

STATEMENT OF WORK
213/0017A/09

I. **STATEMENT OF WORK:** Contractor shall provide Surveillance Role Player (SRP) support, support to field exercises and conduct mid/final formal debriefs on student performance related to Surveillance Detection techniques for classes of the [REDACTED] and the Spouse Training Program (STP) at the [REDACTED] as specified. Contractor shall maintain an in-cycle, quantified database for use by the [REDACTED] faculty, for inclusion into a detailed cost analysis as a portion of the [REDACTED] Security and Force Protection Program. All instruction and supporting material are to be considered sensitive, but will be UNCLASSIFIED/ For Official Use Only.

(b)(3):10 USC
424

(b)(3):10 USC
424

II. **DISCUSSION/ OBJECTIVE:**

1. **Major Task:** Provide practical experience in Surveillance Detection measures and techniques, with emphasis on surveillance detection and demeanor, for [REDACTED] staff students and their spouses; conduct scheduled surveillance activities and evaluate student performance; provide timely, thorough feedback to all students; and provide exercise support as requested.

(b)(3):10 USC
424

2. **Objectives of the Course:** The objectives of the program are as follows:

a. Heighten security sensitivity and situational awareness of student [REDACTED] staff personnel, and spouses.

(b)(3):10 USC
424

b. Enhance ability to recognize a security threat and respond properly.

- (1) Detection of surveillance
- (2) Maintain appropriate Demeanor for the situation
- (3) Security incident reporting

3. **Required Services:** The contractor shall provide the [REDACTED] with the following services:

(b)(3):10 USC
424

a. Provide [REDACTED] two-person surveillance teams, to conduct scheduled surveillance activities (to be referred to as "follows") targeted against [REDACTED] students and their spouses.

(b)(3):10 USC
424,(b)(4)

(b)(3):10 USC
424

(1) The [REDACTED] program will consist of three (3) phases: a plenary phase and two (2) phases of surveillance activities with midterm and end-of-program debriefings for all students and spouses.

(b)(3):10 USC
424

(b)(3):10 USC
424

b. Provide [REDACTED] two person surveillance teams, to conduct scheduled surveillance activities (to be referred to as "follows") targeted against [REDACTED] students and their spouses.

(b)(3):10 USC
424,(b)(4)

(1) The [REDACTED] program will consist of three (3) phases: a plenary phase and two (2) phases of surveillance activities with midterm and end-of-program debriefings for all students and spouses.

(b)(3):10 USC
424

(b)(3):10 USC
424

c. Contractor shall :

(1) Provide follows of each [REDACTED] student. All follows are to be individually documented in writing; a video record of student performance shall be provided if possible for use in the formal student debriefs.

(2) Provide a minimum of [REDACTED] follows for each [REDACTED] student. [REDACTED] follows are to be

(b)(4)

(b)(3):10 USC
424

(b)(4)

(b)(4) single-team with the [redacted] a multi-team follow by foot and/or vehicle.

(3) Provide for an additional [redacted] discretionary multi-team follows to be used by the COR. These follows may be conducted on students needing additional attention.

(4) Provide a general overview performance report to all students in a formal classroom presentation at the end of each phase of training stressing the basic principles of surveillance detection and security awareness with specific good and bad examples gleaned from the class being briefed; provide selected individual performance critiques upon demand by [redacted] faculty.

(b)(3):10 USC
424

(b)(3):10 USC
424

(5) Adjust surveillance activities of either [redacted] students in accordance with the direction of the COR.

(6) Provide the COR quantified data on hours/costs of surveillance and instructional support activities for each [redacted] class.

(b)(3):10 USC
424

(7) Provide [redacted] faculty with dossier of critiques of each [redacted] student at the end of each respective program.

(b)(3):10 USC
424

(b)(3):10 USC
424

(8) Provide recommendations on course content and recommendations for enhancement.

(b)(4)

d. Provide [redacted] SRP's in support of the [redacted] final exercise Dragon Warrior which is held once per class 3. Support will be coordinated with the [redacted] Security Training Program Manager.

(b)(4)

e. Provide [redacted] SRP's in support of three (3) separate one day training exercises held in the Washington DC area in support of the [redacted] and the STP. These three (3) days of training exercises are held once per class.

(b)(3):10 USC
424

(b)(4)

f. Provide [redacted] SRP's in support of video taping student demeanor of two (2) separate one day training exercises held in the Washington DC area in support of the [redacted] and the Attaché Staff Training Program. These two (2) days of training exercises are held once per class.

(b)(3):10 USC
424

(b)(4)

4. Contract Review: This contract will be periodically reviewed by the COR and the contractor throughout the term of the contract. POC/COR under this contract is [redacted]

(b)(3):10 USC
424

[redacted] DIA [redacted] The POC/COR is designated to receive for the Government reports and other materials called for in this contract, and to represent the Contracting Officer (CO) in the technical phases of the work. The POC/COR will also certify the contractors "need to know" in connection with the contractor's requests for information (from the Government, or from private contractors pursuant to Government contracts), and with regards to visits to Government installations necessary for contract performance. The POC/COR IS NOT authorized to:

a. Change any of the terms and conditions of this contract. Changes in the scope of work will be made only by the Contracting Officer by a properly signed written modification to the contract.

III. The following shall apply:

1. The contract team will provide the COR with the following services:

(b)(3):10 USC
424

a. Conduct SRP follows of [redacted] Classes during their individual daily routines.

b. Coordinate on a daily basis with the COR to modulate focus and intensity of the student surveillance activities.

c. Provide to the COR photos of contract SRP team personnel and vehicles (including tag numbers) to verify student sightings.

d. Provide individual student critiques as directed by the COR.

(1) A Phase I and Phase II general critique/overview will be provided for [redacted]

(b)(3):10 USC
424

class.

2. The contractor will recommend and coordinate SRP activities for [redacted] Phase I and phase II Training with the COR. (b)(3):10 USC 424

3. The contractor will provide individual written results of all follows for both [redacted] students on a daily basis; he shall provide video documentation of all follows if available; he shall provide a general report to the COR no later than close of business 5 working days after the last surveillance activity. (b)(3):10 USC 424

4. [redacted] will provide: (b)(3):10 USC 424

a. Inclusive dates and times including necessary plenary period for each program.

b. Names of [redacted] student individual photographs, home addresses, and private vehicle data (make and model, color, and state tag number). (b)(3):10 USC 424

c. Weekly [redacted] schedules, as appropriate. (b)(3):10 USC 424

5. All instruction shall be scheduled on dates and time mutually agreed upon by the COR, and the contractor. Contract start date is the date the contract is awarded. Dates may be adjusted if agreeable to the Contracting Officer, [redacted] and the contractor.

IV. DELIVERABLES: (b)(3):10 USC 424

1. Provide SRP support and instruction in Surveillance Detection measures and techniques as detailed under Section III, Specifications above. Support [redacted] specified exercises and provide after action reports. Develop and present a detailed cost analysis database of the program to the [redacted] faculty after each [redacted] class. (b)(3):10 USC 424

a. Phase I Surveillance (approximately the first three (3) weeks) of [redacted] training: A minimum of [redacted] successful one-team follows per student or up to 185 attempts. (b)(3):10 USC 424 (b)(4)

b. Phase II Surveillance (approximately week four (4) to week six (6) of [redacted] training: a Minimum of [redacted] successful multi-team follows per student. Ten (10) discretionary follows to be directed by the COR up to 100 up to follow attempts. For all other students: One successful multi-team follow or. (b)(3):10 USC 424 (b)(4)

c. Provide Surveillance of [redacted] students during two separate midday training exercises in the Washington DC and Baltimore areas. (b)(3):10 USC 424

d. Provide personal counseling for students as requested by the COR.

e. Develop a personal security profile (dossier) for each [redacted] staff student. Present dossiers to students at the debriefing conducted at the end of each course. (b)(3):10 USC 424

f. Conduct [redacted] "Threat Delivery" for each [redacted] student. May be executed any time during Phase I or Phase II surveillance training. Threat may be: (b)(4)

(1) Note card in wheel well of vehicle attached via magnet indicating a "simulated device"

(2) Other Threat Delivery as approved by the COR. (b)(3):10 USC 424

g. Report immediately to the COR any safety violations dictating suspension of surveillance activities (for example, speeding to evade/"lose" surveillance or attempts to use auto as a weapon directed at surveillance team).

(b)(3):10 USC
424

- h. Provide periodic faculty interaction with activities of the surveillance team. Provide opportunity for all [redacted] faculty to take part in surveillance activities commensurate with the demands of the [redacted] schedule.

V. INVOICES:

1. The Contractor shall submit proper invoices in original and three (3) copies to the COR for certification. The COR will forward the certified invoices to the payment office for payment. A proper invoice must include:
 - a. Name of the contractor concerned and invoice date.
 - b. Contract Purchase/Deliver Order Number (13 characters beginning with MDA908).
 - c. Description, price, quantity, and contract line item number of property and services actually delivered or rendered.
 - d. Shipping and payment terms, and such other substantiating documentation information as required by the contract.
 - e. Name where practicable, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.
2. Invoices containing defects or impropriety will be rejected. The payment period will commence from the date of receipt by the Government or a corrected invoice or the date on which the Government accepts the property or services, whichever is later.
3. The invoice will be provided to the POC/COR, [redacted] DIA, Bldg 6000, Attn: DIAC, [redacted] Washington, D.C. 20340-5100, for certification and forwarding to the payment office.

(b)(3):10 USC
424

VI. ADDITIONAL INFORMATION:

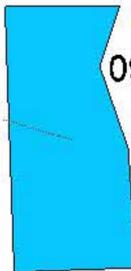
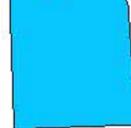
1. In the event any [redacted] class or [redacted] class should be canceled, or course content is changed to delete exercises by the contractor, the [redacted] reserves the right to cancel any or all of the services described in the Statement of Work.

(b)(3):10 USC
424

VII. NOTES TO THE CONTRACTOR:

1. Work dates: Listed below are class numbers and inclusive dates. All dates are subject to change prior to the start of each class.

(b)(3):10 USC
424

Class Number	Plenary Start Date	Class Start Date	Class End Date
 0903	17 Aug 2009	21 Aug 2009	20 Nov 2009
 0903	17 Aug 2009	21 Aug 2009	06 Nov 2009

Exercise Dragon Warrior

Training Dates (2-6 Nov 09) Exercise Dates (8-13 Nov 09)