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STATEMENT OF WORK

Technical/Project Management Support Services

02/11/2025

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Statement of Work (SOW)
TECHNICAL SERVICES CONTRACT

GENERAL INFORMATION

This is a non-personal services contract to provide **Technical Services Contract**. The Government shall not exercise any supervision or control over the service providers performing the services herein. Such service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1. **Title of Project.** Technical Services Contract.
2. **Background.** Project management and related services in support of the mission of DIA's Office of Facilities and Services for DIA facilities worldwide.
3. **Objectives:**
 - *The contract shall include resumes for all personnel with their final proposal. Each job description shall be included on the resume for the respective level of competency. The contract effort goals and objectives; and*
 - *Level of Competency: Each job description shall be identified as one of the following level of competencies and will be required against each contracting line number (CLIN) as determined by the United States (U.S.) Government Project Manager (PM) and/or Contracting Officer Representative (COR). Level of Competency structure is as follows:*
4. **Scope.** The contractor shall perform services in support of the Facilities Engineering Division (FAC) (FAC PAC), (FAC-1), (FAC-3), (SEC) and the White House, involving project and facility management, and any other management support functions deemed necessary for the function of all Defense Intelligence Agency (DIA) FAC, FAC-1, SEC and the White House. The contractor shall provide personnel who are fully capable to perform the desired functions. The contractor is responsible for all basic training and certifications. The contractor shall ensure that personnel receive periodic training needed to stay current and proficient at the contractor's expense. The numbers of personnel listed below is the Government's estimate of the personnel required. The numbers of contract personnel are subject to change based on workload and funding changes. *Contractors are considered key personnel.* The contractors will be key personnel. Lastly, the scope of this work involves travel worldwide, including the United States Central Command (USCENTCOM) area of responsibility (AOR), and other items directly related to the work.
5. **Work Requirements.** Contractor Requirements. See bid schedule for contractor-anticipated support.

5.1. **Program Manager I:** The contractor shall provide qualified Program Manager(s), as

needed.

- 5.1.1. **Contract Lead Program Manager (Program/Project Management):** The Program Manager shall interface between DIA, U.S. Army Corps of Engineers (USACE), the White House (WH), and other program Government stakeholders, responsible for executing the contract and delivering appropriate staff to perform the contract. The Program Manager shall be proficient in developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status. The individual shall be responsible for the program from inception through physical and financial closeout, highly skilled in customer service, competent in reading and understanding construction drawings and specifications, and knowledgeable in standard construction industry practices. The individual shall be capable of developing cost estimates based on conceptual designs using R.S. Means and shall be proficient in Microsoft (MS) Office (Word, Excel, PowerPoint, Access, and Outlook) and MS Project. The Program Manager shall have a master's degree in business or construction management, exceptions to this degree are subject to contracting officer and COR approval and at least 10 years of experience in program management, facilities, construction, and design. PMP certification from the Project Management Institute is highly desired. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.1.2. **Program Manager (Program/Project Management):** The Program Manager shall interface between DIA, U.S. Army Corps of Engineers (USACE), the White House (WH), and other program Government stakeholders, responsible for executing the contract and delivering appropriate staff to perform the contract. The Program Manager shall be proficient in developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status. The individual shall be responsible for the program from inception through physical and financial closeout, highly skilled in customer service, competent in reading and understanding construction drawings and specifications, and knowledgeable in standard construction industry practices. The individual shall be capable of developing cost estimates based on conceptual designs using R.S. Means and shall be proficient in Microsoft (MS) Office (Word, Excel, PowerPoint, Access, and Outlook) and MS Project. The Program Manager shall have a bachelor's degree and at least 10 years of experience in program management, facilities, construction, and design. PMP certification from the Project Management Institute is highly desired. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.2. **Program Manager II:** The contractor shall provide qualified Program Manager(s) II, as needed.

- 5.2.1. **Deputy Contract Lead Program Manager (Program/Project Management):** Deputy Program Manager shall have experience working on large Intelligence Community (IC)/Department of Defense (DoD) campus or headquarters construction programs. Working in parallel with most program management

responsibilities, the Deputy Program Manager shall be proficient in all facets of large programs to include scope, cost, and schedule; community and client relations; and operations and staff management. The Deputy Program Manager shall have expertise in developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status. The individual shall be responsible for the program from inception through physical and financial closeout, highly skilled in customer service, competent in reading and understanding construction drawings and specifications, and knowledgeable in standard construction industry practices. The Deputy Program Manager shall have a bachelor's degree in business or construction management, exceptions to this degree are subject to contracting officer and COR approval and be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook) and MS Project. At least 10 years of experience in program management, facilities, construction, and design. PMP certification from the Project Management Institute is highly desired. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.2.2. **Senior Program Manager (Program/Project Management):** Program Manager with experience working on large IC/DoD campus or Headquarters (HQ) construction programs. The Program Manager is the senior interface between DIA, USACE, the White House (WH), and other program Government stakeholders, responsible for executing the contract and delivering appropriate staff to perform the contract. The Program Manager shall be proficient in developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status. The individual shall be responsible for the program from inception through physical and financial closeout, highly skilled in customer service, competent in reading and understanding construction drawings and specifications, and knowledgeable in standard construction industry practices. The individual shall be capable of developing cost estimates based on conceptual designs using R.S. Means and shall be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook) and MS Project. The Program Manager shall have at least 10 years of experience in program management, facilities, construction, and design. PMP certification from the Project Management Institute is highly desired. The PM must stay abreast of all projects and be the first line of defense for all project related and personnel issues. PM is responsible for ensuring project updates are timely and accurate in management preferred reporting tool (PowerPoint, PPM, etc.) **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.2.3. **Senior Financial/Budget Analyst/Audit Support:** Duties include monitoring and reporting status, financial management activities such as budget planning, formulation and execution. Provide project advice in analyzing ongoing and future program funding needs, and guidance on financial issues. Financial Analyst/Audit Support duties include supporting DIA's Office of Facilities Financial Statement

Audit and Internal Controls program. Responsible for analyzing project and financial data to ensure compliance with documented directives, instructions, policies and procedures. Ensure project documentation is accurate and complete to support asset valuation and financial reporting. Assist in developing and monitoring corrective action plans to remediate control deficiencies. Track process improvement activities, define dependencies (e.g., systems), links to internal controls, and resource dependencies, and support the development of reporting metrics, and assistance from subject matter experts to determine whether solutions or process improvements are implemented. Experience in constructing Financial Asset Valuation for capital and expense projects/assets. A Non-Disclosure Agreement is required for the Financial Analyst/Audit Support. Have proficiency in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus, and ServiceNow's Project Portfolio Management. Work with facility condition assessors to accurately capture cost and replacement information in ARCHIBUS the agency's computerized maintenance management system (CMMS) of record. Work with the ARCHIBUS team to help develop/automate the agency CMMS to enable funds tracking and prioritization. A bachelor's degree and 10 years of relevant experience in this field are required. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.2.4. **Real Property Accountable Officer (RPO):** Experience with DOD real property management to include leases and agreements Analyst to support one of our Intelligence Community customers. Maintain and verify recorded information is accurate, complete, and retained in accordance with applicable laws. Assist the government by reviewing, updating, and ensuring compliancy related real property tenant occupancy agreements (leases) and support agreements. Advise the Real Property Officer on expiring leases and agreements and help develop courses of action for disposition or renewal of such agreements. Work with the Facilities Business Management Team (BMT) through the existing Chief Financial Officer (CFO) processes and ensure we are appropriately tracking our facilities costs, to include lease/agreement costs, incidental costs, utilities, etc. Collaborate across departments to develop relevant data storage in ARCHIBUS to plan, program, and track budgets, execution, and effective real property asset management. Work with the ARCHIBUS team to help develop/automate the ability to track funds and lease/agreement information. Have proficiency in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus, and BUILDER. A bachelor's degree and 10 years of relevant experience in this field are required. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.3. **Subject Matter Expert (SME):** The contractor shall provide qualified SMEs, as needed.

5.3.1. Subject Matter Expert (SME): This person has a minimum of 12 years of relevant work experience in varying specialty career fields to include ARCHIBUS software systems expert, Facilities Condition Assessments career field expert, I.T. Data/programmer career field expert, Licensed Professional Engineer (Electrical, Mechanical, Structural, Fire Protection, Civil) and Data Center career field expert. The SME will often possess industry certifications to include Project Management Professional (PMP) and DAWIA certification. A Subject Matter Expert holds a Bachelor's degree and often possesses advanced degrees.

Additionally, a Subject Matter Expert will provide a combination of the following:

- Demonstrated ability to provide guidance and direction at the program level.
- Manage large, complex projects.
- Design, implementation and management of business operations, or strategy projects.
- PE's shall Interfaces with the client on program issues.

Supports Individual Delivery Individual Quantity (IDIQ) requirements and Energy Resilience Conservation Investment Program (ERCIP) requirements. Develops and coordinates projects. Analyzes studies on existing systems. Prepares justifications for resiliency/energy system modifications. Reviews and evaluates the overall effects of equipment and system changes.

- FCA's shall Conduct routine facility inspections, collect information on facility equipment and systems, and document information in a consolidated database. Experience in facilities, construction, and design providing written assessment of architectural, mechanical and electrical systems. Reviews and evaluates mechanical subsystems to identify make, model, serial number, placed-in-service dates, and replacement needed. Makes recommendations for improvement, or to meet requirements. Directs assigned projects and reviews work. Coordinates with other facilities specialists to ensure facility needs are met. Provides advice in the review or preparation of plans and designs on facilities. Develops and coordinates the project requests and fund estimates for the required studies and detailed plans, which includes justification to higher authority. Working with senior staff, conducts investigations, analyses, and possible design modifications of mechanical subsystems for overall system improvement; also determines requirements for new equipment. Reviews and evaluates the possible overall effect of changes in equipment, operation, and repair. Plans, executes and/or working with senior staff, technically directs the project assigned. Reviews drawings and specifications for mechanical systems to include the various applications in large industrial and/or office buildings. Reviews material work orders, memos of understanding ensure technical compliance with specifications. Provides guidance by interpreting laws, regulations and policies. Advises leadership on mechanical concepts and policies and provides interpretation and guidance on mechanical policies, procedures, practices and legislation, as it pertains to the Agency. Coordinates with engineers responsible for other disciplines to ensure proper integration of total systems. Working with senior staff serves as technical Agency projects. Competent in reading and understanding construction drawings and specifications, and knowledgeable in standard construction industry practices. Familiar with using R.S. Means and shall be proficient in MS Office (Word, Excel, PowerPoint, Access, and

Outlook) and MS Project.

- ARCHIBUS SME's shall Work with stakeholders to understand their needs and translating these into technical specifications. Analyze existing system capabilities to identify weaknesses and areas for improvement. Assist in the deployment of updates, including troubleshooting and resolving any issues that arise during deployment. Provide support and updates for software applications to ensure they continue to meet necessary standards and efficiency. Quickly address any issues that arise with the operation of ARCHIBUS. Communication is necessary to work closely with FAC and other stakeholders to configure ARCHIBUS based on business processes and mission needs. Maintain detailed documentation of systems configurations and procedures as required by government protocols. Provide training to users on new capability/functionality and provide ongoing support. Collaborate with other engineers, IT professionals, and the government to ensure application functionality aligns with project requirements. Conduct testing and validation to ensure application releases/patches meets all security and operational standards before deployment. Provide technical support and maintenance for releases post-deployment. Analyze user feedback and make necessary adjustments to improve software performance and user experience. Excellent communication skills for interacting with stakeholders and team members. Ability to troubleshoot and debug applications effectively. Strong understanding of software development lifecycle and methodologies. Experience with ARCHIBUS and/or related Computer Aided Facility Management (CAFM) software tools such as ARCHIBUS, Builder, Maximo, etc.

Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.

5.4. Project Manager (PM) I: The contractor shall provide qualified PMs, as needed.

- 5.4.1. Project Support:** Qualified individual(s) shall have experience with the Department of State (DoS), Overseas Building Operations (OBO) and interface with tenant agencies. These individuals should be proficient in the MS Office Suite of software as well as various web-based programs to support travel clearances. Experience using SharePoint as a collaborative tool and general proficiency in maintaining records in shared folders is also required. This staff support officer(s) will coordinate country clearance requests to support overseas projects. This individual(s) will be responsible for managing on-site logistics, supplies, and administration. Prepare special reports under general guidance, coordinate special projects/actions and programs, and respond to routine and non-routine inquiries using standard formats. Provide word processing support using a variety of software packages to produce standard and nonstandard documents. Advise writers and researchers in matters of style and usage to improve the general quality and effectiveness of communications. **Performance of this contract includes**

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worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.

- 5.4.2. **Project Support Information Technology (I.T.):** Provide general office support to the Government I.T. PMs. Prepare special reports on I.T. infrastructure development under general guidance, coordinate special projects/actions and programs, and respond to routine and non-routine inquiries using standard formats. Provide word processing support using automated data processing office machines, and a variety of software packages to produce standard and nonstandard documents. Advise writers and researchers in matters of style, syntax, and usage to improve the general quality and effectiveness of communications. Exercise quality control over documents intended for external distribution. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.4.2.0. **Production Control (PC) Management/Knowledge Management:**

Qualified individual(s) to serve as a Production Controller (PC) must be highly organized, self-motivated, and able to perform tasks with minimum supervision, highly competent in using various computer software programs, and have excellent communication skills. The PC manager shall manage the flow of facility service requests (FSRs) beginning with initiation by the customer through the project cycle in FAC-1. This individual shall assist customers in properly completing on line facility service requests, evaluate new requests for validity, and route the requests to the appropriate action officer in FAC-1. The PC manager shall be able to answer customer enquiries on FSR status within 24 hours. The PC manager shall develop reports using Siebel or other approved software that have the capability to provide FAC-1 managers with current status of projects in the various stages of the facility support process. This includes lists of routine work requests for facility maintenance and repair; design, construction, and project close out. The PC manager shall transcribe customer routine maintenance Defense Intelligence Analysis Center (DIAC) FSR data to the MAXIMO system used by the DIAC maintenance contractor. The PC manager shall provide recommendations to the FAC-1 Division Chief on areas needing improvement and proposed solutions. The PC manager shall conduct one weekly meeting with each of the branch chiefs to review all new FSRs. The PC manager shall conduct a four-hour briefing for new Engineering and Space Coordinators semiannually to train them on FSR procedures. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.5. **Project Manager II:** The contractor shall provide qualified PMs, as needed.

- 5.5.1. **Project Support:** Individual(s) shall be proficient in the MS Office Suite of

software as well as various web-based programs to support travel clearances. Experience using SharePoint as a collaborative tool and general proficiency in maintaining records in shared folders is also required. Provide Technical Point of Contact (TPOC) duties, validate Agency service agreements CONUS/OCONUS, enter and monitor Contract Management System (CMS) actions for Agency service agreements. Review and manage program build and provide customer feedback. A signed Non-disclosure Agreement (NDA) is required for this position. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.5.2. AUTOCAD Administration and Technicians: AutoCAD

Administrator/Technician(s) to support the planning, design, project management, and facilities management staff. The contractor shall create and update as-built drawings, create new and revise existing background/core drawings, provide AutoCAD expertise to all technical staff members, manage AutoCAD software upgrades, organize AutoCAD training classes, and establish a CAD file management system. The contractor provides support to the Computer Aided Facility Management effort. The contractor also needs to be proficient in MS Office applications to provide drafting support for presentations. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.5.3. Production Control (PC) Management/Knowledge Management: Must be highly organized, self-motivated, and able to perform tasks with minimum supervision, highly competent in using various computer software programs, and have excellent communication skills. The contractor also needs to be proficient in MS Office applications to provide drafting support for presentations. Have proficiency in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus, and BUILDER. Strong experience with data management tools like tableau. Excellent analytical and problem-solving abilities. Proficiency in data mining, machine learning, statistical analysis, and modeling. Work closely with other departments to understand their data needs and provide actionable insights. Identify valuable data sources and automating collection processes. Undertake preprocessing of structured and unstructured data. Analyzing large amounts of data and develop dashboards and reports that support FAC's mission. Build data models and machine-learning algorithms. Present information using data visualization techniques. Propose solutions and strategies to business challenges. Collaborate with other internal and external teams to develop solutions to data related issues. Develop and maintain process documentation according to Agency standards. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.5.4. **Real Property Accountable Officer (RPO):** Qualified Real Property Accountable Officer(s) shall establish and maintain formal records, systems, and financial information. These personnel shall accept all real property into Real Property Inventory (RPI) and ensure all disposals are accurately in RPI. The RPO shall ensure real property is auditable, implement and adhere to all internal controls for operations, reporting, and compliance. The RPO shall verify information recorded is accurate, complete, and retained in accordance with applicable laws. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6. **Project Manager III:** The contractor shall provide a qualified PM III, as needed.

5.6.1. **Quality Assurance (QA):** Full time Quality Assurance personnel shall be experienced in construction and project management. QA will support various construction and alteration projects within IC occupied facilities worldwide. These personnel shall prepare and document daily and monthly evaluations on maintenance actions, responsiveness and quality of work, provide routine facility inspections, collect information on facility equipment and systems, and document information in a consolidated database. Most of this QA support will be to provide inspection services to the DIA Delivery Order Construction Contract, but other projects could be required, under the supervision of U.S. Government quality assurance team leads. All QA personnel shall attend multiple meetings to review project development and status. All QA personnel must be able to read and comprehend construction drawings, specifications, ICD-705 standards to ensure that construction projects are built according to design and must immediately report any discrepancies. QA's shall take pictures throughout the length of the project necessary for reporting. At least one (1) QA manager having a QA certification is highly desirable. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.2. **Cost Estimating:** Qualified Cost Estimator(s) with at least ten years of experience in estimating construction projects and familiarity with R. S. Means cost estimating, commercial, off-the-shelf cost estimating software, and Microsoft Excel. The estimator shall develop project estimates using quantity take offs from project drawings and specifications at the 15%, 35%, 65%, 95%, and final design stages as applicable to individual projects. The estimator shall also provide conceptual estimates at project initiation and throughout the life of the project that include rough order of magnitude estimates for all aspects of projects to include design, construction, furniture, information technology, escorts, and security items. The contractor shall develop and maintain a local pricing book for use in managing DIA's delivery order contract. The contractor shall assist the Government in evaluating contractor cost proposals. The cost estimator shall record and track project costs and create a historical database for use in preparing future cost estimates. The Cost Estimator shall be required to sign an Occupational Conflict of

Interest Document and perform behind appropriate firewalls. S/he is prohibited from disclosure of any information gleaned from performance under this contract. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.3. **Production Control (PC) Management/Knowledge Management:** Serve as a Production Controller and must be highly organized, self-motivated, and able to perform tasks with minimum supervision, highly competent in using various computer software programs, and have excellent communication skills. Manage the flow of FSRs beginning with initiation by the customer through the project cycle in FAC-1. This individual shall assist customers in properly completing on line facility service requests, evaluate new requests for validity, and route the requests to the appropriate action officer in FAC-1. The PC manager shall be able to answer customer enquiries on FSR status within 24 hours. The PC manager shall develop reports using provided tools or other approved software that have the capability to provide FAC-1 managers with current status of projects in the various stages of the facility support process. This includes lists of routine work requests for facility maintenance and repair; design, construction, and project closeout. The PC manager shall transcribe customer routine maintenance DIAC FSR data to the MAXIMO system used by the DIAC maintenance contractor. The PC manager shall provide recommendations to the FAC-1 Division Chief on areas needing improvement and proposed solutions. The PC manager shall conduct one weekly meeting with each of the branch chiefs to review all new FSRs. The PC manager shall conduct a four-hour briefing for new Engineering and Space Coordinators semiannually to train them on FSR procedures. Must have knowledge and experience with various Computer Aided Facility Management (CAFM) software tools such as ARCHIBUS, Builder, Maximo, etc. Must possess 3-5 years' experience. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.4. **Operations Manager:** The operations manager(s) is the primary PMO liaison with the campus facilities office. Responsible for communicating all design and construction activities to facilities office, to include, but not limited to: shut down requests, assistance requests, and impacts to site, traffic and grounds, and utilities. Assures Operations and Maintenance (O&M) is accounted for in upfront scopes of work and design drawings; ensure O&M concerns are carried forward to construction, commissioning, and project turnover. Assists with transition of projects back to facilities office, to include O&M manuals, training manuals and videos, and warranties. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.5. **Security Manager:** The security manager(s) is responsible for defining and

overseeing USG security standards are met. Primary interface with on-site site security manager, Security (SEC), Cleared American Guards (CAG) and Construction Surveillance Technician (CSTs.) **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.6. **Resource Management/Financial/Budget Analyst/Audit Support:** Duties include monitoring and reporting status, financial management activities such as budget planning, formulation and execution. Responsible for the processing of funding allocations and funds control management. Responsible for analyzing data to keep abreast of program compliance and performance operations. Serving as a member of a team to assist in developing appropriate solutions to complex issues and problems identified. Provide technical advice in analyzing ongoing and future program funding needs, and guidance on financial issues. Resource manager must be proficient in government program and budget formation and execution. Assist the Government in developing statements of work (SOWs), cost estimates, facility technical proposals, move-add-change requirements, AutoCAD drawings, Gantt Charts, or project schedules for various facility projects. Financial Analyst/Audit Support duties include supporting DIA's Office of Facilities Financial Statement Audit and Internal Controls program. Responsible for analyzing project and financial data to ensure compliance with documented directives, instructions, policies and procedures. Ensure project documentation is accurate and complete to support asset valuation and financial reporting. Assist in developing and monitoring corrective action plans to remediate control deficiencies. Track process improvement activities, define dependencies (e.g., systems), links to internal controls, and resource dependencies, and support the development of reporting metrics, and assistance from subject matter experts to determine whether solutions or process improvements are implemented. Experience in constructing Financial Asset Valuation for capital and expense projects/assets. A Non-Disclosure Agreement is required for the Financial Analyst/Audit Support. The Resource manager(s) and Financial Analyst/Audit Support shall be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus, and ServiceNow's Project Portfolio Management. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.7. **Facility/Security Project Manager:** Qualified security project manager(s) proficient in site and building physical security construction, developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status. The project manager shall be responsible for assigned projects from project inception through physical and financial closeout. The project manager shall be highly skilled in customer service. Project Manager shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. The project manager shall review contractor

proposals and provide recommendations to the Contracting Officer's Representative (COR). **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.6.8. Furniture Project/Installation Manager: The contractor shall provide, PM/ IM who will support awarded CONUS and OCONUS BPA Call Orders. Additional PM/IM may be required, at the discretion of the Government, dependent on the volume of awarded BPA Call Orders. The PM/IM is expected to be at DIA facilities as needed to accomplish tasks and responsibilities. The PM/IM shall have a minimum experience of five (5) years as a furniture installer/project manager for projects of similar scope, type, and complexity. The PM/IM shall have a knowledge of manufacturer's furniture products utilized on the contract. The contractor shall have the ability to understand, negotiate, expedite issues/problems, and provide quick solutions when needed. The PM/IM shall perform the following tasks and responsibilities. Provides effective leadership and management to installation projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of projects performance, including technical/professional and client satisfaction. Perform maintenance, installations and repairs on small scale projects. Provides training and technical direction. Coordinates and schedule furniture deliveries. Coordinates Sub-contractor clearances and site access with Government COR. Manages and oversees the installation and repair efforts. Coordinates and performs final project punch-list walkthroughs with Government COR. Perform Quality Control activities. Creates red- line and as-built drawings, coordinates furniture scheduling meetings, and serve as the liaison informing the Government on issues concerning furniture execution activities. Manage and coordinate Service Central furniture tickets with on-site Quality Resource Team (QRT) to include furniture repairs, workstation reconfiguration, task seating and signage requests. PM/IM will be expected to travel to CONUS and OCNUS sites as needed to perform all tasks and responsibilities. The PM/IM shall oversee Furniture Installation Sub-contractors and Dealership Project Managers. The PM/IM is responsible for the following. Communicate to Sub-contractor/Dealership Project Managers to adhere to Government furniture procedures and schedules. Ensure that Sub-contractor/Dealership Project Manager provide furniture installation plans for DIA Enterprise that maximize seating, improve collaboration, and optimize functionality, and meet security requirements. Ensure that Sub-contractor/Dealership Project Manager produce furniture installation packages in accordance to Government standards. Furniture installation packages include full-size sets of furniture floor layout plans, furniture typicals, electric/data plans, panel elevation plans, 3D renderings, notes. Ensure that Sub-contractor/Dealership Project Manager furniture installation plans are in accordance with OSHA regulations and are approved by the

Government OHES. Ensure that Sub-contractor/Dealership Project Manager furniture installation plans are aligned with electrical floor layouts for IT and electrical furniture coordination plans. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.6.9. **ARCHIBUS Poly-liner:** Shall be proficient as a AutoCAD Administrator/Technician(s) to support the planning, design, project management, and facilities management staff. The contractor shall create and update as-built drawings, create new and revise existing background/core drawings, provide AutoCAD expertise to all technical staff members, manage AutoCAD software upgrades, organize AutoCAD training classes, and establish a CAD file management system. The contractor provides support to the Computer Aided Facility Management effort. The contractor also needs to be proficient in MS Office applications to provide drafting support for presentations. Have proficiency in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus. Strong experience with data management tools like tableau. Excellent analytical and problem-solving abilities. Proficiency in data mining, machine learning, statistical analysis, and modeling. Work closely with other departments to understand their data needs and provide actionable insights. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**
- 5.6.10. **Real Property Audit Support:** Establish and maintain formal records, systems, and financial information. Ensure real property is auditable, implement and adhere to all internal controls for operations, reporting, and compliance. Verify information recorded is accurate, complete, and retained in accordance with applicable laws. Support DIA's Office of Facilities Financial Statement Audit (FSA) and Internal Controls program. Responsible to ensure compliance with documented directives, instructions, policies and procedures. Review ARCHIBUS System Owner documentation and develop solutions to FISCAM deficiencies identified during FSA. Work with Information Technology leads to test implemented solutions and responding to Auditor requests and NFRs. Ensure project documentation is accurate and complete to support asset valuation and financial reporting. Assist in developing and monitoring corrective action plans to remediate control deficiencies. Track process improvement activities, define dependencies (e.g., systems), links to internal controls, and resource dependencies, and support the development of reporting metrics, and assistance from subject matter experts to determine whether solutions or process improvements are implemented. Experience in constructing Financial Asset Valuation for capital and expense projects/assets. A Non-Disclosure Agreement is required for the Financial Analyst/Audit Support. The Resource manager(s) and Financial Analyst/Audit Support shall be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, Archibus, and

ServiceNow's Project Portfolio Management. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this**

5.7. Project Manager IV: The contractor shall provide full time and half-time qualified PMs IV, as needed.

5.7.1. Project Management: PMs shall have the same proficiencies as a PM, and be proficient in managing construction/facility projects (Minor/Major), developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status to senior leaders. The Senior PM shall be responsible for assigned projects from project inception through physical and financial closeout. The Senior PM shall be proficient in using Microsoft office suite (PowerPoint/word), developing briefs and communicating with senior leaders, and highly skilled in customer service. The Senior PM shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. PMP certification from the Project Management Institute is highly desired. Must have knowledge and experience with various Computer Aided Facility Management (CAFM) software tools such as ARHIBUS, Builder, Maximo, etc. (BICSI) standards is highly desirable. The Program Consultant/Manager shall serve as the senior contractor representative and be able to manage the contractor's staff. The Senior PM shall have at least 5-10 years of experience in facilities, construction, and design. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.7.2. Analyst (Interior Design): The incumbent serves as an Architect (Interior Designer) and oversees the architectural analysis, evaluation, tracking and reporting on the architectural and space planning operations of one or more complex intelligence or support program(s). Serves as an expert on interpretation of laws and regulations and is the point of contact for resolving problems brought forth by lower level architects. Analyzes customer requirements for interior space and furniture and researches related requirements and authorizations. Advises on architectural and/or interior designs, specifications and comprehensive cost analysis. Documents and prepares reports for improving the planning, design and construction of buildings and/or space. Provides architectural and/or design advice on feasibility studies, analyzes designs and cost estimates for the construction, alteration, rehabilitation or restoration of Agency buildings and facilities. Analyzes customer requirements for interior space and furniture through site surveys and interviews, and researches requirements and authorizations in developing space and furniture systems designs. Coordinates all aspects of design, development and construction

with other professionals, architectural/engineering services and/or other Government agencies, using activities, contractors, and local officials to finish projects. Performs other duties as assigned. **Performance of this contract includes worldwide travel including the USCENCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.7.3. Analyst (Interior Designer/Space Planner):** This analyst shall Gather enterprise space requirements utilizing relevant policies and processes. Shall analyze and coordinate customers' global space requirements agency wide to ensure maximum utilization and efficient management of DIAs' space footprint. Will audit space use, document and report as-built and existing space conditions. Under limited supervision, maintain space utilization data and facilities inventory on an automated or computerized system. Responsible for planning, coordinating and organizing the activities associated with all space related moves across the global enterprise. Contribute to furniture selection and specifications, propose finish options, draft reports for work consideration, plan blocking and stacking using AutoCAD, review design and construction reports and analyze cost options and provide cost effective options utilizing existing space allowances. Assist leadership in identification of challenges, trends, future space needs and provide recommendations. The contractor personnel must be proficient in the latest DIA installed version of AutoCAD and computer aided facility management software. Possessing a PE license, a Registered Architect (RA) certification, or a National Council of Interior Design Qualification certification is highly desirable. **Performance of this contract includes worldwide travel including the USCENCOM AOR and other locations as required for completion of tasks directly related to this scope.**

Required Skills/Competencies:

- Proficiency in AutoCAD
- Ability to understand and interpret floor plans/ blueprints
- Familiarity with Computer Aided Facility Management (CAFM) systems like ARCHIBUS
- Excellent interpersonal & communication skills to coordinate & communicate effectively across all stakeholder engagements
- Basic knowledge of building codes
- Influencing skills

- 5.7.4. Analyst (PE/EIT-Mechanical, Electrical, Structural, Fire protection, Civil):** Capable of providing professional expertise in developing and reviewing engineering plans, concepts, programs, and scopes of works necessary for gov to maintain multi scale facility operations. Reviews and evaluates studies of engineering subsystems to make recommendations for improvement, or to meet requirements. Coordinates with other facilities specialists to ensure customer needs are met. Ability to independently articulate conditions for justification to higher authority. Working with senior staff, conducts investigations, analyses, and possible design modifications of engineering subsystems for overall system improvement. Reviews and evaluates the possible overall effect of changes in equipment,

operations, and repair. Working w/ other disciplines, recommend material work orders, memos of understanding and statements of work to ensure technical compliance with specifications. Provides guidance by interpreting engineering and construction laws, regulations and policies pertaining to specific discipline. Advises leadership on engineering concepts and policies and provides interpretation and guidance on procedures, practices and legislation, as it pertains to the Agency. Coordinates regularly with engineers responsible for other disciplines to ensure proper integration of total systems. Working with senior staff serves as technical consultant and project coordinator for Agency projects. Should be able to communicate effectively in written or oral format. Minimum qualification a bachelor's degree in engineering pertaining to particular focus listed above and 3-5yrs experience. In lieu of a bachelor's degree relevant experience of 7+ years will be excepted for noted engineering disciplines. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.7.5. **Production Control (PC) Management/Knowledge Management:** Serve as a Production Controller and must be highly organized, self-motivated, and able to perform tasks with minimum supervision, highly competent in using various computer software programs, and have excellent communication skills. Manage the flow of FSRs beginning with initiation by the customer through the project cycle in FAC-1. This individual shall assist customers in properly completing on line facility service requests, evaluate new requests for validity, and route the requests to the appropriate action officer in FAC-1. The PC manager shall be able to answer customer enquiries on FSR status within 24 hours. The PC manager shall develop reports using provided tools or other approved software that have the capability to provide FAC-1 managers with current status of projects in the various stages of the facility support process. This includes lists of routine work requests for facility maintenance and repair; design, construction, and project closeout. The PC manager shall transcribe customer routine maintenance DIAC FSR data to the MAXIMO system used by the DIAC maintenance contractor. The PC manager shall provide recommendations to the FAC-1 Division Chief on areas needing improvement and proposed solutions. The PC manager shall conduct one weekly meeting with each of the branch chiefs to review all new FSRs. The PC manager shall conduct a four-hour briefing for new Engineering and Space Coordinators semiannually to train them on FSR procedures. Must have knowledge and experience with various Computer Aided Facility Management (CAFM) software tools such as ARCHIBUS, Builder, Maximo, etc. Must possess 5-8 years' experience. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.7.6. **Network Specialist (I.T.):** The Network Specialist position will apply a set of disciplines for the planning, analysis, design and oversee the installation, configuration and maintenance of the networked information systems. Must be familiar with the IC engineering specifications and have demonstrated experience in

managing the implementation of infrastructure engineering projects and communication network system design and maintenance such as those deployed at the DIA Expansion. Must be familiar with DoD Intelligence Information System enterprise network domains i.e., Joint Worldwide Intelligence Communication System, Secret Internet Protocol Router Network, and other IC networks and have specialized experience in telecommunications/communications, with strong emphasis in design of data, voice, and video networks carried over various transmission systems such as fiber optic, copper, and RF. Demonstrated experience in protocol analysis to include knowledge of military and commercial communication protocols. Perform LAN and WAN design, implementation and integration networking solutions. Modify designs and create detailed engineering designs for the network infrastructure. Provide subject matter expertise in testing and deploying new networking technologies for DIA such as Gigabit Passive Optical Networks (GPON). Work with DIA Government client as a team member responsible for complete system installation and integration to include firewall configurations, router-to-switch/router-to-switch connections utilizing military and commercial protocols; configure and test circuit configurations through military and commercial multiplexers as required, and/or as directed by PM to proof concepts, test new features, or train engineers. Perform fiber tipping, system configuration, troubleshooting, and maintenance on hardware and software in a MS environment with Windows (2000-present). **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.7.7. Technical Information Technology Project Manager: The Technical IT PM shall have the following knowledge:

- Understanding of cable required for end-user desktop requirements;
- Strong background in IT cable plant infrastructure, to include vertical and horizontal cabling;
- Knowledge of secure and commercial telecom room build-out best practices; and
- Cable knowledge includes both copper and fiber technologies.
- The skills required for this position include:
- Project Management best practices to includes managing schedule, communicating risks and issues

- Written and verbal communications skills to communicate to both internal and external teams
- Reviewed and analyzed data, made technical judgments, and prepared decisions and recommendations concerning the quality, acceptability, and/or need for changes/improvements.
- Can interpret and apply joint standards when reviewing data, voice, and transmission networks and/or systems to meet mission objectives.
- Understands the compatibility of frequency assignments for fixed station and/or mobile radio, radar, satellite links, and other systems used by the military and commercial sectors.
- Broad knowledge of IT concepts, principles, methods and practices to identify, direct, and coordinate the actions required to provide needed services.
- Has utilized Government Off the Shelf (GOTS) and Commercial Off the Shelf (COTS) approved software.
- Determines requirements and requested resources from different agencies to support contingency and/or training networks.
- Creates guides and controls for network, system, or total communications programs in support of daily operations, training exercises, and deployments.
- Flexible to support a fast-changing environment

5.7.8. Construction Project Manager: The construction PM is a shared resource of the PMO to handle all field activities and day-to-day representation of the PMO on the construction site. Inspects and monitors design-builder's requirements for compliance with the contract, codes, industry standards, best practices, and ensures that the client's requirements are being met in the field. Construction project manager coordinates with the Construction Manager (CM) and Government Contractor (GC) to integrate any other Government contracts (OGCs) and owner inspections, as well as final hand-off to the owner. The construction project manager shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. Shall have or in the process of obtaining Certified Construction Manager

(CCM) and Construction Quality Management – for Contractors (CQM-C) certification. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.7.9. **Facility Manager:** The contractor shall provide qualified individual(s) with experience with facility operations and maintenance. The FM shall be responsible for managing daily facility operations, maintenance and repair actions on equipment, systems, roads and grounds throughout DIA occupied facilities worldwide. The contract FM shall conduct routine facility inspections, collect information on facility equipment and systems, and document information in a consolidated database. The FM will develop alternative methods to establish a predictive maintenance program. The FMs shall create and track work requests in an automated database, collect and quantify detailed facility assessment information at each location, identify immediate replacement and repair actions, and prepare budget estimates to capitalize aging equipment as necessary. The FM shall review and evaluate customer requests for validity, engineering soundness, cost, best method of accomplishment, proposals, Service Orders, Close-Out documents submitted by contractors and timely completion. The FM shall collect and support customer inquiries in an expeditious manner, enforce and update building standards as outlined at each respective facility, identify facility and control system deficiencies, and recommend upgrades to enhance equipment reliability, overall safety, and security for the workforce. The FMs shall conduct routine surveys of lighting, power, air conditioning, heating, plumbing, architectural finishes, safety compliance, building maintenance actions and initiate requests to correct deficiencies and substandard issues. The FMs shall develop work requirements from personal observation, knowledge of building systems and consultation with customers and subject matter experts. The FMs shall determine responsibilities and corrective actions required and recommend whether DIA, contractor and or manufacturer, or other Government agencies should absorb costs. The FMs shall conduct periodic inspections, perform engineering planning and project management, and provide QA inspections on alterations projects, contractor support, equipment upgrades and materials to ensure compliance with contract requirements. The FMs shall perform assessments of all DIA worldwide facility equipment, buildings and assets and compile detailed reports of their findings along with preventive maintenance schedules. The FMs shall coordinate furniture acquisitions and delivery actions. The FMs shall review design specifications, detail and track space utilization rates, prepare weekly activity reports to highlight significant accomplishments, and identify, schedule and coordinate utility outages. The FMs shall monitor and provide routine updates on facility status and improvement actions, review and validate utility consumption and building management control software, and initiate requirements for overtime utilities. The FMs shall submit formal requirements as necessary to the host installation service provider to correct discrepancies and request services as needed. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and**

other locations as required for completion of tasks directly related to this scope.

5.7.10. Furniture Program Manager: The contractor shall provide a Furniture Project Manager (FPM) who shall be the Point of Contact (POC) to the Government for performance, management and coordination of all work on all BPA Call Orders. The FPM shall have a minimum experience of 10 years managing programs and contracts of similar scope, type, and complexity. The FPM shall have an extensive knowledge of manufacturer's furniture products utilized on the contract, and contacts with local furniture manufacturer/dealer representatives. The FPM shall have efficient knowledge and use with AutoCAD design software and knowledge with ADA Guidelines for space planning. The FPM shall have the ability to understand, negotiate, network, expedite issues/problems, and provide quick solutions when needed. The FPM shall perform the following tasks and responsibilities: Support all awarded CONUS and OCONUS BPA Call Orders. At the Governments request, the FPM shall be available to travel to CONUS and OCONUS project sites as needed. Coordinate the delivery, and installation of all call order furniture requests with manufacturer dealer partners. Provide the Government with a weekly project schedule to include shipping, delivery and installation dates. Provide the Government furniture product solutions that meet mission, IT, security, multimedia, and space requirements. Provide the Government with furniture design solutions when issues arise. Ensure that furniture product deliverables meet agreed upon schedules. Coordinate all furniture deliveries being shipped to the Government warehouse with COR and warehouse staff. Draft and provide furniture design typicals/layouts in AutoCAD for Government Design Team. Review furniture design packages/quotes to assure all parts/pieces have been accounted for. Monitor/oversee and ensure successful completion of all call orders, and resolve all quote error remediation within established Government project schedules. Provide Government COR an annual report of furniture products designed, purchased, and installed throughout the Enterprise. Provide monthly report of all excess/attic furniture stock. The FPM shall oversee furniture Installation Managers, Sub-contractors, Dealership Project Managers, and other key personnel. The FPM is responsible for the following. Communicate to furniture Installation Managers and Sub-contractor/Dealership Project Manager to adhere to Government furniture design processes, procedures, and schedules. Ensure that furniture Sub-contractor/Dealership Project Manager provide furniture plans for DIA Enterprise that maximize seating, improve collaboration, and optimize functionality, and meet security requirements. Ensure that furniture Managers and Sub-contractor/Dealership Project Managers produce furniture design packages in accordance to Government standards. Furniture Design packages includes but are not limited to: furniture floor plans, fabric/finish schedules, furniture typicals, 3D renderings, notes. And elevations. Ensure that furniture Sub-Contractor/Dealership

furniture plans are in accordance with OSHA regulations and are approved by the Government OHES. Ensure that furniture Sub-Contractor/Dealership Project Manager furniture plans are aligned with electrical floor layouts for IT and electrical furniture coordination plans. Ensure that furniture Sub-Contractor/Dealership provide AutoCAD and hard copy As-built furniture plans to the Government COR accessible by secured File Transfer Protocol (FTP), DoD Safe. AutoCAD files must be saved down to AutoCAD 2013 to present. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.7.11. **PMT/ARCHIBUS Support:** Works directly with Real Property Officer to review leases and agreements for consistency, adequate details, accurate dates and costing, and planning for future requirements. Engage with BMT to ensure proper financial tracking of all costs related to leasing a facility/entering into an agreement with an installation for a facility or space. Aid FAC Master Planning and Space Planning with developing COAs and studies to respond to emerging mission needs. Develop processes for tracking, managing, and keep data on leases and agreements current. Partner with the ARCHIBUS team to implement automation and system solutions to manage the tracking of funds and lease/agreement information. Assist the government by reviewing, updating, and ensuring compliancy related real property tenant occupancy agreements (leases) and support agreements. Additionally, this individual will advise the Real Property Officer on expiring leases and agreements and help develop courses of action for disposition or renewal of such agreements. Work with the Program Management Team (PMT) to maintain auditability and relay critical information for planning and programming of sustainment and restoration monies. Ensure compliance with documented real property management directives, instructions, policies and procedures. Track process improvement activities, define dependencies (e.g., systems), links to internal controls, and resource dependencies, and support the development of reporting metrics, and assistance from subject matter experts to determine whether solutions or process improvements are implemented. Be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook), MS Project, and Archibus. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.8. **Project Manager V:** The contractor shall provide a qualified PM V, as needed.

5.8.1. **Analyst (PE/EIT-Mechanical, Electrical, Structural, Fire protection, Civil):**

Capable of providing professional expertise in developing and reviewing engineering plans, concepts, programs, and scopes of works necessary for gov to maintain multi scale facility operations. Reviews and evaluates studies of engineering subsystems to make recommendations for improvement, or to meet requirements. Coordinates with other facilities specialists to ensure customer needs are met. Ability to independently articulate conditions for justification to higher authority. Working with senior staff, conducts investigations, analyses, and possible design modifications of engineering subsystems for overall system improvement. Reviews and evaluates the possible overall effect of changes in equipment, operations, and repair. Working w/ other disciplines, recommend material work orders, memos of understanding and statements of work to insure technical compliance with specifications. Provides guidance by interpreting engineering and construction laws, regulations and policies pertaining to specific discipline. Advises leadership on engineering concepts and policies and provides interpretation and guidance on procedures, practices and legislation, as it pertains to the Agency. Coordinates regularly with engineers responsible for other disciplines to ensure proper integration of total systems. Working with senior staff serves as technical consultant and project coordinator for Agency projects. Should be able to communicate effectively in written or oral format. Minimum qualification a bachelor's degree in engineering pertaining to particular focus listed above and 7yrs experience. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

- 5.8.2. **Senior Project Manager/Overseas Projects:** Project managers with specific skills as indicated below and at least five years of experience managing complex projects and shall include experience with US Embassies as a liaison to conduct CORE-Space renovations for tenant agencies. Project managers will have a TS-SCI clearance. Overall responsibility for advising and coordinating with the Directorate for Operations (DO)/Defense Attaché Service (DAS) Headquarters Senior Leadership and Defense Attaché Office (DAO)/management officials at U.S. Embassy facilities on a full range project related issues. Coordinates and integrates daily the efforts of information technology (CIO), SEC, Army Corps (USSACE) program/contract/ construction elements, works directly with design, and construction companies on selected renovations and or New Embassy Compound projects with DoS-OBO to identify specific DO requirements and to plan schedules for actions needed to meet those requirements. Leverages relationships with industry and other Agency partners to effectively meet joint customer and project requirements. Daily assesses project needs, determines attributes, reviews design architectural construction drawings, review coordinate with OBO area managers on OBO future construction projects to ensure overlap of DIA projects, hold regular 60 percent and 100 percent design reviews with government and design representatives, coordinates security/design comments within the DoS-OBO and Diplomatic Security during the building permit process, and identifies detrimental shortfalls to enable informed recommendations to Government personnel for future

planning strategies. Performs daily administrative tasking related to the accountability of DAO renovations by tracking multiple drawing sets, mailing/delivery of drawings to multiple companies; i.e. USACE and DoS, responsible for filing past and current tracking documents related renovations and New Embassy projects where DAOs are included in the design. Responsible for Archibus inputs and audit tracking of the facility program. Creates official DIA/DO release cable messages/memos for each DAO Embassy renovation. Tracks Embassy approval cables, and messages related to all DAO renovation projects. Maintain OBO ProjNet accounts. Coordinates and tracks all training/country clearances/and visa/security clearance requests for all personnel to include USACE and contractor travel. Project managers shall be proficient in developing project management plans, leading multi-discipline teams of architects and engineers from a variety of organizations, developing project schedules, and monitoring/reporting project status. The individuals shall be responsible for assigned projects from project inception through physical and financial closeout. The project managers shall be highly skilled in customer service. Project Managers shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. They should have experience in providing comments on drawings using systems such as Dr. Checks, ProjNet, or similar systems. They must have experience with the ICD-705 standards as well as Overseas Policy Board Standards from DoS. PMs shall be proficient in MS Office (Word, Excel, PowerPoint, Access, and Outlook) and MS Project. Project managers with PMPs are desirable. PMs should be familiar with renovation of existing spaces, secure shipping requirements, and typical U.S. Embassy operations. **Performance of this contract includes worldwide travel including the USCENCOM AOR, and other locations as required for completion of tasks directly related to this scope. Travel averages approximately one week per month.**

- 5.8.3. **Senior Project Manager:** Senior PMs shall have the same proficiencies as a PM, and be proficient in managing construction/facility projects (Minor/Major), developing project management plans, leading teams from a variety of organizations, developing project schedules, and monitoring/reporting project status to senior leaders. The Senior PM shall be responsible for assigned projects from project inception through physical and financial closeout. The Senior PM shall be proficient in using Microsoft office suite (PowerPoint/word), developing briefs and communicating with senior leaders, and highly skilled in customer service. The Senior PM shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. PMP certification from the Project Management Institute is highly desired. Must have knowledge and experience with various Computer Aided Facility Management (CAFM) software tools such as ARHIBUS, Builder, Maximo, etc. The Senior PM shall have at least 10-15 years of experience in facilities, construction, and design. The Program Manager and Senior PMs with PMP certification from the Project Management Institute are highly desired.

Performance of this contract includes worldwide travel including the

USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.

5.8.4. Construction Project Manager: The construction project manager is a shared resource of the PMO to handle all field activities and day-to-day representation of the PMO on the construction site. Inspects and monitors design-builders' requirements for compliance with the contract, codes, industry standards, best practices, and ensures that the client's requirements are being met in the field. Construction PM coordinates with the CM and GC to integrate any OGCs and owner inspections, as well as final hand-off to the owner. The construction PM shall be highly competent in reading and understanding construction drawings and specifications and knowledgeable in standard construction industry practices. Shall have or in the process of obtaining CCM and CQM-C certification. **Performance of this contract includes worldwide travel including the USCENTCOM AOR and other locations as required for completion of tasks directly related to this scope.**

5.9. Surge Personnel: The contractor shall provide up to the maximum of three (40) Surge Personnel.

5.9.1. Subject Matter Expert (SME): The contractor shall provide up to a maximum of seven (7) qualified PMs, if requested by the U.S. Government.

5.9.2. Program Manager I: The contractor shall provide up to a maximum of four (4) qualified PGMs, if requested by the U.S. Government.

5.9.3. Program Manager II: The contractor shall provide up to a maximum of four (4) qualified PGMs, if requested by the U.S. Government.

5.9.4. Project Manager V: The contractor shall provide up to a maximum of five (5) qualified PMs, if requested by the U.S. Government.

5.9.5. Project Manager IV: The contractor shall provide up to a maximum of twelve (12) qualified PMs, if requested by the U.S. Government.

5.9.6. Project Manager III: The contractor shall provide up to a maximum of four (4) qualified PMs, if requested by the U.S. Government.

5.9.7. Project Manager II: The contractor shall provide up to a maximum of four (4) qualified PMs, if requested by the U.S. Government.

6. Deliverables.

- 6.1. Description of Tasks and Associated Deliverables: construction plans, engineering plans, reports, spreadsheets, Gantt charts, schedules, cost estimates, and other documents, depending on which projects and activities the U.S. Government directs the contractor to work on. Timely submission of deliverables is essential to successfully completing this requirement. All deliverables shall be prepared and submitted according to format, content, and schedule described in the SOW. All “hard copy” deliverables will be submitted on recycled-content paper, and printed double-sided.
- 6.2. Other Direct Costs (ODCs): May include, but are not limited to, materials, supplies, shipping, communications, and other incidental costs necessary for contract performance. All ODCs must be approved in writing by the COR prior to making any purchases. All ODCs incurred must be detailed in monthly invoices with copies of applicable receipts. A ODC CLIN with a set amount of funding will be added to the base and each option year award. This funding will be replenished as needed throughout the period of performance year.

7. Reporting Requirements.

- 7.1.1. The contractor is required to provide written “Status and Progress” reports and “Financial” reports. The original and multiple copies are required. The progress report shall cover all work completed during the specified period and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved and provide an explanation.
- 7.1.2. All information and data related to this contract that the contractor gathers or obtains shall be both protected from unauthorized release and considered the property of the Government. The CO will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this contract. Press releases, marketing material, or any other printed or electronic documentation related to this contract including the association of the vendor with this contract, must not be publicized without the written approval of the contracting officer.
- 7.1.3. The contractor is required to supply a “Technical Services Status and Progress Monthly Report”, as outlined in Attachment A.; and a “Technical Services Financial Monthly Report”, as outlined in Attachment B.

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7.1.4. The cover page or beginning of the first page of these reports shall include the Contract Number, Contractor Name, Date, Date of the Period that the report covers, Name and Phone Number of the Preparer. The report shall be provided in paper form, and electronically to the following:

- Task Order (TO) Program Manager – Mr. Robert Bourgeois
- TO Contracting Officer's Representative (COR) Mr. Frank Vito Jr.
- Contracting Officer (CO) Janae Glenn

8. **Government Responsibilities.**

8.1. Government furnished items required by the contractor, will include, but not be limited to:

8.1.1. Work space in existing on-site cubicles and facilities for approximately 84 personnel to work activities reflected in the SOW.

8.1.2. Available office space to facilities the delivery requirements of this SOW.

8.1.3. *Any additional training outside requirements listed in SOW that is an emergent requirement.*

9. **Government Furnished Property, Material, Equipment, or Information (GFP, GFM, GFE, or GFI.**

9.1. The Government will provide contractor employees with the following property at their assigned work locations.

9.1.1. Access to Non-Secure Internet Protocol Network (SIPRNet), Secure Internet Protocol Network (SIPRNet), and the Joint Worldwide Intelligence Communications System (JWICS) networks and systems access, including printers and digital senders.

9.1.2. Contractor employee use of DoD computers is FOR OFFICIAL USE ONLY and its use is subject to monitoring at any time. All data generated or collected on DIA computers becomes the property of the U.S. Government and its release. Downloading or transmittal is subject to Government approval.

9.1.3. Contractor personnel are not authorized to introduce computer hardware, software, or data storage media; physically or electronically; into a Government facility, computer, or network device, without prior written approval and notification from the appropriate Government authorities. Downloading and

transmitting information within DIA's custody is prohibited, except as provided in the terms of this contract.

10. **Travel.**

10.1.1. CONUS/OCONUS travel will be required in the performance of this contract for FAC and SEC. All travel must be approved in writing by the COR prior to making any reservations. Contractors shall complete a CISRS report no less than 30 days before travel through the agency's JWICS system portal (for OCONUS work and personal travel) and consult the Defense Travel Management Office website (www.defensetravel.dod.mil) prior to traveling to obtain updated per diem rates for the locality to which they are traveling. Costs in excess of these rates are only allowable if the amounts do not exceed the higher amounts authorized for Government employees and are approved in advance by the contracting officer.

10.1.2. The contractor shall provide personnel (identified as FAC support personnel) who can travel to DIA facilities worldwide as needed, especially the USCENCOM AOR. All travel expenses, including daily per diem rate used while TDY, must be detailed in the monthly invoices with copies of applicable receipts and be in compliance with the Joint Travel Regulation.

10.1.3. Contractor Employee OCONUS Standards of Conduct - (U) Contractor employees shall adhere to the same standards of conduct established for the U.S. Government military and civilian personnel assigned at the respective OCONUS work locations. Contractor employees shall comply with applicable General Orders, force protection directives and policies, and U.S. Government installation rules, regulations and directives. Contractor employees shall comply with applicable Status of Forces Agreements (SOFA) between the United States and host foreign nations, host foreign nation laws, and international agreements.

11. **Security Requirements.** See DD254 and Security Continuation Pages for guidance.

11.1.1. All contractor personnel assigned to the contract shall be U.S. citizens and shall have a final TOP SECRET SCI security clearance based upon an up-to-date extended or special background investigation. All personnel with an SCI requirement will be scheduled to receive indoctrination for access to sensitive compartmented information, as required. Contractors are authorized to transport classified information from designated facilities (Government and Contract) possessing the clearance levels commensurate or higher of the classification level of the material upon approval of the Contracting Officer Representative and after a DIA Form has been submitted and approved by the Special Security Officer. A courier briefing is required prior to issuance of a DIA Courier Card. Contractor

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personnel must comply with all DIA security and response management policies and procedures. See DD254.

12. Information Security.

- 12.1. All persons performing work under this contract shall protect and safeguard information in accordance with DoD, (as applicable) and DIA directives, instructions, and procedures. These same persons shall immediately report any deviation or violation of this guidance, or any unusual or suspicious activity to the DIA Security Office. These same persons will provide assistance and full cooperation in any subsequent investigations or inquiries conducted by DIA or other governmental agencies.

13. Annual Training.

- 13.1. Contractors are required to take all DIA mandatory training.
- 13.2. The Program Manager and Senior PMs will complete AGILE training courses provided by DIA for ARCHIBUS. Program Manager and Senior PMs will archive project documents to ARCHIBUS as applicable to Office of Facilities & Services (FAC) process narratives. Read only access for FACTS and CMS is highly desired when assisting with the archiving of project documents

14. Period of Performance.

- 14.1. The performance period for this requirement will be a one (1) year base, plus four (4) one-year option periods. An optional six-month extension may be used at the Government's discretion. Contract personnel may not work on official federal holidays and days when the Federal Government in the Washington, DC area is closed due to inclement weather. Work outside normal hours, including work on weekends, must be preapproved by the COR. The Government may require contractor personnel to work outside normal duty hours if needed on specific projects or to meet time constraints. The contractor shall submit monthly invoices showing information on hours worked for each individual (dates and number of hours worked), the monthly compensation rate, and other related expenses for all personnel. This will be used to verify that the contractor is performing in accordance with contract requirements.
- 14.2. The contractor shall provide on-site support eight hours per day, excluding the lunch period, five days per week. All personnel must be present during the core hours of 9:00 A.M. to 2:00 P.M. on weekdays unless otherwise approved by the CO or COR. The contractor's period of performance for the Base Year is expected to be on or about 24 Mar 2026 through 23 Mar 2027. The contractor's period of performance for Option Year 1 Year is 24 Mar 2027 through 23 Mar 2028. The contractor's period of performance for Option Year 2 is 24 Mar 2028 through 23 Mar 2029. The contractor's period of performance for Option Year 3 is expected to be 24 Mar 2029 through 23 Mar

2030. The contractor's period of performance for Option Year 4 is expected to be 24 Mar 2030 through 23 Mar 2031. An optional six-month extension at the government's discretion period contractor's period of performance is expected to be 24 Mar 2031 through 23 Sep 2031.

- 14.3. The contractor FTE's shall be deemed "essential" as needed by the CO and COR to cover work during government closures due to weather or other associated emergency events. An FTE that is deemed essential will report to their assigned duty location to oversee continuing operations in the event of a government shutdown.

15. Place of Performance.

- 15.1. The principal places of performance are the DIAC located on Joint Base-Anacostia-Bolling, Washington, District of Columbia (D.C.), White House, Washington, District of Columbia (D.C.), DIA Facilities at Reston, Virginia (VA). Accordingly, reimbursable travel and per diem for the contractor's employees performing work on a regular basis at this place of performance is not authorized. When normal work activities are interrupted or otherwise can't performed at principal worksites as identified in the contract Statement of Work due to emergencies or other contingences, FAC operations will continue at remote locations and through telework where possible. FAC government leadership will determine the breakout of daily operations. FAC government leadership will determine when normal operations will resume at principal places identified in the contract Statement of Work. Any changes to this must be approved in advance by the contracting officer. Any changes to this must be approved in advance by the contracting officer.
- 15.2. A Telework arrangement shall be approved on a case-by-case basis and in consideration of the nature of the work provided by the employee. It is recognized that due to the nature of the work performed by some of the employees covered by this contract that such an arrangement may not be possible. On an exception basis and where operational requirements permit, an employee may be granted permission to work on an ad hoc basis at an alternate location separate and distinct from an official workplace as directed by the CO or COR.

16. Data Rights.

- 16.1. DIA shall have unlimited rights to and ownership of all deliverables provided under this contract including reports, recommendations, briefings, work plans and all other deliverables. This includes the deliverables provided under the basic contract and any optional task deliverables exercised by the contracting officer. In addition, it includes any additional deliverables required by contract change. The definition of "unlimited rights" is contained in Federal Acquisition Regulation (FAR) 27.401, "Definitions.

16.2. Section 508 – Electronic and Information Technology Standards:

16.2.1. The contractor shall comply with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998.

17. Non-Disclosure Requirements (NDA).

17.1. All contractor personnel on this contract shall sign, prior to beginning performance, a non-disclosure agreement in accordance with DFARS 227.7103-7 and/or a DSS Non-Disclosure agreement. The Contractor is bound by all NDAs signed by its employees. In the event a contractor employee violates any of the terms of the NDA, the Contractor will be considered in breach of contract. This could result in a termination for default.

18. Attachment “A.”

18.1. Technical Services Status and Progress Monthly Report.

18.1.1. The report shall include financial information to include invoice numbers, date, amount, payment received/ or not received, cumulative payments received to date, any issues related to payment and steps taken to resolve the problem.

18.1.1.0. A suggested format is:

- Summary of activity each month at each construction or project site Planning ODC dollars
- Progress photographs with labels
- Organizational chart of contractors and subcontractors, by location, with names
- Contract modifications
- Staffing status
- Issues and concerns
- Listing of projects and activities, for design phase, active phase, and closing phase
- Travel status: completed trips
- Projected travel with dates, locations, and names of travelers

19. Attachment “B.”

19.1. Technical Services Financial Monthly Report.

19.2. The report shall include financial information to include invoice numbers, date, amount, payment received/ or not received, cumulative payments received to date, any

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issues related to payment, and steps taken to resolve the problem.

19.2.1. The suggested format is:

- Planning labor dollars
- Planning ODC dollars
- Total planned dollars
- Planned cumulative dollars
- Actual labor dollars
- Actual ODC dollars
- Invoiced amount
- Cumulative invoiced amount
- Graphs of \$ versus time, showing
- Planned cumulative dollars
- Cumulative invoiced amount