

SECTION 01593 - SECURITY REGULATIONS

PART 1 - GENERAL

1.1 GENERAL SECURITY REQUIREMENTS

- A. Bidding Clearances: Bidders will be required to comply with security regulations imposed by the occupying agency including any necessary clearances. Access to the project site will be limited to specific times established by the Government.
- B. Construction Clearances Quality Control for contractor employees requiring access to THE building: The general contractor shall appoint a Homeland Security Presidential Directive/HSPD-12 (HSPD-12) Security Coordinator whose responsibilities will include comprehension and implementation of the background investigations for all contractor employees and tracking each contractor employee (CE) through the HSPD-12 implementation process. Critical steps in this process are time sensitive and failure to meet these deadlines will result in delays or failure to obtain the GSA badge. Security Coordinator responsibilities:
- a. Produce a matrix depicting CEs and HSPD-12 procedures. The CEs that will be entering buildings shall be shown along the y-axis (left margin), and the entire Step by Step Procedures along the x-axis (top of table) including correspondence generated by GSA pertaining to the implementation process sent to individual employees. For each of the procedures (steps), indicate the required step start date, actual start date, required and actual completion dates. Intent is to accurately track all aspects of the HSPD-12 access badge requirements.
 - b. The contractor's HSPD-12 Security Coordinator shall meet with each employee requiring a badge and review all aspects of the HSPD-12 process. The Security Coordinator shall review all document fields and shall explain how to complete all fields.
 - c. The contractor shall provide computer access and an individual e-mail address for each employee. Computer access shall not be via public access computer. The contractor's HSPD-12 Security Coordinator shall have access to the e-mail addresses and shall track and document (by entering data into the matrix) all employee and GSA correspondences.
 - d. The contractor's HSPD-12 Security Coordinator responsibilities include timely submission of all documentation required by HSPD-12 Step by Step Procedures.
 - e. Submit the updated matrix to the GSA Security Liaison and Contract Officer weekly.
 - f. Attend all progress meetings until all CEs have been given badges.
 - g. Include this task in the project schedule. The schedule shall include ten days from notice to proceed to submit completed FPS HSPD-12 PSI CONTRACT INFO WORKSHEETS for each CE requiring building access. Allow twelve weeks beginning at the submission of the CONTRACT INFO WORKSHEETS for securing temporary CE badges.
- C. Construction Clearances for contractor employees requiring access to the building: After award of the Contract, all Contractor employees shall be required to furnish information for security
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clearances and shall comply with security regulations as imposed by the occupying agency and the Homeland Security Presidential Directive/HSPD-12. All Contractor employees working in buildings must obtain a GSA Badge

- a. Contractor personnel requiring unescorted physical access to the site will receive a background investigation. The scope of the investigation will depend on the risk level of the person's position. For risk information refer to the attached HSPD-12 Implementation and Process Package, (2.). Consider the risk level for persons entering buildings at these sites as moderate.
 - b. Contractor fingerprints may be taken by personnel referenced on the attached HSPD-12 Implementation and Process Package, (1.C.).
 - c. For Contractor Personnel – Background Investigation Processing Procedures refer to the attached HSPD-12 Implementation and Process Package, (5.).
 - d. Contractor Personnel are responsible for providing the Contracting Officer/Contracting Technical Representative accurate information necessary to complete the FPS HSPD-12 PSI Contractors Information Worksheet (see attached). After the processing of the HSPD-12 Contractor Personnel will receive notification of an invitation to enter the Electronic Questionnaire for Investigations and Processing (e-QIP) system. Contractor Personnel will enter the e-QIP system and complete the computer based security investigation form (required within 7 working days of notification). Refer to the attached Quick Reference Guide for the e-QIP system attached. Note: use the attached Quick Reference Guide to establish requirements and price the tasks associated with the implementation process. The contractor shall contact the Contracting Officer and secure the latest applicable security regulations and process CE's security clearance/badging accordingly. Upon successful completion and acceptance the system will generate a (1) general release form (2) medical release form and (3) an Investigation Request #. Contractor Personnel will sign the waiver form, have two fingerprint cards completed, make a copy of two different forms of a photo ID (list of acceptable forms of ID attached) along with any additional requirements identified and provide all forms and information to the Contracting Officer/Contracting Technical Representative.
- D. All Contractor personnel must be legal American citizens and provide proof of citizenship prior to entering the job site.

1.2 GENERAL SECURITY REGULATIONS

- A. Nonpublicity: It is a specific condition of this Contract that the Contractor, or any subcontractors performing work on this project, shall not use or allow to be used any aspect of this project for publicity or advertising brochures.
 - B. Agency Security Regulations: All persons employed within the boundaries of the property or restricted-access areas therein, and all persons permitted to enter such property and areas shall comply with the security regulations that have been established for this Contract.
1. The Contractor agrees on behalf of himself and all subcontractors that the following security regulations will be observed by Contractor and subcontractor personnel on the

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escorts may be provided and is separate and distinct from any notices required for utility shutdown or other outages. Also, the Contractor shall notify the Government if personnel will not report to the job site on a particular day so that the security escort can be released for other duties.

8. A detailed weekly schedule shall be submitted once a week by the close of business on the last day of the previous week's work. The schedule shall include the following:
 - a. Specific location of work for each trade.
 - b. Description of work for each trade.
 - c. Number of persons who will be on site for each location and trade.
 - d. Specific impacts required, such as equipment or utility shutdowns.
 - e. Hours of operation.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION (Not used)

END OF SECTION 01593