

SUBJECT MATTER EXPERT SERVICES (SME)
Policy Support
Statement of Work (SOW)

Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.

1.0 BACKGROUND

Due to the complex and specialized nature of the Weapons of Mass Destruction (WMD) mission set, it is critical that the Federal Bureau of Investigation (FBI) has a centralized capability to coordinate activities across the FBI and with other Federal departments and agencies to ensure the security of the American people. The WMD Directorate (WMDD) vision is to ensure the nation is free from weapons of mass destruction. The WMDD mission is to lead the FBI's efforts to prevent and mitigate threats associated with the nefarious use of chemical, biological, radiological, nuclear, and explosives (CBRNE) materials by employing a workforce with extraordinary capabilities.

To accomplish its vision and mission, the WMDD brings a unique blend of subject matter expertise (SME) in CBRNE, intelligence analysis, WMD operations, and infrastructure protection, which is not present anywhere else in the United States Government. Additionally, the WMDD is responsible for preventing, countering, responding, and investigating threats of terrorism or proliferation involving CBRNE weapons.

2.0 OBJECTIVES

The objective of this Statement of Work (SOW) is to acquire contractor support for the WMDD Front Office Policy and Strategy Unit (PSU).

3.0 SCOPE

The contractor shall provide the WMDD Assistant Director, Deputy Assistant Director, Chief Scientific/Policy Advisor, PSU and personnel support with Management and Program Analysis, "WMD policies, plans, guidance, and strategies at the federal and national levels related to WMDD operations, programs, and initiatives".

4.0 TASKS

4.1 Policy Support – The contractor shall assist in researching, developing, and coordinating national plans and policies on key issues, such Counter-Terrorism (CT), WMD, and others as appropriate.

The contractor shall work within the US interagency process on all CT/WMD policy issues; effectively manage and coordinate work; develop policy options; and negotiate contributions from other FBI organizations and stakeholder groups in order to integrate them into plans and policy documents.

The contractor shall assist in the evaluation and development of proposed plan, policies, initiatives, and programs concerning national security and the FBI's strategic objectives. Prepare written briefings for presentation to the FBI's executive management. Write and develop recommendations, reports and papers that convey

the FBI's policy position on CT/WMD issues to lay audiences. Conduct discussions with FBI personnel and management officials regarding the development and implementation of new plans, policies and procedures. Review and propose new plans, policies, and procedures based upon research and data collection and analysis. Develop and manage engagements with the broad network of CT/WMD stakeholders including federal, state, local, tribal, and territories (FSLTT) governments and organizations, as well as non-governmental organizations necessary to facilitate the advancement of new CT/WMD plans, policies, and programs.

The contractor shall support FBI representation in senior level interagency CT/WMD forums and working groups to ensure FBI capabilities and equities are addressed accurately across government. Presents and interprets FBI policy to FBI components and field offices effecting negotiations at all levels. Conducts special comprehensive studies, provides assessments, evaluations and makes recommendations on new and proposed plans and policy initiatives, to ensure that FBI's CT/WMD priorities, plans, programs, and operations are fully understood at national and international levels.

The contractor shall plan, prepare, coordinate, disseminate, solicit, monitor, track, set and meet deadlines relative to interagency and internal meetings; interagency and internal document review, drafting, commenting, and adjudication of comments; and document production. Advertise, host, and facilitate interagency and internal meetings; and prepare summary of conclusions suitable for executive level interagency dissemination. Build processes for internal and external policy development and review.

The contractor shall review, analyze, and contrast policy draft versions to identify gaps, preserve FBI equities and public branding, and provide written and oral conclusions. Prepare redline drafts, PowerPoint presentations, synchronization matrices, position papers, decision papers, and provide oral and written decision, position, and information briefs at the executive level.

The contractor shall accurately record/document decision-making and drafting of plans and policies during interagency and internal meetings; and accurately maintain version control during commenting and drafting. Maintain project liaison with the Department of Justice (DOJ), interagency, and internal partners and leadership. The contractor shall perform administrative duties by reporting statistics, daily project progress briefs, ensuring a professional environment for interagency meetings, maintaining calendars and setting appointments, edit draft documents and emails for grammar/spelling/readability/level of audience, assist the managing official to maintain appointments and make deadlines; and perform other administrative duties across policy and plans.

5.0 PERIOD OF PERFORMANCE/LEVEL OF EFFORT

The Period of Performance will be a 12-month Base, with four (4) 12-month option years.

The government intends to award this task order as a Time and Materials (T&M) contract. The estimated level of effort per person full-time at 1,920 hours a year. The contractor(s) are expected to work normal FBI business hours, Monday-Friday, between 6:00 AM -6:00 PM. There may be instances when the contractor may be required to be available outside of normal business hours for operations and/or emergencies. These hours will need to be pre-approved by the Task Lead and will be billed as straight time.

6.0 PLACE OF PERFORMANCE

Performance of the contract shall primarily take place onsite at the J. Edgar Hoover building at 935 Pennsylvania, Avenue NW, Washington, DC 20535. Upon request, the contractor shall travel to FBI field offices, FBI off-sites, and other Intelligence organizations. The duration of travel will be determined prior to initiation of travel.

7.0 CONTRACT TYPE

This task order shall be priced as Time and Materials (T&M).

8.0 SME LABOR CATEGORY AND HOURS

SME Labor Category Number of Positions Annual Hours Core Operating Hours

SME IV 1 full-time 960/1920 8am – 5pm

9.0 SECURITY

Performance under this Agreement requires a security clearance of TOP SECRET and with SCI eligibility within sixty (60) days, and HUMINT (HK) Level. Additionally, the FBI may require the SME to undergo a polygraph examination. The FBI reserves the right to revoke access to information, facilities, or property where such access is no longer consistent with the FBI's mission and responsibilities. Knowing, willful, or negligent disclosure of FBI information to unauthorized persons, without prior written FBI approval, may subject the violator to appropriate penalties and sanctions under the law.

Work or tasks of an UNCLASSIFIED nature may be performed at the Contractor's facility. Work, or tasks of a CLASSIFIED nature shall be performed at an accredited Contractor or Government facility in accordance with security protocol as specified by the Government Security Officer. All Contract personnel shall be required to sign a Non-Disclosure Agreement.

10.0 DELIVERY/TASK DELIVERABLES

10.1 Data – The Contractor shall deliver data deliverables as delineated herein.

10.1.1 Task Order Management Plan (TOMP) - The Contractor shall present a TOMP within 15 business days after the beginning of the period of performance for review. This document shall explain how the Contractor shall manage resources in support of the TO. This includes (if applicable) how it will manage the transition work from the incumbent vendor. The Contractor shall also outline how it will manage security, non-disclosure, and organizational conflict of interest concerns. In addition, the TOMP shall identify key points of contact and lines of authority for the TO.

Approval of the document by the Task Lead is required. It may be submitted in the Contractor's format.

10.1.2 *Monthly Status Reports (MSR)* – The Contractor shall submit a MSR to the Government. The MSR shall summarize the state of the TO over that month. Some of the items to be included are:

- Finances
 - o Invoicing history and status
 - o Spending projections for the remainder of the contract by month (Spend Curve)
 - o Expenditures
- Work Summary
 - o Description of work being performed
 - o Status of Anticipated and On-going Issues
 - o Accomplishments for the Period Invoiced
 - o Upcoming milestones or significant events
- Government Furnished Property summary (if applicable)
- Deliverables
- Personnel summary
- Invoice
- Other Direct Costs (ODCs)

Electronic copies of the MSR shall be distributed to the Task Lead and any other designated personnel. The document shall be due to the Government no later than the 15th of any subsequent month. It may be submitted in the Contractor's format.

10.1.3 *Meeting Minutes* - Minutes from project meetings shall be documented to include general information related to the meeting, decisions made, attendees, issues, and action items assigned. Minutes should specifically highlight any issues that would change the key aspects of projects. Formal meetings that are conducted using video teleconferencing or conference calls shall be similarly documented. Meeting minutes should be submitted within 3 business days of the completion of the meeting and should also include copies of any briefing slides presented at the meeting.

10.1.4 *Final Report* - A Final Report that documents the task shall be provided to the Government. The Final Report will provide a summary of the TO, lessons learned, and any recommendations. The final report should be submitted within 15 business days of the completion of each contract period. The Task Lead who has approval authority, will review and comment on the document within 20 business days of receipt. It may be submitted in the Contractor's format.

11.0 GOVERNMENT FURNISHED PROPERTY

The FBI will make reasonable space and support available to the SME as necessary to perform the tasks under this agreement. This includes: office space, office equipment, access to FBI computer systems, radio and communications equipment, personal safety equipment, or any other materials and equipment determined by the FBI as necessary

to perform the requirements of this contract. FBI facilities and equipment shall only be used in connection with official performance of the requirements herein. All equipment and supplies remain the property of the Government and shall not be removed from government facilities.

12.0 TRAVEL

Under 50 mile trips are required	Over 50 mile trips are required
As required by JTR	As required by JTR

Estimated ODCs

Base Year:	07/01/20 - 06/30/21	\$20,000
Option Year 1:	07/01/21 - 06/30/22	\$20,000
Option Year 2:	07/01/22 - 06/30/23	\$20,000
Option Year 3:	07/01/23 - 06/30/24	\$20,000
Option Year 4:	07/01/24 - 06/30/25	\$20,000

13.0 SPECIAL REQUIREMENTS

13.1 Performance Required Beyond Standard Workday

There may be instances when the contractor may be required to be available outside of normal business hours for operations and/or emergencies. These hours will need to be pre-approved by the Task Lead and will be billed as straight time.

14.0 QUALIFICATIONS

14.1 Experience and Technical Qualifications

- Twelve (12) years of professional experience in National Security, Public Policy, or Policy Law
- Extensive software skills (e.g. Microsoft Office Suite) and Internet research abilities
- Strong oral and written communication skills
- Effective interpersonal skills and ability to work independently
- Ability to develop, review, analyze, debate, and track national policies, frameworks, strategies, plans, and legislation, to ensure National documents support the FBI's strategic objectives and its intelligence, investigative, and operational missions
- Shall have demonstrated experience in the development or extensive knowledge of National security policies, interagency roles and responsibilities, and interagency preparedness and crisis response plans

- Expert in counterterrorism, preparedness and response laws and policies with a focus on CT/WMD, the national security statutes, and relevant Executive Orders
- Shall have skills to formulate persuasive arguments during high level interagency meetings, and present to FBI and DOJ executive leadership, via oral or written product/presentation, strategic policy positions for decision-making
- Shall have demonstrated strong project management and organizational skills to plan, prepare, disseminate, coordinate, track, set deadlines for interagency meetings, DOJ/FBI internal adjudication, and corporate and interagency-wide input to the drafting of National policy and planning related documents
- Shall have the flexibility to meet with interagency partners and participate in rigorous debate while documenting accurately interagency agreement
- Shall have demonstrated experience designing national-level exercises
- U.S. citizen, able to pass the FBI Background Investigation and obtain a Top Secret-SCI security clearance

14.2 Educational Requirements

Master's degree in National Security, Public Policy, or Policy Law

15.0 PERFORMANCE METRICS

The contractor shall develop and submit a Quality Assurance Surveillance Plan (QASP) for this task order which outlines the performance standards, surveillance methods, metrics and penalties/rewards.

The following shall be included in the QASP.

The following criteria will be used to assess the quality of tasks performed and deliverables submitted in this task order:

- The contractor's overall performance on this task order as well as staffing and replacing personnel.
- The Contractor's response to urgent communications within 1 hour 90% of the time.
- The Contractor's response to routine communications within 8 hours 90% of the time.
- The Contractor's submission of deliverables in a timely manner and corrections required by the government on written documents within 10 working days or as specified by the FBI.

16 INVOICE REQUIREMENTS Invoices shall be submitted via email and sent monthly to: {Insert Contracting Officer name and email address}

17 GOVERNMENT REPRESENTATIVES

{Insert Contracting Officer and Contract Specialist names here}

17.1 Contracting Officer Representative

The COR will be identified via letter of COR delegation authority issued by the Contracting Officer (CO) for this contract. The COR is responsible, as applicable, for: receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the Contractor which clarifies the contract effort, filling in details or otherwise furnishing information necessary to accomplish the SOW; evaluating performance; and certifying all

invoices / vouchers for acceptance of the supplies or services furnished for payment. The COR does not have the authority to alter or modify the Contractor's obligations, contract terms, conditions, specifications, or cost. If as a result of technical discussions, it is in the Government's best interest to alter / change contractual obligations or the SOW, the CO will issue such changes.

17.2 Contracting Officer

The CO is the appointed authority to bind the Government to the extent of the authority delegated. Direction that will modify the scope, schedule, terms and conditions, funding, or any other action that may modify the agreement as originally entered into with the Government must be given only by the CO.

APPENDIX A: ACRONYMS

Acronym	Description
TO	Task Order
WMD	Weapons of Mass Destruction

SOP	Standard Operating Procedure
SOW	Statement of Work
SME	Subject Matter Expert
COR	Contracting Officer Representative
MSR	Monthly Status Report
CO	Contracting Officer
MPF	Master Personnel File
TL	Task Lead
QASP	Quality Assurance Surveillance Plan
FBI	Federal Bureau of Investigation
TOSOW	Task Order Statement of Work