



Statement of Work for Laboratory Support for the DHS S&T Agricultural Defense Scientific Program at the Plum Island Animal Disease Center (PIADC)

**Directorate of Science and Technology
U.S. Department of Homeland Security**

1.0 Background

The Department of Homeland Security (DHS) is committed to using innovative technologies and scientific talent in our quest to make America safer. DHS' Science & Technology (S&T) Directorate is tasked with researching and organizing the scientific, engineering and technological resources of the United States and leveraging these existing resources into technological tools to help protect the homeland.

DHS S&T, Chemical and Biological Division, Agricultural Defense Branch has a mission to enhance current capabilities and develop state-of-the-art countermeasures for high priority foreign animal diseases. This includes near- and long-term research and development for vaccines and diagnostics, in coordination with internal and external stakeholders.

Based on the breadth of this mission, the DHS S&T Agricultural Defense Scientific Program at the Plum Island Animal Disease Center (PIADC) is critical to the development of disease countermeasures that can be deployed in the event of an outbreak, including vaccines, diagnostic technology, and biotherapeutics.

The Plum Island Animal Disease Center (PIADC) is a unique scientific research facility and a critical national asset. It provides the only U.S. research and confirmatory diagnostic capability for specific high-consequence foreign animal diseases, and is the only laboratory in the United States equipped with research facilities and livestock animal rooms that permit study of these diseases in livestock, such as cattle, sheep, and swine. It is the only U.S. laboratory authorized to study foot-and-mouth disease. PIADC is vital to successfully implementing a national strategy for protecting U.S. agriculture from a bioterrorist attack involving the intentional introduction of foreign animal diseases such as foot-and-mouth disease (FMD). PIADC supports the mission of DHS S&T Agricultural Defense Scientific Program, the United States Department of Agriculture's (USDA's) Agricultural Research Service (ARS), and the USDA's Animal and Plant Health Inspection Service (APHIS).

The DHS S&T Agricultural Defense Scientific Program conducts applied research on biological countermeasures against Foreign Animal Diseases in collaboration with USDA and industry. This contract is to support and supplement the DHS S&T Agricultural Defense Scientific

Program at PIADC including the development of vaccines, diagnostics and other countermeasures to mitigate the impact of Foreign Animal Diseases (FAD).

2.0 Statement of Work

1. The contractor shall provide qualified staff to perform the following tasks:

a. Animal Care Administrative Support (1 FTE)

- i. Support Veterinary Medical Officer (VMO) with record keeping for animal care support, to include animal health records, Institutional Animal Care and Use Committee (IACUC) supporting documents, and Standard Operating Procedures (SOP).

b. Animal Health Technician (AHT) Support (2FTE)

- i. Provide animal health Technician support to VMO and animal care staff.
- ii. Under the direction of the VMO, conduct animal clinical rounds to ensure compliance of all animal welfare requirements.
- iii. Assist animal care staff in collecting tissue samples and administering drugs under the direction of VMO.
- iv. Assist attending veterinarian and animal care staff with making drug cocktails for use in animal procedures

c. Clinical Veterinarian Support (1 FTE)

- i. Provide support to Attending Veterinarian for animal welfare issues. Conduct clinical rounds and prescribe treatment plans for injured/sick animals.
- ii. Provide support to Attending Veterinarian for IACUC support (assist in management and oversight of the Animal Research Branch (ARB) SOPs and animal care training programs).
- iii. Provide supervisory guidance and hands on training support for contractor animal care staff. Ensure that all contractor animal care staff are current in their training and follow approved policies and protocols.
- iv. Work with the Attending Veterinarian to ensure animal care staff has access to Veterinary support for weekends and Holidays.
- v. Assist Attending Veterinarian and animal care staff with making drug cocktails for use in animal procedures.

d. Veterinarian Consultant Support (0.5 FTE)

- i. Provide support for development and implementation of animal software program.
- ii. Work with DHS IT, IACUC, and Attending veterinarian to ensure the Sharepoint software program meets the animal welfare, IACUC and select agent requirements needed. Coordinates with Veterinarian and IACUC to ensure Animal Care policies and guidelines are in harmony with the Animal Software program.
- iii. Assists Clinical Veterinarian with supervisory guidance and hands on training support for contractor animal care staff.
- iv. Provide support to Attending Veterinarian for animal welfare issues. Conducts clinical rounds and prescribe treatment plans for injured/sick animals.

e. Animal Care Technical Support (8 FTE)

- i. Support Animal Care Branch for daily monitoring, care, and collection of test samples. Animal care duties include:
 1. Daily cleaning, feeding and observation of animals (to include horses, cows, pigs, sheep, rabbits, and rodents).
 2. Collection of samples (tissues, serum) from test animals as required.
 3. Under the direction of the VMO, provide drugs for treatments as required.
 4. Assist/perform euthanasia on animals at the end of studies.
 5. Assist in decontamination of animal rooms, and disposal of animals after test programs are completed.

A senior AHT or Clinical Veterinarian Support contractor may serve as the Contractor's onsite Program Manager and point of contact for the DHS S&T COR at PIADC.

The contractor shall provide these services using the labor mix that is most cost effective and beneficial to DHS. Specific labor requirements, including experience and education, for each of the above positions are listed in the table in section 3.0.

3.0 Labor Requirements

Support Areas or Labor Categories	Minimum/General Experience	Minimum Education	Schedule
(2a) Animal Care Administrative Support (1 FTE)	Minimum 2 years experience in animal care support experience. Individual must demonstrate experience with IACUC requirements (support DVM with animal records and controlled drug management) . Must be able to work with select agent materials (special security clearances required).	BA/BS or equivalent	40 Hr/Week
(2b) Animal Health Technician Support (2 FTE)	Minimum 3 years experience in animal care, with experience in large animal medicine and IACUC duties.	BS or equivalent degree, plus 2 years specialized training/certification in animal care	40 Hr/Week
(2c) Clinical Veterinarian (Large Animal) (1 FTE)	Minimum 1 years experience in large animal (swine, bovine) vaccine research trials. Experience must include working with experimentally infected large animals Must be able to obtain required clearances to work with select agent materials (special security clearances required).	Doctor of Veterinary Medicine (DVM)	40 Hr/Week
(2d) Veterinarian Consultant Support (0.5 FTE)	Minimum 10 years experience in large animal (swine, bovine) vaccine research trials. Experience must include working with experimentally infected large animals Must be able to obtain required clearances to work with select agent materials (special security clearances required).	Doctor of Veterinary Medicine (DVM)	15-20 Hr/Week
(2e) Animal Care Technical Support (8 FTE)	Minimum 6 months experience in care of laboratory animals, preferably large animals. Must be able to work with select agent materials (special security clearances required).	BA/BS or HS with specialized experience	80 Hr/Bi-Weekly, 10 days on, 4 days off

3.1 Work Hours. With the exception of the Clinical Veterinarian and the Animal Care Technicians, the contracted support personnel will perform work during the normal duty hours of DHS, Monday through Friday, for a total of 40 hours per week. The contract support Veterinarian Consultant will work during the normal duty hours at PIADC, Monday through Sunday, for a total of 15-20 hours per week. Some weekend or evening hours may be required. The Animal Care Technicians will work the same shift as the DHS animal care staff, which is a 10 day on, 4 day off, 80 hours per 2 week period. The contractor will not be required to furnish such services on national holiday or during non-working hours, except in the case of the Animal Care Technicians, which are required to work on scheduled weekends and holidays. Staffing or scheduling variations may be required to provide additional coverage.

3.2 Holidays. DHS is customarily closed on Government holidays with the exception of animal care support. If the contractor does not honor the Government holiday, the contracted personnel must make arrangements with the Government supervisor prior to the holiday. Continuity of operations during normal holiday and vacation time is not required, unless otherwise specified by DHS.

3.3 Standards of Conduct. Contracted personnel shall adhere to then-existing DHS laws, policies, and procedures, including standards of competency, conduct, appearance, and integrity. The contracting company shall be responsible for disciplinary action with respect to its participants' violations of any DHS laws, policies, and procedures. Additionally, DHS reserves the right to remove any contracted personnel for misconduct or violations of DHS or other Government policies, regulations, or laws.

3.4 Location. The support provided by contracted personnel will be provided at the Plum Island Animal Disease Center, located at Orient Point, New York.

3.5 Qualifications. The contractor shall ensure the availability of technically qualified participants to perform the tasks required by this SOW. The contractor is responsible for ensuring the qualified personnel apply for and obtain the necessary security clearances to work at Plum Island and provide documentation to DHS S&T Contracting Officer's Representative (COR) or Designee.

4.0 Other Contract Details

4.1 Period of Performance. The period of performance for this SOW is a base period of twelve (12) months from the contract award date, with four (4) one-year option year periods. This includes a 1 month transition period with both new and former contractors working simultaneously to ensure a smooth transition.

4.2 Travel. Travel is not required for most positions in the performance of the requested duties. Some travel may be required for the Program Manager AHTs for training. Should travel be required with the execution of a task, a request for travel must be submitted, in writing, to the COR no less than five (5) business days in advance of the travel event. The DHS S&T COR must approve the travel request in writing in advance of the travel event. All travel and other direct costs associated with the execution of a task will be reimbursed in accordance with the

limits set forth in the Federal Travel Regulations and shall not be burdened with fee or overhead. In order for reimbursement of travel, the contractor must provide appropriate supporting documentation and any additional justification documentation if requested. The COR, the DHS S&T Special Assistant for International Policy, and the Contracting Officer must approve all foreign travel.

4.3 Training. Some training may be required in the performance of requested duties. Such training includes, but is not limited to, enrollment and participation in *1) AALAS or AALAC accredited courses, workshops, and meetings; 2) animal technician certification courses and workshops*. Travel and expenses associated with contracted support personnel training will be approved and reimbursed in accordance with DHS policy.

4.4 DHS-Furnished Information. DHS will provide certain DHS information, materials, and forms unique to DHS to the Contractor to support certain tasks under this SOW.

4.5 DHS-Furnished Facilities, Supplies, and Services. Basic facilities such as work space and associated operating requirements (e.g., phones, desks, utilities, desktop PCs, and consumable and general purpose office supplies) will be provided to the contractor's personnel located at PIADC.

4.6 Place of Performance. All work will be performed at the PIADC facility in Orient Point, NY.

4.7 DHS-Furnished Property. DHS property will not be provided to the contractor unless otherwise agreed. In such instances, DHS will maintain property records.

4.8 Deliverables. The contractor will provide all deliverables, identified in Section 5.0 of this SOW, directly to the DHS COR, with a copy of the transmittal letter to the Contracting Officer. The Contractor shall produce the following deliverables in support of their efforts performing the tasks listed above:

- Monthly Reports- The reports must include financial, schedule, and scope information. They will be submitted to the S&T COR. The Contractor and the S&T COR shall mutually agree on the format, detailed content requirements, and monthly due date after contract award.
- Contract Phase In Plan – the successful contractor shall submit a comprehensive transition plan within ten days of award to be approved by the S&T COR. The objective of the plan is to prevent disruption of support and services during contract transition. The transition will be tailored to the requirement and may include but is not limited to:
 - Coordination with Government representatives
 - Review, evaluation, and transition of current support services.
 - Transfer of all necessary business and/or technical documentation

4.9 Publications/Patents. All manuscripts must be approved prior to submission by the DHS S&T COR. Scientific and technical support performed for DHS S&T is subject to the Bayh Dole Act, as per FAR Part 27.

4.10 Funding Requirements. DHS will provide funding to the Contractor in accordance with DHS's appropriations and available funds.

4.11 Security Requirements. All work performed under this SOW is unclassified unless otherwise specified by DHS. If 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 participants will also adhere to applicable government orders, guides, and directives while performing the work hereunder.

4.12 Security Management. The Contractor's Senior Manager shall interface with the DHS Security Office through the COR on all security matters, to include physical, personnel, and protection of all sensitive documents/material handled by the Contractor. The COR and DHS Security Office will have the right to inspect procedures, methods and facilities utilized by the Contractor to comply with the security requirements under this task order. Should the COR or DHS Security Office determine the Contractor is not in compliance with the security requirements of the task order, the Contracting Officer will notify the Contractor, in writing, of the appropriate action that will be taken to rectify any non-compliance to the task order security requirements.

4.13 Suitability Determination. DHS shall exercise full control over granting, denying, withholding or terminating unescorted government facility and/or access to or handling of both classified and sensitive Government information to Contractor employees based upon the results of a background investigation. DHS may, as it deems appropriate, authorize and grant a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees 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 suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability 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 without a favorable EOD decision or suitability determination by the Security Office. Contract employees assigned to the task order not requiring access to sensitive DHS information or recurring access to DHS facilities will not be subject to security suitability screening.

Contract employees waiting for an EOD decision may begin work on the task order provided they do not access sensitive Government information. 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, non-recurring meetings and begin transition work.

4.14 Background Investigations. All Contractor staff performing work at for DHS S&T must submit applications for suitability screening based upon a Limited Background Investigation (LBI) for employment. Prior to commencing work, results with no adverse findings from the Special Agency Check (SAC) or National Agency Check (NACI) investigation must be provided to the PIADC security department.

In addition to the LBI, individuals filling the contractor positions at PIADC shall be required to obtain and maintain a Security Risk Assessment for Select Agent Access through the United States Department of Justice (DOJ).

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the task order, requiring access to sensitive information, shall undergo a position sensitivity analysis based on the duties each individual will perform on the task order. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through the DHS Security Office. Prospective Contractor employees shall submit the following completed forms to the DHS Security Office. The Standard Form 85P will be completed electronically, through the Office of Personnel Management's e-QIP SYSTEM. The completed forms must be given to the DHS Security Office no less than thirty (30) days before the start date of the task order or thirty (30) days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

- a. Standard Form 85P, "Questionnaire for Public Trust Positions"
- b. FD Form 258, "Fingerprint Card" (2 copies)
- c. Conditional Access To Sensitive But Unclassified Information Non-Disclosure Agreement
- d. Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act

Required forms will be provided by DHS at the time of award of the task order. Only complete packages will be accepted by the DHS Security Office. Specific instructions on submission of packages will be provided upon award of the task order.

Be advised that unless an applicant requiring access to sensitive information has resided in the US for three of the past five years, the Government may not be able to complete a satisfactory background investigation. In such cases, DHS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this task order for any position that involves access to or development of any DHS Information Technology (IT) systems. DHS will consider only U.S. Citizens for employment on this task order. DHS will not approve LPRs for employment on this task order in any position that requires the LPR to access or assist in the development operation, management or maintenance of DHS IT systems. By signing this task order, the Contractor agrees to this restriction. In those instances where other non-IT requirements contained in the task order can be met by using LPRs, those requirements shall be clearly described.

4.14 Information Technology Security Clearance. When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor shall provide for the administrative control of sensitive data being processed and adhere to the procedures governing such data as outlined in "DHS IT Security Program –

Publication DHS MD 4300.Pub". Contractor personnel must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractors who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

4.15 Information Technology Security Training and Oversight. All Contractor employees using Department automated systems or processing Department sensitive data shall be required to receive Security Awareness Training. This training will be provided by the appropriate component agency of DHS.

Contractors involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices and systems rules of behavior. Department Contractors, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. Supervisors should be aware of any unusual or inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures shall be reported to the local Security Office or Information System Security Officer (ISSO). The government's ISSO may be a contracted employee authorized to give Information Security System requirements and direction on behalf of DHS.

4.16 Compliance. The Contractor shall comply with all applicable federal, state, and local regulations, laws, and statutes, as well as overall DHS and specific PIADC policies and procedures. The contractor shall comply with applicable requirements specified by DHS.

4.17 Publications/Patents: All manuscripts must be approved prior to submission by DHS S&T COR. Contractors will comply with patent laws consistent with those of federal employees.

5.0 Deliverables

5.1 Monthly scientific reports will be delivered to the DHS S&T COR according to mutually agreed upon format and content requirements

5.2 Monthly reports, including financial, schedule, and scope information, risk information and an assessment of performance will be delivered to the DHS S&T COR. Financial data should include monthly expenditures for labor, travel and equipment.

6.0 Points of Contact

Document #: HSHQDC-14-R-00002

The DHS POCs are as follows:

- **DHS S&T Contracting Officer Representative –**
TBD
- **Resource Manager**
TBD

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