

**Broad Agency Announcement (BAA)  
Call Solicitation 70RSAT20RB00000002  
under BAA HSHQDC-16-R-B0004  
Project: Passenger Self-Screening System Concept Development**

## **1.Introduction**

- 1.1. This BAA Call solicitation (70RSAT20RB00000002) is a Call issued against Department of Homeland Security (DHS), Science & Technology (S&T), 5-Year Broad Agency Announcement (BAA), HSHQDC-16-R-B0004 “Apex Screening at Speed Program (Apex SaS).” All terms and conditions of the DHS S&T 5-Year BAA HSHQDC-16-R-B0004 apply to this solicitation unless otherwise noted herein.
- 1.2. The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Screening at Speed (SaS) program pursues transformative research and development (R&D) activities that support a future vision for increasing aviation security effectiveness from curb to gate while dramatically reducing wait times and improving the passenger experience. To enable this vision, SaS, in conjunction with the Transportation Security Administration’s (TSA’s) Innovation Task Force, is considering the development of a passenger self-screening solution to transform the TSA’s concept of operations. This concept is initially targeted towards the TSA Pre<sup>✓</sup>™ environment, but as the capability matures it may be deployed as a part of a variety of security postures.

Just like self-checkout at grocery stores, self-tagging checked baggage, or ATM machines, many patrons prefer an experience that they can complete all by themselves, at their own pace. Personal screening stations would increase the overall passenger screening throughput. SaS is exploring ideas to bring similar concepts to the passenger screening process. SaS would like to collaborate with stakeholders to develop a solution that would:

- Enable a self-sufficient experience in the passenger screening process
- Allow for passenger on-person screening and divestment of personal property (for X-ray screening) to occur in a single step, compared to the two distinct steps that exist at airports today
- Enable passengers to directly receive on-person alarm information while divesting, and allow for the passenger self-resolution of alarms through continued divestment to reduce instances where a pat-down/secondary screening procedure would be necessary
- Allow passengers to complete the screening process more quickly
- Maintain or improve the current security posture at the airport checkpoint

This effort seeks to rapidly develop a solution to detect weapons and organic threat items hidden on passengers without the same level of Transportation Security Officer (TSO) engagement normally present in the screening process. The solution would be deployed in conjunction with an X-ray system and an Automated Screening Lane (ASL) so that a passenger may be screened while they complete the divestiture process for inspection of

their accessible property. A successful solution would lead to a passenger friendly, intuitive screening process while improving security, accelerating passenger throughput, and reducing pat-down rates.

- 1.3. This R&D Acquisition will develop three components of a future Passenger Self Screening Solution. The first effort, under technical topic area (TTA) #1, includes the systems engineering, and concept design and development of passenger-self screening solution. This effort uses a phased approach to develop requirements, monitor progress, and reduce technical risk in a methodical way. The goal of the base period is to develop a sufficiently specified system concept where DHS S&T would be able to assess the viability of the concept and to specify high-level requirements for subsystems suitable for future research and development acquisition efforts. If all options are exercised, the final result is the delivery of design documentation that can be used in building an engineering prototype.

The second effort, under TTA #2, seeks to rapidly mature novel low to mid technology readiness level hardware systems that are capable of safely detecting anomalous passenger activity and threat items hidden on passengers or in their accessible property. DHS S&T is seeking technologies that may be matured to TRL 6 or above in twelve months or less.

The third effort, under TTA #3, seeks to rapidly mature novel software systems that can detect anomalous passenger activity and threat items hidden on passengers or in their accessible property. DHS S&T is seeking technologies that may be matured to TRL 6 or above in twelve months or less.

## **2. Project Description/Scope**

- 2.1. BAA Call solicitation 70RSAT20RB00000002 will develop system concept designs and subsystems to advance aviation security and improvised explosive threat detection while enhancing the passenger experience. The primary technical focus is developing concepts that allow DHS S&T to assess the viability of the concept and to develop a research and development strategy to mature and transition this capability. In parallel to concept development, the focus is on maturing TRL of potential hardware and software subsystems in order to evaluate them for suitability to the self-screening concept.

Efforts under this BAA Call are anticipated to be either Type II (period of performance 24 months or less) or Type III (period of performance 12 months or less) effort as defined in 5-Year BAA HSHQDC-16-R-B0004 that may offer capability into the current passenger self-screening maturation strategy.

- 2.2. Achieving a future vision of passenger self-screening requires mature systems and subsystems using next generation techniques for distinguishing prohibited items and threat materials from the complex stream-of-commerce that passes through an airport checkpoint. This BAA Call solicits responses to the following three technical topic areas:
  - Self-Screening System Design Concepts

- Self-Screening Hardware Subsystem Acceleration
- Self-Screening Software Subsystem Acceleration

DHS S&T may make multiple awards for each TTA (Topic Areas 1-3) under this BAA Call pending the quality of proposals received and the availability of funds. S&T reserves the right to make multiple, one, or no awards from this BAA Call.

2.3. Central to this R&D acquisition will be the use of collaborative, multi-faceted research and development teams to achieve the desired end goals for the Department of Homeland Security (DHS) Science and Technology Directorate (S&T) and the Transportation Security Administration (TSA). Candidate team members may consist of, but are not limited to, original equipment manufacturers (OEMs), university researchers, national laboratories, third party innovators of algorithms, and component manufacturers in the supply chain. The formation of strong systems development teams combining practical industry engineering experience with fundamental and applied research capabilities in multi-disciplinary fields including mathematics, x-ray physics, explosive/materials chemistry, and information science provides the greatest potential for developing and transitioning enhanced capabilities to TSA for deployment in aviation security environments.

Each TTA is discussed in detail below and specific objectives for each TTA are also provided. Of particular note, it is anticipated that both metrics and analysis techniques to measure the development progress will evolve during the project.

### **3. Technical Topic Areas**

#### **TTA #1 Passenger Self-Screening Concept Designs**

This effort seeks to rapidly develop a passenger self-screening solution design that will detect weapons and organic threat items hidden on passengers without the level of Transportation Security Officer (TSO) engagement normally present in the screening process. These efforts are envisioned to be Type II efforts as defined in Section 2.2 of BAA HSHQDC-16-R-B0004 with a 20 month period of performance. All parties that have advanced knowledge of transportation security system equipment are encouraged to propose.

The advanced technologies listed below are representative only of some technologies that may be employed in or interfaced with the passenger self-screening solution:

- X-ray Imaging
- CT Imaging
- Millimeter wave Imaging
- Metal Detectors
- Video Analytics
- Advanced threat detection algorithms

The above technologies are provided to help interested Offerors understand potential

program technical areas but are not meant to be inclusive for this BAA Call.

A secondary goal is to support integration of third party software components, such as those discussed in TTA #3, into OEM equipment with greater ease. Technology developed within this TTA will need to support an open architecture with Government intellectual property and data rights that will allow technology partners (including those that may be performing under TTA #2 and TTA #3) access to the raw measurement data and the data processing resource environment for the purpose of algorithm development, software integration and testing initiatives. The goal is to facilitate opportunities for innovation, especially for third party algorithms, and increase the ability for OEMs to better deliver needed capability through such partnerships. Recognizing the significant research and development under this TTA, the goal will be to provide a preliminary Interface Control Document (ICD) describing the data, metadata formats, and a CONOP document on how to interface to the system. Such a document should allow technology partners (including those that may be performing under TTA #2 and TTA #3) to access required measurement data and processing resources for the purpose of algorithm integration and testing.

The development efforts under this TTA shall have formal design reviews such as System Concept Review (SCR), Preliminary Design Review (PDR), and Critical Design Review (CDR). These reviews will act as key go-/no-go decision points and will be further defined if a request for full proposal is made by the Government. Sample TTA #1 statement of work (SOW) shows notional schedules for TTA #1 efforts. Offerors should include a process for incorporating human factors and human performance design principles throughout the development of the equipment. SCR, PDR, and CDR should contain subject matter expert design inputs for Human Factors (HF) or Human Systems Integration (HSI). An initial project management plan will be due fifteen (15) days after award. Offerors must include personnel, test facilities & capabilities, and initial project timelines in the plan. Sample TTA #1 SOW identifies key deliverables for efforts under this TTA.

## **TTA #2 Hardware Subsystem Technology Maturation**

This effort seeks to rapidly develop screening technologies that will allow the passenger self-screening solution to detect threats on passengers or in their accessible property. These efforts are envisioned to be Type III efforts as defined in Section 2.2 of BAA HSHQDC-16-R-B0004 with maximum 12 month period of performance (not including evaluation period). Prototype hardware developed under this effort should be ready for testing at DHS S&T directed site within 14 months. All parties that have advanced knowledge of transportation security system equipment are encouraged to propose.

The advanced technologies listed below are representative of some technologies that SaS program has previously invested in:

- Video Analytics
- Millimeter-wave (K-Band, W-band, Ultra-wide Band, and other frequencies)

- Millimeter-wave shoe scanners
- X-ray CT
- Multi-view enhancements to AT-2 X-ray systems
- Multi-energy enhancements to X-ray systems
- X-ray diffraction
- Phase contrast imaging
- NQR
- Augmented Reality and related Human-Systems Integration technologies

The above technologies are provided to help interested Offerors understand potential program technical areas but are not meant to be inclusive for this BAA Call.

A secondary goal is to support integration of third-party software components, such as those discussed in TTA #3, into OEM equipment with greater ease. Technology developed within this TTA will need to support an open architecture that will allow technology partners (including those that may be performing under TTA #3) access to the raw measurement data and the data processing resource environment for the purpose of algorithm development, software integration and testing initiatives. The goal is to facilitate opportunities for innovation, especially for third party algorithms, and increase the ability for OEMs to better deliver needed capability through such partnerships. Recognizing the significant research and development under this TTA, the goal will be to provide a preliminary Interface Control Document (ICD) describing the data, metadata formats, and a CONOP document on how to interface to the system. Such a document should allow technology partners (including those that may be performing under TTA #3) to access required measurement data and processing resources for the purpose of algorithm integration and testing.

The Government is highly interested in solutions that have the potential to advance an overall Self-Screening solution as is described in section 1.2.

The development efforts under this TTA shall have formal design reviews such as, PDR and test readiness review (TRR). These reviews will act as key go-/no-go decision points and will be further defined if a request for full proposal is made by the Government. Offerors should include a process for incorporating human factors and human performance design principles throughout the development of the equipment. PDR and TRR should contain subject matter expert design inputs for Human Factors (HF) or Human Systems Integration (HSI). An initial project management plan will be due fifteen (15) days after award. Offerors must include personnel, test facilities & capabilities, and initial project timelines in the plan. Sample TTA #2 SOW identifies key deliverables for efforts under this TTA.

### **TTA #3 Software Subsystem Technology Maturation**

Under prior BAAs several advanced reconstruction and automated threat recognition (ATR) algorithm methodologies were explored and assessed for their feasibility and effectiveness to enhance the detection of explosives threats in checked and carry-on baggage screening. In this TTA, S&T is seeking to continue exploration and development

of advanced reconstruction and ATR algorithm technologies for carry-on baggage and on-person screening. Additionally, S&T is seeking to develop advanced video analytics algorithms to detect anomalous passenger activity. A primary interest is in enhancing detection capabilities to cover a broader range of threat detection classes, significantly reduce primary screening false alarms, detect threats at TSA Tier levels higher than 2, and reduce pat-down rates. This includes explosive and prohibited items that are listed for checked or carry-on baggage. The efforts proposed under this TTA section must demonstrate that the technique can rapidly reach TRL 6 or above maturity to enhance threat detection capabilities within the Type III 12 month time frame (not including evaluation period). Algorithms should have the capability to adjust parameters affecting probability of false alarm, probability of detection, and screening speed in order to optimize the screening capability to passenger risk and the general threat environment.

Traditionally, OEMs have developed their own in-house detection algorithm methodologies. Since both third party (non-OEM developed) and OEM developed advanced ATR algorithms can be viable on an OEM platform, this TTA strongly encourages collaborative third party (non-OEM) and OEM algorithm development teams. These efforts are envisioned to be predominantly Type III efforts as defined in Section 2.2 of BAA HSHQDC-16-R-B0004 with a maximum of 12 month period of performance.

The ATR and video analytics algorithm technologies developed under this TTA may be required to be integrated into an operationally viable platform/environment, tested and evaluated at a government test facility (such as the TSL) under operationally realistic Stream of Commerce (SOC) screening conditions.

In keeping with S&T's interest in maintaining open architecture standards for new development efforts, the efforts in this TTA shall define and specify an application programming interface (API) that will be used for integrating the algorithms into a platform. The API specifications will be delivered to S&T to reflect the "to be built" state and updated with the "as built" and "delivered" states. Offerors should also use a process for incorporating human factors and human performance design principles, as necessary, throughout the development of the algorithm, the API, and the performance specifications.

The Government is highly interested in solutions that have the potential to advance an overall Self-Screening solution as is described in section 1.2.

The development efforts under this TTA shall have formal design reviews such as System Concept Review (SCR), Design Review (DR), as well as test readiness and test results reviews. These reviews will act as key go-/no-go decision points and will be further defined if a request for full proposal is made by the Government. Sample TTA #3 SOW shows notional schedules for TTA #3 efforts. Offerors should include a process for incorporating human factors and human performance design principles throughout the development of the equipment. SCR and DR should include subject matter experts in design for Human Factors (HF) or Human Systems Integration (HSI). An initial project management plan will be due fifteen (15) days after award. Offerors must include personnel, test facilities & capabilities, and initial project timelines in the plan. Sample TTA #3 SOW identifies key deliverables for efforts under this TTA.

#### 4. Project Structure

The Passenger Self-Screening Concepts BAA Call is structured into three distinct TTAs that aim to 1) develop and demonstrate concepts for Self-Screening systems, 2) mature and evaluate hardware subsystems for suitability for self-screening use cases 3) mature and evaluate software subsystems for suitability for self-screening use cases. The sample TTA SOWs are provided to establish project structure for each TTA.

#### 5. Project Schedule/Milestones

The sample TTA SOWs are provided to establish project schedules/milestones under each TTA.

Attachments:

TTA#1 Passenger Self-Screening Concept Designs

TTA#2 Hardware Subsystem Technology Maturation

TTA#3 Software Subsystem Technology Maturation

#### 6. Special Instructions/Notifications

##### Response Dates

Event	Time Due	Date or Date Due
Questions Due	12:00 PM Eastern Time	August 5, 2020
Answers Posted	N/A	August 11, 2020
White Papers Due	12:00 PM Eastern Time	August 20, 2020
Notification of White Paper Evaluation Results	N/A	September 10, 2020
Proposals Due	12:00 PM Eastern Time	September 28, 2020
Notification of Proposal Evaluation Results		October 2020

##### Contractual or Technical Inquiries

All contractual or technical questions regarding this BAA Call solicitation must be emailed to [SaSBAA\\_SelfScreening@hq.dhs.gov](mailto:SaSBAA_SelfScreening@hq.dhs.gov) no later than 12:00 PM Eastern Time August 5, 2020. Emails submitting questions are to include “Questions for 70RSAT20RB0000002” in the subject line. All questions and responses will be posted as an amendment to this solicitation on Contract Opportunities on [beta.Sam.gov](http://beta.Sam.gov). Questions will only be accepted and answered electronically. Offerors should be aware that contractor support personnel have access to this mailbox and that proprietary information should not be emailed to this inbox unless and until your organization has a signed company to company agreement with Noblis. See the paragraph entitled “Company to Company Agreements” below for additional information.

## General Instructions and Information

This BAA Call solicitation (70RSAT20RB00000002) is only seeking the submission of white papers at this time, subject to the date identified in the “Response Dates” table above. **Full proposals are not being requested at this time.** Invitations to submit full proposals will be extended based on white paper evaluation results in accordance with the date identified in the “Response Dates” table above. Full proposals must be received by the due date identified in the “Response Dates” table above. This Call is open to all responsible sources and is considered to be full and open competition.

Procedures for submission of white papers to the DHS S&T Portal are provided in Section 8 of BAA HSHQDC-16-R-B0004. Each submission must clearly state which TTA is being addressed. Note that Offerors must complete the company/organization portal registration PRIOR to submitting a white paper for the first time. Ensure adequate time to complete the company/organization registration as delays in this process will not be authorization for late submissions of white papers. Company/organization registration information is in Section 10.1 of BAA HSHQDC-16-R-B0004. In addition, each subsequent white paper requires registration in the portal. Information regarding white paper registration is in paragraph 10.2 of BAA HSHQDC-16-R-B0004. White papers also must comply with the information in BAA HSHQDC-16-R-B0004 paragraph 11.4 regarding Company to Company Agreements.

To be considered for award, Offerors MUST submit white papers and Company to Company Agreements with Noblis, Inc. compliant with the response dates listed in the Response Dates table above, in accordance with the requirements in DHS BAA HSHQDC-16-R-B0004. Submissions not in compliance with BAA HSHQDC-16-R-B0004 may be rejected (note: the cover page created by the DHS S&T BAA Portal must be included but does not count against the page count). White papers will only be accepted via the portal. No emailed white paper submissions will be accepted for review. No classified white papers will be accepted.

White papers will be evaluated and Offerors will either be encouraged or not encouraged to submit a full proposal. Offerors who are not encouraged to submit a full proposal are still permitted to do so. Feedback regarding the evaluation findings of submitted white papers will not be provided.

Procedures for submission of full proposals can be found in Section 8 of BAA HSHQDC-16-R-B0004. Invitations to submit full proposals will be extended based on white paper evaluation results in accordance with the date identified in the “Response Dates” table above. Full proposals must be received by the due date identified in the “Response Dates” table above. **Full proposals are not being requested at this time. In accordance with paragraph 8.4 of BAA HSHQDC-16-R-B0004, Offerors must submit a white paper that can be evaluated in order to be considered for participation in the submission of proposals.**

DHS has a strong preference for open source licensing of software for all software developed and delivered, and the licenses for all proposed software deliverables will have

to be identified in all submitted full proposals. However, as an alternative to open source release, Offerors may also offer a strong technical transition plan for deployment of the technologies developed.

All software developed and delivered is subject to security auditing; therefore, the Offeror's technical approach must identify how security auditing will occur. DHS expects Offerors to follow industry best practices on software design

## **Evaluation**

As stated in BAA HSHQDC-16-R-B0004, DHS S&T reserves the right to select for award and to fund all, some, or none of the proposals received in response to this BAA Call solicitation.

The Evaluation Criteria in BAA HSHQDC-16-R-B0004, Section 11 "EVALUATION OF WHITE PAPERS AND PROPOSALS" apply to this Call.

DHS S&T intends to use the following ratings to evaluate white papers and full proposals:

### *Criterion I and Criterion II*

Excellent (E) - A very convincing demonstration that the BAA requirements are met by the Offeror's display of the highest levels of innovation, technical competence, and managerial ability. The white paper/proposal fully and completely meets the expectations of the BAA and sets forth plans, approaches, and analyses that show a high probability of meeting DHS requirements.

Very Good (VG) - Analyses, approaches, and planning considerations demonstrate that the Offeror is able to interpret goals and project them into plans, analyses, etc., in a clear, concise manner. By this analysis, the Offeror demonstrates an acute awareness of the subtle interactions influencing system design; technical and planning efforts show strong promise of meeting DHS requirements.

Good (G) - Plans, approaches, and analyses are provided to the extent requested, and the key or pivotal points raised by the applicable factors have been satisfactorily covered in the white paper. The Offeror has presented an orderly plan to meet the stated goals, but the white paper/full proposal does not necessarily demonstrate any exceptional features, innovations, analysis, or originality. The technical analyses satisfactorily meet requirements and are technically sound.

Fair (F) - The white paper/full proposal indicates minimal understanding of the problem. The technical analyses meet the goals and are technically sound, but the Offeror fails to demonstrate a reasonable probability of successfully achieving the desired outcome of the

topic area.

Unacceptable (U) - The white paper does not meet the BAA's criterion.

### *Criterion III*

Reasonable (R) – White paper/full proposal cost information appears reasonable based on the proposed time/level of effort and materials needed to successfully complete tasks associated with this effort. The Government has few, if any questions on costs.

Likely Reasonable with Questions (Q) – White paper/full proposal cost information may be reasonable after the Government receives additional information to evaluate costs.

Not Reasonable (N) – White paper/full proposal cost information does not appear reasonable. Costs are not adequately tied to technical approach or are not logical.

## **Company to Company Agreements**

White papers must comply with the information in BAA HSHQDC-16-R-B0004 paragraph 11.4 regarding Company to Company Agreements.

**Important Note: DHS intends to use Noblis, Inc. for routine administrative support during the evaluation process of both white papers and full proposals. All Offerors, Prime Contractors only (this applies to all Offerors, whether or not the Offeror is a company) must submit an executed Company to Company Agreement with Noblis, Inc., found in Appendix A, along with their white paper submission. Company to Company Agreements must be dated this year (2020). The Agreement found in Appendix A shall not be altered. Submissions that do not include an executed Agreement will be considered non-responsive and will not be considered. To get the Noblis, Inc. Point of Contact information, Offerors are to send an email to SaSBAA\_SelfScreening@hq.dhs.gov and indicate "NDA" in the Subject line. Offerors are encouraged to allow sufficient time to permit agreement execution.**

## **Type Classification Ceilings**

BAA HSHQDC-16-R-B0004, describes the Type Classifications for proposals. Specific to this Call, the ceiling values for each type are as follows:

Type I – Type I awards are not anticipated under this solicitation.

Type II – Type II awards are limited to a total contract value not to exceed \$2,500,000.00, not including operational evaluation, pilot, and/or transition options.

Type III – Type III awards are limited to a total contract value not to exceed \$1,500,000.00, not including operational evaluation, pilot, and/or transition options.

The timelines and dollar values included in HSHQDC-16-R-B0004 and referenced in this document for types of awards are the anticipated award amounts and timelines, but the Government may exceed these amounts at its discretion. However, Offerors are highly encouraged to stay within the parameters identified above.

### **Foreign Participation**

Offerors are reminded that foreign participation may occur as defined in BAA HSHQDC-16-R-B0004, Section 1.3. Offerors, including those located outside the continental United States, should provide full costs (delivery costs included) for any deliverables not anticipated for delivery in a softcopy format. All materials submitted in response to this solicitation shall be in the English language. White papers, and later proposals, received in other than English shall be rejected. Offerors invited to submit proposals shall do so only in terms of U.S. dollars. Proposals received in other than U.S. dollars shall be rejected.

### **Export Control Requirements**

Offerors are reminded of the export control markings required by BAA HSHQDC-16-R-B0004, Section 12.5.

### **Travel**

For purposes of estimating costs for full proposals, Offerors should anticipate travel to three (3) project meetings per year at DHS S&T Headquarters in Washington DC. Travel will be reimbursed in accordance with the limitations set forth in FAR 31.205-46, Travel Costs, and the Federal Travel Regulation. Local travel within a 50-mile radius from the Contractor's facility or the Contractor's assigned duty station will not be reimbursed. This includes travel, subsistence, and associated labor charges for travel time. Travel performed for personal convenience or daily travel to and from work at the Contractor's facility or local Government facility (i.e., designated work site) shall not be reimbursed hereunder. The Contractor shall not be reimbursed for moving or relocation expenses for the Contractor or Contractor employees, and/or subcontractors.

### **Order of Precedence**

In the event that any of the terms and conditions contained in this solicitation conflict with terms and conditions included in BAA HSHQDC-16-R-B0004, the terms and conditions in this Call shall take precedence.

## **7. Sensitive Information**

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility, Government systems and/or sensitive Government information access for Contractor employees, based upon the results of a

DHS fitness (suitability) investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (suitability) authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the task order. No employee of the contractor shall be allowed unescorted access to a Government facility, access to any sensitive information or access to DHS Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information, DHS systems or access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting an EOD decision may not begin work on the task order. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings, nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

Depending on an Offeror's specific proposal and the TTA proposed under, Offerors may have access to sensitive information in awards under this BAA Call. DHS S&T will comply with the requirements of HSAR Class Deviation 15-01 and the HSAM Appendix G Sensitive Information Checklist for individual awards under this BAA. Accordingly the clauses below may apply to individual awards under this BAA.

*Safeguarding of Sensitive Information (MAR 2015)*

(a) Applicability. This clause applies to the Contractor and its contractors, its subcontractors, and their employees (hereafter referred to collectively as "Contractor"). The Contractor shall insert the substance of this clause in all subcontracts.

(b) Definitions. As used in this clause—

"Personally Identifiable Information (PII)" means information that can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, either alone, or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. The definition of PII is not

anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. In performing this assessment, it is important for an agency to recognize that non-personally identifiable information can become personally identifiable information whenever additional information is made publicly available—in any medium and from any source—that, combined with other available information, could be used to identify an individual.

PII is a subset of sensitive information. Examples of PII include, but are not limited to: name, date of birth, mailing address, telephone number, Social Security number (SSN), email address, zip code, account numbers, certificate/license numbers, vehicle identifiers including license plates, uniform resource locators (URLs), static Internet protocol addresses, biometric identifiers such as fingerprint, voiceprint, iris scan, photographic facial images, or any other unique identifying number or characteristic, and any information where it is reasonably foreseeable that the information will be linked with other information to identify the individual.

“Sensitive Information” is defined in HSAR clause 3052.204-71, Contractor Employee Access, as any information, which if lost, misused, disclosed, or, without authorization is accessed, or modified, could adversely affect the national or homeland security interest, the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of Title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

- (1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);
- (2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, “Policies and Procedures of Safeguarding and Control of SSI,” as amended, and any supplementary guidance officially communicated by an authorized official of the

Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as “For Official Use Only,” which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person’s privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated “sensitive” or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

“Sensitive Information Incident” is an incident that includes the known, potential, or suspected exposure, loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or unauthorized access or attempted access of any Government system, Contractor system, or sensitive information.

“Sensitive Personally Identifiable Information (SPII)” is a subset of PII, which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Some forms of PII are sensitive as stand-alone elements. Examples of such PII include: Social Security numbers (SSN), driver’s license or state identification number, Alien Registration Numbers (A-number), financial account number, and biometric identifiers such as fingerprint, voiceprint, or iris scan. Additional examples include any groupings of information that contain an individual’s name or other unique identifier plus one or more of the following elements:

- (1) Truncated SSN (such as last 4 digits)
- (2) Date of birth (month, day, and year)
- (3) Citizenship or immigration status
- (4) Ethnic or religious affiliation
- (5) Sexual orientation
- (6) Criminal History
- (7) Medical Information
- (8) System authentication information such as mother’s maiden name, account passwords or personal identification numbers (PIN)

Other PII may be “sensitive” depending on its context, such as a list of employees and their performance ratings or an unlisted home address or phone number. In contrast, a business card or public telephone directory of agency employees

contains PII but is not sensitive.

(c) Authorities. The Contractor shall follow all current versions of Government policies and guidance accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>, or available upon request from the Contracting Officer, including but not limited to:

- (1) DHS Management Directive 11042.1 Safeguarding Sensitive But Unclassified (for Official Use Only) Information
- (2) DHS Sensitive Systems Policy Directive 4300A
- (3) DHS 4300A Sensitive Systems Handbook and Attachments
- (4) DHS Security Authorization Process Guide
- (5) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information
- (6) DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program
- (7) DHS Information Security Performance Plan (current fiscal year)
- (8) DHS Privacy Incident Handling Guidance
- (9) Federal Information Processing Standard (FIPS) 140-2 Security Requirements for Cryptographic Modules accessible at <http://csrc.nist.gov/groups/STM/cmvp/standards.html>
- (10) National Institute of Standards and Technology (NIST) Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations accessible at <http://csrc.nist.gov/publications/PubsSPs.html>
- (11) NIST Special Publication 800-88 Guidelines for Media Sanitization accessible at <http://csrc.nist.gov/publications/PubsSPs.html>

(d) Handling of Sensitive Information. Contractor compliance with this clause, as well as the policies and procedures described below, is required.

- (1) Department of Homeland Security (DHS) policies and procedures on Contractor personnel security requirements are set forth in various Management Directives (MDs), Directives, and Instructions. MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information describes how Contractors must handle sensitive but unclassified information. DHS uses the term “FOR OFFICIAL USE ONLY” to identify sensitive but unclassified information that is not otherwise categorized by statute or regulation. Examples of sensitive information that are categorized by statute or regulation are PCII, SSI, etc. The DHS Sensitive Systems Policy Directive 4300A and the DHS 4300A

Sensitive Systems Handbook provide the policies and procedures on security for Information Technology (IT) resources. The DHS Handbook for Safeguarding Sensitive Personally Identifiable Information provides guidelines to help safeguard SPII in both paper and electronic form. DHS Instruction Handbook 121-01-007 Department of Homeland Security Personnel Suitability and Security Program establishes procedures, program responsibilities, minimum standards, and reporting protocols for the DHS Personnel Suitability and Security Program.

(2) The Contractor shall not use or redistribute any sensitive information processed, stored, and/or transmitted by the Contractor except as specified in the contract.

(3) All Contractor employees with access to sensitive information shall execute DHS Form 11000-6, Department of Homeland Security Non-Disclosure Agreement (NDA), as a condition of access to such information. The Contractor shall maintain signed copies of the NDA for all employees as a record of compliance. The Contractor shall provide copies of the signed NDA to the Contracting Officer's Representative (COR) no later than two (2) days after execution of the form.

(4) The Contractor's invoicing, billing, and other recordkeeping systems maintained to support financial or other administrative functions shall not maintain SPII. It is acceptable to maintain in these systems the names, titles and contact information for the COR or other Government personnel associated with the administration of the contract, as needed.

(e) Authority to Operate. The Contractor shall not input, store, process, output, and/or transmit sensitive information within a Contractor IT system without an Authority to Operate (ATO) signed by the Headquarters or Component CIO, or designee, in consultation with the Headquarters or Component Privacy Officer. Unless otherwise specified in the ATO letter, the ATO is valid for three (3) years. The Contractor shall adhere to current Government policies, procedures, and guidance for the Security Authorization (SA) process as defined below.

(1) Complete the Security Authorization process. The SA process shall proceed according to the DHS Sensitive Systems Policy Directive 4300A (Version 11.0, April 30, 2014), or any successor publication, DHS 4300A Sensitive Systems Handbook (Version 9.1, July 24, 2012), or any successor publication, and the Security Authorization Process Guide including templates.

(i) Security Authorization Process Documentation. SA documentation shall be developed using the Government provided Requirements Traceability Matrix and Government security documentation templates. SA documentation consists of the following: Security Plan, Contingency Plan, Contingency Plan Test Results, Configuration Management Plan, Security Assessment Plan, Security Assessment Report, and Authorization to Operate Letter. Additional documents that may be required include a Plan(s) of Action and Milestones and Interconnection Security Agreement(s). During the development of SA documentation, the Contractor shall submit a signed SA package, validated by an independent third party, to the COR for acceptance by the Headquarters or Component CIO, or designee, at least thirty (30) days prior to the date of operation of the IT system. The Government is the final authority on the compliance of the SA package and may limit the number of resubmissions of a modified SA package. Once the ATO has been accepted by the Headquarters or Component CIO, or designee, the Contracting Officer shall incorporate the ATO into the contract as a compliance document. The Government's acceptance of the ATO does not alleviate the Contractor's responsibility to ensure the IT system controls are implemented and operating effectively.

(ii) Independent Assessment. Contractors shall have an independent third party validate the security and privacy controls in place for the system(s). The independent third party shall review and analyze the SA package, and report on technical, operational, and management level deficiencies as outlined in NIST Special Publication 800-53 Security and Privacy Controls for Federal Information Systems and Organizations. The Contractor shall address all deficiencies before submitting the SA package to the Government for acceptance.

(iii) Support the completion of the Privacy Threshold Analysis (PTA) as needed. As part of the SA process, the Contractor may be required to support the Government in the completion of the PTA. The requirement to complete a PTA is triggered by the creation, use, modification, upgrade, or disposition of a Contractor IT system that will store, maintain and use PII, and must be renewed at least every three (3) years. Upon review of the PTA,

the DHS Privacy Office determines whether a Privacy Impact Assessment (PIA) and/or Privacy Act System of Records Notice (SORN), or modifications thereto, are required. The Contractor shall provide all support necessary to assist the Department in completing the PIA in a timely manner and shall ensure that project management plans and schedules include time for the completion of the PIA, PIA, and SORN (to the extent required) as milestones. Support in this context includes responding timely to requests for information from the Government about the use, access, storage, and maintenance of PII on the Contractor's system, and providing timely review of relevant compliance documents for factual accuracy. Information on the DHS privacy compliance process, including PTAs, PIAs, and SORNs, is accessible at <http://www.dhs.gov/privacy-compliance>.

(2) Renewal of ATO. Unless otherwise specified in the ATO letter, the ATO shall be renewed every three (3) years. The Contractor is required to update its SA package as part of the ATO renewal process. The Contractor shall update its SA package by one of the following methods: (1) Updating the SA documentation in the DHS automated information assurance tool for acceptance by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls; or (2) Submitting an updated SA package directly to the COR for approval by the Headquarters or Component CIO, or designee, at least 90 days before the ATO expiration date for review and verification of security controls. The 90 day review process is independent of the system production date and therefore it is important that the Contractor build the review into project schedules. The reviews may include onsite visits that involve physical or logical inspection of the Contractor environment to ensure controls are in place.

(3) Security Review. The Government may elect to conduct random periodic reviews to ensure that the security requirements contained in this contract are being implemented and enforced. The Contractor shall afford DHS, the Office of the Inspector General, and other Government organizations access to the Contractor's facilities, installations, operations, documentation, databases and personnel used in the performance of this contract. The Contractor shall, through the Contracting Officer and COR, contact the Headquarters or Component CIO, or designee, to coordinate and participate in review and inspection activity by Government organizations external to the DHS. Access shall be provided, to the extent

necessary as determined by the Government, for the Government to carry out a program of inspection, investigation, and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of Government data or the function of computer systems used in performance of this contract and to preserve evidence of computer crime.

(4) Continuous Monitoring. All Contractor-operated systems that input, store, process, output, and/or transmit sensitive information shall meet or exceed the continuous monitoring requirements identified in the Fiscal Year 2014 DHS Information Security Performance Plan, or successor publication. The plan is updated on an annual basis. The Contractor shall also store monthly continuous monitoring data at its location for a period not less than one year from the date the data is created. The data shall be encrypted in accordance with FIPS 140-2 Security Requirements for Cryptographic Modules and shall not be stored on systems that are shared with other commercial or Government entities. The Government may elect to perform continuous monitoring and IT security scanning of Contractor systems from Government tools and infrastructure.

(5) Revocation of ATO. In the event of a sensitive information incident, the Government may suspend or revoke an existing ATO (either in part or in whole). If an ATO is suspended or revoked in accordance with this provision, the Contracting Officer may direct the Contractor to take additional security measures to secure sensitive information. These measures may include restricting access to sensitive information on the Contractor IT system under this contract. Restricting access may include disconnecting the system processing, storing, or transmitting the sensitive information from the Internet or other networks or applying additional security controls.

(6) Federal Reporting Requirements. Contractors operating information systems on behalf of the Government or operating systems containing sensitive information shall comply with Federal reporting requirements. Annual and quarterly data collection will be coordinated by the Government. Contractors shall provide the COR with requested information within three (3) business days of receipt of the request. Reporting requirements are determined by the Government and are defined in the Fiscal Year 2014 DHS Information Security Performance Plan, or successor publication. The Contractor shall provide the Government with all information to fully satisfy Federal reporting requirements for Contractor systems.

(f) Sensitive Information Incident Reporting Requirements.

(1) All known or suspected sensitive information incidents shall be reported to the Headquarters or Component Security Operations Center (SOC) within one hour of discovery in accordance with 4300A Sensitive Systems Handbook Incident Response and Reporting requirements. When notifying the Headquarters or Component SOC, the Contractor shall also notify the Contracting Officer, COR, Headquarters or Component Privacy Officer, and US-CERT using the contact information identified in the contract. If the incident is reported by phone or the Contracting Officer's email address is not immediately available, the Contractor shall contact the Contracting Officer immediately after reporting the incident to the Headquarters or Component SOC. The Contractor shall not include any sensitive information in the subject or body of any e-mail. To transmit sensitive information, the Contractor shall use FIPS 140-2 Security Requirements for Cryptographic Modules compliant encryption methods to protect sensitive information in attachments to email. Passwords shall not be communicated in the same email as the attachment. A sensitive information incident shall not, by itself, be interpreted as evidence that the Contractor has failed to provide adequate information security safeguards for sensitive information, or has otherwise failed to meet the requirements of the contract.

(2) If a sensitive information incident involves PII or SPII, in addition to the reporting requirements in 4300A Sensitive Systems Handbook Incident Response and Reporting, Contractors shall also provide as many of the following data elements that are available at the time the incident is reported, with any remaining data elements provided within 24 hours of submission of the initial incident report:

- (i) Data Universal Numbering System (DUNS);
- (ii) Contract numbers affected unless all contracts by the company are affected;
- (iii) Facility CAGE code if the location of the event is different than the prime contractor location;
- (iv) Point of contact (POC) if different than the POC recorded in the System for Award Management (address, position, telephone, email);
- (v) Contracting Officer POC (address, telephone, email);
- (vi) Contract clearance level;
- (vii) Name of subcontractor and CAGE code if this was an incident on a

subcontractor network;

(xiii) Government programs, platforms or systems involved;

(ix) Location(s) of incident;

(x) Date and time the incident was discovered;

(xi) Server names where sensitive information resided at the time of the incident, both at the Contractor and subcontractor level;

(xii) Description of the Government PII and/or SPII contained within the system;

(xiii) Number of people potentially affected and the estimate or actual number of records exposed and/or contained within the system; and

(xiv) Any additional information relevant to the incident.

(g) Sensitive Information Incident Response Requirements.

(1) All determinations related to sensitive information incidents, including response activities, notifications to affected individuals and/or Federal agencies, and related services (e.g., credit monitoring) will be made in writing by the Contracting Officer in consultation with the Headquarters or Component CIO and Headquarters or Component Privacy Officer.

(2) The Contractor shall provide full access and cooperation for all activities determined by the Government to be required to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents.

(3) Incident response activities determined to be required by the Government may include, but are not limited to, the following:

(i) Inspections,

(ii) Investigations,

(iii) Forensic reviews, and

(iv) Data analyses and processing.

(4) The Government, at its sole discretion, may obtain the assistance from other Federal agencies and/or third-party firms to aid in incident response activities.

(h) Additional PII and/or SPII Notification Requirements.

(1) The Contractor shall have in place procedures and the capability to notify any individual whose PII resided in the Contractor IT system at the time of the sensitive information incident not later than 5 business days after being directed to notify individuals, unless otherwise approved by the Contracting Officer. The method and content of any notification by the Contractor shall be coordinated with, and subject to prior written approval by the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, utilizing the DHS Privacy Incident Handling Guidance. The Contractor shall not proceed with notification unless the Contracting Officer, in consultation with the Headquarters or Component Privacy Officer, has determined in writing that notification is appropriate.

(2) Subject to Government analysis of the incident and the terms of its instructions to the Contractor regarding any resulting notification, the notification method may consist of letters to affected individuals sent by first class mail, electronic means, or general public notice, as approved by the Government. Notification may require the Contractor's use of address verification and/or address location services. At a minimum, the notification shall include:

- (i) A brief description of the incident;
- (ii) A description of the types of PII and SPII involved;
- (iii) A statement as to whether the PII or SPII was encrypted or protected by other means;
- (iv) Steps individuals may take to protect themselves;
- (v) What the Contractor and/or the Government are doing to investigate the incident, to mitigate the incident, and to protect against any future incidents; and
- (vi) Information identifying who individuals may contact for additional information.

(i) Credit Monitoring Requirements. In the event that a sensitive information incident involves PII or SPII, the Contractor may be required to, as directed by the Contracting Officer:

(1) Provide notification to affected individuals as described above; and/or

(2) Provide credit monitoring services to individuals whose data was under the control of the Contractor or resided in the Contractor IT system at the time of the sensitive information incident for a period beginning the

date of the incident and extending not less than 18 months from the date the individual is notified. Credit monitoring services shall be provided from a company with which the Contractor has no affiliation. At a minimum, credit monitoring services shall include:

- (i) Triple credit bureau monitoring;
- (ii) Daily customer service;
- (iii) Alerts provided to the individual for changes and fraud; and
- (iv) Assistance to the individual with enrollment in the services and the use of fraud alerts; and/or

(3) Establish a dedicated call center. Call center services shall include:

- (i) A dedicated telephone number to contact customer service within a fixed period;
- (ii) Information necessary for registrants/enrollees to access credit reports and credit scores;
- (iii) Weekly reports on call center volume, issue escalation (i.e., those calls that cannot be handled by call center staff and must be resolved by call center management or DHS, as appropriate), and other key metrics;
- (iv) Escalation of calls that cannot be handled by call center staff to call center management or DHS, as appropriate;
- (v) Customized FAQs, approved in writing by the Contracting Officer in coordination with the Headquarters or Component Chief Privacy Officer; and
- (vi) Information for registrants to contact customer service representatives and fraud resolution representatives for credit monitoring assistance.

(j) Certification of Sanitization of Government and Government-Activity-Related Files and Information. As part of contract closeout, the Contractor shall submit the certification to the COR and the Contracting Officer following the template provided in NIST Special Publication 800-88 Guidelines for Media Sanitization.

*Information Technology Security and Privacy Training [March 2015]*

(a) Applicability. This clause applies to the Contractor and its contractors, its subcontractors, and their employees (hereafter referred to collectively as “Contractor”). The Contractor shall insert the substance of this clause in all

subcontracts.

(b) Security Training Requirements.

(1) All users of Federal information systems are required by Title 5, Code of Federal Regulations, Part 930.301, Subpart C, as amended, to be exposed to security awareness materials annually or whenever system security changes occur, or when the user's responsibilities change. The Department of Homeland Security (DHS) requires that Contractor employees take an annual Information Technology Security Awareness Training course before accessing sensitive information under the contract. Unless otherwise specified, the training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall complete the training before accessing sensitive information under the contract. The training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, initial training certificates for each Contractor and subcontractor employee shall be provided to the Contracting Officer's Representative (COR) not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

(2) The DHS Rules of Behavior apply to every DHS employee, Contractor and subcontractor that will have access to DHS systems and sensitive information. The DHS Rules of Behavior shall be signed before accessing DHS systems and sensitive information. The DHS Rules of Behavior is a document that informs users of their responsibilities when accessing DHS systems and holds users accountable for actions taken while accessing DHS systems and using DHS Information Technology resources capable of inputting, storing, processing, outputting, and/or transmitting sensitive information. The DHS Rules of Behavior is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Unless otherwise specified, the DHS Rules of Behavior shall be signed within thirty (30) days of contract award. Any new Contractor employees assigned to the contract shall also sign the DHS Rules of Behavior before

accessing DHS systems and sensitive information. The Contractor shall maintain signed copies of the DHS Rules of Behavior for all Contractor and subcontractor employees as a record of compliance. Unless otherwise specified, the Contractor shall e-mail copies of the signed DHS Rules of Behavior to the COR not later than thirty (30) days after contract award for each employee. The DHS Rules of Behavior will be reviewed annually and the COR will provide notification when a review is required.

(c) Privacy Training Requirements. All Contractor and subcontractor employees that will have access to Personally Identifiable Information (PII) and/or Sensitive PII (SPII) are required to take Privacy at DHS: Protecting Personal Information before accessing PII and/or SPII. The training is accessible at <http://www.dhs.gov/dhs-security-and-training-requirements-contractors>. Training shall be completed within thirty (30) days of contract award and be completed on an annual basis thereafter not later than October 31st of each year. Any new Contractor employees assigned to the contract shall also complete the training before accessing PII and/or SPII. The Contractor shall maintain copies of training certificates for all Contractor and subcontractor employees as a record of compliance. Initial training certificates for each Contractor and subcontractor employee shall be provided to the COR not later than thirty (30) days after contract award. Subsequent training certificates to satisfy the annual training requirement shall be submitted to the COR via e-mail notification not later than October 31st of each year. The e-mail notification shall state the required training has been completed for all Contractor and subcontractor employees.

## **8. Procedures for Submitting White Papers and Proposals in the DHS S&T BAA Portal**

### **Company/Organization Registration.**

**IMPORTANT:** Before submitting a white paper or proposal for the first time, you must first register your company/organization in the system. Note, this registration takes some time; therefore, it is prudent to ensure company registration is completed well before the closing time for either white paper or proposals submissions. It is recommended that the Business Official or an authorized representative designated by the Business Official be the first person to register for your company. Your company's Taxpayer Identification Number (TIN) is required during registration. (If your company is registered, other new users may register and associate their information with the company's existing record.) When registration is completed, users can submit and manage their white papers and proposals.

- After the company/organization is registered, new users must register by associating their information with the company/organization's existing record.
- When registration is complete, users can submit and manage white papers and proposals.
- To access the log in/registration page of the DHS S&T BAA Portal:
  - o Go to the DHS S&T BAA Portal at <https://baa2.st.dhs.gov/>;

- o On the home page, click on the *Portal Login* link, located at top-right corner of the page.
- o To begin the registration process, click either the *Register* link at the top of the page or the *Not Registered?* link at the bottom of the page.
- For additional step-by-step information regarding registration and submission of white papers and proposals, on the DHS S&T BAA Portal home page (<https://baa2.st.dhs.gov/>), in the navigation menu on the far right, click on *Resources*. Once on the Resources page, click on the link to the Portal Registration and Submissions Training Guide.

**White Paper and Proposal Registration.**

- Each white paper, if requested, and proposal to be uploaded in the DHS S&T BAA Portal will be assigned a white paper and proposal registration number in the portal.
- To upload a white paper or proposal, after logging into the portal at (<https://baa2.st.dhs.gov/>), see Section 4.2 of the Portal Registration and Submissions Training Guide (access information provided in paragraph 8.1 above.)

DHS S&T BAA Portal Help Desk.

For additional assistance with the DHS S&T BAA Portal, you can contact the DHS S&T BAA Portal Help Desk at [dhsbaa@reisystems.com](mailto:dhsbaa@reisystems.com) or by phone at (703) 480-7676. This contact information is provided in the “Help Desk” portion of the bottom of the screen of any page in the portal. Offerors may also contact [SaSBAA\\_SelfScreening@hq.dhs.gov](mailto:SaSBAA_SelfScreening@hq.dhs.gov).

Appendix A. Company to Company Agreement

**COMPANY TO COMPANY AGREEMENT**

COMPANY TO COMPANY AGREEMENT: DHS BROAD AGENCY ANNOUNCEMENT (BAA) HSHQDC-16-R-B0004 (Calls 70RSAT20RB00000002 and 70RSAT20RB00000003)

The Parties to the subject Agreement agree that Noblis, Inc. (2002 Edmund Halley Drive, Reston VA 20191) may have access to proprietary information contained within the technical and cost proposals that were submitted on behalf of your company/facility solely for the purpose of performing technical advisory and/or administrative support services for the Government, in evaluating proposals submitted in response to this BAA Call.

The Parties agree to protect the proprietary information from unauthorized use or disclosure for a period of 10 years, or less if the disclosed information ceases to remain proprietary, and to refrain from using the information for any purpose other than that for which it was furnished.

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Offeror's Company Name

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Name of Offeror's Company Official (Printed)

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Signed / Dated

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Name of Noblis Company Official (Printed)

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Signed / Dated

**DEPARTMENT OF HOMELAND SECURITY (DHS)****STATEMENT OF WORK (SOW)****FOR***TTA #1 Passenger Self-Screening Concept Designs*

70RSAT20RB00000002

Type II Award

**1.0 GENERAL****1.1 BACKGROUND**

The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Screening at Speed (SaS) program pursues transformative research and development (R&D) activities that support a future vision for increasing aviation security effectiveness from curb to gate while dramatically reducing wait times and improving the passenger experience. To enable this vision, SaS, in conjunction with the Transportation Security Administration (TSA) Innovation Task Force, is considering the development of a passenger self-screening solution to transform the TSA's Pre✓™ concept of operations.

Just like self-checkout at grocery stores, self-tagging checked baggage, or ATM machines, many passengers prefer an experience that they can complete by themselves. SaS aims to provide personal screening stations that will increase the overall passenger screening throughput.

The performer under this effort will act as the Systems Designer and will be responsible for defining interfaces and integrating various subsystems developed under the Passenger Self-Screening effort. The Systems Designer will develop a solution that would:

- Enable a self-sufficient experience in the passenger screening process
- Allow for passenger on-person screening and divestment of personal property (for X-ray screening) to occur in a single step, compared to the two distinct steps that exist at airports today
- Enable passengers to receive near real-time on-person alarm information while divesting, and allow the passengers to self-resolve alarms through continued divestment to reduce instances where a pat-down/secondary screening procedure would be necessary
- Allow passengers to complete the screening process more quickly
- Be capable of securely connecting to a central server
- Maintain or improve the current security posture at the airport checkpoint

This effort seeks to rapidly develop a solution to detect weapons and organic threat items hidden on passengers without the level of Transportation Security Officer (TSO) engagement normally present in the screening process. The solution would be deployed in conjunction with an X-ray system and an Automated Screening Lane (ASL) so that a passenger may screen themselves while they complete the divestiture process for inspection of their accessible property. A successful solution would lead to a passenger friendly, intuitive screening process while improving security, accelerating passenger throughput, and reducing pat-down rates.

## **1.2 SCOPE**

This effort includes the concept development, systems engineering, and development of passenger-self screening solution design. This effort uses a phased approach to develop requirements, monitor progress, and reduce technical risk in a methodical way. The goal of the base period is to develop a sufficiently specified system concept where DHS S&T would be able to assess the viability of the concept and to specify high-level requirements for subsystems suitable for future research and development acquisition efforts. If all options are exercised, the final result is the delivery of design documentation that can be used in building an engineering prototype.

## **1.3 OBJECTIVE**

This effort seeks to develop a design for a screening solution capable of utilizing the natural motion of the divesting passenger to achieve thorough inspection for prohibited and/or concealed items and provide near real-time feedback to the passenger if additional divestiture is necessary. The passenger will only be allowed to leave the divestiture station if they have been cleared by this solution. In instances where an alarm cannot be resolved through passenger divestment, a TSO may be necessary to adjudicate any unresolved alarms.

## **1.4 APPLICABLE DOCUMENTS**

### **1.4.1 Compliance Documents**

Relevant specifications, standards, or guidelines that must be complied with in order to meet the requirements of this contract are anticipated to be provided after award.

## **2.0 SPECIFIC REQUIREMENTS/TASKS**

### **TASK ONE. PROJECT MANAGEMENT (*Base Period, Option Period 1*)**

The contractor shall be responsible for project management activities that include: project management plan, technical direction of the project; project direction and task execution; partner company interface; interaction with DHS S&T; resource planning and assignment; data and records management; risk mitigation and planning; compliance management; and security management.

For all formal meetings with DHS S&T, the contractor shall submit a meeting agenda and briefing package to the COR. The meeting agenda and draft briefing package shall be provided at least three (3) business days prior to the meeting. The contractor shall submit the final briefing package (including meeting minutes) no later than five (5) business days after execution of the meeting.

### **SUBTASK 1.1 Kickoff Meeting**

A post-award kick-off review shall be held within 30 days of contract award. This formal meeting will address: Project overview; Team Organization and Key Personnel; Project Schedule; SOW overview; and System Concept Review (including an overview of the subsystem

performance objectives, initial design concept, development strategy and risk identification and mitigation planning). In addition to the agenda, briefing packages, and minutes, the contractor shall provide a One-Page Non-Proprietary Project Summary Sheet, and a Non-Proprietary Quad Chart in accordance with DHS S&T instructions/templates.

### **SUBTASK 1.2 Monthly Status Report**

Reports of project status shall be required on a monthly basis. A template of the Monthly Status Report shall be provided to the contractor upon contract award. These reports shall be electronically submitted to the program manager within five working days after the last day of each month. The Monthly Status Report Templates provide a standardized format to collect the following information at a minimum:

#### Static information (information that does not change monthly over the project):

- Project Title and Contract Number
- Period of performance
- Principal investigator's name, telephone number, e-mail and unclassified/secure facsimile number(s)
- Contractor's financial contact name and telephone number

#### Monthly update Information to be provided in bulleted or short narrative format:

- Activity during the previous reporting period
- Progress achieved against project milestones, tasks, and deliverable(s) during reporting period
- Noteworthy accomplishments (e.g. meetings, presentations, publications, patent filings, etc.)
- Risk Register, Topics of concern/slippage (technical, schedule and/or cost) and recovery plan
- Explicit plans for the upcoming month
- Project budget information, including funds expended by category, significant material purchases, and obligated funds remaining

### **SUBTASK 1.3 Monthly Teleconference**

The contractor shall conduct an informal teleconference with the COR, PM, and other stakeholders to discuss the monthly report and other matters as deemed appropriate, three working days after delivery of the monthly report (subject to COR/PM availability). The contractor shall document any new COR/PM directions that result (e.g., in an email).

### **SUBTASK 1.4 End of Period Summary**

The contractor shall provide an End of Period report for the base period and each option period (if exercised) to the DHS S&T Contracting Officer's Representative (COR) outlining project progress and expectations for the upcoming contract period.

**BASE PERIOD****TASK TWO. SYSTEM CONCEPT****SUBTASK 2.1 Systems Requirements**

The contractor shall develop and deliver requirements documentation for the passenger self-screening solution. The requirements documents shall include systems level requirements as well as electrical, mechanical, human-interface, software, and cybersecurity requirements.

**SUBTASK 2.2 System Concept**

The contractor shall develop a system concept for the passenger self-screening solution. The contractor shall meet with DHS S&T and other stakeholders to understand the desired concept of operations, and to solicit design feedback and requirements which will feed into the design specification. The contractor shall conduct the required analysis, trade studies, and evaluations to assess the technical feasibility of its high-level system concept and its ability to meet the system requirements. The solution shall include:

- Concepts of operations
- System interfaces
- Specific details for the sensing modalities
- Anticipated size, weight, and power requirements
- Human factors assessment/concept mock-ups
- Areas of technical risks
- Modeling and simulation
  - Inform anticipated passenger throughput
  - Inform anticipated staffing requirements
  - System performance (electromagnetic radiation and interference impacts)
- System network architecture diagram showing subsystem connectivity and capabilities necessary to meet cybersecurity requirements

**SUBTASK 2.3 System Concept Review**

Upon completion of the system concept, the contractor shall conduct a system concept review with DHS S&T covering all aspects of the solution developed under Subtask 2.2 as well as any tradeoffs required to meet the requirements and associated CONOPS.

**OPTION PERIOD 1****TASK THREE. PRELIMINARY DESIGN****SUBTASK 3.1 Preliminary Design**

Upon approval of the system design concept and draft design specifications, the contractor shall perform a preliminary system-level design to decompose the system concept into subsystems and components. During the preliminary design phase, the contractor shall develop subsystem requirements and perform appropriate modeling, simulations, or prototyping required to reduce major technical risk areas identified in Task 2. With clear subsystem requirements and effective

modeling, the results of the preliminary design should show clear feasibility of the overall self-screening system.

### **SUBTASK 3.2 Preliminary Design Review**

Upon completion of the preliminary design, the contractor shall conduct a preliminary design review (PDR) with DHS S&T covering all aspects of the solution developed under Subtask 3.1. The contractor shall specifically identify any aspects of the design that have changed since the System Concept Review and identify the results of technical risk reduction studies undertaken in Subtask 3.1. Of particular interest in the PDR are the anticipated concepts of operations, human systems interfaces, and implementation of the targeted screening modalities. All long lead items necessary for on-time delivery of an engineering prototype should be identified.

## **TASK FOUR. CRITICAL DESIGN**

### **SUBTASK 4.1 Critical Design**

The contractor shall perform the detailed design of the system. Key areas of the design will include:

- Accessible property screening
- On-person screening
- Human-systems interfaces
- Concepts of operations
- Alarm resolution processes
- Geometry, weight, and power specifications
- Anticipated passenger throughput
- Anticipated staffing requirements
- Software architecture
- Automatic threat recognition approaches
- Cybersecurity
- Discussion of the fabrication process, including risks and trade-offs being made.

### **SUBTASK 4.2 Test Plan Development**

The contractor shall develop a Test and Evaluation Plan (TEP) documenting the solution validation and verification process based on the requirements defined in Tasks 2, 3, and 4. The TEP shall be submitted to DHS S&T for approval.

### **SUBTASK 4.3 Critical Design Review**

Upon completion of the detailed design, the contractor shall hold Critical Design Review (CDR) with DHS S&T to document the design and any tradeoffs required to meet the requirements and CONOPS. The TEP developed in Subtask 4.2 shall also be presented for DHS S&T review.

**3.0 KEY MILESTONES AND DELIVERABLES**

SOW REFERENCE (F) Funded (P) Partially Funded (U) Unfunded	Sub task	EVENT / DELIVERABLES	DUE BY
Task 1: Project Management (F)	1.1	1) Project management plan 2) Kickoff 3) Agendas, draft briefing packages 4) Minutes, final briefing packages 5) Project Summary Sheet, and Non-Proprietary Quad Chart	1) 15 days after award 2) 30 calendar days after award 3) 3 working days before mtg. 4) 5 working days after mtg. 5) 3 working days before mtg.
	1.2	Monthly Status Report	15 <sup>th</sup> calendar day of the month
	1.3	Monthly Teleconference	5 working days after delivery of MSR
	1.4	End of Period Summary Document	15 working days before end of current contract period
Task 2: Systems Concept (F)	2.1	Systems Requirements Documents	5 working days before SCR
	2.2	System Concept Analysis	5 working days before SCR
	2.3	System Concept Review with Documentation, Meeting Minutes	12 months after award
Task 3: Preliminary Design Review (U)	3.1	1) Design Decomposition Document 2) Subsystems Requirements Documents 3) Technical Risk Reduction Modeling	1) 5 working days before PDR 2) 5 working days before PDR 3) 5 working days before PDR
	3.2	Preliminary Design Review with Documentation, Meeting Minutes	16 months after award
Task 4: Critical Design Review (U)	4.1	Detailed design documents	5 working days before CDR
	4.2	Test and Evaluation Plan (TEP)	5 working days before CDR

SOW REFERENCE (F) Funded (P) Partially Funded (U) Unfunded	Sub task	EVENT / DELIVERABLES	DUE BY
	4.3	Critical Design Review with Documentation, Meeting Minutes	20 months after award

#### 4.0 PROJECT TIMELINE

	Indicate Month Deliverable is due after Award or Services are to be completed									
	1	4	6	8	10	12	14	16	18	20
<b>Task 1: Project Management</b>										
SUBTASK 1.1 Kickoff Meeting	X									
SUBTASK 1.2 Monthly Status Report	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.3 Monthly Teleconference	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.4 End of Period Summary						X		X		X
<b>TASK 2: SYSTEM CONCEPT</b>										
SUBTASK 2.1 Systems Requirements						X				
SUBTASK 2.1 Systems Concept						X				
SUBTASK 2.3 System Concept Review						X				
<b>TASK 3: PRELIMINARY DESIGN</b>										
SUBTASK 3.1 Preliminary Design								X		
SUBTASK 3.2 Preliminary Design Review								X		
<b>TASK 4: CRITICAL DESIGN</b>										

SUBTASK 4.1 Critical Design										X
SUBTASK 4.2 Test Plan Development										X
SUBTASK 4.3 Critical Design Review										X

## 5.0 OTHER CONTRACT DETAILS

### A. Period of Performance.

The period of performance for this effort is from date of award to 20 months. The period of performance structure, should all options be awarded is:

Base Period	12 months
Option Period One	8 months

### B. Travel.

Travel will be required in the performance of the duties listed herein. It is anticipated that travel will be limited to the United States' location of Washington, DC. The contractor shall be responsible for obtaining COR approval (electronic mail is acceptable) for all reimbursable travel in advance of each travel event. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

### C. DHS-Furnished Information.

1. DHS will provide certain DHS information, materials, and forms unique to DHS to the contractor to support certain tasks under this SOW.
2. The DHS S&T COR identified in this SOW shall be the point of contact (POC) for identification of any required information to be supplied by DHS.
3. The contractor shall prepare any documentation according to the guidelines provided by DHS.

### D. Place(s) of Performance.

All design and development work on the project will occur at the contractor facility or the facilities of the respective partners. Meetings and reviews will be attended as required by the appropriate contractor team personnel at the location to be determined by the DHS S&T COR.

### E. DHS-Furnished Property.

DHS property will not be provided to the contractor unless otherwise agreed in a modification issued under this contract. In such instances, DHS will maintain property records.

**F. Contractor Purchased Property.**

Before purchasing any individual item required to support technical tasks performed pursuant to this SOW not included in the cost proposal that is equal to or exceeds \$5,000 or any individual item that was included in the cost proposal where the cost variance to the cost proposal is equal to or exceeds \$5,000, the contractor shall obtain the DHS S&T Contracting Officer's prior written consent. If the DHS S&T Contracting Officer 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 DHS S&T Contracting Officer will determine the final disposition of any such items in writing.

**G. Deliverables.**

The contractor shall provide all deliverables identified in this SOW directly to the DHS S&T COR and DHS S&T Contracting Officer, with a copy of the transmittal letter to the Financial Analyst.

**H. Monthly Status Report.**

The contractor shall deliver a monthly status report (MSR) to the DHS S&T COR, DHS S&T EXD Business Operations Manager, SandT.Explosives.MSR@dhs.gov, and DHS S&T Financial Analyst on the 15th day of every month containing metrics pertaining to financial, schedule, scope, risk, and performance assessment information in EXD's provided template. This MSR will describe the previous 30 calendar days' activity, technical progress achieved against goals, difficulties encountered, recovery plans (if needed), plans for the next 30 calendar day period, and financial status (see Invoices below). The MSR template will be provided by the DHS S&T COR to the Contractor at project kickoff.

**I. Rate Changes.** All proposed rate changes must be sent to the S&T COR a minimum of 30 days in advance.

**J. Invoices.** The contractor shall deliver a monthly invoice to [invoicemat.consolidation@ice.dhs.gov](mailto:invoicemat.consolidation@ice.dhs.gov) on the 15<sup>th</sup> day of each month. Invoices shall contain the following details for both the month invoiced and cumulative: labor hours/person/task, labor cost, travel cost, indirect costs, material costs, other direct costs, and fee, if applicable. The invoice shall include cost per subtask (for the reporting period and the cumulative). Material costs for all hardware and software purchased as part of this contract shall be itemized in the invoice.

**K. Funding Requirements.** DHS will provide funding to the contractor in accordance with DHS's appropriations and available funds.

**L. Security Requirements.**

Work performed under this SOW will require access to classified information. The maximum level of classified access will be SECRET.

Classified work is required under this SOW, DHS will provide specific guidance to the contractor as to which work will be conducted in a classified manner and at which classification level. The contractor will also adhere to other applicable Government orders, guides and directives pertaining to classified work.

It is anticipated that the contractor will have access to SSI under this contract.

Each individual employed under the contract who will have access to sensitive information shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by a Permanent Resident Card (USCIS I-551). Any exceptions must be approved by the DHS S&T Chief Security Officer or designee. Contractor personnel on the contract having access to SSI data shall be required to have or obtain a DHS Suitability Clearance. All contractor employees and subcontractors with access to SSI shall sign a DHS Form 11000-6 (Non-Disclosure Agreement) and mark both the sensitive information box and the SSI box.

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (suitability) authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the task order. No employee of the contractor shall be allowed unescorted access to a Government facility, access to any sensitive information or access to DHS IT Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information or recurring access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting and EOD decision may not begin work on the task order. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings, nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

Additional privacy and security related clauses may be added at time of award.

**6.0 POINTS OF CONTACT**

The contractor's Points of Contact (POCs) are as follows:

Contractor shall fill in Contractor POCs. Government POCs will be filled in at award.

**DEPARTMENT OF HOMELAND SECURITY (DHS)****STATEMENT OF WORK (SOW)****FOR*****TTA #2 Hardware Subsystem Technology Maturation***

70RSAT20RB00000002

Type III Award

**1.0 GENERAL****1.1 BACKGROUND**

The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Screening at Speed (SaS) program pursues transformative research and development (R&D) activities that support a future vision for increasing aviation security effectiveness from curb to gate while dramatically reducing wait times and improving the passenger experience. To enable this vision, SaS, in conjunction with the Transportation Security Administration (TSA) Innovation Task Force, is considering the development of key technologies that will complement the passenger self-screening solution.

The key technologies that would complement the passenger self-screening solution fall under the following categories:

- On-person screening
- Accessible property screening

The key technologies would complement the passenger self-screening solution by:

- Allowing passengers to complete the screening process more quickly
- Maintaining or improving the current security posture at the airport checkpoint
- Being capable of integrating into the passenger self-screening solution form factor
- Support an open architecture that will allow technology partners access to the raw measurement data and the data processing resource environment for the purpose of algorithm development, software integration and testing initiatives
- Enable passengers to receive near real-time on-person alarm information while divesting, and allow the passengers to self-resolve alarms through continued divestment to reduce instances where a pat-down/secondary screening procedure would be necessary

This effort seeks to rapidly mature novel low to mid technology readiness level solutions that are capable of safely detecting anomalous passenger activity and threat items hidden on passengers or in their accessible property. DHS S&T is seeking technologies that may be matured to TRL 6 or above in twelve months or less.

**1.2 SCOPE**

This effort includes the maturation of the key technology area to TRL 6 or above. The final result is the delivery of engineering prototype system ready to be tested in a relevant environment.

### **1.3 OBJECTIVE**

This effort seeks to rapidly mature a complementary technology which can be integrated into the passenger self-screening solution.

### **1.4 APPLICABLE DOCUMENTS**

#### **1.4.1 Compliance Documents**

Relevant specifications, standards, or guidelines that must be complied with in order to meet the requirements of this contract are anticipated to be provided after award.

## **2.0 SPECIFIC REQUIREMENTS/TASKS**

### **TASK ONE. PROJECT MANAGEMENT (*Base Period, Option Period 1, Option Period 2*)**

The contractor shall be responsible for project management activities that include: project management plan, technical direction of the project; project direction and task execution; interaction with DHS S&T; resource planning and assignment; data and records management; risk mitigation and planning; compliance management; and security management.

For all formal meetings with DHS S&T, the contractor shall submit a meeting agenda and briefing package to the COR. The meeting agenda and draft briefing package shall be provided at least three (3) business days prior to the meeting. The contractor shall submit the final briefing package (including meeting minutes) no later than five (5) business days after execution of the meeting.

#### **SUBTASK 1.1 Kickoff Meeting**

A post-award kick-off review shall be held within 30 days of contract award. This formal meeting will address: Project overview; Team Organization and Key Personnel; Project Schedule and deliverables. In addition to the agenda, briefing packages, and minutes, the contractor shall provide a One-Page Non-Proprietary Project Summary Sheet, and a Non-Proprietary Quad Chart in accordance with DHS S&T instructions/templates.

#### **SUBTASK 1.2 Monthly Status Report**

Reports of project status shall be required on a monthly basis. A template of the Monthly Status Report shall be provided to the contractor upon contract award. These reports shall be electronically submitted to the program manager within five working days after the last day of each month. The Monthly Status Report Templates provide a standardized format to collect the following information at a minimum:

Static information (information that does not change monthly over the project):

- Project Title and Contract Number
- Period of performance

- Principal investigator's name, telephone number, e-mail and unclassified/secure facsimile number(s)
- Contractor's financial contact name and telephone number

Monthly update Information to be provided in bulleted or short narrative format:

- Activity during the previous reporting period
- Progress achieved against project milestones, tasks, and deliverable(s) during reporting period
- Noteworthy accomplishments (e.g. meetings, presentations, publications, patent filings, etc.)
- Risk Register, Topics of concern/slippage (technical, schedule and/or cost) and recovery plan
- Explicit plans for the upcoming month
- Project budget information, including funds expended by category, significant material purchases, and obligated funds remaining

### **SUBTASK 1.3 Monthly Teleconference**

The contractor shall conduct an informal teleconference with the COR, PM, and other stakeholders to discuss the monthly report and other matters as deemed appropriate, three working days after delivery of the monthly report (subject to COR/PM availability). The contractor shall document any new COR/PM directions that result (e.g., in an email).

### **SUBTASK 1.4 End of Period Summary**

The contractor shall provide an End of Period report for the base period and each option period (if exercised) to the DHS S&T Contracting Officer's Representative (COR) outlining project progress and expectations for the upcoming contract period.

## **BASE PERIOD**

### **TASK TWO. DESIGN ENGINEERING PROTOTYPE (*Base Period*)**

#### **SUBTASK 2.1 Requirements**

The contractor shall meet with DHS S&T and other stakeholders to understand the desired capabilities and shall develop and deliver requirements documentation for the technology being matured. The requirements documents shall include systems level requirements as well as electrical, mechanical, human-interface, software, and cybersecurity requirements. Major technical risk areas shall be identified.

Deliverable: System Requirements Document

#### **SUBTASK 2.2 System Maturation and Design Engineering Prototype**

the contractor shall perform appropriate modeling, simulations, or prototyping required to reduce major technical risk areas identified and progress the design toward established requirements. The contractor shall assess, document and present the project metrics based on expected prototype performance. The contractor shall provide DHS S&T with at least the following:

- Concept of Operation
- Expected performance

- Expected electromagnetic impacts
- Personnel/Environmental safety
- Prototype and project risks
- Prototype assembly schedule
- Prototype test objectives
- Prototype test and evaluation schedule
- Predicted prototype fabrication and assembly cost

Deliverable: Project Performance Metrics

### **SUBTASK 2.3 Prototype Design Review**

Upon completion of subtask 2.2, the contractor shall conduct a prototype design review with DHS S&T covering all aspects of the solution developed under Subtask 2.2 as well as any tradeoffs required to meet the requirements.

Deliverable: Prototype Design Review Briefing

## **TASK THREE. FABRICATE, ASSEMBLE AND TEST PROTOTYPE (*Option Period 1*)**

### **SUBTASK 3.1 Prototype Fabrication**

Upon approval of the system prototype design, the contractor shall initiate prototype fabrication process. The contractor shall produce and assemble the prototype as documented at the prototype design review. This includes hardware and software necessary to operate the system. Any deviations from the approved design shall be appropriately communicated to DHS S&T and documented.

Deliverable: Working prototype

### **SUBTASK 3.2 Factory Acceptance Testing**

The contractor shall execute the prototype test schedule. Any deviations from the requirements shall be documented for review with the COR. The contractor shall propose mitigations for any deviations from the requirements.

Deliverable: Factory Acceptance Test Report

### **SUBTASK 3.3 Test Readiness Review**

Upon completion of the fabrication and factory acceptance testing, the contractor shall hold a Test Readiness Review (TRR) to document the design and testing results from the factory acceptance process.

Deliverable: Test Readiness Review

### **SUBTASK 3.4 User Guide and Training Materials**

The contractor shall document the CONOPS, user interfaces, safety procedures, and other information as necessary for effective operation and maintenance of the system. These materials shall be submitted to DHS S&T.

Deliverable: User Guide and Training Materials

#### **TASK FOUR. PROTOTYPE EVALUATION (*Option Period 2*)**

##### **SUBTASK 4.1 Prototype Delivery**

Upon completion of the TRR, the contractor shall deliver the system to an evaluation facility as directed by the COR. Possible locations include McCarran International Airport (Las Vegas, NV), the DHS S&T Transportation Security Laboratory (TSL, Atlantic City, NJ) or the TSA Systems Integration facility (Washington, DC). Upon delivery, the contractor shall setup the system and perform the necessary measurements and adjustments to ensure the system continues to function properly.

Deliverable: Prototype Delivery to DHS directed site

##### **SUBTASK 4.2 User Training**

As directed by the COR, the contractor shall facilitate user training on-site with the prototype and/or at a designated DHS facility in the National Capital Region. This training shall equip attendees with the knowledge necessary to safely and effectively operate and maintain the prototype.

Deliverable: Onsite User Training

##### **SUBTASK 4.3 Prototype Evaluation**

The contractor shall provide technical support to DHS S&T evaluation of the prototype system. The contractor shall work with DHS S&T to resolve any deficiencies that arise during evaluation. At the conclusion of the evaluation, the contractor shall participate in an evaluation debrief to discuss feedback from the evaluation.

Deliverable: Technical Support and Evaluation Debrief

**3.0 KEY MILESTONES AND DELIVERABLES**

SOW REFERENCE	Sub task	EVENT / DELIVERABLES	DUE BY
Task 1: Project Management (Base Period, Option Period 1, Option Period 2)	1.1	1) Project management plan 2) Kickoff 3) Agendas, draft briefing packages 4) Minutes, final briefing packages 5) Project Summary Sheet, and Non-Proprietary Quad Chart	1) 15 days after award 2) 30 calendar days after award 3) 3 working days before mtg. 4) 5 working days after mtg. 5) 3 working days before mtg.
	1.2	Monthly Status Report	15 <sup>th</sup> calendar day of the month
	1.3	Monthly Teleconference	5 working days after delivery of MSR
	1.4	End of Period Summary Document	15 working days before end of current contract period
Task 2: Design Engineering Prototype (Base Period)	2.1	Systems Requirements Documents	5 working days before PDR
	2.2	Project Performance Metrics	5 working days before PDR
	2.3	Prototype Design Review (PDR)	4 months after award
Task 3: Fabricate, Assemble and Test Prototype (Option Period 1)	3.1	Prototype Fabrication/Working Prototype	NLT 11 months after award
	3.2	Factory Acceptance Test Report	5 day before TRR
	3.3	Test Readiness Review	12 months after award
	3.4	User Guide and Training Materials	12 months after award
Task 4: Prototype Evaluation (Option Period 2)	4.1	Prototype Delivery to DHS directed site	NLT 13 months after award
	4.2	Onsite User Training	NLT 14 months after award
	4.3	Technical Support and Evaluation Debrief	18 months after award

**4.0 PROJECT TIMELINE**

	Indicate Month Deliverable is due after Award or Services are to be completed									
	1	4	6	8	10	12	13	14	16	18
<b>Task 1: Project Management</b>										
SUBTASK 1.1 Kickoff Meeting	X									
SUBTASK 1.2 Monthly Status Report	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.3 Monthly Teleconference	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.4 End of Period Summary		X				X				X
<b>TASK 2: Design Engineering Prototype</b>										
SUBTASK 2.1 Requirements		X								
SUBTASK 2.1 System Maturation and Design Engineering Prototype		X								
SUBTASK 2.3 Prototype Design Review		X								
<b>TASK 3: Fabricate, Assemble and Test Prototype</b>										
SUBTASK 3.1 Prototype Fabrication						X				
SUBTASK 3.2 Factory Acceptance Testing						X				
SUBTASK 3.3 Test Readiness Review						X				
SUBTASK 3.4 User Guide and Training Materials						X				
<b>TASK 4: Prototype Evaluation</b>										
SUBTASK 4.1 Prototype Delivery							X			

SUBTASK 4.2 User Training Development								X		
SUBTASK 4.3 Prototype Evaluation										X

**5.0 OTHER CONTRACT DETAILS**

**A. Period of Performance.**

The period of performance for this effort is from date of award to 18 months. The period of performance structure, should all options be awarded is:

Base Period	4 months
Option Period I	8 months
Option Period II	6 months

**B. Travel.**

Travel will be required in the performance of the duties listed herein. It is anticipated that travel will be limited to the United States’ location of Washington, DC, Atlantic City, NJ, and Las Vegas, NV. The contractor shall be responsible for obtaining COR approval (electronic mail is acceptable) for all reimbursable travel in advance of each travel event. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

**C. DHS-Furnished Information.**

1. DHS will provide certain DHS information, materials, and forms unique to DHS to the contractor to support certain tasks under this SOW.
2. The DHS S&T COR identified in this SOW shall be the point of contact (POC) for identification of any required information to be supplied by DHS.
3. The contractor shall prepare any documentation according to the guidelines provided by DHS.

**D. Place(s) of Performance.**

All design and development work on the project will occur at the contractor facility or the facilities of the respective partners. Meetings and reviews will be attended as required by the appropriate contractor team personnel at the location to be determined by the DHS S&T COR.

**E. DHS-Furnished Property.**

DHS property will not be provided to the contractor unless otherwise agreed in a modification issued under this contract. In such instances, DHS will maintain property records.

**F. Contractor Purchased Property.**

Before purchasing any individual item required to support technical tasks performed pursuant to this SOW not included in the cost proposal that is equal to or exceeds \$5,000 or any individual item that was included in the cost proposal where the cost variance to the cost proposal is equal to or exceeds \$5,000, the contractor shall obtain the DHS S&T Contracting Officer's prior written consent. If the DHS S&T Contracting Officer 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 DHS S&T Contracting Officer will determine the final disposition of any such items in writing.

**G. Deliverables.**

The contractor shall provide all deliverables identified in this SOW directly to the DHS S&T COR and DHS S&T Contracting Officer, with a copy of the transmittal letter to the Financial Analyst.

**H. Monthly Status Report.**

The contractor shall deliver a monthly status report (MSR) to the DHS S&T COR, DHS S&T Business Operations Manager, SandT.Explosives.MSR@dhs.gov, and DHS S&T Financial Analyst on the 15th day of every month containing metrics pertaining to financial, schedule, scope, risk, and performance assessment information in S&Ts provided template. This MSR will describe the previous 30 calendar days' activity, technical progress achieved against goals, difficulties encountered, recovery plans (if needed), plans for the next 30 calendar day period, and financial status (see Invoices below). The MSR template will be provided by the DHS S&T COR to the Contractor at project kickoff.

**I. Rate Changes.** All proposed rate changes must be sent to the S&T COR a minimum of 30 days in advance.**J. Invoices.** The contractor shall deliver a monthly invoice to [invoicesat.consolidation@ice.dhs.gov](mailto:invoicesat.consolidation@ice.dhs.gov) on the 15<sup>th</sup> day of each month. Invoices shall contain the following details for both the month invoiced and cumulative: labor hours/person/task, labor cost, travel cost, indirect costs, material costs, other direct costs, and fee, if applicable. The invoice shall include cost per subtask (for the reporting period and the cumulative). Material costs for all hardware and software purchased as part of this contract shall be itemized in the invoice.**K. Funding Requirements.** DHS will provide funding to the contractor in accordance with DHS's appropriations and available funds.

**L. Security Requirements.**

Work performed under this SOW will require access to classified information. The maximum level of classified access will be SECRET.

Classified work is required under this SOW, DHS will provide specific guidance to the contractor as to which work will be conducted in a classified manner and at which classification level. The contractor will also adhere to other applicable Government orders, guides and directives pertaining to classified work.

It is anticipated that the contractor will have access to SSI under this contract.

Each individual employed under the contract who will have access to sensitive information shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by a Permanent Resident Card (USCIS I-551). Any exceptions must be approved by the DHS S&T Chief Security Officer or designee. Contractor personnel on the contract having access to SSI data shall be required to have or obtain a DHS Suitability Clearance. All contractor employees and subcontractors with access to SSI shall sign a DHS Form 11000-6 (Non-Disclosure Agreement) and mark both the sensitive information box and the SSI box.

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (suitability) authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the task order. No employee of the contractor shall be allowed unescorted access to a Government facility, access to any sensitive information or access to DHS IT Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information or recurring access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting and EOD decision may not begin work on the task order. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings, nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the

contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

Additional privacy and security related clauses may be added at time of award.

## **6.0 POINTS OF CONTACT**

Contractor shall fill in Contractor POCs. Government POCs will be filled in at award.

**DEPARTMENT OF HOMELAND SECURITY (DHS)****STATEMENT OF WORK (SOW)****FOR*****TTA #3 Software Subsystem Technology Maturation***

70RSAT20RB00000002

Type III Award

**1.0 GENERAL****1.1 BACKGROUND**

The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Screening at Speed (SaS) program pursues transformative research and development (R&D) activities that support a future vision for increasing aviation security effectiveness from curb to gate while dramatically reducing wait times and improving the passenger experience. To enable this vision, SaS, in conjunction with the Transportation Security Administration (TSA) Innovation Task Force, is considering the development of key technologies that will complement the passenger self-screening solution.

The key technologies that would complement the passenger self-screening solution fall under the following categories (NOTE: data will not be provided under this award. If data is required, proposal should address where the data will be obtained):

- Automatic threat recognition algorithms
- Video Analytics

The key technologies would complement the passenger self-screening solution by:

- Allowing passengers to complete the screening process more quickly
- Maintaining or improving the current security posture at the airport checkpoint
- Reducing passenger pat-down rates at the checkpoint

This effort seeks to rapidly mature novel algorithms that can detect anomalous passenger activity and threat items hidden on passengers or in their accessible property. DHS S&T is seeking technologies that may be matured to TRL 6 or above in twelve months or less.

**1.2 SCOPE**

This effort includes the maturation of the software system to TRL 6 or above. The final result is the delivery of prototype software system ready to be tested in a relevant environment.

**1.3 OBJECTIVE**

This effort seeks to rapidly mature a complementary software system which can be integrated into the passenger self-screening solution.

**1.4 APPLICABLE DOCUMENTS**

### 1.4.1 Compliance Documents

Relevant specifications, standards, or guidelines that must be complied with in order to meet the requirements of this contract are anticipated to be provided after award.

## 2.0 SPECIFIC REQUIREMENTS/TASKS

### **TASK ONE. PROJECT MANAGEMENT (*Base Period, Option Period 1, Option Period 2*)**

The contractor shall be responsible for project management activities that include: project management plan, technical direction of the project; project direction and task execution; interaction with DHS S&T; resource planning and assignment; data and records management; risk mitigation and planning; compliance management; and security management.

For all formal meetings with DHS S&T, the contractor shall submit a meeting agenda and briefing package to the COR. The meeting agenda and draft briefing package shall be provided at least three (3) business days prior to the meeting. The contractor shall submit the final briefing package (including meeting minutes) no later than five (5) business days after execution of the meeting.

#### **SUBTASK 1.1 Kickoff Meeting**

A post-award kick-off review shall be held within 30 days of contract award. This formal meeting will address: Project overview; Team Organization and Key Personnel; Project Schedule and deliverables. In addition to the agenda, briefing packages, and minutes, the contractor shall provide a One-Page Non-Proprietary Project Summary Sheet, and a Non-Proprietary Quad Chart in accordance with DHS S&T instructions/templates.

#### **SUBTASK 1.2 Monthly Status Report**

Reports of project status shall be required on a monthly basis. A template of the Monthly Status Report shall be provided to the contractor upon contract award. These reports shall be electronically submitted to the program manager within five working days after the last day of each month. The Monthly Status Report Templates provide a standardized format to collect the following information at a minimum:

##### Static information (information that does not change monthly over the project):

- Project Title and Contract Number
- Period of performance
- Principal investigator's name, telephone number, e-mail and unclassified/secure facsimile number(s)
- Contractor's financial contact name and telephone number

##### Monthly update Information to be provided in bulleted or short narrative format:

- Activity during the previous reporting period

- Progress achieved against project milestones, tasks, and deliverable(s) during reporting period
- Noteworthy accomplishments (e.g. meetings, presentations, publications, patent filings, etc.)
- Risk Register, Topics of concern/slippage (technical, schedule and/or cost) and recovery plan
- Explicit plans for the upcoming month
- Project budget information, including funds expended by category, significant material purchases, and obligated funds remaining

#### **SUBTASK 1.3 Monthly Teleconference**

The contractor shall conduct an informal teleconference with the COR, PM, and other stakeholders to discuss the monthly report and other matters as deemed appropriate, three working days after delivery of the monthly report (subject to COR/PM availability). The contractor shall document any new COR/PM directions that result (e.g., in an email).

#### **SUBTASK 1.4 End of Period Summary**

The contractor shall provide an End of Period report for the base period and each option period (if exercised) to the DHS S&T Contracting Officer's Representative (COR) outlining project progress and expectations for the upcoming contract period.

### **TASK TWO. SOFTWARE SYSTEM DEVELOPMENT (*Base Period*)**

#### **SUBTASK 2.1 Requirements and Concept**

The contractor shall meet with DHS S&T and other stakeholders to establish and agree on software capabilities and shall develop system concept and deliver software requirements and interface control documentation. The requirements documents shall include recommended computer hardware and operating system specifications needed to run the software system. Project risks shall also be identified.

Deliverable: Software Concept Review, Requirements, Interface Control Document and Risks

### **TASK THREE. SOFTWARE DESIGN (*Option Period 1*)**

#### **SUBTASK 3.1 System Design through Module Integration**

The contractor shall perform necessary actions to reduce major technical risks identified and develop all the necessary modules and integrate the software system. The software system design specification, to include description of each module and its functionality, shall be authored during this process. The contractor shall assess the performance of the integrated system against the established requirements in subtask 2.1. DHS S&T supports a spiral development process. Contractor shall document software system performance and provide metrics to DHS S&T.

Deliverable: Software System Design Specification and Project Performance Metrics

**SUBTASK 3.2 Software System Design Review**

Upon completion of subtask 3.1, the contractor shall conduct a software design review with DHS S&T covering all aspects of the solution developed under Subtask 3.1 as well as any tradeoffs required to meet the requirements.

Deliverable: Delivery and Design Review

**TASK FOUR. SOFTWARE SYSTEM UPDATE AND EVALUATION (*Option Period 2*)****SUBTASK 4.1 Software System Update and Evaluation Objectives**

The contractor shall perform necessary updates to the software system delivered in subtask 2.3. The associated documentation shall also be updated and Delivered. The contractor shall also provide DHS S&T with the following software system evaluation objectives

Deliverable: Test Readiness Review and Updated Software System Documentation

**SUBTASK 4.2 Software System Installation and Evaluation**

The contractor shall assist in installation of the software and provide technical support to DHS S&T evaluation of the software system. The contractor shall work with DHS S&T to resolve any deficiencies that arise during evaluation. At the conclusion of the evaluation, the contractor shall participate in an evaluation debrief to discuss feedback from the evaluation.

Deliverable: Installation, Technical Support and Evaluation Debrief

**3.0 KEY MILESTONES AND DELIVERABLES**

SOW REFERENCE	Sub task	EVENT / DELIVERABLES	DUE BY
Task 1: Project Management (Base Period, Option Period 1, Option Period 2)	1.1	1) Project management plan 2) Kickoff 3) Agendas, draft briefing packages 4) Minutes, final briefing packages 5) Project Summary Sheet, and Non-Proprietary Quad Chart	1) 15 days after award 2) 30 calendar days after award 3) 3 working days before mtg. 4) 5 working days after mtg. 5) 3 working days before mtg.
	1.2	Monthly Status Report	15 <sup>th</sup> calendar day of the month
	1.3	Monthly Teleconference	5 working days after delivery of MSR
	1.4	End of Period Summary Document	15 working days before end of current contract period

SOW REFERENCE	Sub task	EVENT / DELIVERABLES	DUE BY
Task 2: System Concept (Base Period)	2.1	Software Concept Review, Requirements, Interface Control Document and Risks	4 months after award
Task 3: Software Design (Option Period 1)	3.1	Software System Design Specification and Project Performance Metrics	5 working days before DR
	3.2	Software System Design Review	12 months after award
Task 4: Software System Update and Evaluation (Option Period 2)	4.1	Test Readiness Review and Updated Software System Documentation	13 months after award
	4.2	Installation, Technical Support and Evaluation Debrief	18 months after award

#### 4.0 PROJECT TIMELINE

	Indicate Month Deliverable is due after Award or Services are to be completed									
	1	4	5	8	10	12	13	14	16	18
<b>Task 1: Project Management</b>										
SUBTASK 1.1 Kickoff Meeting	X		X				X			
SUBTASK 1.2 Monthly Status Report	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.3 Monthly Teleconference	X	X	X	X	X	X	X	X	X	X
SUBTASK 1.4 End of Period Summary		X				X				X
<b>TASK 2: Software Concept</b>										
SUBTASK 2.1 Requirements and Concept		X								
<b>TASK 3: Software Design</b>										
SUBTASK 3.1 System Design through Module Integration						X				
SUBTASK 3.2 Prototype Design Review						X				

<b>TASK 4: Software System Update and Evaluation</b>										
SUBTASK 4.1 Software System Update and Evaluation Objectives							X			
SUBTASK 4.2 Software System Installation and Evaluation										X

**5.0 OTHER CONTRACT DETAILS**

**A. Period of Performance.**

The period of performance for this effort is from date of award to 18 months. The period of performance structure, should all options be awarded is:

- Base Period                      4 months
- Option 1                         8 months
- Option 2                         6 months

**B. Travel.**

Travel will be required in the performance of the duties listed herein. It is anticipated that travel will be limited to the United States’ location of Washington, DC, Atlantic City, NJ, and Las Vegas, NV. The contractor shall be responsible for obtaining COR approval (electronic mail is acceptable) for all reimbursable travel in advance of each travel event. All travel and other direct costs associated with the execution of the tasks indicated in this SOW will be reimbursed in accordance with the limits set forth in the Federal Travel Regulations, provided the performer provides appropriate supporting documentation.

**C. DHS-Furnished Information.**

1. DHS will provide certain DHS information, materials, and forms unique to DHS to the contractor to support certain tasks under this SOW.
2. The DHS S&T COR identified in this SOW shall be the point of contact (POC) for identification of any required information to be supplied by DHS.
3. The contractor shall prepare any documentation according to the guidelines provided by DHS.

**D. Place(s) of Performance.**

All design and development work on the project will occur at the contractor facility or the facilities of the respective partners. Meetings and reviews will be attended as required by

the appropriate contractor team personnel at the location to be determined by the DHS S&T COR.

**E. DHS-Furnished Property.**

DHS property will not be provided to the contractor unless otherwise agreed in a modification issued under this contract. In such instances, DHS will maintain property records.

**F. Contractor Purchased Property.**

Before purchasing any individual item required to support technical tasks performed pursuant to this SOW not included in the cost proposal that is equal to or exceeds \$5,000 or any individual item that was included in the cost proposal where the cost variance to the cost proposal is equal to or exceeds \$5,000, the contractor shall obtain the DHS S&T Contracting Officer's prior written consent. If the DHS S&T Contracting Officer 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 DHS S&T Contracting Officer will determine the final disposition of any such items in writing.

**G. Deliverables.**

The contractor shall provide all deliverables identified in this SOW directly to the DHS S&T COR and DHS S&T Contracting Officer, with a copy of the transmittal letter to the Financial Analyst.

**H. Monthly Status Report.**

The contractor shall deliver a monthly status report (MSR) to the DHS S&T COR, DHS S&T Business Operations Manager, SandT.Explosives.MSR@dhs.gov, and DHS S&T Financial Analyst on the 15th day of every month containing metrics pertaining to financial, schedule, scope, risk, and performance assessment information in S&T's provided template. This MSR will describe the previous 30 calendar days' activity, technical progress achieved against goals, difficulties encountered, recovery plans (if needed), plans for the next 30 calendar day period, and financial status (see Invoices below). The MSR template will be provided by the DHS S&T COR to the Contractor at project kickoff.

**I. Rate Changes.** All proposed rate changes must be sent to the S&T COR a minimum of 30 days in advance.

**J. Invoices.** The contractor shall deliver a monthly invoice to [invoicesat.consolidation@ice.dhs.gov](mailto:invoicesat.consolidation@ice.dhs.gov) on the 15<sup>th</sup> day of each month. Invoices shall contain the following details for both the month invoiced and cumulative: labor hours/person/task, labor cost, travel cost, indirect costs, material costs, other direct costs, and fee, if applicable. The invoice shall include cost per subtask (for the reporting period and the cumulative). Material costs for all hardware and software purchased as part of this contract shall be itemized in the invoice.

**K. Funding Requirements.** DHS will provide funding to the contractor in accordance with DHS's appropriations and available funds.

**L. Security Requirements.**

Work performed under this SOW will require access to classified information. The maximum level of classified access will be SECRET.

Classified work is required under this SOW, DHS will provide specific guidance to the contractor as to which work will be conducted in a classified manner and at which classification level. The contractor will also adhere to other applicable Government orders, guides and directives pertaining to classified work.

It is anticipated that the contractor will have access to SSI under this contract.

Each individual employed under the contract who will have access to sensitive information shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by a Permanent Resident Card (USCIS I-551). Any exceptions must be approved by the DHS S&T Chief Security Officer or designee. Contractor personnel on the contract having access to SSI data shall be required to have or obtain a DHS Suitability Clearance. All contractor employees and subcontractors with access to SSI shall sign a DHS Form 11000-6 (Non-Disclosure Agreement) and mark both the sensitive information box and the SSI box.

DHS has and will exercise full control over granting, denying, withholding, or terminating unescorted Government facility and/or sensitive Government information access for Contractor employees, based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and make a favorable entry of duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the contractor to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment contractor fitness (suitability) authorization will follow as a result thereof. The granting of a favorable EOD decision or a full contractor fitness (suitability) authorization determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by DHS, at any time during the term of the task order. No employee of the contractor shall be allowed unescorted access to a Government facility, access to any sensitive information or access to DHS IT Systems without a favorable EOD decision or contractor fitness (suitability) determination by the DHS Office of Security. Contract employees assigned to the task order not needing access to sensitive DHS information or recurring access to DHS facilities will not be subject to security contractor fitness (suitability) screening. Contract employees waiting and EOD decision may not begin work on the task order. Limited access to Government buildings is allowable prior to the EOD decision if the contractor is escorted by a Government employee. This limited access is to allow contractors to attend briefings,

nonrecurring meetings, and begin transition work. Classified information is Government information which requires protection in accordance with Executive Order 13526, National Security Information (NSI) as amended and supplemental directives. If the contractor has access to classified information at a DHS owned or leased facility, it shall comply with the security requirements of DHS and the facility. If the contractor is required to have access to classified information at another Government Facility, it shall abide by the requirements set forth by the agency.

Additional privacy and security related clauses may be added at time of award.

## **6.0 POINTS OF CONTACT**

The contractor's Points of Contact (POCs) are as follows:

Contractor shall fill in Contractor POCs. Government POCs will be filled in at award.