

ORDI **JR SUPPLIES OR SERVICES**

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1 31

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER 09/26/2007		2 CONTRACT NO. (if any) HSHQDC-06-D-00060		6. SHIP TO:	
3 ORDER NO. HSHQDC-07-J-00708		4 REQUISITION/REFERENCE NO. RSUS-07-00081		a. NAME OF CONSIGNEE DHS S&T	
5 ISSUING OFFICE (Address correspondence to) U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW Building 410 Washington DC 20528				b. STREET ADDRESS 245 Murray Lane Building 410	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20528	
7. TO: KIMMY DUONG					
f. SHIP VIA					
8. TYPE OF ORDER					
a. PURCHASE			b. DELIVERY		
REFERENCE YOUR:			Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.					
d. CITY MC LEAN		e. STATE VA	f. ZIP CODE 221023603		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Department of Homeland Security	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		Destination	
<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. EMERGING SMALL BUSINESS		<input type="checkbox"/> e. SERVICE-DISABLED VETERAN-OWNED	
<input type="checkbox"/> f. WOMEN-OWNED		<input type="checkbox"/> g. HUBZone			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Tax ID Number: (b)(4) DUNS Number: 153874623+0000  Continued ...					

18 SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME Department of Homeland Security						\$947,509.44
b. STREET ADDRESS (or P.O. Box) Science and Technology Directorate 245 Murray Lane Building 410 Email: ST.invoicing@dhs.gov						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20528		\$947,509.44	17(i) GRAND TOTAL

22 UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Linda Mulligan TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2007	CONTRACT NO. HSHQDC-06-D-00060	ORDER NO. HSHQDC-07-J-00708
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The contractor shall perform network management support at the following locations: NBACC, Plum Island Animal Disease facility, S&amp;T COOP, Transportation Security Lab, Chemical Security and Analysis Center and S&amp;T headquarters and other DHS facilities in accordance with the attached Statement of Work dated September 25, 2007 (23 pages) and Contract Security Classification Specification (DD Form 254) dated September 26, 2007 (2 pages).</p> <p>This is a Time and Materials (T&amp;M) task order for labor with a Not-to-Exceed amount for travel. The period of performance is a 12 month base year with two 12-month option years, if exercised for a total of 36 months.</p> <p>Base Year (12 Months)           \$ 947,509.44                      Option Year 1 (12 Months)       \$ 689,159.76                      Option Year 2 (12 Months)       \$ 711,614.04                      Total (Base w/2 Option Years) \$2,348,283.24</p> <p>The Contracting Officer's Technical Representative (COTR) and Technical Point of Contact:</p> <p>Gregg Piermarini                      Department of Homeland Security                      Science &amp; Technology Directorate                      245 Murray Lane, SW                      Washington, DC 20528                      202-254-6087                      Gregg.Piermarini@dhs.gov</p> <p>Contracting Officer:                      Linda Mulligan                      Department of Homeland Security                      Office of Procurement Operations                      Science &amp; Technology/Mission Support Branch                      245 Murray Lane, SW                      Washington, DC 20528                      202-254-6677 voice                      202-254-5391 fax                      Linda.Mulligan@dhs.gov                      Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**ORDER SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2007	CONTRACT NO. HSHQDC-06-D-00060	ORDER NO. HSHQDC-07-J-00708
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Admin Office: U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW Building 410 Washington DC 20528  Accounting Info: NONE000-000-SE-90-50-04-005-01-00-0000-00-00 -00-00-GE-OE-25-41-000000 Period of Performance: 09/26/2007 to 09/25/2008					
0001	Base Year: Labor - Time and Materials (T&M) Period of Performance: 9/26/2007 to 9/25/2008  Product/Service Code: D301 Product/Service Description: ADP FACILITY OPERATION & MAINT. SERVICE				899,509.44	
0002	Base Year: ODC Travel (Not-to-Exceed) will be reimbursed on actual cost, not to exceed the amount authorized by the Federal Travel Regulations (FTR).  Period of Performance: 9/26/2007 to 9/25/2008				48,000.00	
0003	Option Year 1: Labor - T&M Amount: \$641,159.76 (Option Line Item) 09/26/2008				0.00	
0004	Option Year 1: ODC Travel (Not-to-Exceed) will be reimbursed on actual cost, not to exceed the amount authorized by the FTR. Amount: \$48,000.00 (Option Line Item) Continued ...				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**ORDER SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/26/2007	HSHQDC-06-D-00060	HSHQDC-07-J-00708

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0005	09/26/2008 Option Year 2: Labor - T&M Amount: \$663,614.04 (Option Line Item) 09/26/2009				0.00	
0006	09/26/2009 Option Year 2: ODC Travel (Not-to-Exceed) will be reimbursed on actual cost, not to exceed the amount authorized by the FTR.  Amount: \$48,000.00 (Option Line Item) 09/26/2009  The total amount of award: \$2,348,283.24. The obligation for this award is shown in box 17(i).				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

The following clauses are applicable and incorporated to this task order:

**DHS SECURITY REQUIREMENT**

(a) The highest level of security required under this contract is Secret as designated on the attached DD 254 of this task order. The Contractor is responsible for maintaining security clearances at the level(s) required under this contract. The Defense Security Service, Industrial Security Clearance Office, Administrative Security Division (DD 254, Block 6C) is the point-of-contact regarding security matters.

(b) In addition to the requirements of the Clause FAR 52.204-2, "Security Requirements", the Contractor shall appoint a security officer, who shall (1) be responsible for all security aspects of the work performed under this contract, (2) assure compliance with the National Industrial Security Program Operating Manual (NISPOM) (DoD 5220.22-M), and (3) assure compliance with any written instructions from the DHS Security Officer.

**FAR 52.204-2, SECURITY REQUIREMENT (AUG 1996)**

(a) This clause applies to the extent that this contract involves access to information classified "Secret", information/materials.

(b) The Contractor shall comply with –

- (1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DoD 5220.22-M); and
- (2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

**FAR 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

**STATEMENT OF WORK  
DHS S&T LabNet Program**

**US Department of Homeland Security  
Directorate of Science and Technology  
Office of the Chief Information Officer**

**I. Background**

The US Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America safer. The DHS Under Secretary for Science and Technology (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland.

During the course of conducting basic research and development (R&D), scientists and researchers require access to specialized tools, materials, equipment, environments, hardware and software. Additionally, many researchers require access to shared computing resources, prototyping areas and the flexibility to add, remove and manage systems themselves on a frequent basis. Often, these tools are unique to the type of research being conducted and therefore require a more open network environment, greater system permissions (e.g. administrator) and significantly enhanced computational resources than those provided by existing Department of Homeland Security (DHS) networks. Traditional production networks do not allow the end user the necessary system/file permissions and prototyping venues to both install and maximize these specialized information technology (IT) tools used daily during the course of conducting research.

LABNET is a R&D-focused network that allows greater freedom for researchers and scientists by easing restrictions with regard to systems, software and hardware. While LABNET will be more open than DHS-managed networks, there will be controls, policies and procedures in place to provide an adequate level of information assurance and to make risk acceptance more palatable to the system owners. The network hub will reside at Vermont Avenue with spoke sites at Transportation Security Laboratory (TSL), Plum Island Animal Disease Center (PIADC), National Bio-defense Analysis and Countermeasures Center (NBACC), and Chemical Security Analysis Center (CSAC). Each site will initially be restricted to communicating only with the hub site at Vermont Avenue. There will be system monitoring and logging at all sites. Administrative or business operations functions will not be permitted on the network in order to reduce privacy impacts and keep the mission of the network focused on research.

***Mission***

Provide S&T users, laboratories, vendors and partners with a cutting-edge, interoperable and reliable network service and communications infrastructure in support of the Directorate's research & development missions.

***Goals & Objectives***

**Goals:**

- Reliable network services with capabilities based on leading-edge technology
- Close coupling to the Directorate's programmatic requirements
- Less restrictive management and technical controls to support R&D specific Information Technology (IT) resources
- Community-specific R&D network allowing collaboration zones

**Objectives:**

- Create leading edge R&D environment for networking research use
- Provide an open computing platform for data analysis, simulation and other research needs
- Enable development of next generation technologies

**II. Scope of Effort**

The contractor will perform the tasks described below at NBACC, Plum Island Animal Disease facility, S&T

COOP, Transportation Security Lab, Chemical Security and Analysis Center and S&T headquarters and other DHS facilities as directed by the COTR:

#### NETWORK MANAGEMENT SUPPORT

1. The Contractor shall provide on-site network infrastructure support Monday through Friday, from 8:30 AM to 5:00 PM (excluding Federal Holidays observed by S&T). When on-site support is required outside of these hours, the contractor shall follow established escalation procedures to arrive within 60 minutes of notification by the Network Operations Center (NOC).
2. The Contractor shall provide day-to-day operation, maintenance and system administration of S&T network infrastructure devices. This includes but is not limited to hardware and software on routers, hubs, switches, encryption devices, and security devices, firewalls, intrusion detection devices, logging system, and network servers. The Contractor shall respond to and fix LabNet problems. The Contractor shall gather network performance and statistical data for problem analysis. The Contractor shall troubleshoot network problems by responding to trouble calls, performing fault isolation and restoring service.
3. The Contractor shall find and accurately report all network infrastructure problems within 60 minutes of a failure. The Contractor shall arrive on site to resolve the problem within 2 hours after first discovery of the problem at a local site. The contractor shall resolve ninety-five percent (95%) of all network infrastructure problems within 4 hours of the failure.
4. The Contractor shall perform capacity management of LabNet, to include the installation, configuration, testing, maintenance and de-installation of LabNet infrastructure hardware and software as necessary to support increased or decreased LabNet requirements.
5. The Contractor shall be responsible for placing into production all LabNet infrastructure devices at S&T. This includes, but is not limited to receipt, initial inventory, set up, burn-in, testing, software loading, and deployment of hardware. In performing these services, the Contractor shall adhere to policies and procedures as established by/with S&T.
6. The Contractor shall perform performance management on LabNet infrastructure devices at the S&T as needed. Such analysis may include, but is not limited to: measurement of current traffic on existing production networks; LabNet traffic load balancing and segmentation; determination of maximum device load for segments and servers; isolation of systems that degrade LabNet performance; and evaluation of performance management software packages.
7. The Contractor shall perform configuration management of LabNet infrastructure devices operated by S&T OCIO. This includes updating CAD drawings of the Network, fiber optic schematics/databases, IP addresses and DNS name space databases. It also includes maintaining baseline hardware and software configurations for all LabNet infrastructure devices and network and office automation servers. The Contractor shall ensure all hardware and software adhere to the established baseline unless otherwise directed by S&T.
8. The Contractor shall perform security management of network infrastructure devices, to include maintenance of accounts. The Contractor shall adhere to S&T security policy, conduct security audits as requested by S&T, and modify baseline configurations to eliminate potential threats.
9. The Contractor shall support the operation of S&T's firewalls, to include the operating system, and the support of the firewall software. The Contractor shall not be responsible for the addition and deletion of accounts associated with the firewalls.
10. The Contractor shall be responsible for upgrading network infrastructure hardware / software / firmware as directed by the COTR or designee. The Contractor shall produce an Installation Plan for all upgrades. Upgrades approved by the S&T shall be installed by the contractor. S&T shall provide hardware and software used in the upgrade.



11. The Contractor shall support the S&T OCIO as required during the implementation phase of major LabNet engineering tasks.

12. The Contractor shall support expansion and enhancement of the network infrastructure to maintain technologically advanced network, computing infrastructure, security posture, and logging/administrative reporting and possibly creating other networks.

### III. Other Contract Details

1. **Period of Performance.** The period of performance is a base year with two one-year options.
2. **Travel.** Local travel in and around Washington DC, Atlantic City, NJ, Frederick, MD, Aberdeen, MD, New York City, NY and the Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY is anticipated. Additionally, overnight travel to Atlantic City, NJ and DHS facilities in Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY and other DHS sites will be required to support equipment/system installation, setup and operational testing.
3. **DHS-Furnished Information.**
  1. DHS will provide certain DHS information, materials, engineering support and forms unique to DHS to the contractor to support this effort.
  2. The DHS S&T Contracting Officer's Technical Representative (COTR) will be the point of contact (POC) for identification of any required information to be supplied by DHS.
  3. The contractor will prepare all documentation according to guidance provided by the COTR.
4. **DHS-Furnished Facilities, Supplies, and Services.** If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at: S&T offices in Washington DC; at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY; DHS S&T COOP at Frederick, MD; Transportation Security Lab (TSL) and/or at other DHS facilities. Basic facilities such as work space and associated operating requirements (phones, desks, utilities, desktop computers, and consumable and general purpose office supplies) will be provided to contractor personnel working in DHS facilities on this effort.
5. **Place of Performance.** Phases of this effort will be performed at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY, DHS S&T HQ in Washington DC, DHS S&T COOP and NBACC in Frederick, MD, Chemical Security and Analysis Center in Aberdeen, MD, and Transportation Security Laboratory in Atlantic City, NJ. Additionally, the vendor must comply with all items described in Addendum A and comply with Bio-Safety parameters/procedures and documented processes when working in, around or near containment labs or vaccine banks. Follow-on or subsequent phases associated with the systems being engineering and installed will be conducted at these and other DHS facilities and laboratories as directed by the COTR.
6. **Government Furnished Property.** The government will provide all crypto and crypto-related hardware and ancillary items to DHS for use in this task. Other government property will not be provided to the contractor unless otherwise agreed in a task order issued under this SOW. In such instances, DHS will maintain property records.
7. **Contractor Purchased Property.** Before purchasing any individual item equal to or exceeding \$50,000 that is required to support technical tasks performed pursuant to this SOW, the contractor shall obtain prior written consent from the COTR. The COTR may lower or raise the aforementioned \$50,000 threshold at his/her discretion and on written notice to the contractor. If the COTR consents to such purchase, such item shall become the property of DHS. The contractor will maintain any such items according to currently existing property accountability procedures. The COTR will determine the final disposition of any such items.
8. **Deliverables.** The contractor will provide all deliverables identified in this SOW directly to the DHS S&T Technical Representative with a copy of the transmittal letter to the Contracting Officer.
9. **Program Status Report.** The contractor will deliver a program status report as requested to the DHS S&T Technical Representative, COR and/or DHS S&T Resource Manager containing metrics pertaining to financial, schedule, and scope information, risk information, and performance assessment information of all work performed hereunder. A final report summarizing the work performed and the results and conclusions derived shall be submitted to the COR within thirty days after the end of the contract period of performance.

- 10. **Funding Requirements.** DHS will provide funding in accordance with DHS's appropriations and available funds pursuant to the allocation outlined below:
- 11. **Security Requirements.** All work performed under this SOW requires at a minimum a Secret clearance. The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract. If the Contractor has access to classified information at a DHS or other Government Facility, it shall abide by the requirements set by the agency. The contractor is required to adhere to other applicable DHS guides, guidelines, and directives pertaining to classified and confidential work.

**IV. Points of Contact**

**Contractor POC(s)**

Danny Davis, Program Manager  
 Pragmatics, Inc.  
 7926 Jones Branch Drive, Suite 711  
 McLean, VA 22102-3603  
 Office: 703-761-4033 ext 279  
 Fax: 703-761-4089  
 davisd@pragmatics.com

Kimmy Duong, Chief Financial Officer  
 Pragmatics, Inc.  
 7926 Jones Branch Drive, Suite 711  
 McLean, VA 22102-3603  
 Office: 703-761-4033 ext 102  
 Fax: 703-761-4366  
 duongk@pragmatics.com

The contractor may change the individual designated as a POC upon notice to DHS S&T of such change.

**DHS Technical POC(s)**

	<i>Primary</i>	<i>Tertiary</i>
Name:	Gregg Piermarini	Peter Stauffer
Agency:	Dept. of Homeland Security	Dept. of Homeland Security
Address:	DHS-S&T-OCIO Washington, DC 20528	DHS-S&T-OCIO Washington, DC 20528
Phone:	(202) 254-6087	(202) 254-5667
E-Mail:	Gregg.Piermarini@dhs.gov	Peter.Stauffer@dhs.gov

**DHS Chief Information Officer**

Name: Ken Rogers  
 Agency: Dept. of Homeland Security  
 Address: DHS-S&T-OCIO  
 Washington, DC 20528  
 Phone: (202) 254-6185  
 E-Mail: Ken.Rogers@dhs.gov

**DHS Contracting Officer's Technical Representative (COTR)**

Name: Gregg Piermarini  
Agency: Dept. of Homeland Security  
Address: DHS-S&T-OCIO  
Washington, DC 20528  
Phone: (202) 254-6087  
E-Mail: Gregg.Piermarini@dhs.gov

**DHS Contracting Officer**

Name: Linda Mulligan  
Agency: Dept. of Homeland Security  
Address: Office of Procurement Operations  
Science & Technology/Mission Support Branch  
245 Murray Lane, SW  
Washington, DC 20528  
Phone: (202) 254-6677  
E-Mail: Linda.Mulligan@dhs.gov

DHS S&T may change the individual designated as a POC upon notice to the contractor of such change.

HSHQDC-06-D-00060/HSHQDC-07-J-00708

**FY2005 ORD Execution Plan for the Office of National Laboratories  
Stewardship Portfolio**

**Office of Research and Development**

**Addendum A**

**Special Requirements for Contractors Performing Work at**

***Plum Island Animal Disease Center***

**Directorate of Science and Technology of the Department of Homeland Security  
Office of Research and Development**

**Revision 01**

**8-1-06**

**SPECIAL REQUIREMENTS**  
**for**  
**CONTRACTORS PERFORMING WORK**  
**at**  
**PLUM ISLAND ANIMAL DISEASE CENTER**

1.0 GENERAL

The Plum Island Animal Disease Center (PIADC) is a federal facility located on an island approximately 1.5 miles east of Orient Point, NY ; with a warehouse, parking lot, and marine service facility at Orient Point, NY. The PIADC follows strict security protocols and site-specific requirements and conditions that must be observed by all contractors. Highlights of these requirements include, but are not limited to the following:

- Access to Plum Island is by government-operated ferry only unless other transportation to Plum Island is approved by the Government. Schedules are established in advance and closely followed. Access to the PIADC facility at Orient Point must be pre-arranged by PIADC security and requires check-in with photo identification at the gate.
- Due to the mission of the PIADC, workers, contractors, and subcontractors at the site must strictly observe all biological safety, physical security, and environmental management requirements, as detailed in the sections below. Special safety work procedures must be adhered to that will affect personnel, their work, delivery and removal of materials and equipment.
- If work is performed in or around biological laboratory space, additional biological safety precautions are required.
- Weather conditions may occasionally limit or prevent routine ferry operation and affect project schedule.
- Weight and size of vehicles and large equipment may prohibit transportation on the Government ferry, and may require commercial ferry transportation, which must be arranged in advance by the contractor.. All vehicle and equipment transportation to PIADC must be coordinated in advance with the Contracting Officer's Technical Representative (COTR) who will coordinate with the PIADC Marine Transportation Department.
- Access to Plum Island, the Orient Point facility, and the ferry by visitors and Contractor personnel, requires 24 hours prior notice and must be coordinated with the COTR.

- Plum Island includes environmentally sensitive habitats. Vehicles must stay on paved or gravel roads at all times. If work area includes beaches, shorelines, wetlands, or other environmentally sensitive areas, equipment access routes must be approved in advance by the COTR who will coordinate with the PIADC Facility Engineer and Environmental Protection Officer.

## 2.0 SECURITY REQUIREMENTS

The PIADC and all properties associated with the PIADC are government property. Due to the mission and the scientific work conducted by the PIADC, the island and all properties are restricted access areas. The general public is not authorized to enter onto the premises. Individuals must have official business that is relevant to the mission of the Center to be permitted to visit the Island.

### 2.1 PIADC Code of Conduct

#### 2.2 Badges

##### 2.2.1 Log-in

Until a non-transferable PIADC Identification Badge is issued, each Contractor employee shall be required to log-in at the dock area and receive a marine-transportation badge. The Contractor employee will then log-in and log-out daily at Building 100 upon arriving and departing the island. A marine-transportation badge will be issued for the return ferry trip and turned in at the destination dock area. Once a badge is issued, it will allow the bearer access to the specific construction sites or related areas only.

##### 2.2.2 Display of Badges

PIADC Identification Badges must be prominently displayed above the waist with the photo visible from the front at all times while on PIADC property. Any individual observed without a PIADC ID badge will be challenged by the security staff. Any individual not cooperating with the security staff will have their PIADC ID confiscated and be escorted off the Island.

##### 2.2.3 Request to See Badge

The Marine Crew and the Security Officers will request to see identification and badges. Please have the card properly displayed to avoid any confusion.

##### 2.2.4 Completion of Work

Badges remain the property of the U.S. Government and must be returned to PIADC upon completion of an individual's work on this contract. Failure to do so could result in the loss of future work with PIADC.

## 2.3 Searches

### 2.3.1 Items subject to Search

The Security Department will conduct a search of all contractor bags, property, briefcases, etc.

### 2.3.2 Vehicles

All vehicles will be searched and the driver must display a valid driver's license. The driver will open the engine compartment and cargo area(s) to provide access for security.

## 2.4 Deliveries

### 2.4.1 Responsibility

It is the Contractor's responsibility to ensure delivery companies are aware of the access requirements at the PIADC.

### 2.4.2 Provisions for Delivery Companies

To accommodate the project, the delivery company may submit a pool of driver's name with the visitor application. When the delivery vehicle arrives, Security Personnel will request that the driver present official photo identification. Security Personnel will compare the identification to the submitted list of drivers. If the driver's name appears on the list, the vehicle may enter the premises to make the delivery. If the driver's name does not appear on the list, the delivery will be denied.

## 2.5 Prohibited Articles and Activities

### 2.5.1 Prohibited Articles

The following items are prohibited on all PIADC properties:

- Weapons, firearms, explosives, or other dangerous instruments or materials likely to produce l injury or damage to persons or property.
- Controlled substances (specifically: illegal drugs and paraphernalia; with the exception of prescription medicines)
- Alcoholic beverages
- Other items prohibited by law
- Personal nonessential items
- Pets
- Video, photo, or digital cameras (unless needed for the project and prior approval is granted)
- Vehicles and other motorized equipment (unless prior approval is granted)

### 2.5.2 Prohibited Activities

The following activities are prohibited on PIADC properties:

- Gambling
- Swimming
- Fishing
- Hunting
- Horseplay
- Joking or making light of security issues or personnel
- Challenging Security Personnel authority

### 2.6 Other PIADC Security Rules of Behavior:

- Remain on the job site. Do not wander
- Do not enter buildings or areas not part of your scope of work without specific authorization of the COTR
- Do not travel between the harbor and the job site by foot (walking)
- Do not “joy ride” around the Island. Go directly to the job site
- Designate one person to retrieve lunch meals if cafeteria privileges are approved
- Do not depart Plum Island with food or beverage of any kind
- When challenged by Security Personnel, provide your ID and answer all questions
- Obey all PIADC rules, regulations, and federal, state and local laws
- Do not use loud, abusive or otherwise improper language to create a disturbance or become a nuisance

## 3.0 VISITOR APPROVAL PROCESS

### 3.1 U.S. Citizen Visitors

The COTR shall notify the Security Manager after the Notice to Proceed is issued that the Contractor and their subcontractors (if applicable) will require access to the PIADC. The Contractor shall complete the “PIADC Visitor Application Form”, attached, or provide the information to the COTR for all persons that will need access to the PIADC. The COTR will review the application form with the PIADC Security Manager. The application form must be submitted at least 24-hours in advance of the scheduled visit. Once the contract has progressed to a sufficient extent, the COTR may direct that subsequent visitor applications be sent directly to the PIADC Security Officer.

### 3.2 Non-U.S. Citizen Visitors

A non-US citizen visitor to PIADC must complete the attached “Approval of Foreign Visitor” memorandum. The Contractor shall submit the completed form or provide the information to the COTR a minimum of four weeks prior to the visit. Failure to fill out the form completely or provide all requested information accurately and in its entirety will delay the review process and result in disapproval of the visit. Once the individual



is approved, the Contractor or COTR can submit the standard "PIADC Visitor Application", noting on the form that the non-citizen status was approved for this particular individual (see Section 3.1.

### 3.3 Approved Visitors

Following approval and depending on the frequency of visits, the Security Officer may decide to issue a temporary photo-identification badge. For these personnel, an approximate 15 minute orientation is required for each visitor working outside of the laboratory bio-containment areas, and a one hour orientation and a baseline blood sample is required for those working inside a bio-containment area.

PIADC Reception personnel prepare a Visitor List consisting of the visitor's name, company represented, date of arrival, time of arrival, time of departure, and if a camera was approved for the visit. On the day immediately preceding the initial visit to PIADC, Contractor should contact the Reception desk at 631-323-3200/3300 to verify the names on the visitor's list. Contractor should inform the COTR in the event the visitor's list is not complete.

At the Orient Point, NY facility, the visitor should arrive 30 minutes before the scheduled boat departure time to present an official photo identification card (Examples; State driver's license, Passport) to gain access to the parking facility and the ferry. If a PIADC badge has been authorized, the security guard will provide the badge in exchange for an official photo identification card, to be exchanged at the end of the day when the person leaves.

At the Old Saybrook, CT, visitor should arrive 20 minutes before the scheduled boat departure time to enter the Marina or alternate parking facility, walk to the boat, and present their identification to the Marine Crew on the dock prior to boarding the vessel. Upon arrival at PIADC, the visitor shall proceed to the reception desk to sign in before going to the work area. The visitor shall proceed to reception at the end of the day to sign out upon departure.

Each visitor after boarding the boat, must sign a "Visitor Affidavit" quarantine declaration whereby the visitor agrees to avoid contact with susceptible animals off of Plum Island or as designated by the Safety Officer. The visitor also agrees to abide by all applicable safety regulations. A copy of this document with its conditions is attached. A quarantine period is not required for employees, contractors or materials/equipment for work conducted outside of bio-containment areas.

Persons arriving by commercial freight ferry shall contact and coordinate with the COTR and PIADC Security Manager for instructions prior to the event.

## 4.0 OCCUPATIONAL SAFETY

### 4.1 Responsibility

The Contractor shall make certain that project workers adhere to safety requirements. Disregard of OSHA and other safety regulations may result in a "Stop Work Order".

The Contractor shall take all necessary precautions for the safety of all personnel and comply with all applicable provisions of federal, state and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to, the premises where the work is being performed.

The Contractor is responsible for job site safety, and shall submit a PIADC site specific Health and Safety Plan (HASP) for Government review and approval prior to work mobilization. The site-specific HASP should identify potential hazards and include standard OSHA or industry accepted safety protocols and a list of all hazardous materials and respective MSDS sheets that will be used at the PIADC facility.

#### 4.2 Personal Protective Equipment

Personal Protective Equipment, (e.g. safety glasses, hard hats, safety harnesses, and other safety equipment, must be worn as required by 29 CFR 1926.28(a) and 29 CRR 1910.120. Clothing should be worn that is appropriate for the work site.

#### 4.3 Emergencies

In an emergency affecting the safety of life, work, or property, the Contractor without special instruction or authorization from the Government, is authorized to act at his discretion to prevent such threatened loss or injury, and shall so act, without appeal. Compensation claimed by the Contractor as a result of said emergency shall be determined by Federal Acquisition Regulation (FAR) Clause or arbitration.

### 5. STANDARD WORK PRACTICES

#### 5.1 General Provisions

It shall be the responsibility of the Contractor to assure that the contractor's employees and subcontractors comply with all conditions and restrictions noted herein.

In the event of an emergency, all Contractor personnel shall comply with all biological safety safeguards and directives deemed necessary by the COTR, PIADC Director, Deputy Director for Operations, Safety Officer, Incident Commander, or response personnel.

The Contractor and his employees shall comply with all codes and regulations pertaining to conduct on federal property as well as PIADC biological, physical and environmental safety regulations.

The Contractor shall abide by all applicable and standard safety practices and procedures and shall conform to all OSHA Standards. The Contractor shall abide by applicable and standard, environmental protective measures to control pollution that may develop during construction, and other applicable federal, state, and local environmental laws. The Contractor's failure to thoroughly familiarize himself with the aforementioned safety and environmental provisions shall not relieve the Contractor from compliance with the obligations or relieve the Contractor from the penalties set forth therein. Neither the Government nor the COTR shall be responsible for safety enforcement or environmental enforcement in connection with the construction work.

The construction site, building area, or work-sites shall be kept in broom clean condition and free of debris at the end of each work shift. Work-site material shall be neatly stored and stacked under cover or protected by water proof tarps that are adequately tied down. Material and equipment installed or being installed shall be protected during construction from rain, material handling, welding, grinding, dust, and dirt, etc. Failure to take action on the part of the Contractor will result in a stop work order until the situation is corrected.

Failure to comply with general safety, environmental or biological safety requirements may result in the prompt removal of personnel and the denial of further admittance to PIADC properties. The Contractor shall promptly comply with PIADC requests for removal of personnel for violation of requirements.

Plum Island is restricted to the general public unless admittance has been approved. Therefore, no persons other than authorized Contractor personnel will be permitted access to the work site.

Prior authorization of the COTR and the PIADC Location Radiation Protection Officer is required for any radioactive material and/or equipment brought on site containing radioactive sources or capable of producing radiation.

No dining facilities are available at Plum Island for use by the Contractor. All food and beverages required by the Contractor are to be brought to Plum Island by the Contractor. There is limited "Take-Out" at the PIADC Cafeteria, but it must be authorized and restrictions apply.

All food and beverage containers shall be properly disposed of by the Contractor into approved PIADC waste and recycling receptacles. Food and beverages may not be removed from Plum Island.

The Contractor shall bring to Plum Island only those tools, equipment and materials deemed necessary for accomplishment of the work. Such items shall be stored at the work site or at staging areas so designated by the COTR and shall remain at the site until job completion or until such time as no longer needed.

Staging areas for materials and refuse will be designated by the COTR. The Contractor shall be responsible for all movement, storage and security of all such items either on Plum Island properties, including the Orient Point facility.

All visitors shall be accompanied by a PIADC escort while within the bio-containment facility.

The Contractor shall submit a severe weather plan to the Government for review and approval.

## 5.2 Work Outside Of Biocontainment Areas

A personal recognizant quarantine period is not required for employees, contractors or materials/equipment for work conducted outside of containment areas.

## 5.3 Work in Bio-Containment Areas

### 5.3.1 Biological Safety and Work Practices

Contractor Personnel shall adhere to all personal recognizance quarantine requirements as specified herein or as otherwise directed by the Biological Safety Officer.

A Personal Recognizant “self-policing” quarantine period of five (5) days is to be observed by personnel conducting work at PIADC within biocontainment areas (Operational Zones 2, 3, or 4 - generally referred to as “containment”) by avoiding susceptible animals or animal areas after departing the Island.

Susceptible animals include cattle, sheep, goats, deer, and other ruminants and swine, and may also include pet birds or domestic poultry if directed by the PIADC Biological Safety Officer.

Animal areas include animal farms, sales barns, stockyards, animal laboratories, packing houses, zoos, various menageries, pet birds, pet bird stores, commercial poultry establishments, and other animal exhibits such as fairs.

Tools, equipment and materials, capable of being decontaminated and which need to be removed from PIADC Operational Zones 2, 3, or 4 shall be decontaminated by government personnel. Some decontamination procedures may take up to 16 days and may not be appropriate for certain types of equipment or items (i.e., wood, porous materials). Other than eye glasses, no item(s) may be removed from biocontainment areas without assistance of government personnel or their appointee.

### 5.3.2 Biocontainment Areas

- Laboratories and Support Space: Where research is conducted on possible live animal disease agents. Movement of personnel, equipment and supplies into and

out of such areas or buildings is strictly controlled. All materials and equipment leaving laboratory operational areas shall be subject to Government provided biological decontamination procedures specified herein or as otherwise directed by the COTR.

- Decontamination Building: Movement of personnel, equipment and supplies into and out of this building is strictly controlled. All materials and equipment leaving this building shall be subject to government provided biological decontamination procedures specified herein or as otherwise directed by the COR.

All other areas are outside of biocontainment.

### 5.3.3 Biocontainment Requirements

PIADC employee, designated by the COTR shall escort Contractor personnel at all times while within biocontainment areas. Escorted personnel shall remain within sight and hearing distance of the Escort at all times. Entrance into areas other than those specifically designated as the contractor's work areas is prohibited.

All personnel performing work within biocontainment (Buildings 101 and 102) areas shall be required to change into government supplied clothing upon entering, and showering upon leaving the area. Porous materials and civilian clothing worn into biocontainment areas, cannot be effectively decontaminated and thus shall stay in biocontainment and become the property of the Government.

### 5.4 Coordination of Work

- Contractor shall coordinate all work with the COTR. Work shall be coordinated and scheduled well in advance with the COTR. The schedule shall include pertinent dates and times and otherwise thoroughly detail all interruptions to facility services, demolition work, shipments of materials and equipment, etc. Work shall be planned with approval obtained from the COTR for any interruption of utility, service, or to any ongoing laboratory or facility operations. These events shall be held to a minimum with requests made in writing to the COTR at least one week prior to the interruption.
- Contractor shall prepare and maintain a four-week "look-ahead" schedule depicting escort requirements.
- All biocontainment entrances and exits for personnel, equipment and supplies are strictly controlled. Access to air locks and autoclaves for movement of equipment and materials to and from biocontainment areas shall require prior scheduling and approval from the COTR and Biological Safety Officer.
- Wall, floor and roof penetrations into or between containment areas shall be accomplished according to standard design details or in a manner acceptable to

the COTR and Biological Safety Officer, and tested according to procedure. No such work shall be made without prior approval of the COTR and Biological Safety Officer.

- The Contractor shall construct and install a temporary enclosure for penetrations as required by the COTR and Biological Safety Officer. Upon satisfactory completion and acceptance of the work by the COTR, decontamination of the enclosure shall be accomplished by government personnel. The enclosure shall then be removed by the Contractor.

#### 5.5 Execution of Work

- Demolished materials for removal from the laboratory shall be transported by the Contractor to a specified airlock or autoclave designated by the COTR or Biological Safety Officer. Airlocks and autoclaves may not be operated by contractor employees.
- Twenty four (24) hours prior notification shall be required for the scheduling of all airlock usage.
- Tool cleaning and preparation of Contractor's tools prior to biological decontamination shall be done by Contractor personnel by a method determined by the Biological Safety Officer or their representative.

#### 5.6 Protection of Work, Existing Improvements, Equipment, Utilities, Antiquities, and Adjacent Property

- The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect government property from injury or loss arising in connection with this contract. The Contractor shall make good any such damage, injury or loss.
- The Contractor shall protect existing and delivered equipment from dirt, dust, moisture, and weather to the satisfaction of the COTR, and in accordance with the manufacturer's recommendations.
- The Contractor shall erect and properly maintain, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers, and PIADC personnel, and shall post danger signs warning against the hazards created by such features of construction such as protruding nails, hoists, well holes, scaffolding, and falling materials.
- A welding and burning permit must be obtained through the COTR before any flame or spark producing operation is started. The Contractor must post a fire watch during welding operations, and provide and erect fireproof screens for flash and spark protection.

The Contractor is responsible for locating all underground utilities including but not limited to: pipes, electrical cables, conduit, duct banks, etc. prior to digging, and if necessary and approved by the COTR, obtain the services of an underground utility locating company for this purpose. The Contractor shall mark proposed locations for all digging and trenching/underground work and coordinate with the COTR for determination of potential underground installation interferences at least 5 work days prior to the planned start of the digging and trenching/underground work. The Contractor shall hand dig within close proximity of a suspected underground utility and not rely solely on utility mark-outs or drawings (if any). The Contractor shall be responsible for damage to the underground utilities, or damage caused as a result thereof (e.g., breaking fuel line and causing an environmental hazard), whether or not shown on the drawings. If a utility is damaged, the PIADC Head Engineer shall be immediately notified. Repairs shall be made quickly and by competent qualified trades' persons to the satisfaction of the Government. If the Contractor fails or refuses to repair the damage promptly, PIADC may have the necessary work performed and charge the cost to the Contractor.

Federal law provides for the protection of antiquities located on land owned or controlled by the Government. Antiquities include Indian graves or campsites, relics and artifacts. Existing antiquities discovered thereon will not be disturbed or destroyed. The Contractor shall report the discovery of any antiquities at the job site and, upon discovery of unusual materials (e.g. obsidian chips or flakes, bones, darkly stained soils, "arrowheads"), the Contractor shall stop work at/or around such materials and notify the Facility Engineer.

## 6.0 MARINE TRANSPORTATION

### 6.1 Government Furnished Marine Transportation

#### 6.1.1 General

Subject to marine vessel capacity, conditions, availability, and scheduling constraints as defined below, Government Furnished Marine Transportation will be available to the contractor at no cost for the transportation of contractor personnel, tools, material, and equipment to and from Plum Island, Orient Point, and Old Saybrook facilities.

Government vessels are maintained and operated to support the research mission at PIADC and therefore, the movement of Government employees and materials shall have priority. The transport of scheduled freight may be delayed or canceled due to unforeseen PIADC requirements.

The Government will provide marine transportation to the contractor of at least ONE round trip per week for materials, equipment, supplies, and vehicles. Weight and size restrictions will vary in accordance with the marine transportation available at the time such transportation is scheduled to take place as referenced below. Such trips shall not be cumulative and may not be carried over or combined with any other period. Depending

on the scope of the project, additional trips will be provided as possible and as determined by the COTR and the PIADC Marine Transportation Department.

Other than personnel, the contractor shall schedule all marine transportation at least two weeks prior to the date required unless otherwise approved in writing by the Contracting Officer. The available space will be scheduled on a first come first served basis. The government shall have the right, upon one week prior notice to the contractor, to cancel or reschedule marine transportation for the contractor at No Additional Cost to the Government. The Government shall also have the right to reject a specific date requested by the contractor and require the contractor to select another date at No Additional Cost to the Government. Reservations may be made by contacting the Location Monitor or COTR between the hours of 0900 to 1600. There is no Government furnished marine transportation for vehicles or freight to or from Old Saybrook, Connecticut.

Departures may be delayed or canceled due to weather or sea conditions. Loading and transporting of vehicles with low undercarriages or dolly wheels may be delayed or canceled due to low or high tides, especially when combined with the weight of the load. When governed by issues of weather conditions or personnel safety and health, the decision of the PIADC Transportation Manager of less than one weeks notice shall be considered to be in accordance with the requirement of this contract and, as such, the government will provide a "no cost" time extension only, as relief to the contractor for any delays due to rescheduling that are determined to be a direct result of the PIADC Transportation Manager's decision. Determination of the appropriate number of additional days for such delay shall be the decision of the Contracting Officer, based on supporting documentation provided by the contractor.

The vessel Captain, or designated representative, shall oversee the proper loading and weight distribution of vehicles and cargo aboard the vessel. The contractor shall perform all physical labor in connection with the actual loading and unloading of freight and equipment. All freight shall board and leave the vessel under its own motive power or motive power furnished by the contractor.

The following are the restrictions and rated capacity of the Government vessels:

- Vehicle overall length shall not exceed 45 feet.
- Maximum vehicle gross weight shall not exceed twenty (20) tons, (40,000 pounds) with a center of gravity not to exceed four (4) feet above the cargo deck.
- All vehicles shall have their loads properly distributed and secured so as to assure proper trim of the vessel.
- All vehicles shall be secured to the cargo deck during transit.
- Vehicle weights over the maximum allowable shall be lightened at orient Point before loading by the contractor.
- Deck loading on passenger/freight boats shall not exceed thirty (30) tons.



- Contractor employees shall at all times conduct themselves in a safe, orderly manner while aboard marine vessels and shall comply with all instructions set forth by the Captain, crew and shore personnel.
- Flammable and combustible cargoes may require additional scheduling lead time. The passenger capacity is also greatly reduced.
- The Contractor shall provide documentation of gross vehicle or freight weight prior to loading the marine vessel.

#### 6.1.2 Government Furnished Marine Transportation Schedule

A typical "Plum Island Ferry Schedule" is attached. Obtain an up-to-date schedule at the start of on-site project scheduling. The typical schedule may change at any time due to weather conditions or vessel repairs and maintenance. The Government shall provide advance notification of these changes whenever possible. The contractor shall make appropriate changes to the work schedule as required. Holiday Boat Schedule applies to all federally observed holidays, Department of Labor designated holidays, and other day designated by federal statute, Executive Order, or Presidential proclamation. No freight transportation is available during Weekend and Holiday Boat Schedule unless special arrangements are made.

#### 6.2 Other Marine Transportation:

In the event the contractor cannot coordinate the moving of personnel under these conditions or restrictions so forth stated, or if loads exceed limits as specified herein, the contractor shall provide his own transportation. If the contractor requires the use of Government harbors, the Government vessels have docking priority in accordance with present posted schedules. Full coordination between the contractor and Government marine crews is required for harbor use.

Only U.S. Coast Guard approved commercial vessels can be used to move personnel and materials to and from Plum Island. The approved vessels (ferries and barges) can be docked in the Plum Island Harbor as long as these vessels and their operations, do not interfere with Government harbor operations. No private or recreational vessels will be allowed to dock at either Orient Point or Plum Island Harbors. Landings at any areas or beaches on Plum Island or the Orient Point facility are prohibited.

Contracted marine water transportation from a local ferry company for other marine transportation is available. The local ferry may be able to provide a full time vessel or part time service depending on the requirement of the job. These ferry vessels have no vehicle weight limits and can accommodate most any size road vehicle or heavy equipment.

Commercial boats shall not be allowed to use the Government owned Orient Point Facility for loading or unloading.

Commercial vessels are constrained by the capability, configuration, and size of the PIADC ramps. It is the Contractor's responsibility to insure the vessel is compatible with PIADC ramps. Crane loading and unloading from or to a barge is acceptable where necessary. Beach loading or unloading from a landing craft is unacceptable.

## 7.0 WORKING HOURS

### 7.1 Normal Work Hours

The normal working hours for PIADC is 7:00 A.M. to 4:30 P.M., Monday through Friday, excluding federal holidays. Contractors shall adhere to these working hours unless other work hours are stipulated in the contract documents or as directed or approved at the request of the contractor by the COTR.

All or a portion of the effort under this contract will be performed on a Government Installation. The normal workweek will be established by the COTR identified in the contract. No deviation in the normal established workweek will be permitted without express advance approval in writing by the COTR. In the event that the Contractor fails to observe the established workweek, any costs incurred by the Government resulting there from shall be chargeable to the Contractor.

### 7.2 Holidays

On federal holidays, the PIADC is normally closed. If work on holidays must be performed, the Contractor must make arrangements with the COTR prior to the holiday. Continuity of operations during normal holiday and vacation time is not required, unless otherwise specified by PIADC.

The following federal holidays are authorized exceptions to the normal workweek:

<u>NAME OF HOLIDAY</u>	<u>TIME OF OBSERVANCE</u>
New Years Day	1 January
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

Any other day designated by federal statute, Executive Order, or Presidential Proclamation.

In the event that any of the above holidays occur on Saturday or Sunday, the holiday must be observed by the Contractor in accordance with the practice observed by the assigned Government employees at PIADC.

Contractor personnel performing work under this contract shall limit their observation of holidays to those set forth above. In the event Contractor personnel work during a holiday other than those above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.

The Contractor is permitted to work non-duty hours or federal holidays as approved by the Contracting Officer. However, written approval must be obtained a minimum of 48 hours in advance of such scheduled work, and a PIADC representative must be available to be on site. During these periods of work, no work shall be concealed in construction without the approval of the Contracting Officer. The Contractor will be required to pay for any inspector which must be at the site during performance of this work.

#### 8.0 GOVERNMENT FURNISHED SUPPORT

The Government will typically provide two telephone lines, limited water and electrical service required for the contract where possible. Electric power is typically available at 120/240/1/60, with 480/3/60 available in machinery areas. The contractor will be responsible for the connections, including material, labor, and supervision for installation.

Government vehicles will not be provided for contractor use.

#### 9.0 VEHICLES AND EQUIPMENT

All contractor personnel, vehicles, equipment and materials shall be moved by the Contractor from the dock area to the work site. Loading and unloading of materials, vehicle and equipment on or off the Government boat shall be by Contractor personnel.

Vehicles or equipment transported to Plum Island shall remain on the Island until all project work requiring its use is finished. No daily movement of vehicles or equipment on and off Plum Island is permitted.

All vehicles brought to the Island shall be state registered and insured, have a valid inspection sticker, and be maintained in good repair.

Limited amounts of fuel oil and gasoline may be available to the contractor on a replacement in like kind basis, subject to prior approval of the Contracting Officer.

#### 10.0 ENVIRONMENTAL

Fuel tanks for job site use shall be double walled or have containment approved by the State governing agency.

Oil and fuel leaks or spills must be immediately addressed and reported to the PIADC Control Room by calling extension 2222 from any PIADC phone or notifying the COTR, Environmental Protection Specialist or other PIADC personnel that can call the Control Room by radio or phone. A vehicle or equipment that develops a leak will be shut down and repaired before moving again. The COTR and Plum Island Control Center (631.323.3115) shall be notified within 15 minutes of a leak or spill. Leaks or spills shall be reported by the Contractor and be cleaned up by the Contractor at the Contractor's expense and in accordance with all New York State Department of Environmental Conservation (NYSDEC) requirements.

The Contractor is responsible for removal and off-island disposal of all trees, brush, demolition material, construction debris, project derived waste, hazardous or otherwise, generated by the Contractor or the Contractor's subcontractors. All waste shall be properly stored while on Plum Island, removed to Orient Point, and subsequently removed from Orient Point and disposed of at appropriately permitted facility under proper manifest. Topsoil and clean fill material shall remain on Plum Island in a location designated by the COTR and as approved by the Environmental Protection Specialist.

Where practical and with the prior approval of the COTR, Contractor shall make every effort to utilize environmentally friendly materials in the performance of this contract.

Contractor shall identify foreseeable environmental impacts prior to the initiation of work. Aspects to be considered include: waste generation (hazardous, non-hazardous, radioactive, medical, and mixed) liquid discharge, chemical storage and use, water consumption, power consumption, fuel (use and transfer), animal habitat disruption, use of pesticides/herbicides/rodenticides, animal control, painting, grounds maintenance, and other construction related items. The Contractor will work with the COTR and the PIADC Environmental Protection Specialist to complete the attached Environmental Aspects and Impacts Checklist prior to the initiation of work. Mitigating measures will be proposed for items that have a potential to impact the environment.

After contract award, MSDS required by the contract clause shall be submitted to the COTR or AGR identified in the contract and PIADC Safety office.

If hazardous material is to be used or stored by the contractor at PIADC property, the contractor shall provide the following information to the COTR in the written site-specific HASP.

- A copy of the MSDS for each hazardous material (HM) used or stored at PIADC. (In addition, contractors must ensure that MSDS are readily available either in hardcopy form in a central location or by the use of electronic devices (i.e., CD-ROMs or Internet) in the workplace.
- The precautionary measures implemented to protect personnel using HM.

- The labeling system used by the contractor. (The labeling system must meet the requirements of 29 CFR 1910.1200 and 29 CFR 1910.1450)
- The procedures used to evaluate personnel exposure.
- An inventory (initial and updated annually, thereafter) of all HM used or stored at PIADC. The inventory must include the location (building and room) of storage, quantity at PIADC, chemical name, manufacturer, MSDS unique identifier, and a point of contact.

## 11.0 EMERGENCY SERVICES

The PIADC emergency telephone number is 2222 when using a government land phone should there be a personnel injury, accident, fire, environmental, or other emergency. Cell phone users should call the security control center at 631.323.3347 and immediately state that "this is an emergency".

The main PIADC facility is on an island and marine vessels and crews may not always be immediately available limiting response time for removal of injured persons to Orient Point. This makes Contractor occupational safety that much more important. The PIADC makes every effort to respond as quickly as possible. There is an EMT on site at all times and an ambulance to remove medical emergencies off island to the local hospital. Should the emergency occur during duty hours, the staff nurse or EMT will respond. Workers with specific medical concerns should discuss them with the Plum Island Nurse Practitioner to ensure correct response in the event of an emergency

### Attachments:

- A. PIADC Visitor Application
- B. PIADC Foreign Visitor Application
- C. Visitor Affidavit
- D. Ferry Schedule
- F. Environmental Aspects and Impacts Worksheet

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>	
				b. LEVEL OF SAFEGUARDING REQUIRED <b>NONE</b>	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER <b>HSHQDC-06-D-00060</b>		<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases) <b>20070926</b> <small>Date (YYYYMMDD)</small>	
	b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs)      Revision No. <small>Date (YYYYMMDD)</small>	
	c. SOLICITATION OR OTHER NUMBER=			c. FINAL (Complete item 5 in all cases) <small>Date (YYYYMMDD)</small>	
4. IS THIS A FOLLOW-ON CONTRACT?			NO. If Yes, complete the following:		
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.		
5. IS THIS A FINAL DD FORM 254?			NO. If Yes, complete the following:		
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			In Response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____		
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE <b>PRAGMATICS INC. 7926 JONES BRANCH DR SUITE 711 MC LEAN, VA 22102</b>			b. CAGE CODE <b>41839</b>	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) <b>Defense Security Service 14428 Albemarle Point Place SUITE 140 Chantilly, VA 20151</b>	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE <b>NA</b>			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. NAME, ADDRESS, AND ZIP CODE <b>Department of Homeland Security (DHS) S&amp;T, Transportation Security Laboratory (TSL) and other DHS locations within the Washington metropolitan area. (see item 13)</b>			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THE PROCUREMENT <b>(U) PROVIDE DAY-TO-DAY OPERATION, MAINTENANCE AND SYSTEM ADMINISTRATION OF S&amp;T NETWORK INFRASTRUCTURE.</b>					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		
(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT		
g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify) See Block #13.		
k. OTHER (Specify)					

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

<input type="checkbox"/> Direct	<input checked="" type="checkbox"/> Through (Specify): <b>NONE AUTHORIZED</b>
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to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review. In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. Security Guidance.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

**Ref Item 8 a.** Contract performance is restricted to Department of Homeland Security (DHS) S&T in Washington, D.C., Plum Island Animal Disease Center, Long Island, NY, DHS S&T COOP and NBACC in Frederick, MD, Chemical Security and Analysis Center in Aberdeen, MD, and Transportation Security Laboratory in Atlantic City, NJ. and other DHS facilities located in the Washington Metropolitan area.

**Ref Item 10 j.** "The Contractor is responsible for handling and marking FOUO information in accordance with DHS Directive (MD 11042.1) "Safeguarding Sensitive but Unclassified (For Official Use Only) Information," dated January 6, 2005; Furthermore contractors must sign a special Non-Disclosure Agreement before receiving access to unclassified FOUO information. Contractors with questions on handling DHS FOUO shall contact DHS OS ASD at (202) 447-5340."

**Ref Item 11 a.** Only Cleared personnel are required to perform this service. All contractor personnel must: be U.S. citizens, have been granted a clearance by the U.S. Government, have been approved as meeting criteria by DHS CSO, and have been indoctrinated by a Non Disclosure Agreement, Standard Form 312 for this specific program prior to being given any access to such information released or generated under this contract. Immigrant aliens, personnel cleared on an interim basis, or personnel holding contractor granted CONFIDENTIAL clearances, are not eligible for access to classified information released or generated under this contract. Classified material released or generated under this contract is not releasable to foreign nationals without the expressed written permission of the CSO. Recipients of classified information under this contract may not be released to subcontractors without permission of the DHS CSO.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Jose J. Salazar

b. TITLE

Program Manager  
Industrial Security Branch

c. TELEPHONE (include Area Code)

(202) 447-5346

d. ADDRESS (include Zip Code)

Department of Homeland Security  
301 7<sup>th</sup> & D Street S.W.  
Washington D.C. 20528

e. SIGNATURE



**17. REQUIRED DISTRIBUTION**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input type="checkbox"/>            | b. SUBCONTRACTOR  |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input type="checkbox"/>            | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input checked="" type="checkbox"/> | e. ADMINISTRATIVE CONTRACTING OFFICER                             |
| <input type="checkbox"/>            | f. OTHERS AS NECESSARY  |

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 09/26/2008	4. REQUISITION/PURCHASE REQ. NO. RSUS-08-00159	5. PROJECT NO. (if applicable)
6. ISSUED BY U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW Building 410 Washington DC 20528	CODE DHS/OPO/S&T/S&T	7. ADMINISTERED BY (if other than Item 6) U.S. Dept. of Homeland Security Office of Procurement Operations S&T Acquisition Branch 245 Murray Lane, SW Building 410 Washington DC 20528	CODE DHS/OPO/S&T/S&T
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PRAGMATICS INC ATTN KIMMY DUONG 7926 JONES BRANCH DR SUITE 711 MC LEAN VA 221023603		(x) 9A. AMENDMENT OF SOLICITATION NO.	
CODE 1538746230000 FACILITY CODE		9B. DATED (SEE ITEM 11)	
		X 10A. MODIFICATION OF CONTRACT/ORDER NO. HSHQDC-06-D-00060 HSHQDC-07-J-00708	
		10B. DATED (SEE ITEM 11) 09/26/2007	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required) Net Increase: \$688,697.22  
 NONE000-000-SE-90-50-04-005-01-00-0000-00-00-00-00-GE-OE-25-41-000000

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 43.101(b) (3)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ 0 \_\_\_\_\_ copies to the issuing office.

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

DUNS Number: 153874623+0000  
 The purpose of this modification is to Exercise Option Year 1 for the period September 26 2008 to September 25, 2009 in accordance with attached statement of work and to increase funding for this period.

Funding is hereby increased by \$688,697.22 from \$947,509.44 to \$1,636,206.66.

Delivery: 09/25/2009

Discount Terms:

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jan K. Wisor
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED  16B. UNITED STATES OF AMERICA 16C. DATE SIGNED 9/19/08



CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 HSHQDC-06-D-00060/HSHQDC-07-J-00708/P00001

PAGE OF  
 2 7

NAME OF OFFEROR OR CONTRACTOR  
 PRAGMATICS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Net 30 Delivery Location Code: DHS Department of Homeland Security 245 Murray Lane Bldg. 410 Washington DC 20528  FOB: Destination Period of Performance: 09/26/2008 to 09/25/2009  Change Item 0003 to read as follows (amount shown is the obligated amount):				
0003	Option Year 1: Labor - T&M				640,697.22
	Change Item 0004 to read as follows (amount shown is the obligated amount):				
0004	Option Year 1: ODC Travel (Not-to-Exceed) will be reimbursed on actual cost, not to exceed the amount authorized by the FTR.  All of the terms and conditions of DHS Contract HSHQDC-06-D-0060 remain in full force and effect.				48,000.00

**STATEMENT OF WORK  
DHS S&T LabNet Program**

**US Department of Homeland Security  
Directorate of Science and Technology  
Office of the Chief Information Officer**

**RSUS-08-00159**

**I. Background**

The US Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America safer. The DHS Under Secretary for Science and Technology (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland.

During the course of conducting basic research and development (R&D), scientists and researchers require access to specialized tools, materials, equipment, environments, hardware and software. Additionally, many researchers require access to shared computing resources, prototyping areas and the flexibility to add, remove and manage systems themselves on a frequent basis. Often, these tools are unique to the type of research being conducted and therefore require a more open network environment, greater system permissions (e.g. administrator) and significantly enhanced computational resources than those provided by existing Department of Homeland Security (DHS) networks. Traditional production networks do not allow the end user the necessary system/file permissions and prototyping venues to both install and maximize these specialized information technology (IT) tools used daily during the course of conducting research.

LABNET is a R&D-focused network that allows greater freedom for researchers and scientists by easing restrictions with regard to systems, software and hardware. While LABNET will be more open than DHS-managed networks, there will be controls, policies and procedures in place to provide an adequate level of information assurance and to make risk acceptance more palatable to the system owners. The network hub will reside at Vermont Avenue with spoke sites at Transportation Security Laboratory (TSL), Plum Island Animal Disease Center (PIADC), National Bio-defense Analysis and Countermeasures Center (NBACC), and Chemical Security Analysis Center (CSAC). Each site will initially be restricted to communicating only with the hub site at Vermont Avenue. There will be system monitoring and logging at all sites. Administrative or business operations functions will not be permitted on the network in order to reduce privacy impacts and keep the mission of the network focused on research.

***Mission***

Provide S&T users, laboratories, vendors and partners with a cutting-edge, interoperable and reliable network service and communications infrastructure in support of the Directorate's research & development missions.

***Goals & Objectives***

**Goals:**

- Reliable network services with capabilities based on leading-edge technology
- Close coupling to the Directorate's programmatic requirements

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HSHQDC-06-D-00060/HSHQDC-07-J-00708

- Less restrictive management and technical controls to support R&D specific Information Technology (IT) resources
- Community-specific R&D network allowing collaboration zones

**Objectives:**

- Create leading edge R&D environment for networking research use
- Provide an open computing platform for data analysis, simulation and other research needs
- Enable development of next generation technologies

**II. Scope of Effort**

The contractor will perform the tasks described below at NBACC, Plum Island Animal Disease facility, S&T COOP, Transportation Security Lab, Chemical Security and Analysis Center and S&T headquarters and other DHS facilities as directed by the COIR:

**NETWORK MANAGEMENT SUPPORT**

1. The Contractor shall provide on-site network infrastructure support Monday through Friday, from 8:30 AM to 5:00 PM (excluding Federal Holidays observed by S&T). When on-site support is required outside of these hours, the contractor shall follow established escalation procedures to arrive within 60 minutes of notification by the NOC.
2. The Contractor shall provide day-to-day operation, maintenance and system administration of S&T network infrastructure devices. This includes but is not limited to hardware and software on routers, hubs, switches, encryption devices, and security devices, firewalls, intrusion detection devices, logging system, and network servers. The Contractor shall respond to and fix LabNet problems. The Contractor shall gather network performance and statistical data for problem analysis. The Contractor shall troubleshoot network problems by responding to trouble calls, performing fault isolation and restoring service.
3. The Contractor shall find and accurately report all network infrastructure problems within 60 minutes of a failure. The Contractor shall arrive on site to resolve the problem within 2 hours after first discovery of the problem at a local site. The contractor shall resolve ninety-five percent (95%) of all network infrastructure problems within 4 hours of the failure.
4. The Contractor shall perform capacity management of LabNet, to include the installation, configuration, testing, maintenance and de-installation of LabNet infrastructure hardware and software as necessary to support increased or decreased LabNet requirements.
5. The Contractor shall be responsible for placing into production all LabNet infrastructure devices at S&T. This includes, but is not limited to receipt, initial inventory, set up, burn-in, testing, software loading, and deployment of hardware. In performing these services, the Contractor shall adhere to policies and procedures as established by/with S&T.
6. The Contractor shall perform performance management on LabNet infrastructure devices at the S&T as needed. Such analysis may include, but is not limited to: measurement of current traffic on existing production networks; LabNet traffic load balancing and segmentation; determination of maximum device load for segments and servers; isolation of systems that degrade LabNet performance; and evaluation of performance management software packages.

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7. The Contractor shall perform configuration management of LabNet infrastructure devices operated by S&T OCIO. This includes updating CAD drawings of the Network, fiber optic schematics/databases, IP addresses and DNS name space databases. It also includes maintaining baseline hardware and software configurations for all LabNet infrastructure devices and network and office automation servers. The Contractor shall ensure all hardware and software adhere to the established baseline unless otherwise directed by S&T.
8. The Contractor shall perform security management of network infrastructure devices, to include maintenance of accounts. The Contractor shall adhere to S&T security policy, conduct security audits as requested by S&T, and modify baseline configurations to eliminate potential threats.
9. The Contractor shall support the operation of S&T's firewalls, to include the operating system, and the support of the firewall software. The Contractor shall not be responsible for the addition and deletion of accounts associated with the firewalls.
10. The Contractor shall be responsible for upgrading network infrastructure hardware / software / firmware as directed by the COIR or designee. The Contractor shall produce an Installation Plan for all upgrades. Upgrades approved by the S&T shall be installed by the contractor. S&T shall provide hardware and software used in the upgrade.
11. The Contractor shall support the S&T OCIO as required during the implementation phase of major LabNet engineering tasks.
12. The Contractor shall support expansion and enhancement of the network infrastructure to maintain technologically advanced network, computing infrastructure, security posture, and logging/administrative reporting and possibly creating other networks.

### III. Other Contract Details

1. **Period of Performance.** This Statement of Work is for the execution of Option Year 1, with a Period of Performance of September 26, 2008, to September 25, 2009.
2. **Travel.** Local travel in and around Washington DC, Atlantic City, NJ, Frederick, MD, Aberdeen, MD, New York City, NY and the Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY is anticipated. Additionally, overnight travel to Atlantic City, NJ and DHS facilities in Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY and other DHS sites will be required to support equipment/system installation, setup and operational testing.
3. **DHS-Furnished Information.**
  1. DHS will provide certain DHS information, materials, engineering support and forms unique to DHS to the contractor to support this effort.
  2. The DHS S&T Contracting Officer's Technical Representative (COIR) will be the point of contact (POC) for identification of any required information to be supplied by DHS.
  3. The contractor will prepare all documentation according to guidance provided by the COIR.
4. **DHS-Furnished Facilities, Supplies, and Services.** If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at: S&T offices in Washington DC; at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY; DHS S&T COOP at Frederick, MD; Transportation

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Security Lab (ISI) and/or at other DHS facilities. Basic facilities such as work space and associated operating requirements (phones, desks, utilities, desktop computers, and consumable and general purpose office supplies) will be provided to contractor personnel working in DHS facilities on this effort.

5. **Place of Performance.** Phases of this effort will be performed at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY, DIIS S&T HQ in Washington DC, DHS S&T COOP and NBACC in Frederick, MD, Chemical Security and Analysis Center in Aberdeen, MD, and Transportation Security Laboratory in Atlantic City, NJ. Additionally, the vendor must comply with all items described in Addendum A and comply with Bio-Safety parameters/procedures and documented processes when working in, around or near containment labs or vaccine banks. Follow-on or subsequent phases associated with the systems being engineering and installed will be conducted at these and other DIIS facilities and laboratories as directed by the COIR.
6. **Government Furnished Property.** The government will provide all crypto and crypto-related hardware and ancillary items to DHS for use in this task. Other government property will not be provided to the contractor unless otherwise agreed in a task order issued under this SOW. In such instances, DHS will maintain property records.
7. **Contractor Purchased Property.** Before purchasing any individual item equal to or exceeding \$50,000 that is required to support technical tasks performed pursuant to this SOW, the contractor shall obtain prior written consent from the COIR. The COIR may lower or raise the aforementioned \$50,000 threshold at his/her discretion and on written notice to the contractor. If the COIR consents to such purchase, such item shall become the property of DIIS. The contractor will maintain any such items according to currently existing property accountability procedures. The COIR will determine the final disposition of any such items.
8. **Deliverables.** The contractor will provide all deliverables identified in this SOW directly to the DHS S&T Technical Representative with a copy of the transmittal letter to the Contracting Officer.
9. **Program Status Report.** The contractor will deliver a program status report as requested to the DHS S&T Technical Representative, COR and/or DHS S&T Resource Manager containing metrics pertaining to financial, schedule, and scope information, risk information, and performance assessment information of all work performed hereunder. A final report summarizing the work performed and the results and conclusions derived shall be submitted to the COR within thirty days after the end of the contract period of performance.
10. **Funding Requirements.** DHS will provide funding in accordance with DHS's appropriations and available funds pursuant to the allocation outlined below:
11. **Security Requirements.** All work performed under this SOW requires at a minimum a Secret clearance. The Contractor shall abide by the requirements set forth in the DID Form 254, Contract Security Classification Specification, included in the contract. If the Contractor has access to classified information at a DHS or other Government Facility, it shall abide by the requirements set by the agency. The contractor is required to adhere to other applicable DHS guides, guidelines, and directives pertaining to classified and confidential work including but not limited to FAR 52.204-2, HSAR 3052.237-70 through 72, HSAR 3052.209-70.

#### IV. Points of Contact

**Contractor POC(s)**

TBD

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HSHQDC-06-D-00060/HSHQDC-07-J-00708

The contractor may change the individual designated as a POC upon notice to DIIS S&T of such change.

**DHS Technical POC(s)**

	<i>Primary</i>	<i>Tertiary</i>
Name:	Gregg Piermarini	Peter Stauffer
Agency:	Dept. of Homeland Security	Dept. of Homeland Security
Address:	DIIS-S&T-OCIO Washington, DC 20528	DHS-S&T-OCIO Washington, DC 20528
Phone:	(202) 254-6087	(202) 254-5667
E-Mail:	Gregg.Piermarini@dhs.gov	Peter.stauffer@dhs.gov

**DHS Chief Information Officer**

Name: Ken Rogers  
Agency: Dept. of Homeland Security  
Address: DHS-S&T-OCIO  
Washington, DC 20528  
Phone: (202) 254-6185  
E-Mail: Ken.Rogers@dhs.gov

**DHS Contracting Officer's Technical Representative (COTR)**

Name: Gregg Piermarini  
Agency: Dept. of Homeland Security  
Address: DIIS-S&T-OCIO  
Washington, DC 20528  
Phone: (202) 254-6087  
E-Mail: Gregg.Piermarini@dhs.gov

DHS S&T may change the individual designated as a POC upon notice to the contractor of such change.

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

CONTRACT ID CODE: \_\_\_\_\_ PAGE OF PAGES: 1 27

2. AMENDMENT/MODIFICATION NO. **P00002** 3. EFFECTIVE DATE **See Block 16C** 4. REQUISITION/PURCHASE REQ. NO. **RSUS-09-00083** 5. PROJECT NO. (if applicable) \_\_\_\_\_

6. ISSUED BY: **U.S. Dept. of Homeland Security  
Office of Procurement Operations  
S&T Acquisition Division  
245 Murray Lane, SW  
Building 410  
Washington DC 20528** CODE: **DHS/OPC/S&T/MSSWS** 7. ADMINISTERED BY (if other than Item 6): **U.S. Dept. of Homeland Security  
Office of Procurement Operations  
S&T Acquisition Division  
245 Murray Lane, SW  
Building 410  
Washington DC 20528** CODE: **DHS/OPO/S&T/MSSNSI**

8. NAME AND ADDRESS OF CONTRACTOR (No. street, street, State and ZIP Code): **PRAGMATICS INC  
ATTN KIMMY DUONG  
7926 JONES BRANCH DR  
SUITE 711  
MC LEAN VA 221023603** 9A. AMENDMENT OF SOLICITATION NO. \_\_\_\_\_ 9B. DATED (SEE ITEM 11) \_\_\_\_\_ 10A. MODIFICATION OF CONTRACT/ORDER NO. **HSHQDC-06-D-00060  
HSHQDC-07-J-00708** 10B. DATED (SEE ITEM 13) **09/26/2007**

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS  
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended.  is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted, or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required) **See Schedule I** Net Increase: **\$710,975.60**


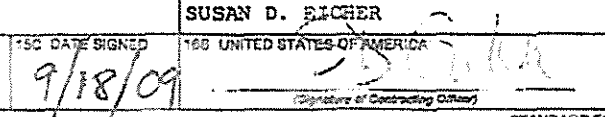
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.  
 CHECK ONE:  A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.  
 B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102(b).  
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: \_\_\_\_\_  
 D. OTHER (Specify type of modification and authority) **FAR 52.217-9 Option to Extend the Term of the Contract**

14. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ 1 \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)  
 DUNS Number: **153874623+0000**  
 The purpose of this modification is to add additional language to CLIN 0003 for Option Year 1 and to exercise Option Year 2, CLINs 0005 and 0006, in accordance with FAR Clause 52.217-9 Option to Extend the Term of the Contract. Accordingly, the task order is modified as follows:

- The ceiling price for CLIN 0003 of Option Year 1 (Labor-T&M) is hereby reduced from \$641,159.76 by \$462.54 to \$640,697.22.
  - The ceiling price of Option Year 1 is hereby reduced from \$689,159.76 by \$462.54 to \$688,697.22.
  - CLIN 0005 for Option Year 2 is for T&M Labor and is funded in the amount of \$662,975.60.
- Continued ...

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

15A. NAME AND TITLE OF SIGNATORY: **KIMMY DUONG, CFO** 15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print): **SUSAN D. BICHER**  
 15B. CONTRACTOR/OFFICER:  15C. DATE SIGNED: **9/18/09** 15D. UNITED STATES OF AMERICA:  15E. DATE SIGNED: \_\_\_\_\_

**CONTINUATION SHEET**

REFERENCE NO OF PROJECT BEING CONTINUED  
 HSHQDC-06-D-00060/HSHQDC-07-J-00708/P00002

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NAME OF OFFEROR OR CONTRACTOR  
 PRAGMATICS INC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>4. CLIN 0006 for Option Year 2 is for ODC/Travel and is funded in the amount of \$48,000.00.                      5. The ceiling price of Option Year 2 is hereby reduced from \$711,614.04 by \$638.44 to \$710,975.60.                      6. The total obligated amount of the task order is hereby increased by \$710,975.60 from \$1,636,206.66 to \$2,347,182.26.                      7. The Option Year 2 Pricing Schedule and revised SOW are attached.                      8. The period of performance for this task order is 09/26/2009 to 09/25/2010.                      9. All other terms and conditions remain unchanged and in full force and effect.</p> <p>Delivery: 365 Days After Award                      Discount Terms:                          Net 30                      Delivery Location Code: S&amp;T MURRAY LANE                      DHS S&amp;T                      245 Murray Lane                      Building 410                      Washington DC 20528</p> <p>FOB: Destination</p> <p>Change item 0005 to read as follows (amount shown is the obligated amount):</p>				
0005	Option Year 2: Labor - TAX				662,975.60
	<p>Accounting Info:                      NONE000-000-SE-90-50-04-001-01-00-0000-00-00-00-00-                      -GE-0E-25-37-000000                      Funded: \$580,162.30                      Accounting Info:                      NONE000-000-9X-37-02-01-003-01-00-0000-00-00-00-00-                      -GE-0E-25-37-000000                      Funded: \$82,813.30</p> <p>Change item 0006 to read as follows (amount shown is the obligated amount):</p>				
0006	Option Year 2: ODC Travel (Not-to-Exceed) will be reimbursed on actual cost, not to exceed the amount authorized by the FTR. Continued ...				48,000.00



CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 HSHQDC-06-D-00060/HSHQDC-07-J-00708/P00002

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 3 27

NAME OF OFFEROR OR CONTRACTOR  
 PRAGMATICS INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: NONE000-000-9X-37-02-01-003-01-00-0000-00-00-00-00 -GE-OE-25-37-000000 Funded: \$48,000.00				

**DHS S&T LABNET PROGRAM PRICING SCHEDULE FOR TASK ORDER**  
**HSHQDC-07-J-00708 UNDER CONTRACT NUMBER HSHQDC-06-D-00060**

<b>LABOR CATEGORY</b>	<b>FTE</b>	<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>On-Site Personnel</b>				
<b>(b) (4)</b>				
<b>Total Labor</b>			<b>Subtotal</b>	<b>\$662,975.60</b>
<b>Other Direct Costs/Travel</b>			<b>Subtotal</b>	<b>\$48,000.00</b>
<b>Total Cost of Project</b>			<b>Total</b>	<b>\$710,975.00</b>

**STATEMENT OF WORK  
DHS S&T LabNet Program  
Option Year 2**

**US Department of Homeland Security  
Directorate of Science and Technology  
Office of the Chief Information Officer**

**I. Background**

The US Department of Homeland Security (DHS) is committed to using cutting-edge technologies and scientific talent in its quest to make America safer. The DHS Under Secretary for Science and Technology (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland.

During the course of conducting basic research and development (R&D), scientists and researchers require access to specialized tools, materials, equipment, environments, hardware and software. Additionally, many researchers require access to shared computing resources, prototyping areas and the flexibility to add, remove and manage systems themselves on a frequent basis. Often, these tools are unique to the type of research being conducted and therefore require a more open network environment, greater system permissions (e.g. administrator) and significantly enhanced computational resources than those provided by existing Department of Homeland Security (DHS) networks. Traditional production networks do not allow the end user the necessary system/file permissions and prototyping venues to both install and maximize these specialized information technology (IT) tools used daily during the course of conducting research.

LABNET is a R&D-focused network that allows greater freedom for researchers and scientists by easing restrictions with regard to systems, software and hardware. While LABNET will be more open than DHS-managed networks, there will be controls, policies and procedures in place to provide an adequate level of information assurance and to make risk acceptance more palatable to the system owners. The network hub will reside at Vermont Avenue with spoke sites at Transportation Security Laboratory (TSL), Plum Island Animal Disease Center (PIADC), National Bio-defense Analysis and Countermeasures Center (NBACC), and Chemical Security Analysis Center (CSAC). Each site will initially be restricted to communicating only with the hub site at Vermont Avenue. There will be system monitoring and logging at all sites. Administrative or business operations functions will not be permitted on the network in order to reduce privacy impacts and keep the mission of the network focused on research.

***Mission***

Provide S&T users, laboratories, vendors and partners with a cutting-edge, interoperable and reliable network service and communications infrastructure in support of the Directorate's research & development missions.

***Goals & Objectives***

**Goals:**

- Reliable network services with capabilities based on leading-edge technology
- Close coupling to the Directorate's programmatic requirements
- Less restrictive management and technical controls to support R&D specific Information Technology (IT) resources
- Community-specific R&D network allowing collaboration zones

**Objectives:**

- Create leading edge R&D environment for networking research use
- Provide an open computing platform for data analysis, simulation and other research needs
- Enable development of next generation technologies

**II. Scope of Effort**

The contractor shall perform the tasks described below at NBACC, Plum Island Animal Disease facility, S&T COOP, Transportation Security Lab, Chemical Security and Analysis Center and S&T headquarters and other DHS facilities as directed by the COTR:

**NETWORK MANAGEMENT SUPPORT**

1. The Contractor shall provide on-site network infrastructure support Monday through Friday, from 8:30 AM to 5:00 PM (excluding Federal Holidays observed by S&T). When on-site support is required outside of these hours, the contractor shall follow established escalation procedures to arrive within 60 minutes of notification by the NOC.

2. The Contractor shall provide day-to-day operation, maintenance and system administration of S&T network infrastructure devices. This includes but is not limited to hardware and software on routers, hubs, switches, encryption devices, and security devices, firewalls, intrusion detection devices, logging system, and network servers. The Contractor shall respond to and fix LabNet problems. The Contractor shall gather network performance and statistical data for problem analysis. The Contractor shall troubleshoot network problems by responding to trouble calls, performing fault isolation and restoring service.

3. The Contractor shall find and accurately report all network infrastructure problems within 60 minutes of a failure. The Contractor shall arrive on site to resolve the problem within 2 hours after first discovery of the problem at a local site. The contractor shall resolve ninety-five percent (95%) of all network infrastructure problems within 4 hours of the failure.

4. The Contractor shall perform capacity management of LabNet, to include the installation, configuration, testing, maintenance and de-installation of LabNet infrastructure hardware and software as necessary to support increased or decreased LabNet requirements.

5. The Contractor shall be responsible for placing into production all LabNet infrastructure devices at S&T. This includes, but is not limited to receipt, initial inventory, set up, burn-in, testing, software loading, and deployment of hardware. In performing these services, the Contractor shall adhere to policies and procedures as established by/with S&T.

6. The Contractor shall perform performance management on LabNet infrastructure devices at the S&T as needed. Such analysis may include, but is not limited to: measurement of current traffic on existing production networks; LabNet traffic load balancing and segmentation; determination of maximum device load for segments and servers; isolation of systems that degrade LabNet performance; and evaluation of performance management software packages.

7. The Contractor shall perform configuration management of LabNet infrastructure devices operated by S&T OCIO. This includes updating CAD drawings of the Network, fiber optic schematics/databases, IP addresses and DNS name space databases. It also includes maintaining baseline hardware and software configurations for all LabNet infrastructure devices and network and office automation servers. The Contractor shall ensure all hardware and software adhere to the established baseline unless otherwise directed by S&T.

8. The Contractor shall perform security management of network infrastructure devices, to include maintenance of accounts. The Contractor shall adhere to S&T security policy, conduct security audits as requested by S&T, and modify baseline configurations to eliminate potential threats.
9. The Contractor shall support the operation of S&T's firewalls, to include the operating system, and the support of the firewall software. The Contractor shall not be responsible for the addition and deletion of accounts associated with the firewalls.
10. The Contractor shall be responsible for upgrading network infrastructure hardware / software / firmware as directed by the COTR or designee. The Contractor shall produce an Installation Plan for all upgrades. Upgrades approved by the S&T shall be installed by the contractor. S&T shall provide hardware and software used in the upgrade.
11. The Contractor shall support the S&T OCIO as required during the implementation phase of major LabNet engineering tasks.
12. The Contractor shall support expansion and enhancement of the network infrastructure to maintain technologically advanced network, computing infrastructure, security posture, and logging/administrative reporting and possibly creating other networks.

### III. Other Contract Details

1. **Period of Performance.** This Statement of Work is for the execution of Option Year 2 with a Period of Performance of September 26, 2009 to September 25, 2010.
2. **Travel.** Local travel in and around Washington DC, Atlantic City, NJ, Frederick, MD, Aberdeen, MD, New York City, NY and the Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY is anticipated. Additionally, overnight travel to Atlantic City, NJ and DHS facilities in Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY and other DHS sites shall be required to support equipment/system installation, setup and operational testing.
3. **DHS-Furnished Information.**
  1. DHS will provide certain DHS information, materials, engineering support and forms unique to DHS to the contractor to support this effort.
  2. The DHS S&T Contracting Officer's Technical Representative (COTR) will be the point of contact (POC) for identification of any required information to be supplied by DHS.
  3. The contractor shall prepare all documentation according to guidance provided by the COTR.
4. **DHS-Furnished Facilities, Supplies, and Services.** If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at: S&T offices in Washington DC; at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY; DHS S&T COOP at Frederick, MD; Transportation Security Lab (TSL) and/or at other DHS facilities. Basic facilities such as work space and associated operating requirements (phones, desks, utilities, desktop computers, and consumable and general purpose office supplies) will be provided to contractor personnel working in DHS facilities on this effort.
5. **Place of Performance.** Phases of this effort will be performed at Plum Island Animal Disease Center located off the Orient Point coast of Long Island, NY, DHS S&T HQ in Washington DC, DHS S&T COOP and NBACC in Frederick, MD, Chemical Security and Analysis Center in Aberdeen, MD, and Transportation Security Laboratory in Atlantic City.

NJ. Additionally, the contractor shall comply with all items described in Addendum A and comply with Bio-Safety parameters/procedures and documented processes when working in, around or near containment labs or vaccine banks. Follow-on or subsequent phases associated with the systems being engineering and installed will be conducted at these and other DHS facilities and laboratories as directed by the COTR.

6. **Government Furnished Property.** The government will provide all crypto and crypto-related hardware and ancillary items to DIIS for use in this task. Other government property will not be provided to the contractor unless otherwise agreed in a task order issued under this SOW. In such instances, DIIS will maintain property records.
7. **Contractor Purchased Property.** Before purchasing any individual item equal to or exceeding \$5,000 that is required to support technical tasks performed pursuant to this SOW, the contractor shall obtain prior written consent from the COTR. The COTR may lower or raise the aforementioned \$5,000 threshold at his/her discretion and on written notice to the contractor. If the COTR consents to such purchase, such item shall become the property of DHS. The contractor shall maintain any such items according to currently existing property accountability procedures. The COTR will determine the final disposition of any such items.
8. **Deliverables.** The contractor shall provide all deliverables identified in this SOW directly to the DHS S&T Technical Representative with a copy of the transmittal letter to the Contracting Officer.
9. **Program Status Report.** The contractor shall deliver a program status report as requested to the DIIS S&T Technical Representative, COR and/or DHS S&T Resource Manager containing metrics pertaining to financial, schedule, and scope information, risk information, and performance assessment information of all work performed hereunder. A final report summarizing the work performed and the results and conclusions derived shall be submitted to the COTR within thirty days after the end of the contract period of performance.
10. **Funding Requirements.** DIIS will provide funding in accordance with DIIS's appropriations and available funds pursuant to the allocation outlined below:
11. **Security Requirements.** All work performed under this SOW requires a Secret clearance at a minimum. The Contractor shall abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract. If the Contractor has access to classified information at a DHS or other Government Facility, it shall abide by the requirements set by the agency. The contractor shall adhere to other applicable DHS guides, guidelines, and directives pertaining to classified and confidential work including but not limited to FAR 52.204-2, HSAR 3052.237-70 through 72, HSAR 3052.209-70.

#### IV. Points of Contact

The contractor may change the individual designated as a POC upon notice to DHS S&T of such change.

#### DHS Technical POC(s)

	<i>Primary</i>	<i>Alternate</i>
Name:	Gregg Piermarini	Peter Stauffer
Agency:	Dept. of Homeland Security	Dept. of Homeland Security
Address:	DHS-S&T-OCIO Washington, DC 20528	DHS-S&T-OCIO Washington, DC 20528
Phone:	(202) 254-6087	(202) 254-5667
E-Mail:	Gregg.Piermarini@dhs.gov	Peter.stauffer@dhs.gov

**DHS Contracting Officer's Technical Representative (COTR)**

Name: Gregg Piermarini  
Agency: Dept. of Homeland Security  
Address: DHS-S&T-OCIO  
Washington, DC 20528  
Phone: (202) 254-6087  
E-Mail: [Gregg.Piermarini@dhs.gov](mailto:Gregg.Piermarini@dhs.gov)

DHS S&T may change the individual designated as a POC upon notice to the contractor of such change.

**FY 2005 ORD Execution Plan for the Office of National Laboratories  
Stewardship Portfolio**

**Office of Research and Development**

**Addendum A**

**Special Requirements for Contractors Performing Work at**

***Plum Island Animal Disease Center***

**Directorate of Science and Technology of the Department of Homeland Security  
Office of Research and Development**

**Revision 01**

**8-1-06**



**SPECIAL REQUIREMENTS**  
**for**  
**CONTRACTORS PERFORMING WORK**  
**at**  
**PLUM ISLAND ANIMAL DISEASE CENTER**

**1.0 GENERAL**

The Plum Island Animal Disease Center (PIADC) is a federal facility located on an island approximately 1.5 miles east of Orient Point, NY, with a warehouse, parking lot, and marine service facility at Orient Point, NY. The PIADC follows strict security protocols and site-specific requirements and conditions that must be observed by all contractors. Highlights of these requirements include, but are not limited to the following:

- Access to Plum Island is by government-operated ferry only unless other transportation to Plum Island is approved by the Government. Schedules are established in advance and closely followed. Access to the PIADC facility at Orient Point must be pre-arranged by PIADC security and requires check-in with photo identification at the gate.
- Due to the mission of the PIADC, workers, contractors, and subcontractors at the site must strictly observe all biological safety, physical security, and environmental management requirements as detailed in the sections below. Special safety work procedures must be adhered to that will affect personnel, their work, delivery and removal of materials and equipment.
- If work is performed in or around biological laboratory space, additional biological safety precautions are required.
- Weather conditions may occasionally limit or prevent routine ferry operation and affect project schedule.
- Weight and size of vehicles and large equipment may prohibit transportation on the Government ferry and may require commercial ferry transportation, which must be arranged in advance by the contractor. All vehicle and equipment transportation to PIADC must be coordinated in advance with the Contracting Officer's Technical Representative (COTR) who will coordinate with the PIADC Marine Transportation Department.
- Access to Plum Island, the Orient Point facility, and the ferry by visitors and contractor personnel requires 24 hours prior notice and must be coordinated with the COTR.

- Plum Island includes environmentally sensitive habitats. Vehicles must stay on paved or gravel roads at all times. If work area includes beaches, shorelines, wetlands, or other environmentally sensitive areas, equipment access routes must be approved in advance by the COTR who will coordinate with the PIADC Facility Engineer and Environmental Protection Officer.

## 2.0 SECURITY REQUIREMENTS

The PIADC and all properties associated with the PIADC are government property. Due to the mission and the scientific work conducted by the PIADC, the island and all properties are restricted access areas. The general public is not authorized to enter onto the premises. Individuals must have official business that is relevant to the mission of the Center to be permitted to visit the Island.

### 2.1 PIADC Code of Conduct

### 2.2 Badges

#### 2.2.1 Log-in

Until a non-transferable PIADC Identification Badge is issued, each contractor employee shall be required to log-in at the dock area and receive a marine-transportation badge. The contractor employee shall then log-in and log-out daily at Building 100 upon arriving and departing the island. A marine transportation badge will be issued for the return ferry trip and turned in at the destination dock area. Once a badge is issued, it will allow the bearer access to the specific construction sites or related areas only.

#### 2.2.2 Display of Badges

PIADC Identification Badges shall be prominently displayed above the waist with the photo visible from the front at all times while on PIADC property. Any individual observed without a PIADC ID badge shall be challenged by the security staff. Any individual not cooperating with the security staff shall have their PIADC ID confiscated and be escorted off the Island.

#### 2.2.3 Request to See Badge

The Marine Crew and the Security Officers shall request to see identification and badges. Please have the card properly displayed to avoid any confusion.

#### 2.2.4 Completion of Work

Badges remain the property of the U.S. Government and shall be returned to PIADC upon completion of an individual's work on this contract. Failure to do so could result in the loss of future work with PIADC.

## 2.3 Searches

### 2.3.1 Items subject to Search

The Security Department shall conduct a search of all contractor bags, property, briefcases, etc.

### 2.3.2 Vehicles

All vehicles shall be searched and the driver must display a valid driver's license. The driver shall open the engine compartment and cargo area(s) to provide access for security.

## 2.4 Deliveries

### 2.4.1 Responsibility

It is the contractor's responsibility to ensure delivery companies are aware of the access requirements at the PIADC.

### 2.4.2 Provisions for Delivery Companies

To accommodate the project, the delivery company may submit a pool of driver's name with the visitor application. When the delivery vehicle arrives, Security Personnel shall request that the driver present official photo identification. Security Personnel shall compare the identification to the submitted list of drivers. If the driver's name appears on the list, the vehicle may enter the premises to make the delivery. If the driver's name does not appear on the list, the delivery shall be denied.

## 2.5 Prohibited Articles and Activities

### 2.5.1 Prohibited Articles

The following items are prohibited on all PIADC properties:

- o Weapons, firearms, explosives, or other dangerous instruments or materials likely to produce injury or damage to persons or property.
- o Controlled substances (specifically: illegal drugs and paraphernalia; with the exception of prescription medicines)
- o Alcoholic beverages
- o Other items prohibited by law
- o Personal nonessential items
- o Pets
- o Video, photo, or digital cameras (unless needed for the project and prior approval is granted)
- o Vehicles and other motorized equipment (unless prior approval is granted)

## 2.5.2 Prohibited Activities

The following activities are prohibited on PIADC properties:

- Gambling
- Swimming
- Fishing
- Hunting
- Horseplay
- Joking or making light of security issues or personnel
- Challenging Security Personnel authority

## 2.6 Other PIADC Security Rules of Behavior:

- Remain on the job site. Do not wander.
- Do not enter buildings or areas not part of your scope of work without specific authorization of the COTR.
- Do not travel between the harbor and the job site by foot (walking).
- Do not “joy ride” around the Island. Go directly to the job site.
- Designate one person to retrieve lunch meals if cafeteria privileges are approved.
- Do not depart Plum Island with food or beverage of any kind.
- When challenged by Security Personnel, provide your ID and answer all questions.
- Obey all PIADC rules, regulations, and federal, state and local laws.
- Do not use loud, abusive or otherwise improper language to create a disturbance or become a nuisance.

## 3.0 VISITOR APPROVAL PROCESS

### 3.1 U.S. Citizen Visitors

The COTR shall notify the Security Manager after the Notice to Proceed is issued that the contractor and their subcontractors (if applicable) will require access to the PIADC. The contractor shall complete the “PIADC Visitor Application Form”, attached, or provide the information to the COTR for all persons that will need access to the PIADC. The COTR shall review the application form with the PIADC Security Manager. The application form shall be submitted at least 24-hours in advance of the scheduled visit. Once the contract has progressed to a sufficient extent, the COTR may direct that subsequent visitor applications be sent directly to the PIADC Security Officer.

### 3.2 Non-U.S. Citizen Visitors

A non-US citizen visitor to PIADC must complete the attached “Approval of Foreign Visitor” memorandum. The contractor shall submit the completed form or provide the information to the COTR a minimum of four weeks prior to the visit. Failure to fill out

the form completely or provide all requested information accurately and in its entirety will delay the review process and result in disapproval of the visit. Once the individual is approved, the contractor or COTR must submit the standard "PIADC Visitor Application", noting on the form that the non-citizen status was approved for this particular individual (see Section 3.1).

### 3.3 Approved Visitors

Following approval and depending on the frequency of visits, the Security Officer may decide to issue a temporary photo-identification badge. For these personnel, an approximate 15 minute orientation is required for each visitor working outside of the laboratory bio-containment areas, and a one hour orientation and a baseline blood sample is required for those working inside a bio-containment area.

PIADC Reception personnel shall prepare a Visitor List consisting of the visitor's name, company represented, date of arrival, time of arrival, time of departure, and if a camera was approved for the visit. On the day immediately preceding the initial visit to PIADC, contractor should contact the reception desk at 631-323-3200/3300 to verify the names on the visitor's list. Contractor shall inform the COTR in the event the visitor's list is not complete.

At the Orient Point, NY facility, the visitor should arrive 30 minutes before the scheduled boat departure time to present an official photo identification card (Examples: State driver's license, Passport) to gain access to the parking facility and the ferry. If a PIADC badge has been authorized, the security guard will provide the badge in exchange for an official photo identification card, to be exchanged at the end of the day when the person leaves.

At the Old Saybrook, CT, visitor should arrive 20 minutes before the scheduled boat departure time to enter the Marina or alternate parking facility, walk to the boat, and present their identification to the Marine Crew on the dock prior to boarding the vessel. Upon arrival at PIADC, the visitor shall proceed to the reception desk to sign in before going to the work area. The visitor shall proceed to reception at the end of the day to sign out upon departure.

Each visitor after boarding the boat must sign a "Visitor Affidavit" quarantine declaration whereby the visitor agrees to avoid contact with susceptible animals off of Plum Island or as designated by the Safety Officer. The visitor also agrees to abide by all applicable safety regulations. A copy of this document with its conditions is attached. A quarantine period is not required for employees, contractors or materials/equipment for work conducted outside of bio-containment areas.

Persons arriving by commercial freight ferry shall contact and coordinate with the COTR and PIADC Security Manager for instructions prior to the event.

## 4.0 OCCUPATIONAL SAFETY

#### 4.1 Responsibility

The contractor shall make certain that project workers adhere to safety requirements. Disregard of OSHA and other safety regulations may result in a "Stop Work Order".

The contractor shall take all necessary precautions for the safety of all personnel and comply with all applicable provisions of federal, state and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to, the premises where the work is being performed.

The contractor is responsible for job site safety, and shall submit a PIADC site specific Health and Safety Plan (HASP) for Government review and approval prior to work mobilization. The site-specific HASP shall identify potential hazards and include standard OSHA or industry accepted safety protocols and a list of all hazardous materials and respective MSDS sheets that will be used at the PIADC facility.

#### 4.2 Personal Protective Equipment

Personal Protective Equipment, (e.g. safety glasses, hard hats, safety harnesses, and other safety equipment, shall be worn as required by 29 CFR 1926.28(a) and 29 CFR 1910.120. Clothing shall be worn that is appropriate for the work site.

#### 4.3 Emergencies

In an emergency affecting the safety of life, work, or property, the contractor without special instruction or authorization from the Government, is authorized to act at his discretion to prevent such threatened loss or injury, and shall so act, without appeal. Compensation claimed by the contractor as a result of said emergency shall be determined by Federal Acquisition Regulation (FAR) Clause or arbitration.

### 5. STANDARD WORK PRACTICES

#### 5.1 General Provisions

It shall be the responsibility of the contractor to assure that the contractor's employees and subcontractors comply with all conditions and restrictions noted herein.

In the event of an emergency, all contractor personnel shall comply with all biological safety safeguards and directives deemed necessary by the COTR, PIADC Director, Deputy Director for Operations, Safety Officer, Incident Commander, or response personnel.

The contractor and his employees shall comply with all codes and regulations pertaining to conduct on federal property as well as PIADC biological, physical and environmental safety regulations.

The contractor shall abide by all applicable and standard safety practices and procedures and shall conform to all OSHA Standards. The contractor shall abide by applicable and standard, environmental protective measures to control pollution that may develop during construction, and other applicable federal, state, and local environmental laws. The contractor's failure to thoroughly familiarize himself with the aforementioned safety and environmental provisions shall not relieve the contractor from compliance with the obligations or relieve the contractor from the penalties set forth therein. Neither the Government nor the COTR shall be responsible for safety enforcement or environmental enforcement in connection with the construction work.

The construction site, building area, or work-sites shall be kept in broom clean condition and free of debris at the end of each work shift. Work-site material shall be neatly stored and stacked under cover or protected by water proof tarps that are adequately tied down. Material and equipment installed or being installed shall be protected during construction from rain, material handling, welding, grinding, dust, and dirt, etc. Failure to take action on the part of the contractor will result in a stop work order until the situation is corrected.

Failure to comply with general safety, environmental or biological safety requirements shall result in the prompt removal of personnel and the denial of further admittance to PIADC properties. The contractor shall promptly comply with PIADC requests for removal of personnel for violation of requirements.

Plum Island is restricted to the general public unless admittance has been approved. Therefore, no persons other than authorized contractor personnel will be permitted access to the work site.

Prior authorization of the COTR and the PIADC Location Radiation Protection Officer is required for any radioactive material and/or equipment brought on site containing radioactive sources or capable of producing radiation.

No dining facilities are available at Plum Island for use by the contractor. All food and beverages required by the contractor are to be brought to Plum Island by the contractor. There is limited "Take-Out" at the PIADC Cafeteria, but it must be authorized and restrictions apply.

All food and beverage containers shall be properly disposed of by the contractor into approved PIADC waste and recycling receptacles. Food and beverages may not be removed from Plum Island.

The contractor shall bring to Plum Island only those tools, equipment and materials deemed necessary for accomplishment of the work. Such items shall be stored at the work site or at staging areas so designated by the COTR and shall remain at the site until job completion or until such time as no longer needed.

Staging areas for materials and refuse will be designated by the COTR. The contractor shall be responsible for all movement, storage and security of all such items either on Plum Island properties, including the Orient Point facility.

All visitors shall be accompanied by a PIADC escort while within the bio-containment facility.

The contractor shall submit a severe weather plan to the Government for review and approval.

## 5.2 Work Outside Of Biocontainment Areas

A personal recognizant quarantine period is not required for employees, contractors or materials/equipment for work conducted outside of containment areas.

## 5.3 Work in Bio-Containment Areas

### 5.3.1 Biological Safety and Work Practices

Contractor personnel shall adhere to all personal recognizance quarantine requirements as specified herein or as otherwise directed by the Biological Safety Officer.

A Personal Recognizant "self-policing" quarantine period of five (5) days is to be observed by personnel conducting work at PIADC within bio-containment areas (Operational Zones 2, 3, or 4 - generally referred to as "containment") by avoiding susceptible animals or animal areas after departing the Island.

Susceptible animals include cattle, sheep, goats, deer, and other ruminants and swine, and may also include pet birds or domestic poultry if directed by the PIADC Biological Safety Officer.

Animal areas include animal farms, sales barns, stockyards, animal laboratories, packing houses, zoos, various menageries, pet birds, pet bird stores, commercial poultry establishments, and other animal exhibits such as fairs.

Tools, equipment and materials, capable of being decontaminated and which need to be removed from PIADC Operational Zones 2, 3, or 4 shall be decontaminated by government personnel. Some decontamination procedures may take up to 16 days and may not be appropriate for certain types of equipment or items (i.e., wood, porous materials). Other than eye glasses, no item(s) may be removed from biocontainment areas without assistance of government personnel or their appointee.



### 5.3.2 Bio-containment Areas

- **Laboratories and Support Space:** Where research is conducted on possible live animal disease agents. Movement of personnel, equipment and supplies into and out of such areas or buildings is strictly controlled. All materials and equipment leaving laboratory operational areas shall be subject to Government provided biological decontamination procedures specified herein or as otherwise directed by the COTR.
- **Decontamination Building:** Movement of personnel, equipment and supplies into and out of this building is strictly controlled. All materials and equipment leaving this building shall be subject to government provided biological decontamination procedures specified herein or as otherwise directed by the COTR.

All other areas are outside of biocontainment.

### 5.3.3 Bio-containment Requirements

PIADC employee, designated by the COTR shall escort contractor personnel at all times while within bio-containment areas. Escorted personnel shall remain within sight and hearing distance of the Escort at all times. Entrance into areas other than those specifically designated as the contractor's work areas is prohibited.

All personnel performing work within biocontainment (Buildings 101 and 102) areas shall be required to change into government supplied clothing upon entering and showering upon leaving the area. Porous materials and civilian clothing worn into bio-containment areas cannot be effectively decontaminated and thus shall stay in bio-containment and become the property of the Government.

### 5.4 Coordination of Work

- Contractor shall coordinate all work with the COTR. Work shall be coordinated and scheduled well in advance with the COTR. The schedule shall include pertinent dates and times and otherwise thoroughly detail all interruptions to facility services, demolition work, shipments of materials and equipment, etc. Work shall be planned with approval obtained from the COTR for any interruption of utility, service, or to any ongoing laboratory or facility operations. These events shall be held to a minimum with requests made in writing to the COTR at least one week prior to the interruption.
- Contractor shall prepare and maintain a four-week "look-ahead" schedule depicting escort requirements.
- All biocontainment entrances and exits for personnel, equipment and supplies are strictly controlled. Access to air locks and autoclaves for movement of equipment

and materials to and from biocontainment areas shall require prior scheduling and approval from the COTR and Biological Safety Officer.

- Wall, floor and roof penetrations into or between containment areas shall be accomplished according to standard design details or in a manner acceptable to the COTR and Biological Safety Officer, and tested according to procedure. No such work shall be made without prior approval of the COTR and Biological Safety Officer.
- The contractor shall construct and install a temporary enclosure for penetrations as required by the COTR and Biological Safety Officer. Upon satisfactory completion and acceptance of the work by the COTR, decontamination of the enclosure shall be accomplished by government personnel. The enclosure shall then be removed by the contractor.

#### 5.5 Execution of Work

- Demolished materials for removal from the laboratory shall be transported by the Contractor to a specified airlock or autoclave designated by the COTR or Biological Safety Officer. Airlocks and autoclaves shall not be operated by contractor employees.
- Twenty four (24) hours prior notification shall be required for the scheduling of all airlock usage.
- Tool cleaning and preparation of contractor's tools prior to biological decontamination shall be done by contractor personnel by a method determined by the Biological Safety Officer or their representative.

#### 5.6 Protection of Work, Existing Improvements, Equipment, Utilities, Antiquities, and Adjacent Property

- The contractor shall continuously maintain adequate protection of all his work from damage and shall protect government property from injury or loss arising in connection with this contract. The contractor shall make good any such damage, injury or loss.
- The contractor shall protect existing and delivered equipment from dirt, dust, moisture, and weather to the satisfaction of the COTR, and in accordance with the manufacturer's recommendations.
- The contractor shall erect and properly maintain, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers, and PIADC personnel, and shall post danger signs warning against the hazards created by such features of construction such as protruding nails, hoists, well holes, scaffolding, and falling materials.

- A welding and burning permit must be obtained through the COTR before any flame or spark producing operation is started. The contractor shall post a fire watch during welding operations and provide and erect fireproof screens for flash and spark protection.

The contractor is responsible for locating all underground utilities including but not limited to pipes, electrical cables, conduit, duct banks, etc. prior to digging, and if necessary and approved by the COTR, and obtain the services of an underground utility locating company for this purpose. The contractor shall mark proposed locations for all digging and trenching/underground work and coordinate with the COTR for determination of potential underground installation interferences at least 5 work days prior to the planned start of the digging and trenching/underground work. The contractor shall hand dig within close proximity of a suspected underground utility and not rely solely on utility mark-outs or drawings (if any). The contractor shall be responsible for damage to the underground utilities, or damage caused as a result thereof (e.g., breaking fuel line and causing an environmental hazard), whether or not shown on the drawings. If a utility is damaged, the PIADC Head Engineer shall be immediately notified. Repairs shall be made quickly and by competent qualified trades' persons to the satisfaction of the Government. If the contractor fails or refuses to repair the damage promptly, PIADC may have the necessary work performed and charge the cost to the contractor.

Federal law provides for the protection of antiquities located on land owned or controlled by the Government. Antiquities include Indian graves or campsites, relics and artifacts. Existing antiquities discovered thereon shall not be disturbed or destroyed. The contractor shall report the discovery of any antiquities at the job site and, upon discovery of unusual materials (e.g. obsidian chips or flakes, bones, darkly stained soils, "arrowheads"), the contractor shall stop work at/or around such materials and notify the Facility Engineer.

## 6.0 MARINE TRANSPORTATION

### 6.1 Government Furnished Marine Transportation

#### 6.1.1 General

Subject to marine vessel capacity, conditions, availability, and scheduling constraints as defined below, Government Furnished Marine Transportation will be available to the contractor at no cost for the transportation of contractor personnel, tools, material, and equipment to and from Plum Island, Orient Point, and Old Saybrook facilities.

Government vessels are maintained and operated to support the research mission at PIADC and therefore, the movement of Government employees and materials shall have priority. The transport of scheduled freight may be delayed or canceled due to unforeseen PIADC requirements.

The Government will provide marine transportation to the contractor of at least ONE round trip per week for materials, equipment, supplies, and vehicles. Weight and size restrictions will vary in accordance with the marine transportation available at the time such transportation is scheduled to take place as referenced below. Such trips shall not be cumulative and may not be carried over or combined with any other period. Depending on the scope of the project, additional trips will be provided as possible and as determined by the COTR and the PIADC Marine Transportation Department.

Other than personnel, the contractor shall schedule all marine transportation at least two weeks prior to the date required unless otherwise approved in writing by the Contracting Officer. The available space will be scheduled on a first come - first served basis. The government shall have the right, upon one week prior notice to the contractor, to cancel or reschedule marine transportation for the contractor at No Additional Cost to the Government. The Government shall also have the right to reject a specific date requested by the contractor and require the contractor to select another date at No Additional Cost to the Government. Reservations shall be made by contacting the Location Monitor or COTR between the hours of 0900 to 1600. There is no Government furnished marine transportation for vehicles or freight to or from Old Saybrook, Connecticut.

Departures may be delayed or canceled due to weather or sea conditions. Loading and transporting of vehicles with low undercarriages or dolly wheels may be delayed or canceled due to low or high tides, especially when combined with the weight of the load. When governed by issues of weather conditions or personnel safety and health, the decision of the PIADC Transportation Manager of less than one weeks notice shall be considered to be in accordance with the requirement of this contract and, as such, the government will provide a "no cost" time extension only, as relief to the contractor for any delays due to rescheduling that are determined to be a direct result of the PIADC Transportation Manager's decision. Determination of the appropriate number of additional days for such delay shall be the decision of the Contracting Officer based on supporting documentation provided by the contractor.

The vessel Captain, or designated representative, shall oversee the proper loading and weight distribution of vehicles and cargo aboard the vessel. The contractor shall perform all physical labor in connection with the actual loading and unloading of freight and equipment. All freight shall board and leave the vessel under its own motive power or motive power furnished by the contractor.

The following are the restrictions and rated capacity of the Government vessels:

- Vehicle overall length shall not exceed 45 feet.
- Maximum vehicle gross weight shall not exceed twenty (20) tons, (40,000 pounds) with a center of gravity not to exceed four (4) feet above the cargo deck.
- All vehicles shall have their loads properly distributed and secured so as to assure proper trim of the vessel.
- All vehicles shall be secured to the cargo deck during transit.

- Vehicle weights over the maximum allowable shall be lightened at Orient Point before loading by the contractor.
- Deck loading on passenger/freight boats shall not exceed thirty (30) tons.
- Contractor employees shall at all times conduct themselves in a safe, orderly manner while aboard marine vessels and shall comply with all instructions set forth by the Captain, crew and shore personnel.
- Flammable and combustible cargoes may require additional scheduling lead time. The passenger capacity is also greatly reduced.
- The contractor shall provide documentation of gross vehicle or freight weight prior to loading the marine vessel.

#### 6.1.2 Government Furnished Marine Transportation Schedule

A typical "Plum Island Ferry Schedule" is attached. Obtain an up-to-date schedule at the start of on-site project scheduling. The typical schedule may change at any time due to weather conditions or vessel repairs and maintenance. The Government shall provide advance notification of these changes whenever possible. The contractor shall make appropriate changes to the work schedule as required. Holiday Boat Schedule applies to all federally observed holidays, Department of Labor designated holidays, and other day designated by federal statute, Executive Order, or Presidential proclamation. No freight transportation is available during Weekend and Holiday Boat Schedule unless special arrangements are made.

#### 6.2 Other Marine Transportation:

In the event the contractor cannot coordinate the moving of personnel under these conditions or restrictions so forth stated, or if loads exceed limits as specified herein, the contractor shall provide his own transportation. If the contractor requires the use of Government harbors, the Government vessels have docking priority in accordance with present posted schedules. Full coordination between the contractor and Government marine crews is required for harbor use.

Only U.S. Coast Guard approved commercial vessels can be used to move personnel and materials to and from Plum Island. The approved vessels (ferries and barges) can be docked in the Plum Island Harbor as long as these vessels and their operations do not interfere with Government harbor operations. No private or recreational vessels will be allowed to dock at either Orient Point or Plum Island Harbors. Landings at any areas or beaches on Plum Island or the Orient Point facility are prohibited.

Contracted marine water transportation from a local ferry company for other marine transportation is available. The local ferry may be able to provide a full time vessel or part time service depending on the requirement of the job. These ferry vessels have no vehicle weight limits and can accommodate most any size road vehicle or heavy equipment.

Commercial boats shall not be allowed to use the Government owned Orient Point Facility for loading or unloading.

Commercial vessels are constrained by the capability, configuration, and size of the PIADC ramps. It is the contractor's responsibility to insure the vessel is compatible with PIADC ramps. Crane loading and unloading from or to a barge is acceptable where necessary. Beach loading or unloading from a landing craft is unacceptable.

## 7.0 WORKING HOURS

### 7.1 Normal Work Hours

The normal working hours for PIADC is 7:00 A.M. to 4:30 P.M., Monday through Friday, excluding federal holidays. Contractors shall adhere to these working hours unless other work hours are stipulated in the contract documents or as directed or approved at the request of the contractor by the COTR.

All or a portion of the effort under this contract will be performed on a Government Installation. The normal workweek will be established by the COTR identified in the contract. No deviation in the normal established workweek will be permitted without express advance approval in writing by the COTR. In the event that the contractor fails to observe the established workweek, any costs incurred by the Government resulting there from shall be chargeable to the contractor.

### 7.2 Holidays

On federal holidays, the PIADC is normally closed. If work on holidays must be performed, the contractor must make arrangements with the COTR prior to the holiday. Continuity of operations during normal holiday and vacation time is not required, unless otherwise specified by PIADC.

The following federal holidays are authorized exceptions to the normal workweek:

<u>NAME OF HOLIDAY</u>	<u>TIME OF OBSERVANCE</u>
New Years Day	1 January
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November

Christmas Day

25 December

Any other day designated by federal statute, Executive Order, or Presidential Proclamation.

In the event that any of the above holidays occur on Saturday or Sunday, the holiday must be observed by the contractor in accordance with the practice observed by the assigned Government employees at PIADC.

Contractor personnel performing work under this contract shall limit their observation of holidays to those set forth above. In the event contractor personnel work during a holiday other than those above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.

The contractor is permitted to work non-duty hours or federal holidays as approved by the Contracting Officer. However, written approval must be obtained a minimum of 48 hours in advance of such scheduled work, and a PIADC representative must be available to be on site. During these periods of work, no work shall be concealed in construction without the approval of the Contracting Officer. The contractor shall be required to pay for any inspector which must be at the site during performance of this work.

#### 8.0 GOVERNMENT FURNISHED SUPPORT

The Government will typically provide two telephone lines, limited water and electrical service required for the contract where possible. Electric power is typically available at 120/240/1/60, with 480/3/60 available in machinery areas. The contractor shall be responsible for the connections, including material, labor, and supervision for installation.

Government vehicles will not be provided for contractor use.

#### 9.0 VEHICLES AND EQUIPMENT

All contractor personnel, vehicles, equipment and materials shall be moved by the contractor from the dock area to the work site. Loading and unloading of materials, vehicle and equipment on or off the Government boat shall be by contractor personnel.

Vehicles or equipment transported to Plum Island shall remain on the Island until all project work requiring its use is finished. No daily movement of vehicles or equipment on and off Plum Island is permitted.

All vehicles brought to the Island shall be state registered and insured, have a valid inspection sticker, and be maintained in good repair.

Limited amounts of fuel oil and gasoline may be available to the contractor on a replacement in like kind basis, subject to prior approval of the Contracting Officer.

## 10.0 ENVIRONMENTAL

Fuel tanks for job site use shall be double walled or have containment approved by the State governing agency.

Oil and fuel leaks or spills must be immediately addressed and reported to the PIADC Control Room by calling extension 2222 from any PIADC phone or notifying the COTR, Environmental Protection Specialist or other PIADC personnel that can call the Control Room by radio or phone. A vehicle or equipment that develops a leak will be shut down and repaired before moving again. The COTR and Plum Island Control Center (631.323.3115) shall be notified within 15 minutes of a leak or spill. Leaks or spills shall be reported by the contractor and be cleaned up by the contractor at the contractor's expense and in accordance with all New York State Department of Environmental Conservation (NYSDEC) requirements.

The contractor is responsible for removal and off-island disposal of all trees, brush, demolition material, construction debris, project derived waste, hazardous or otherwise, generated by the contractor or the contractor's subcontractors. All waste shall be properly stored while on Plum Island, removed to Orient Point, and subsequently removed from Orient Point and disposed of at appropriately permitted facility under proper manifest. Topsoil and clean fill material shall remain on Plum Island in a location designated by the COTR and as approved by the Environmental Protection Specialist.

Where practical and with the prior approval of the COTR, contractor shall make every effort to utilize environmentally friendly materials in the performance of this contract.

Contractor shall identify foreseeable environmental impacts prior to the initiation of work. Aspects to be considered include: waste generation (hazardous, non-hazardous, radioactive, medical, and mixed) liquid discharge, chemical storage and use, water consumption, power consumption, fuel (use and transfer), animal habitat disruption, use of pesticides/herbicides/rodenticides, animal control, painting, grounds maintenance, and other construction related items. The contractor shall work with the COTR and the PIADC Environmental Protection Specialist to complete the attached Environmental Aspects and Impacts Checklist prior to the initiation of work. Mitigating measures will be proposed for items that have a potential to impact the environment.

After contract award, MSDS required by the contract clause shall be submitted to the COTR identified in the contract and PIADC Safety office.

If hazardous material is to be used or stored by the contractor at PIADC property, the contractor shall provide the following information to the COTR in the written site-specific HASP.

- A copy of the MSDS for each hazardous material (HM) used or stored at PIADC. (In addition, contractors shall ensure that MSDS are readily available either in



hardcopy form in a central location or by the use of electronic devices (i.e., CD-ROMs or Internet) in the workplace.

- The precautionary measures implemented to protect personnel using HM.
- The labeling system used by the contractor. (The labeling system must meet the requirements of 29 CFR 1910.1200 and 29 CFR 1910.1450)
- The procedures used to evaluate personnel exposure.
- An inventory (initial and updated annually, thereafter) of all HM used or stored at PIADC. The inventory must include the location (building and room) of storage, quantity at PIADC, chemical name, manufacturer, MSDS unique identifier, and a point of contact.

## 11.0 EMERGENCY SERVICES

The PIADC emergency telephone number is 2222 when using a government land phone should there be a personnel injury, accident, fire, environmental, or other emergency. Cell phone users should call the security control center at 631.323.3347 and immediately state that "this is an emergency".

The main PIADC facility is on an island and marine vessels and crews may not always be immediately available limiting response time for removal of injured persons to Orient Point. This makes contractor occupational safety that much more important. The PIADC makes every effort to respond as quickly as possible. There is an EMT on site at all times and an ambulance to remove medical emergencies off island to the local hospital. Should the emergency occur during duty hours, the staff nurse or EMT will respond. Workers with specific medical concerns should discuss them with the Plum Island Nurse Practitioner to ensure correct response in the event of an emergency.