duly annotated on individual reports listed below. Any reported observations regarding requirements not met shall provide a reference to the specific requirement.

3.A.2 Fulfill all duties of Performance Assessment Representative for specific BOS Contract Annexes assigned. Policy guidance and reporting formats are provided in the references listed above.

3.A.2.1 Review and update the Functional Assessment Plan (FAP) provided by the Government making appropriate Method of Assessment determinations, Sample Unit selections and Sample Size calculations. A copy of the tailored FAP will be provided to the Contracting Officer. When necessitated by changes in services requirements, update the relevant portions of the FAP and submit an updated copy. Functional Assessment Plans are for internal Government use and under no circumstances should they be provided to any BOS contractor personnel.

3.A.2.2 The Contractor shall prepare a monthly schedule of assessments based on the FAP and the BOS contractor's submitted work schedule. The Monthly assessment schedule shall be provided to the contracting officer no later than the first workday of the month it represents. The schedule should clearly indicate, for each calendar day, the BOS Performance Work Statement (PWS) Spec Item(s) to be assessed and the specific sample unit scheduled for assessment. Monthly Assessment Schedules are for internal government use and under no circumstances should they be provided to any BOS contractor personnel.

3.A.2.3 All assessments and other BOS contractor performance information obtained shall be duly documented utilizing the prescribed format. For each sample unit scheduled for assessment on the monthly schedule required in 3.A.2.2, a separate Performance Assessment Worksheet (PAW) shall be prepared and submitted in sufficient detail and clarity to allow the Contracting Officer to determine the circumstances observed. When assessment reveals failure of the BOS contractor to fully comply with the performance standards identified, the PAR shall immediately prepare the PAW and contact the designated government point of contact for guidance on whether the BOS contractor should be provided an opportunity to rework the requirement. The PAR should communicate the assessment results and rework decision to the designated BOS contractor point of contact. The PAR will document BOS contractor acknowledgement of the date and time of notification by obtaining an authorized signature. When rework is desired by the Government, the PAR shall re-assess the BOS contractor's performance after the rework time limits specified in the contract and document on the initial PAW whether the BOS contractor's rework was acceptable. In all cases, initial assessments shall be documented on PAW worksheets no later than the end of the workday following the actual assessment. All PAW worksheets shall be maintained in a file for Government review upon request with a copy of each PAW completed each month submitted to the Contracting Officer no later than the first workday of the subsequent month. No fewer than 90% of documented assessments shall correspond to the data provided in the monthly assessment schedule.

3.A.2.4 The PAR shall document performance observations made outside of regularly scheduled assessments. These Unscheduled Visits shall be considered in the development of monthly performance narratives and in determining BOS contractor performance trends. The PAR shall establish and implement procedures to elicit BOS contract customer feedback. The PAR shall document all negative feedback (complaints) received and indicate, after

researching the circumstances, whether the complaint involves a BOS contract requirement. If the complaint is validated, the PAR shall document the specifics on the prescribed customer complaint form. If the complaint is unrelated to a BOS contract requirement, the PAR shall notify the designated Government representative and provide a recommendation regarding the need to alter the requirements in the PWS.

3.A.2.5 At the end of each month, the PAR shall summarize the documented performance observations by preparing a Monthly Performance Assessment Summary (MPAS). The MPAS shall be submitted in conjunction with the corresponding PAW worksheets for the month.

3.A.2.6 The PAR shall be prepared to present performance data at periodic Joint Government/BOS Contractor performance meetings. These presentations require cumulative reporting of observations from multiple months including specific examples of BOS contractor deficiencies and value added. The PAR shall provide analysis of trends in contractor performance along with observations regarding responsiveness of BOS contractor staff to resolve issues identified on behalf of the Government.

3.A.2.7 When there are instances of the BOS contractor not performing or not satisfactorily performing required services, the PAR shall calculate the value of the work and applicable liquidated damages for Contracting Officer use for eventual withholding from invoice payment.

3.A.2.8 When BOS contractor performance includes instances of significant defects, work that is not substantially complete, or trends of performance failing to meet standards, the PAR shall evaluate the BOS contractor's Quality Management System to ensure that it meets contract requirements. When circumstances warrant, the PAR shall institute temporary additional assessments from the FAP in the subsequent month's schedule and document the contractor's corrective action on the corresponding PAWs.

3.A.2.9 The PAR shall provide recommendations to the designated Government representative for areas of the PWS that appear to differ from actual Government requirements (location, inventory, frequency, end user, service level, etc.) When directed by the designated government representative, the PAR will develop necessary modifications to the PWS along with the associated estimates of cost to reflect actual Government requirements.

3.A.2.10 The PAR shall assist BOS contract customers by developing statements of work and cost estimates for requirements to be fulfilled under the Indefinite Delivery Indefinite Quantity portion of the BOS contract. The PAR shall safeguard all cost estimates prepared and insure that only the contracting officer and designated Government representative are provided access to that information.

3.A.2.11 The PAR shall oversee BOS contractor performance of subsequent task orders to ensure compliance with the task order scope of work. The PAR shall document satisfactory contractor completion of required services for use by the Contracting Officer in approving invoices. When BOS contractor performance does not fully meet scope of work requirements, the facts, including calculations described in 3.A.2.7 above, will be documented and reported to the Contracting Officer for appropriate administrative action.

3.A.2.12 The PAR shall participate on behalf of the Government in inspections and inventories of Government furnished facilities and equipment provided to the BOS contractor. The PAR shall document all such events and report the outcomes to the Contracting Officer.

3.A.3 In addition to duties identified in paragraph 3.A.2, the contractor shall provide Lead PAR services across approximately 26 functional annexes of the BOS Contract.

3.A.3.1 Collect and review of reports from PARs assigned to individual Annexes. Provide feedback to PARs and COR regarding compliance in accordance with NAVFAC Performance Assessment procedures.

3.A.3.2 Compile monthly performance summaries and prepare consolidated report for the Contracting

Officer's Representative (COR) to support the monthly PAR-FAM meetings held with the Government the BOS contractor.

3.A.3.3 Maintain records of monitoring and surveillance data; itemize accomplishments and remedial actions required; assist PARs with FAP tailoring and implementation, accompany PARs on formal evaluations of BOS Contractor QMS.

3.A.3.4 Schedule and provide monthly local training to PARs on performance assessment processes. Training includes one-on-one "over the shoulder" training for newly reported personnel and organized group refresher training on topics selected in advance based on areas identified during Lead PAR review of PAR submitted documentation.

#### **4. DELIVERABLES.**

The requirements of Section 3 above shall be performed on time, accurately, and completely. The service provider shall submit a weekly project status report for any assigned project to the Contracting Officer's Representative and attend any project status meetings as requested. The Contractor shall provide a monthly report to the Contracting Officer summarizing service provider actions for each month. For the purposes of submission, the following personnel, or their designated representatives, are designated to receive submittals:

Contracting Officer (KO)

Contracting Officer's Representative (COR)

Facility, Engineering, and Acquisition Division Director (FEAD) Production Division Director (PROD)

Deputy Public Works Officer (DPWO)

4.A Lead Performance Assessment Representative:

The Contractor shall be responsible for timely submission of the deliverables identified in the table below:

<b>Deliverable</b>	<b>Reference</b>	<b>When due</b>	<b># copies</b>	<b>Submit to</b>
Project Status Report	4	Weekly (as required)	1	COR
Management Plan	1	Within five working days following Contract award	1	DPWO
Contractor Employee Qualification Documentation	1	Within three working days following award	1	DPWO
Tailored Functional Assessment Plan	3.A.2.1	15 days after award	1	COR
Functional Assessment Plan Update	3.A.2.1	When required	1	COR
Monthly Assessment Schedule	3.A.2.2	First workday of month	1	COR

Performance Assessment Worksheet (PAW)	3.A.2.3 3.A.2.4 3.A.2.8	First workday of month following assessment	1	COR
Monthly Performance Assessment Summary (MPAS)	3.A.2.5 3.A.3.2	First workday of month following assessment	1	COR
Performance Assessment Board briefing	3.A.2.6	As required	1	COR
Withholdings Calculations	3.A.2.7	As required	1	COR
PWS modifications & cost estimates	3.A.2.9	As required	1	COR
Task Order Performance Work Statements and cost estimates	3.A.2.10	As required	1	COR
Task Order completion report	3.A.2.11	With invoice review	1	COR
GFE Inspection/Inventory report	3.A.2.12	As required	1	COR
Monthly Training Schedule and Agenda	3.A.3.4	30 days prior to scheduled training	1	COR/DPWO

## **5. CERTIFICATIONS, LICENSES, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED.**

### **The contractor shall meet the following requirements or have the following licenses or certifications for each position:**

5.A Lead Performance Assessment Representative (FEAD FSC Branch):

5.A.1 Ability to write and speak fluent English in order to provide reports and make presentations to Government personnel. Conversational fluency in French, Arabic and Somali is also required.

5.A.2 Ability to perform strenuous activity while working outdoors in extreme heat or cold, working in confined spaces, climbing and using fall protection equipment.

5.A.3 Demonstrated knowledge of safety and occupational health principles, practices, procedures, laws and regulations as they relate to engineering performance requirements and in accordance with EM-385-1-1 and 29 CFR.

5.A.4 The Contractor shall successfully pass required security background investigation described in paragraphs 11 and 20 below.

5.A.5 Personnel providing Lead PAR services shall have a minimum of five (5) years of relevant experience in

overseeing contracted services or as part of a formal quality assurance organization. Generally, this includes, but not limited to, experience with the following:

Observing activity at work site to ensure safety, environmental, and occupational standards are maintained.

- Prepare reports of each assessment conducted on the Performance Assessment Worksheet by recording in detail the site assessed, the time, observations of the work in progress, and extent of any discrepancies.
- Determine payment amounts to be withheld for non-performance or unacceptable work performance.
- Develop performance assessment programs that ensure the Facility Support Contract (FSC)/Base Operations Support Contract (BOSC) contractors meet all facility maintenance service requirements (e.g. health, safety, operational facilities).
- Establish performance assessment schedules based on contract clauses and conditions, contractor's work schedule and nature of work to be performed.
- Document contractor quality performance by identifying deficiencies and furnishing proof such as physical data, diagrams, and photographs.
- Assess contractor performance to verify performance or services rendered meet contract specifications.
- Prepare statement of work packages to ensure adequacy and compliance with administrative and procedural requirements.
- Determining critical assessment points and assuring safety practices are carried out in establishing inspection surveillance schedules.

5.A.6 Completion of NAVFAC Performance Assessment training within past five (5) years is highly desired. The Government may consider proposals that include PAR candidates that have relevant past experience without the requisite NAVFAC PA training. If selected, those individuals will be provided an opportunity to attend Government furnished training tuition free (not necessarily in Djibouti) during the first twelve (12) months of the performance period. All travel and labor expenses connected with training attendance are the responsibility of the successful offeror. The Government will not fund travel connected with training PAR candidates. Failure to successfully fulfill the training requirements prior to the fourth month of performance will render the PAR unqualified for duty and the Government will have the right to exercise all remedies at their disposal.

5.A.7 Ability to use a personal computer. Specifically, knowledge of Microsoft Windows Operating System, Microsoft Explorer filing system and Microsoft Office suite to include Outlook e-mail, Excel spreadsheets, Word documents, and PowerPoint presentations.

5.A.8 Satisfy Pest Management Quality Assurance Evaluator (PMQAE) training as outlined in Department of Defense Directive 4150.7, DoD Pest Management Program. If selected, those individuals will be provided an opportunity to attend Government furnished training tuition free (not necessarily in Djibouti) and travel as outlined in specification item 12. Reimbursable Expenses, during the first twelve (12) months of the performance period.

## **6. PERIOD OF PERFORMANCE.**

The period of performance onsite in the locations specified in Paragraph 1 is one calendar year starting from the date of award, referred to as the base period. Personnel supporting this contract must be in place at the locations specified in Paragraph 1 and ready to perform work within fifteen (15) calendar days of award. This task order includes four (4) option periods, which may be unilaterally exercised by the Government. The option periods shall not exceed one (1) year in duration. All terms and conditions applicable to the base period shall extend to the option period unless otherwise agreed upon in writing.

## **7. PLACE OF PERFORMANCE.**

Services will be performed off-site, on-site, or a combination thereof, depending on program requirements. On-site work will be performed primarily at the Government facilities onboard Camp Lemonnier, Djibouti as outlined in

Paragraph 1 above. The Contractor shall have the ability to move personnel to an off-site facility to perform services herein.

## **8. OPERATIONAL HOURS.**

The contract will be based on a 40 hour work week, Sunday through Thursday; the Contractor shall coordinate actual work schedule with the NAVFAC EURAFSWA POC in Paragraph 23 below. Services delineated in this PWS are expected to be performed by Contractor-provided personnel paced generally at no more than 40 work hours per week per functional service area (1.A). Additional anticipated level of weekly effort may be paced at four hours and must be coordinated through Contract Project Officer and Government official to determine actual requirements. Additionally, for information, Djiboutian holidays (8.B) are listed for reference. Contract employees are expected to provide services during Djiboutian holidays, but need to be prepared to make allowances for impacts that these dates may have on the ability to successfully complete necessary services.

8.A United States official holidays (dates may vary per calendar year):

Columbus Day Veterans Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

8.B Djibouti official holidays (**It is the Contractor's responsibility to confirm the exact dates celebrated in each calendar year**):

Eid Al Fitr

Eid Al Adha

Al Hijrah (Islamic New Year),

Ashoura, Djibouti National Days (Day 1)

Djibouti National Days (Day 2)

New Year's Day, Mouloud (Prophet's Birthday)

Labour Day

## **9. OVERTIME.**

Overtime is not authorized.

## **10. PAYMENT FOR UNAUTHORIZED WORK**

No payments will be made for any unauthorized supplies and/or services or for any unauthorized changes to the work specified herein. This includes any services performed by the Contractor of their own volition or at the request of an individual other than the COR or Contracting Officer. All changes to the specifications, terms, and conditions under this task order require a modification to the task order executed by the Contracting Officer.

## **11. SECURITY REGULATIONS AND REQUIREMENTS.**

11.1 Work under this task order is unclassified. The Contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The Contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. The Contractor shall be required to provide clearances for personnel requiring access to Government computers and workstations.

11.2 All offerors must comply with the Synchronized Pre-deployment and Operational Tracker (SPOT) requirements discussed in Section I – Contract Clauses. “CLASS DEVIATION 2016-00006, Contractor Personnel Performing in the United States Africa Command Area of Responsibility. (DEVIATION 2016-00006)” SPOT website: <https://spot.dmdc.mil/default.aspx>. Contractors are responsible for SPOT registration and any delay of registering in SPOT relies upon the contractor.

11.3 If required, within three (3) days after award, the Contractor shall provide a list identifying the Contractor staff including: FIRST NAME, LAST NAME, MIDDLE INITIAL, NICK NAME, COUNTRY OF CITIZENSHIP, and JOB TITLE. This information will be used for obtaining and issuing Common Access Cards (CAC).

11.4 For U.S. citizens, a **COMPLETED AND FINAL** National Agency Checks with Inquiries (NACI) and FBI Fingerprint (submit via a SF-85P) **ARE REQUIRED** for access to computer network based project files and emails. NO EXCEPTIONS currently allowed.

11.5 Non-U.S. citizens **ARE REQUIRED** to undergo background security checks, subject to host nation or the contractor’s residence country security requirements for access to computer network based project files and emails. NO EXCEPTIONS currently allowed. The Government agency or firm to perform the background security check will depend on the contractor’s country of residence. This will be addressed upon task order award.

11.6 Use of Drugs is prohibited. No drug use is allowed at any time, on or off base, this includes chewing Khat. Violation of this requirement may result in immediate removal of personnel from the installation and/or termination of this contract.

11.7 For the safety and security of contractor personnel, the Government may require contractor personnel to complete safety or security-related training (e.g. Anti-terrorism) or register in Navy systems (e.g. Navy Family Accountability and Assessment System (NFAAS) to account for personnel and their families during widespread natural or manmade disasters). There is no cost to the Contractor for such training. The Contractor accepts that this is for the contractor employees’ preventive safety and security measures only and the information contained therein will not be disclosed unless in emergency situations.

## **12. REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.)**

12.1 Travel is not required, in the normal completion of duties.

12.2 The cost and means of local travel is the responsibility of the Contractor. The Government is not required to

provide transportation to any Contractor employee.

12.3 If travel is required outside the local area, it will be agreed upon prior to the travel and will require a contract modification to provide funding for travel costs.

### **13. TASK TYPE.**

This is a Fixed Price task order contract.

### **14. ADMINISTRATIVE CONSIDERATIONS.**

14.1 Correspondence. To promote timely and effective administration, correspondence shall be subject to the following procedures:

14.2 Technical correspondence (where technical issues relating to compliance with the requirements herein) shall be addressed to the Administrative Contracting Officer's designated point of contact.

14.3 All other correspondence (that which proposes or otherwise involves waivers, deviations or modifications to the requirements, terms or conditions of this PWS) shall be addressed to the Administrative Contracting Officer (ACO).

### **15. NON-PERSONAL SERVICES STATEMENT**

Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

### **16. CONTRACTOR INTERFACE**

The Contractor and/or his Subcontractors may be required as part of the performance of this effort to work with other Contractors working for the Government. Such other Contractors shall not direct this Contractor or this Contractor's Subcontractors in any manner. Also, this Contractor and/or its Subcontractors shall not direct the work of such other Contractors in any manner, unless the actions of any other personnel pose immediate danger to life or health of personnel.

### **17. DISCLOSURE OF INFORMATION**

Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer. The Contractor agrees to assume responsibility for protecting the confidentiality of Government records and other records disclosed or made available to the Contractor in connection with the performance of this contract, which is not public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

### **18. ACCESS TO PROPRIETARY DATA**



Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others. Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort except to authorized Government personnel or upon written approval of the Contracting Officer. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at no cost to the Government between the Contractor and the data owner which provides greater rights to the Contractor.

## **19. QUALITY ASSURANCE**

The Government designated point of contact in paragraph 25 will review, for completeness, preliminary or draft documentation that the Contractor submits, and may return it to the Contractor for correction. Absence of any comments by the designated point of contact will not relieve the Contractor of the responsibility for complying with the requirements of this work statement. Final approval and acceptance of documentation required herein shall be by written approval and acceptance by the designated point of contact. The Contractor shall not construe any letter of acknowledgment of receipt material as a waiver of review, or as an acknowledgment that the material is in conformance with this work statement. Any approval given during preparation of the documentation, or approval for shipment shall not guarantee the final acceptance of the completed documentation.

## **20. GOVERNMENT FURNISHED PROPERTY/INFORMATION.**

20.1 The Government shall provide introductions to all key Government representatives along with a briefing on their roles and functions in the organization, initial familiarization/orientation of task requirements. Published guidance will be provided by the Government as needed, including but not limited to a variety of Federal, Department of Defense, Department of Navy, or Naval Facilities Engineering Command publications, manuals, directives, standards, policies, and procedures.

20.2 The Government will provide safety vests and hard hats, and in accordance of Section H – Special Contract Requirements. All other Personal Protective and Safety Equipment shall be provided by the Contractor. The Government will provide furnished administrative working space for service providers located onsite at Camp Lemonnier, Djibouti. Report generation and tracking through the use of Government databases are necessary functions for the services provided in this PWS; therefore the Government will furnish computer assets to facilitate these functions.

## **21. GOVERNMENT MANAGEMENT OVERSIGHT**

Government management will provide general instructions on limitations and deadlines. Additional instructions will be provided for any unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy and completeness.

## **22. HOUSING AND TRANSPORTATION**

The contractor is responsible for ensuring its contractor employee has all lodging, meals, commuting costs, and incidental costs for their personnel while they are at Camp Lemonnier, Djibouti. Contractor personnel must be prepared to perform the tasks, services, and deliverables described in PWS Paragraphs 3 and 4 within ten (10) calendar days upon arrival at performance location. Furthermore, the contractor is also responsible for all relocation related costs for their personnel. The Government will not provide housing (on or off base), meals or transportation for personnel's commute to and from work.

## **23. OTHER TERMS AND CONDITIONS**

23.1 In accordance with FAR 7.503(c)(12)(ii) & FAR 7.503(c)(12)(viii) this individual will not serve on Technical Evaluation Boards, Price Evaluation Boards or Source Selection Boards as an advisory member without first receiving approval for the use of advisory and assistance services by the NAVFAC Acquisition proponent in accordance with NFAS 37.203.

23.2 The Government will administer this task order contract in accordance with the Contractor's final Management Plan submitted in accordance with Paragraphs 1 and 4 of the Performance Work Statement, and the Contractor's proposal submitted in response to this solicitation.

This requirement is performance based that has measurable performance standards in terms of quality, timeliness, and quantity which the Government will measure contractor performance against the task and services of this Performance Work Statement (PWS).

In the event there is a discrepancy between the Contractor's Management Plan and the terms and conditions of this task order, then the more restrictive terms and conditions shall apply.

## **24. IMMIGRATION AND VISA REQUIREMENTS.**

24.1 The Contractor bears sole responsibility to ensure that all necessary paperwork, fees, and host nation sponsorship requirements necessary to obtain required visa and shall comply with all Djiboutian immigration regulations to work on in Camp Lemonnier, Djibouti, Africa (CLDJ) are satisfied.

24.2 The Contractor be to comply with all Djibouti immigration regulations to work in Djibouti. Prior to Government acceptance, contractor personnel's health conditions must be identified and vetted through USAFRICOM; and if necessary, NAVFAC will require a medical emergency plan to be included as a deliverable of this task order contract.

24.3 Upon arrival in country the Contractor shall take the following to the Camp Lemonnier Base Access Control Office (BACO): Copy of Contract, Copy of Passport, a letter from the supported command stating they are on contract, and a waiver letter from the company stating Camp Lemonnier is not responsible for the contracted personnel.

24.4 BACO will issue required correspondence authorizing entry to Camp Lemonnier.

## **25. CONTRACTING OFFICER'S REPRESENTATIVE (COR).**

The Contracting Officer's Representative (COR) will provide general instructions to the Contractor POC in Paragraph 26 on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

Camp Lemonnier, Djibouti COR

LT Mike V. Guaigua, CEC, USN

Public Works Department, Bldg. 211, Room #7

Camp Lemonnier, Djibouti, HOA

E-mail: [mike.v.guaigua.mil@mail.mil](mailto:mike.v.guaigua.mil@mail.mil)

DSN: 311-824-4326

## **26. CONTRACTOR PROJECT OFFICER.**

The Contractor shall provide the Government project officer a single point of contact as the designated individual to receive direction from the Government. This individual will be responsible for directing the service providers and providing routine status reports to the Government via telephone and other communications as necessary.

## **27. POST-AWARD KICK-OFF MEETING**

The Government will coordinate a post-award Kick-off meeting soon after task order award to ensure that all parties understand the terms and conditions of this task order. The Contractor, Government Project Officer (i.e. COR), and the Administrative Contract Specialist are required to attend. The meeting will be held via telephone conference.

## **Section D - Packaging and Marking**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

# Section E - Inspection and Acceptance

FAR Clause 52.246-4 INSPECTION OF SERVICES - FIXED PRICE applies

# Section F - Deliveries or Performance

## CLIN - DELIVERIES OR PERFORMANCE

The Period of Performance of the following Firm line Items are as follows:

8001	04/30/2019 - 04/29/2020
8002	04/30/2020 - 04/29/2021

The Period of Performance of the following Option line Items are as follows:

8003	04/30/2021 - 04/29/2022
8004	04/30/2022 - 04/29/2023
8005	04/30/2023 - 04/29/2024

The Period of Performance of the following Award Term line Items are as follows:

No award term line items.

Services to be performed hereunder will be provided at (insert specific address and building etc.)

## **The Period of Performance of the following Firm items are as follows:**

8001	04/30/2019 - 04/29/2020
8002	04/30/2020 - 04/29/2021

## **The Period of Performance of the following Option items are as follows:**

8003	04/30/2021 - 04/29/2022
8004	04/30/2022 - 04/29/2023
8005	04/30/2023 - 04/29/2024

# Section G - Contract Administration Data

## WAWF INVOICING PROCEDURES

### WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause ---

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, THE Contractor shall---

Have a designated electronic business point of contact in the System for Award Management at

<https://www.acquisition.gov>; and

1. Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

2. (d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order.

Document 1. type. The Contractor shall use the following document type(s): NAVCON

Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

Inspection location: N33191/DJIBOU

Acceptance location: N33191

2. Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in

applicable fields in WAWF when creating payment requests and receiving reports in the system.

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC N61240

Issue By DoDAAC N33191

Admin DoDAAC N33191

Inspect By DoDAAC N33191/DJIBOU

Ship To Code N/A

Ship From Code N/A

Mark For Code N/A

Service Approver (DoDAAC) N/A

Service Acceptor (DoDAAC) N33191

Accept at Other DoDAAC N/A

LPO DoDAAC N33191

DCAA Auditor DoDAAC N/A

Other DoDAAC(s) N/A

Payment request and supporting documentation. The Contractor shall ensure a payment request includes

appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable, and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

4. WAWF email notifications. The Contractor shall enter the government e-mail addresses identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

5. Inspector: [mike.v.guaigua.mil@mail.mil](mailto:mike.v.guaigua.mil@mail.mil)

Acceptor: [Richard.spagnuolo@eu.navy.mil](mailto:Richard.spagnuolo@eu.navy.mil)

Certifying Official: Cherie. [mitchell@eu.navy.mil](mailto:mitchell@eu.navy.mil)

(g) WAWF point of contact.

WAWF point of contact. The NAVFAC WAWF point of contact for this task order contract can be reached at NAVFACACQ\_INV@eu.navy.mil. The Contractor shall enter the email address identified herein in the “send Additional Email Notifications” field of WAWF once a document is submitted in the system.

1. For technical WAWF help, contact the WAWF helpdesk
2. 2. at 866-618-5988.

(End of WAWF Clause)



800101 N33191-19-NR-55000

LLA :

AA 17 19191804 52FA 0251 00520 056521 2D AON5JM 79A19RC058B1

Standard Number: N3379A19RC058B1

800102 N33191-19-NR-55000

LLA :

AB 17 19191804 52FA 0251 00520 056521 2D MWN5KP 79A19RC057B1

Standard Number: N3379A19RC057B1

800103 N33191-19-NR-55000

LLA :

AC 17 19191804 52FA 0251 00520 056521 2D FPN5JA 79A19RC063B1

Standard Number: N3379A19RC063B1

800104 N33191-19-NR-55000

LLA :

AD 17 19191804 52FA 0251 00520 056521 2D GLN5KS 79A19RC064B1

Standard Number: N3379A19RC064B1

800105 N33191-19-NR-55000

LLA :

AE 17 19191804 52FA 0251 00520 056521 2D CNT5JR 79A19RC065B1

Standard Number: N3379A19RC065B1

800106 N33191-19-NR-55000

LLA :

AF 17 19191804 52FA 0251 00520 056521 2D TRN5KJ 79A19RC066B1

Standard Number: N3379A19RC066B1

800107 N33191-19-NR-55000

LLA :

AG 17 19191804 52FA 0251 00520 056521 2D UTN5KF 79A19RC059B1

Standard Number: N3379A19RC059B1

800108 N33191-19-NR-55000

LLA :

AH 17 19191804 52FM 0251 00520 056521 2D STN5DZ 79A19RC068B1

Standard Number: N3379A19RC068B1

800109 N33191-19-NR-55000

LLA :

AJ 17 19191804 52FA 0251 00520 056521 2D QON5JV 79A19RC060B1

Standard Number: N3379A19RC060B1

800110 N33191-19-NR-55000

LLA :

AK 17 19191804 52FA 0251 00520 056521 2D FIN5HR 79A19RC070B1

Standard Number: N3379A19RC070B1

800111 N33191-19-NR-55000

LLA :

AL 17 19191804 52FA 0251 00520 056521 2D FXN5HT 79A19RC071B1

Standard Number: N3379A19RC071B1

800112 N33191-19-NR-55000

LLA :

AM 17 19191804 52FA 0251 00520 056521 2D EMN5HW 79A19RC061B1

Standard Number: N3379A19RC061B1

800113 N33191-19-NR-55000

LLA :

AN 17 19191804 52FA 0251 00520 056521 2D ECN5KE 79A19RC062B1

Standard Number: N3379A19RC062B1

BASE Funding

Cumulative Funding

MOD P00001 Funding 0.00

Cumulative Funding

### Accounting Data

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CLIN/SLIN	PR Number	Amount
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N3319119F3006P00002

8002

LLA :

AA 1701804 52FA 251 00520 056521 2D FXN5JE 79A20RC044B1

Standard Document #: N3379A20RC044B1

MOD Funding

Cumulative Funding:

# Section H - Special Contract Requirements

## SECTION H SPECIAL CONTRACT REQUIREMENTS

1.0 Logistical Support will be provided to the service provider in the form of access to the Navy Exchange.

Navy Exchange and MWR privileges are granted to contractor employees who are U.S. citizens working full time on an installation. Privileges are not granted by this contract to any local national or third country national contractor employees. Request for access to MWR facilities may be considered and forwarded for higher DOD command approval, as appropriate, subject to need, capacity and applicable Status of Forces and other international agreements.

2.0. Contractor and Contract Employee Requirements:

2.1.1. Contract employees shall answer the phone as follows:

(Name) / (Name of Contractor) Support Contractor

2.1.2. All Contractor documents shall include the following depending on their location:

(Name)

Lead PAR

(Company Name)

Support Contractor for Camp Lemmonier. Djibouti, Africa.

2.1.3. Emails shall include the following:

(Name)

Lead PAR

(Company Name)

Support Contractor for Camp Lemmonier. Djibouti, Africa.

2.1.4. Cubicles/workstation shall exhibit the following:

(Name)

Lead PAR

(Contractor Name) / Contractor Support

2.1.5. Hard Hats shall be NAVFAC Issued Hard Hats and include the following:

NAVFAC EURAFSWA

(Company Name)

Support Contractor

# Section I - Contract Clauses

IN ADDITION TO THE PROVISIONS AND CLAUSES INCORPORATED IN THE BASIC MAC CONTRACT, THE FOLLOWING APPLY:

PROVISIONS / CLAUSES BY REFERENCE:

FAR 52.204-10 – REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (JUL 2010)  
 FAR 52.214-34 - SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)  
 FAR 52.228-3 – WORKERS COMPENSATION INSURANCE (DEFENSE BASE ACT). (APR 1984)  
 FAR 52.228-4 - WORKERS COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS (apr 1984)  
 FAR 52.229-6 - TAXES - FOREIGN FIXED-PRICE CONTRACTS (JUN 2003)  
 FAR 52.237-1 - SITE VISIT (APR 1984)  
 FAR 52.237-2 - PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)  
 FAR 52.246-4 - INSPECTION OF SERVICES-FIXED PRICE (AUG 1996)  
 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)  
 DFARS 252.204-7000 DISCLOSURE OF INFORMATION (AUG 2013)  
 DFARS 252.204-7003 CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT (apr 1992)  
 DFARS 252.229-7000 - INVOICES EXCLUSIVE OF TAXES OR DUTIES (JUN 1997)  
 DFARS 252.229-7001 - TAX RELIEF (JUN 1997)  
 DFARS 252.232-7008 - ASSIGNMENT OF CLAIMS (OVERSEAS) (JUNE 1997)  
 DFARS 252.233-7001 - CHOICE OF LAW (OVERSEAS) (JUNE 1997)  
 DFARS 252.232-7006 - wide area work flow payment instructions (may 2013)

PROVISIONS/CLAUSES BY FULL TEXT

Preventing Personal Conflicts of Interest (Dec 2011)

(a) *Definitions.* As used in this clause--

“Acquisition function closely associated with inherently governmental functions” means supporting or providing advice or recommendations with regard to the following activities of a Federal agency:

(1) Planning acquisitions.

(2) Determining what supplies or services are to be acquired by the Government, including developing statements of work.

(3) Developing or approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria.

(4) Evaluating contract proposals.

(5) Awarding Government contracts.

(6) Administering contracts (including ordering changes or giving technical direction in contract performance or contract quantities, evaluating contractor performance, and accepting or rejecting contractor products or services).

(7) Terminating contracts.

(8) Determining whether contract costs are reasonable, allocable, and allowable.

“Covered employee” means an individual who performs an acquisition function closely associated with inherently governmental functions and is—

(1) An employee of the contractor; or

(2) A subcontractor that is a self-employed individual treated as a covered employee of the contractor because there is no employer to whom such an individual could submit the required disclosures.

“Non-public information” means any Government or third-party information that—

(1) Is exempt from disclosure under the Freedom of Information Act (5 U.S.C. 552) or otherwise protected from disclosure by statute, Executive order, or regulation; or

(2) Has not been disseminated to the general public and the Government has not yet determined whether the information can or will be made available to the public.

“Personal conflict of interest” means a situation in which a covered employee has a financial interest, personal activity, or relationship that could impair the employee’s ability to act impartially and in the best interest of the Government when performing under the contract. (A de minimis interest that would not

“impair the employee’s ability to act impartially and in the best interest of the Government” is not covered under this definition.)

(1) Among the sources of personal conflicts of interest are—

(i) Financial interests of the covered employee, of close family members, or of other members of the covered employee’s household;

(ii) Other employment or financial relationships (including seeking or negotiating for prospective employment or business); and

(iii) Gifts, including travel.

(2) For example, financial interests referred to in paragraph (1) of this definition may arise from—

(i) Compensation, including wages, salaries, commissions, professional fees, or fees for business referrals;

(ii) Consulting relationships (including commercial and professional consulting and service arrangements, scientific and technical advisory board memberships, or serving as an expert witness in litigation);

(iii) Services provided in exchange for honorariums or travel expense reimbursements;

(iv) Research funding or other forms of research support;

(v) Investment in the form of stock or bond ownership or partnership interest (excluding diversified mutual fund investments);

- (vi) Real estate investments;
- (vii) Patents, copyrights, and other intellectual property interests; or
- (viii) Business ownership and investment interests.

(b) *Requirements.* The Contractor shall—

(1) Have procedures in place to screen covered employees for potential personal conflicts of interest, by—

(i) Obtaining and maintaining from each covered employee, when the employee is initially assigned to the task under the contract, a disclosure of interests that might be affected by the task to which the employee has been assigned, as follows:

(A) Financial interests of the covered employee, of close family members, or of other members of the covered employee's household

(B) Other employment or financial relationships of the covered employee (including seeking or negotiating for prospective employment or business).

(C) Gifts, including travel; and

(ii) Requiring each covered employee to update the disclosure statement whenever the employee's personal or financial circumstances change in such a way that a new personal conflict of interest might occur because of the task the covered employee is performing.

(2) For each covered employee--

(i) Prevent personal conflicts of interest, including not assigning or allowing a covered employee to perform any task under the contract for which the Contractor has identified a personal conflict of interest for the employee that the Contractor or employee cannot satisfactorily prevent or mitigate in consultation with the contracting agency;



(ii) Prohibit use of non-public information accessed through performance of a Government contract for personal gain; and

(iii) Obtain a signed non-disclosure agreement to prohibit disclosure of non-public information accessed through performance of a Government contract.

(3) Inform covered employees of their obligation—

(i) To disclose and prevent personal conflicts of interest;

(ii) Not to use non-public information accessed through performance of a Government contract for personal gain; and

(iii) To avoid even the appearance of personal conflicts of interest;

(4) Maintain effective oversight to verify compliance with personal conflict-of-interest safeguards;

(5) Take appropriate disciplinary action in the case of covered employees who fail to comply with policies established pursuant to this clause; and

(6) Report to the Contracting Officer any personal conflict-of-interest violation by a covered employee as soon as it is identified. This report shall include a description of the violation and the proposed actions to be taken by the Contractor in response to the violation. Provide follow-up reports of corrective actions taken, as necessary. Personal conflict-of-interest violations include—

(i) Failure by a covered employee to disclose a personal conflict of interest;

(ii) Use by a covered employee of non-public information accessed through performance of a Government contract for personal gain; and

(iii) Failure of a covered employee to comply with the terms of a non-disclosure agreement.

(c) *Mitigation or waiver.*

(1) In exceptional circumstances, if the Contractor cannot satisfactorily prevent a personal conflict of interest as required by paragraph (b)(2)(i) of this clause, the Contractor may submit a request through the Contracting Officer to the Head of the Contracting Activity for—

(i) Agreement to a plan to mitigate the personal conflict of interest; or

(ii) A waiver of the requirement.

(2) The Contractor shall include in the request any proposed mitigation of the personal conflict of interest.

(3) The Contractor shall—

(i) Comply, and require compliance by the covered employee, with any conditions imposed by the Government as necessary to mitigate the personal conflict of interest; or

(ii) Remove the Contractor employee or subcontractor employee from performance of the contract or terminate the applicable subcontract.

(d) *Subcontract flowdown.* The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts—

(1) That exceed \$150,000; and

(2) In which subcontractor employees will perform acquisition functions closely associated with inherently governmental functions (i.e., instead of performance only by a self-employed individual).

(End of clause)

## FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

(End of provision)

## FAR 52.217-5 - EVALUATION OF OPTIONS (JULY 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the options.

(End of provision)

## FAR 52.222-50 Alt I COMBATING TRAFFICKING IN PERSONS (AUG 2007)

(a) *Definitions.* As used in this clause—

“Coercion” means—

- (1) Threats of serious harm to or physical restraint against any person;
- (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or
- (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person.

“Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced labor” means knowingly providing or obtaining the labor or services of a person—

- (1) By threats of serious harm to, or physical restraint against, that person or another person;
- (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or
- (3) By means of the abuse or threatened abuse of law or the legal process.

“Involuntary servitude” includes a condition of servitude induced by means of—

- (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or
- (2) The abuse or threatened abuse of the legal process.

“Severe forms of trafficking in persons” means—

- (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

“Sex trafficking” means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract; or

(3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

(1) Notify its employees of—

(i)

(A) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and

(B) The following directive(s) or notice(s) applicable to employees performing work at the contract place(s)

of performance as indicated below:

Document Title: Department of Defense Instruction 2200.01, dated September 15, 2010, entitled 'Combating Trafficking in Persons.'

Document may be obtained from: <http://www.dtic.mil/whs/directives/corres/pdf/220001p.pdf>

Applies to Performance located at: SHEIK ISA AIR BASE, BAHRAIN and other areas of responsibilities in support of THE PUBLIC WORKS DEPARTMENT, NAVFAC EURAFSWA.

(ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and

(2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

(1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and

(2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

(1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract;

(2) Requiring the Contractor to terminate a subcontract;

(3) Suspension of contract payments;

(4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;

(5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or

(6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.

(End of clause)

FAR 52.228-3 – Workers Compensation Insurance (Defense Base Act) (Apr 1984)

The Contractor shall

(a) provide, before commencing performance under this contract, such workers' compensation insurance or security as the Defense Base Act (42 U.S.C. 1651, *et seq.*) requires and

(b) continue to maintain it until performance is completed. The Contractor shall insert, in all subcontracts under this contract to which the Defense Base Act applies, a clause similar to this clause (including this sentence) imposing upon those subcontractors this requirement to comply with the Defense Base Act.

(End of Clause)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these address(es):

FAR <http://www.acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/vffara.htm>

DFARS <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html> or <http://farsite.hill.af.mil/vdfara.htm>

(End of clause)

252.225-7980 Contractor Personnel Performing in the United States Africa Command Area of Responsibility.  
(DEVIATION 2016-00006)

Use this clause, in lieu of the clause at DFARS 252.225-7040, Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States, in all solicitations and contracts, including solicitations and contracts using FAR part 12 procedures for the acquisition of commercial items, that will require contractor personnel to perform in the United States Africa Command (USAFRICOM) area of responsibility.

CONTRACTOR PERSONNEL PERFORMING IN THE UNITED STATES AFRICA COMMAND AREA OF  
RESPONSIBILITY (DEVIATION 2016-00006) (FEB 2016)

*Definitions.* As used in this clause-

"Combatant Commander" means the Commander of the United States Africa Command (USAFRICOM).

"Contractors authorized to accompany the Force," or "CAAF," means contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany U.S. Armed Forces in applicable operations and have been afforded CAAF status through a letter of authorization. CAAF generally include all U.S. citizen and third-country national employees not normally residing within the operational area whose area of performance is in the

direct vicinity of U.S. Armed Forces and who routinely are collocated with the U.S. Armed Forces (especially in non-permissive environments). Personnel collocated with U.S. Armed Forces in applicable operations shall be afforded CAAF status through a letter of authorization. In some cases, Combatant Commander or subordinate joint force commanders may designate mission essential host nation or local national contractor employees (e.g., interpreters) as CAAF. CAAF includes contractors previously identified as contractors deploying with the U.S. Armed Forces. CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

"Designated reception site" means the designated place for the reception, staging, integration, and onward movement of contractors deploying to the USAFRICOM area of responsibility. The designated reception site includes assigned joint reception centers and other Service or private reception sites.

"Law of war" means that part of international law that regulates the conduct of armed hostilities. The law of war encompasses the international law related to the conduct of hostilities that is binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a party, and applicable customary international law.

"Non-CAAF" means personnel in applicable operations who are not designated as CAAF, such as local national employees and non-local national employees who are permanent residents in the operational area or third-country nationals not

routinely residing with U.S. Armed Forces (and third-country national expatriates who are permanent residents in the operational area) who perform support functions away from the close proximity of, and do not reside with, the U.S. Armed Forces. Non-CAAF status does not apply to contractor personnel in support of applicable operations within the boundaries and territories of the United States.

"Subordinate joint force commander" means a sub-unified commander or joint task force commander.

"U.S. Africa Command (USAFRICOM) area of responsibility," as used in this clause, means-

The entire continent of Africa, excluding Egypt;

The Atlantic Ocean east and south of the line from Antarctica at 024°W, north to 4°N/024°W, west to 30°W, then north to 21°N/030°W, then east to the African continent; and

The Indian Ocean west and south of the line from Antarctica at 68°E, north to 01°40'S/068°E, and west to the African coast at 01°40'S.

*General.*

This clause applies to all contractor personnel when performing in the USAFRICOM area of responsibility.

Government-furnished support to non-CAAF is typically limited to force protection, emergency medical care, and basic human needs (e.g., bottled water, latrine facilities, security, and food when necessary) when performing their jobs in the direct vicinity of U.S. Armed Forces.

Certain requirements in paragraphs (c)(3), (e)(1), and (f) must be specified in the statement of work to be applied to non-CAAF personnel.

Contract performance in the USAFRICOM area of responsibility may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

When authorized in accordance with paragraph (j) of this clause to carry arms for personal protection, contractor personnel are only authorized to use force for individual self-defense.

Unless immune from host nation jurisdiction by virtue of an international agreement or international law, inappropriate use of force by contractor personnel authorized to accompany the U.S. Armed Forces can subject such personnel to United States or host nation prosecution and civil liability (see paragraphs (d) and (j)(3) of this clause).

Service performed by contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

*Support.*

(1)(i) The Combatant Commander will develop a security plan for protection of contractor personnel in locations where there is not sufficient or legitimate civil authority, when the Combatant Commander decides it is in the interests of the Government to provide security because-

- (A) The Contractor cannot obtain effective security services;
- (B) Effective security services are unavailable at a reasonable cost; or
- (C) Threat conditions necessitate security through military means.

(ii) In appropriate cases, the Combatant Commander may provide security through military means, commensurate with the level of security provided DoD civilians.

(2)(i) Generally, CAAF will be afforded emergency medical and dental care if injured while supporting applicable

operations. Additionally, all non-CAAF who are injured while in the vicinity of U. S. Armed Forces will normally receive emergency medical and dental care. Emergency medical and dental care includes medical care situations in which life, limb, or eyesight is jeopardized. Examples of emergency medical and dental care include examination and initial treatment of victims of sexual assault; refills of prescriptions for life-dependent drugs; repair of broken bones, lacerations, infections; and traumatic injuries to the dentition. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

When the Government provides medical treatment or transportation of contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

Medical or dental care beyond this standard is not authorized. (3)(i) A Synchronized Predeployment and Operational Tracker (SPOT)

generated letter of authorization signed by the Contracting Officer is required for certain contractor personnel to process through a deployment center or to travel to, from, or within the USAFRICOM area of responsibility. The requirement applies to CAAF and, as specified in the statement of work, non-CAAF personnel.

The letter of authorization will identify any additional authorizations, privileges, or Government support that contractor personnel are entitled to under this contract. USAFRICOM has limited capability to provide Government-furnished life support services to contractors in the USAFRICOM area of responsibility. In instances where Government-furnished life support services are neither available nor authorized in the contract, the SPOT-generated letter of authorization, signed by the Contracting Officer, shall be annotated with "None" checked for Government-furnished life-support services.

Contractor personnel who are issued a letter of authorization shall carry it with them at all times while deployed.

Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the USAFRICOM area of responsibility under this contract.

*Compliance with laws and regulations.*

The Contractor shall comply with, and shall ensure that its personnel performing in the USAFRICOM area of responsibility are familiar with and comply with, all applicable-

United States, host country, and third country national laws;

Provisions of the law of war, as well as any other applicable treaties and international agreements;

United States regulations, directives, instructions, policies, and procedures; and



(iv) Orders, directives, and instructions issued by the Combatant Commander, including those relating to force protection, security, health, safety, or relations and interaction with local nationals.

The Contractor shall institute and implement an effective program to prevent violations of the law of war by its employees and subcontractors, including law of war training in accordance with paragraph (e)(1)(vii) of this clause.

The Contractor shall ensure that all contractor personnel are aware

Of the DoD definition of "sexual assault" in DoDD 6495.01, Sexual Assault Prevention and Response Program;

That the offenses addressed by the definition are covered under the Uniform Code of Military Justice (see paragraph (e)(2)(iv) of this clause). Other sexual misconduct may constitute offenses under the Uniform Code of Military Justice, Federal law, such as the Military Extraterritorial Jurisdiction Act, or host nation laws; and

That the offenses not covered by the Uniform Code of Military Justice may nevertheless have consequences for the contractor employees (see paragraph (h)(1) of this clause).

The Contractor shall report to the appropriate investigative authorities, identified in paragraph (d)(6) of this clause, any alleged offenses under-

The Uniform Code of Military Justice (chapter 47 of title 10, United States Code) (applicable to contractors serving with or accompanying an armed force in the field during a declared war or contingency operations); or

(ii) The Military Extraterritorial Jurisdiction Act (chapter 212 of title 18, United States Code).

The Contractor shall provide to all contractor personnel who will perform

work on a contract in the deployed area, before beginning such work, information on the following:

How and where to report an alleged crime described in paragraph (d)(4) of this clause.

Where to seek victim and witness protection and assistance available to contractor personnel in connection with an alleged offense described in paragraph (d)(4) of this clause.

This section does not create any rights or privileges that are not authorized by law or DoD policy.

The appropriate investigative authorities to which suspected crimes shall be reported include the following-

US Army Criminal Investigation Command at <http://www.cid.army.mil/reportacrime.html>;

Air Force Office of Special Investigations at <http://www.osi.af.mil>;

Navy Criminal Investigative Service at <http://www.ncis.navy.mil/Pages/publicdefault.aspx> ;

Defense Criminal Investigative Service at <http://www.dodig.mil/HOTLINE/index.html> ; and

To any command of any supported military element or the command of any base.

Personnel seeking whistleblower protection from reprisals for reporting criminal acts shall seek guidance through the DoD Inspector General hotline at 800- 424-9098 or [www.dodig.mil/HOTLINE/index.html](http://www.dodig.mil/HOTLINE/index.html). Personnel seeking other forms of victim or witness protections should contact the nearest military law enforcement office.

The Contractor shall ensure that Contractor employees supporting the U.S. Armed Forces deployed outside the United States are aware of their rights to-

Hold their own identity or immigration documents, such as passport or driver's license;

Receive agreed upon wages on time;

Take lunch and work-breaks;

Elect to terminate employment at any time;

Identify grievances without fear of reprisal;

Have a copy of their employment contract in a language they understand;

Receive wages that are not below the legal in-country minimum wage;

(viii) Be notified of their rights, wages, and prohibited activities prior to signing their employment contract; and

(ix) If housing is provided, live in housing that meets host-country housing and safety standards.

*Preliminary personnel requirements.*

The Contractor shall ensure that the following requirements are met prior to deploying CAAF and, as specified in the statement of work, non-CAAF (specific requirements for each category will be specified in the statement of work or elsewhere in the contract):

All required security and background checks are complete and

acceptable.

All such personnel deploying in support of an applicable operation

Are medically, dentally, and psychologically fit for deployment and performance of their contracted duties;

(B) Meet the minimum medical screening requirements, including theater-specific medical qualifications as established by the Geographic Combatant Commander (as posted to the Geographic Combatant Commander's website or other venue); and Have received all required immunizations as specified in the contract.

During predeployment processing, the Government will provide, at no cost to the Contractor, any military-specific immunizations and/or medications not available to the general public.

All other immunizations shall be obtained prior to arrival at the deployment center. All such personnel, as specified in the statement of work, shall bring to the USAFRICOM area of responsibility a copy of the U.S. Centers for Disease Control and Prevention (CDC) Form 731, International Certificate of Vaccination or Prophylaxis as approved by the World Health Organization, (also known as "shot record" or "Yellow Card") that shows vaccinations are current.

(iii) Deploying personnel have all necessary passports, visas, and other documents required to enter and exit the USAFRICOM area of responsibility and have a Geneva Conventions identification card, or other appropriate DoD identity credential, from the deployment center.

(iv) Special area, country, and theater clearance is obtained for all personnel deploying. Clearance requirements are in DoD Directive 4500.54E, DoD Foreign Clearance Program. For this purpose, CAAF are considered non-DoD

personnel traveling under DoD sponsorship. All deploying personnel have received personal security training. At a minimum, the training shall-

- (A) Cover safety and security issues facing employees overseas;
- (B) Identify safety and security contingency planning activities; and
- (C) Identify ways to utilize safety and security personnel and other resources appropriately.

All personnel have received isolated personnel training, if specified in the contract, in accordance with DoD Instruction 1300.23, Isolated Personnel Training for DoD Civilian and Contractors.

Personnel have received law of war training as follows:

Basic training is required for all such personnel. The basic training will be provided through-

- (J) A military-run training center; or
- (2) A web-based source, if specified in the contract or approved by the Contracting Officer.

(B) Advanced training, commensurate with their duties and responsibilities, may be required for some Contractor personnel as specified in the contract.

The Contractor shall notify all personnel who are not a host country national, or who are not ordinarily resident in the host country, that-

Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction of the United States in accordance with the Military Extraterritorial Jurisdiction Act of 2000 (18U.S.C. 3621, et seq.);

Pursuant to the War Crimes Act (18 U.S.C. 2441), Federal criminal jurisdiction also extends to conduct that is determined to constitute a war crime when committed by a civilian national of the United States;

Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of U.S. diplomatic, consular, military or other U.S. Government missions outside the United States (18U.S.C. 7(9));

In time of declared war or a contingency operation, CAAF and selected non-CAAF are subject to the jurisdiction of the Uniform Code of Military Justice under 10 U.S.C. 802(a)(10);

Such employees are required to report offenses alleged to have been committed by or against contractor personnel to appropriate investigative authorities; and,

assistance.

(vi) Such employees will be provided victim and witness protection and

*Processing and departure points.* CAAF and, as specified in the statement of work, non-CAAF personnel shall-

Process through the deployment center designated in the contract, or as otherwise directed by the Contracting Officer, prior to deploying. The deployment center will conduct deployment processing to ensure visibility and accountability of contractor personnel and to ensure that all deployment requirements are met, including the requirements specified in paragraph (e)(1) of this clause;

Use the point of departure and transportation mode directed by the Contracting Officer; and

Process through a designated reception site upon arrival at the deployed location. The designated reception site will validate personnel accountability, ensure that specific USAFRICOM area of responsibility entrance requirements are met, and brief contractor personnel on theater-specific policies and procedures.

*Personnel data.* The Contractor shall-

Use the SPOT web-based system, or its successor, to account for-

Data for all CAAF supporting the U.S. Armed Forces deployed outside the United States.

All United States citizens and third-country nationals who are contractor personnel, when the personnel will be

performing for 30 days or longer in the USAFRICOM area of responsibility under a contract valued at or above \$150,000 annually; and

(iii) All private security contractor personnel and their equipment, and all other contractor personnel authorized to carry weapons, when the personnel are performing in the USAFRICOM area of responsibility regardless of the length of performance or contract value.

Enter the required information about their Contractor personnel and their equipment prior to deployment and shall continue to use the SPOT web-based system at <https://spot.dmdc.mil> to maintain accurate, up-to-date information throughout the deployment for all Contractor personnel. Changes to status of individual Contractor

personnel relating to their in-theater arrival date and their duty location, including closing out the deployment with their proper status (e.g., mission complete, killed, wounded) shall be annotated within the SPOT database in accordance with the timelines established in the SPOT Business Rules at [http://www.acg.osd.mil/log/PS/ctrmgt\\_accountability.html](http://www.acg.osd.mil/log/PS/ctrmgt_accountability.html).

The Contractor shall submit to the Contracting Officer for SPOT reporting, not later than the 10th day of each month, an aggregate count of all local national employees performing in the USAFRICOM area of responsibility, by country of performance, for 30 days or longer under a contract valued at or above \$150,000 annually. Contractors using local national day laborers shall count each individual hired during the 30-day period only once.

For classified contracts, users shall access SPOT at

<https://spot.dmdc.osd.smil.mil>. To obtain access, contact the SPOT Customer Support Team via email: [dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil](mailto:dodhra.beau-alex.dmdc.mbx.spot-helpdesk@mail.mil).

*Contractor personnel.*

The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any contractor personnel who jeopardize or interfere with mission accomplishment or who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including the Termination for Default clause.

(2) The Contractor shall identify all personnel who occupy a position designated as mission essential and ensure the continuity of essential Contractor services during designated operations, unless, after consultation with the Contracting Officer, Contracting Officer's Representative, or local commander, the Contracting Officer directs withdrawal due to security conditions.

(3) The Contractor shall ensure that contractor personnel follow the guidance at paragraph (e)(2)(v) of this clause and any specific Combatant Commander guidance on reporting offenses alleged to have been committed by or against contractor personnel to appropriate investigative authorities.

(4) Contractor personnel shall return all U.S. Government-issued identification, including the Common Access Card, to appropriate U.S. Government authorities at the end of their deployment (or, for non-CAAF, at the end of their employment under this contract).

*Military clothing and protective equipment.*

Contractor personnel are prohibited from wearing military clothing unless specifically authorized in writing by the Combatant Commander or subordinate joint

force commanders. If authorized to wear military clothing, contractor personnel must-

Wear distinctive patches, arm bands, nametags, or headgear, in order to be distinguishable from military personnel, consistent with force protection measures; and

(ii) Carry the written authorization with them at all times.

(2) Contractor personnel may wear military-unique organizational clothing and individual equipment required for safety and security, such as ballistic, nuclear, biological, or chemical protective equipment.

The deployment center, or the Combatant Commander, shall issue organizational clothing and individual equipment and shall provide training, if

necessary, to ensure the safety and security of contractor personnel.

The Contractor shall ensure that all issued organizational clothing is returned to the point of issue, unless otherwise directed by the Contracting Officer.

*Weapons.*

If the Contractor requests that its personnel performing in the USAFRICOM area of responsibility be authorized to carry weapons for individual self defense, the request shall be made through the Contracting Officer to the Combatant Commander, in accordance with DoD Instruction 3020.41. The Combatant Commander will determine whether to authorize in-theater contractor personnel to carry weapons and what weapons and ammunition will be allowed.

If contractor personnel are authorized to carry weapons in accordance with paragraph G)(l) of this clause, the Contracting Officer will notify the Contractor what weapons and ammunition are authorized.

The Contractor shall ensure that its personnel who are authorized to carry weapons-

Are adequately trained to carry and use them-

Safely;

(B) With full understanding of, and adherence to, the rules of the use of force issued by the Combatant Commander; and

(C) In compliance with applicable agency policies, agreements, rules, regulations, and other applicable law;

Are not barred from possession of a firearm by 18U.S.C. 922;

Adhere to all guidance and orders issued by the Combatant Commander regarding possession, use, safety, and accountability of weapons and ammunition;

Comply with applicable Combatant Commander, subordinate joint force commander, and local commander force-protection policies; and

Understand that the inappropriate use of force could subject them to

U.S. or host-nation prosecution and civil liability.

Whether or not weapons are Government-furnished, all liability for the use of any weapon by contractor personnel rests solely with the Contractor and the Contractor employee using such weapon.

Upon redeployment or revocation by the Combatant Commander of the Contractor's authorization to issue firearms, the Contractor shall ensure that all Government-issued weapons and unexpended ammunition are returned as directed by the Contracting Officer.

(k) *Vehicle or equipment licenses.* Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the USAFRICOM area of responsibility.



(1) Purchase of scarce goods and services. If the Combatant Commander has established an organization for the USAFRICOM area of responsibility whose function is to determine that certain items are scarce goods or services, the Contractor shall coordinate with that organization local purchases of goods and services designated as scarce, in accordance with instructions provided by the Contracting Officer.

*Evacuation.*

If the Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to contractor personnel who are U.S. citizens and third country nationals.

(2) In the event of a non-mandatory evacuation order, unless authorized in writing by the Contracting Officer, the Contractor shall maintain personnel on location sufficient to meet obligations under this contract.

*Next of kin notification and personnel recovery.*

The Contractor shall be responsible for notification of the employee designated next of kin in the event an employee dies, requires evacuation due to an injury, or is isolated, missing, detained, captured, or abducted.

(2) The Government will assist in personnel recovery actions in accordance with DoD Directive 3002.01E, Personnel Recovery in the Department of Defense.

(o) *Mortuary affairs.* Contractor personnel who die while in support of the U.S. Armed Forces shall be covered by the DoD mortuary affairs program as described in DoD Directive 1300.22, Mortuary Affairs Policy, and DoD Instruction 3020.41, Operational Contract Support.

*Changes.* In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in the place of performance or Government furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph (p) shall be subject to the provisions of the Changes clause of this contract.

*Subcontracts.* The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts that require subcontractor personnel to perform in the USAFRICOM area of responsibility.

(End of clause)

NFAS 5252.201-9300 - CONTRACTING OFFICER AUTHORITY (JUN 1994)

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on any contract, modification, change order, letter or verbal direction to the Contractor be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry of the Contracting Officer before making the deviation. Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government.

(End of clause)

NFAS 5252.209-9300- ORGANIZATIONAL CONFLICTS OF INTEREST (JUN 1994)

The restrictions described herein shall apply to the Contractor and its affiliates, consultants and subcontracts under this contract. If the Contractor under this contract prepares or assists in preparing a statement of work, specifications and plans, the Contractor and its affiliates shall be ineligible to bid or participate, in any capacity, in any contractual effort which is based on such statement of work or specifications and plans as a prime contractor, subcontractor, consultant or in any similar capacity. The Contractor shall not incorporate its products or services in such statement of work or specification unless so directed in writing by the Contracting Officer, in which case the restriction shall not apply. This contract shall include this clause in its subcontractor's or consultants' agreements concerning the performance of this contract.

(End of clause)

NFAS 5252.217-9301 - OPTION TO EXTEND THE TERM OF THE CONTRACT – SERVICES (JUN 1994)

- (a) The Government may extend the term of this contract for a term of one (1) to twelve (12) months by written notice to the Contractor within the performance period specified in the Schedule; provided that the Government shall give the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option provision.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

(End of clause)

## NFAS 5252.242-9300 - GOVERNMENT REPRESENTATIVES (OCT 1996)

The contract will be administered by an authorized representative of the Contracting Officer. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any person other than the Contracting Officer be effective or binding upon the Government, unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of this contract. The authorized representative as indicated hereinafter:

  X   The Contracting Officer's Representative (COR) will be designated by the Contracting Officer as the authorized representative of the Contracting Officer. The COR is responsible for monitoring performance and the technical management of the effort required hereunder, and should be contacted regarding questions or problems of a technical nature.

  X   The designated Contract Specialist will be the Administrative Contracting Officer's representative on all other contract administrative matters. The Contract Specialist should be contacted regarding all matters pertaining to the contract or task/delivery orders.

       The designated Property Administrator is the Administrative Contracting Officer's representative on property matters. The Property Administrator should be contacted regarding all matters pertaining to property administration.

(End of clause)

## Section J - List of Attachments

Attachment Number	File Name	Description
	QASP.pdf	QASP