**Jacket:** 741-835

**Title:** Document Scanning (St Paul Project)

**Agency:** DOD

**Bid Opening:** June 18, 2026 at 11:00 AM

| Contractor Name | Bid | Terms | | Discounted Total |
|---|---|---|---|---|
| MEI Mail and Document Services (000-57289) | $17,245.35 | 0.0% | 0 | $17,245.35 |
| *Crawford Technologies USA, INC. (310-24385) | $22,438.75 | 3.0% | 10 | $22,438.75 |
| OMNI Pro INC. (040-65723) | $34,236.00 | 1.0% | 5 | $34,236.00 |
| Global Solutions Group, INC (000-00000) | $35,702.25 | 2.0% | 15 | $35,702.25 |
| Court Record & Data Management (070-23959) | $38,116.90 | 2.0% | 20 | $37,354.56 |
| MapleBear Consultants, LLC (New endor) | $41,088.11 | 0.0% | 0 | $41,088.11 |
| Ovation Data Services, INC. (000-00000) | $44,983.60 | 0.0% | 0 | $44,983.60 |
| Oready, LLC (000-95647) | $49,814.32 | 1.5% | 7 | $49,814.32 |
| Lyceum Dynamics, LLC (000-00000) | $129,563.54 | 0.0% | 0 | $129,563.54 |
| Holder PrintWorks, LLC (000-00000) | $298,795.50 | 0.0% | 0 | $298,795.50 |

* = Awarded

JH/AR

U.S. Government Publishing Office (GPO)
Government Publishing and Printing Procurement
General Terms, Conditions, and Specifications
for the procurement of
Document Scanning (St Paul Project)
As requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of Defense

**BID OPENING:** Bids shall be opened at **1:00 p.m.,** prevailing Eastern Standard Time, on **June 18, 2026** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

Any questions before or after award concerning these specifications contact Juliann Handziak at Jhandziak@gpo.gov or (614) 488-4616, Ext. 3. No collect calls.

**BID SUBMISSION:** Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number 741-835 and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**BIDDERS PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, pages 8-9**.**

**INSPECTION OF MATERIAL**: Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, Contract Clauses, 7. Government Furnished Property (GFP). If at that time there is disagreement with the description or requirements as presented in the specifications and prior to the performance of any work, the contractor shall contact the contract administrator Juliann Handziak at 614-488-4616, x3. Failure to bring any discrepancies to the attention of the GPO will not relieve the contractor of the responsibility to perform. An accurate number of originals cannot be determined at this time. Contractor must inform the US GPO Publishing Specialist via email immediately if furnished material is 10% more than estimated count.

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18).

- GPO Contract Terms (GPO Publication 310.2): https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable. information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:
(a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
(b) Address information, such as street address or personal email address; and,
(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.
The Government retains the right to conduct on-site security reviews at any time during this contract.
1.The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract.
2.Explain how all accountable materials will be handled throughout all phases of production.
3.How the disposal of waste materials will be handled; and,
4.How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

The Contractor shall assume all records are unclassified, as all previously classified records should have been declassified. There could be instances where the record(s) were declassified (noted on the first page), but the markings on subsequent pages were not properly removed. In the event records are found with classified markings, the Contractor shall immediately protect the record and contact DOE.

The Contractor must utilize a Federal accredited moderate boundary network to ensure the protection of Federal records. The records may contain Controlled Unclassified Information (CUI) and in most cases are not marked properly or have old markings. The Contractor must safeguard the records, and the records must be kept under an authorized person's direct control or protected with at least one physical barrier to protect CUI from unauthorized access. When not in an authorized holder's direct possession, CUI will be kept in a locked desk drawer, filing cabinet or within a locked office as long as the CUI is protected from unauthorized viewing. DOE O 471.7, Controlled Unclassified Information (CUI) Paragraph 4f(4)v

## See attached for General security requirements and guidance

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement

2) Most recent balance sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet application program is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html .

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.

NOTE: Partial Payments, as defined in GPO Pub. 310.2, Contract Terms, Contract Clause 25, are authorized provided that each payment request is for one or more completed lots (payment for a partial lot will not be permitted). Payment requests must include the signed certification for each lot, with the DOD coordinator's signature of acceptance, for each invoice submitted to GPO. Lots will be determined after award, with agreement between the DOD, GPO, and the contractor.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES.

**GOVERNMENT IN-PLANT INSPECTIONS**: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

**TITLE: Document Scanning (St Paul Project)**

**PRODUCT:** These specifications cover scanning of five individual collections. A total of 98 boxes to be picked up from two different locations, approximately 258,000 total documents (86 boxes) of documents to be scanned and 1 box of Microfiche to be digitalized. 12 boxes, approximately 36,000 documents, to be shredded ONLY. Boxes are standard banker boxes (10" H x 12" W x 15" D). More information on collection below. Award will be based on scanning documents into multi-page-PDF files, and an estimated total of 258,000 originals.

**QUANTITY:** Approximately 258,000 Originals, 86 boxes to be scanned/ digitalized. Approximately 36,000 Originals, 12 boxes to be shredded ONLY.

**DESCRIPTION:** PREDOMINANT PRODUCTION FUNCTION: Scanning Services (NO PRINTING REQUIRED).

**SCOPE:** This statement of work is for digitization for approximately 258,000 sheets/ Microfiches, 86 boxes of paper copy records and Microfiche. Along with only shredding 12 boxes of paper copy records.

Contractor will be required to separate each page for scanning. Contractor may disassemble and unbind to scan the furnished document to get it ready for scanning.

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact Publishing Specialist at Jhandziak@gpo.gov.

**CHAIN OF CUSTODY:** Chain of custody must be maintained at all times on ALL collections. Documentation may be requested at any time to verify this. Procedures needed for ALL collections handing material are use of transfer of custody form and tamper-proof seal on truck. No special procedures are needed during production.

**PICKUP LOCATION:**
The vendor will be escorted at all times while in the Government facility.

Pickup boxes with original contents at two different locations:
49 boxes to be picked up at the district office in St Paul MN (332 Minnesota St., Suite E1500, St. Paul, MN 55101)

49 boxes to be picked up at the field office location in Hayward, WI (10637 Hayward Court Unit 2 Hayward, WI 54843 phone: 651-290-5883

**Collection: St. Paul Project**

**QUANTITY:** Approximately 258,000 sheets, 86 boxes.

**TRIM SIZE:** Material will consist of 4x6” to Oversized documents (over 11x17”) sheets, CD’s, and Microfiche. See products to be scanned for breakdown.

**PRODUCTS TO BE SCANNED:** Hard copy original documents furnished in 86 storage boxes. 85 boxes contain paper documents and 1 box contains microfiche. Documents will consist of but not limited to single-sided documents, double-sided documents, black only, color, grayscale, handwritten, laser print, Line-work, photocopies, text, typewritten, colored paper and plain white paper. Documents range from 2-sided GBC bound documents, envelopes, forms (8.5 x 11”), half pages, maps, Non-standard sizes (not 8.5 x 11 or 8.5 x 14) sheets, Oversized documents (any document over 11 x 17”), photos, paper clipped documents and stapled documents. Documents in this collection are in good quality and poor quality along with containing frayed edges throughout. CD’s possible throughout collection. All CD’s to be transferred/digitized suitable to media content. Documents to be converted to PDFs and photos are to be left in original format if readable. If photos are not in a readable, they are to be converted to a suitable file format.

Descriptions for paper records:
64% No Intervention: Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11, 8-1/2 x 14, or 11 x 17).

20% Light Intervention: Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

10% Medium Intervention: Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

5% Heavy Intervention: Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consists of light and/or medium intervention. For example: documents of various standard sizes and may include folded, torn, or stuck-together pages.

1% Glass Work: Defined as copies made from originals that can only be scanned manually on the scanner glass and may include but not limited to, receipts, half-pages, envelopes, onion skin, or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

- The contractor is to prepare all documents for scanning (i.e. removing staples, paper clips, rubber bands and other binding methods).
- Documents do not need to be reassembled
- Books can be cut apart
- Color Mode to be CMYK
- Image clean up required _ Deskew (Image Straightened), Despeckle (Remove spots/Dirt), Image Cropping (Excess border removed)
- OCR IS required
- Metadata requirements: NOT Required
- Bates numbering requirements: NOT Required
- Naming Convention: Save each project as MVP-year-project #, i.e. "MVP-2022-12345"
- Section 508 accessibility requirements: NOT required
-Files NOT to be compressed to reduce file size

**DELIVERABLE:** Contractor to provide Multiple page PDFs of files within each box.
The documents do not need to be re-stapled or re-bound, but the order needs to remain intact.

Contractor to store ALL documents/ 98 boxes (Est. 294,000 documents for 6 months) until the written approval for has been provided by GPO. Once approval is provided contractor is to dispose of all documents. Documents are to be reduced to a size that ensures ALL the information is unreadable/unidentifiable. Letter of destruction is required.

Waste must be destroyed in a manner that it is not possible to recreate the product; i.e. burning, pulping, shredding, macerating, or other suitable means. If the contractor selects shredding as a means of destruction, it must be a crosscut shredder with a maximum size of 5/32 x 1-1/2" crosscut particles.

**Damaged Microfiche:** If the contractor determines that any piece is damaged to the extent that a viable scan cannot be made, the contractor is required to document the collection name/location and number of the damaged pieces. All damaged, unscannable pieces shall be recorded on an Excel spreadsheet and submitted to the customer through the GPO Contract Administrator. The contractor is responsible for maintaining the integrity of the microfiche as they are furnished by the government. The contractor will be required to inspect all pieces to determine their suitability for scanning.

**STORAGE MEDIA:** Contractor to provide two copies of files. Files to be stored/ provided on two identical contractor supplied portable hard drive suitable for data required.

**GOVERNMENT TO FURNISH (GFM)**:
Pickup boxes with original contents at two different locations:
49 boxes to be picked up at the district office in St Paul MN (332 Minnesota St., Suite E1500, St. Paul, MN 55101)

49 boxes to be picked up at the field office location in Hayward, WI (10637 Hayward Court Unit 2 Hayward, WI 54843 phone: 651-290-5883

POC:
AJ Kitchen, Anthony.J.Kitchen@usace.army.mil, Phone (work) 651-290-5729 and (work cell) 262-623-2282
Tonya Acuff, Tonya.Acuff@usace.army.mil, Phone (Office) 601-634-5821 and (Cell) 601-831-5821

**Contractor NOT to contact POC's until after award.**

NOTE: CONTRACTOR MUST INFORM GPO IMMEDIATELY IF ORIGINALS FURNISHED IS MORE THAN 10% OVER THE ORIGINAL ESTIMATED ORIGINALS. DO NOT PROCEED UNLESS INSTRUCTED BY GPO.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

**PROOFS: Proofs will NOT be required; contractor is responsible that output is in conformance with visuals provided.**

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**QUALITY OF SCANNING:** QUALITY OF SCANINNG: 3 Star - 300 ppi, 8 or 16 bit - Web viewing, some digital printing, and OCR capable. (Three-star imaging defines a very good professional image capable of serving for almost all uses.)

**The contractor is responsible to appropriately scan each original source document, with scanner settings established for each image scanned as appropriate to ensure the 100% accuracy of image capture. Images must be scanned appropriately for accurately capturing all color, grayscale, and text values as applicable and in accordance with all contract requirements.**

**SCHEDULE**: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order will be e-mailed from U.S. Government Publishing Office by: **June 25, 2026.**

**Deliver completed product (All scans completed, named, and hard drives delivered) no later than December 30, 2026 (6 Months)**

Contractor to make arrangements after award to pick up 98 estimated boxes from the location listed below.

**ALL COSTS FOR PICK UP OF DOCUMENTS TO BE INCLUDED IN THE BID UNDER LINE ITEM 8.**

**ALL COST FOR SHREDDING 98 BOXES TO BE INCLUDED IN THE BID UNDER LINE ITEM 7.**

**RECEIPT FOR DELIVERY**: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

**DISTRIBUTION:** F.O.B. Destination. All pickup and shredding charges are to be included in the bid.

Hard drives to be delivered to St. Paul, MN 55101. Address is to be provided once scanning has been completed.

## ALL BOXES TO BE PICKED UP BY July 10, 2026

Contractor to store all digitized files/ boxes of originals for at a minimum of 6 months once scanning has been completed. Written approval will be provided once files have been reviewed and accepted provided by GPO.

**DETERMINATION OF AWARD:** The Government will determine the lowest offer by applying the prices listed in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered. The bidder must make an entry in each of the spaces provided.

The following item designations correspond to those listed in the “Schedule of Prices.”

1. Up to 8-1/2 x 11"
2. Over 8-1/2 x 11" up to 8-1/2 x 14"
3. Over 8-1/2 x 14" up to 11 x 17"
4. Over 11 x 17" up to 24 x 36"
5. Microfiche
6. CD’s
7. Shredding
8. Transportation (Pickup both locations St. Paul, MN and Hayward, WI)

**SCHEDULE OF PRICES (PAGE 1 OF 2)**

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (no bid), NA (not applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government. All vouchers submitted to the GPO shall be based on the most economical method of production.

For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages.

**INCLUDE THE FOLLOWING YOUR BID**

| | ITEM PRICE | Added Rate/Each |
|---|---|---|
| 1. Up to 8-1/2 x 11" (178,500) | $ _____ | $ _____ |
| 2. Over 8-1/2 x 11" up to 8-1/2 x 14" (38,250) | $ _____ | $ _____ |
| 3. Over 8-1/2 x 14" up to 11 x 17" (25,500) | $ _____ | $ _____ |
| 4. Over 11 x 17" up to 24 x 36" (12,750) | $ _____ | $ _____ |
| 5. Microfiche (3,000) | $ _____ | $ _____ |
| 6. CD's (20) | $ _____ | $ _____ |
| 7. Shredding (98) | $ _____ | $ _____ |
| 8. Transportation (98) | $ _____ | $ _____ |

**TOTAL BID**: $_____

**DISCOUNTS:** Discount is offered for payment as follows: _____ Percent, _____calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within_____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.
Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) _____
_____(Initials)

*****NOTE: SUBMIT BOTH PAGES 8 AND 9 VIA EMAIL (BIDS@GPO.GOV)*****

## SCHEDULE OF PRICES (PAGE 2 OF 2)

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages (pgs. 8 - 9) that include the Jacket Number, Bid/Unit Prices, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

_____ _____
(Company Name) (GPO Contractor's Code)

_____
(Street Address, City, State and Zip Code)

_____
(Printed Name and Title) (Telephone number)

_____
(Signature) (Date)

_____ _____
(E-Mail) (Facsimile Number)

**********

**THIS SECTION FOR GPO USE ONLY**

Contracting Officer Review_____Date_____Certifier_____Date_____
(initials) (initials)

*****NOTE: SUBMIT BOTH PAGES 8 AND 9 VIA EMAIL (BIDS@GPO.GOV)*****

Attachment #1_ General Security Requirements and Guidance

**1. General security requirements and guidance:** The security requirements described below apply to all contract personnel (including employees of the prime Contractor ("Contractor") and all subcontractor employees) supporting the performance requirements of this contract. The Contractor is responsible for compliance with these security requirements. Questions regarding security matters shall be addressed to the designated Government representative (e.g., Contracting Officer Representative (COR), Requiring Activity (RA) representative, or Contracting Officer (if a COR or other RA representative is not appointed)). Contract personnel are critical to the overall security and safety of US Army Corps of Engineers (USACE) installations, facilities and activities, and security awareness training contributes to those efforts. The Department of Defense (DoD) and Army security training requirements specified below, if applicable, are performance requirements; all applicable contract personnel shall complete initial training within 30 days of contract award or the date new contract personnel begin performance on the contract. Within five business days from the completion of training, the Contractor shall provide written documentation (e.g., email or memorandum) to the Government representative. The documentation shall include the names of contract personnel trained and which training they completed; the Contractor shall maintain training records as part of their contract files and be prepared to provide copies of training certificates to the Government representative. Contractor personnel and vehicles are subject to search when entering federal installations. Additionally, all contract personnel shall comply with Force Protection Condition (FPCON) measures, Random Antiterrorism Measures (commonly referred to as "RAMs"), and Health Protection Condition (HPCON) measures. The Contractor is responsible for meeting performance requirements during elevated FPCON and/or HPCON levels in accordance with applicable RA plans and procedures—this includes identifying mission essential and non-mission essential personnel. In addition to the changes otherwise authorized by the changes clause of this contract, should the FPCON or HPCON levels at any individual facility or installation change, the Government may implement security changes that affect contract personnel. The Contractor shall ensure all contract personnel are aware of their security responsibilities, including any site-specific requirements identified in local policies or procedures.

**2. Antiterrorism (AT) Level I training:** All contract personnel requiring routine access to Army installations, facilities, and controlled access areas, or requiring network access shall complete initial and annual refresher AT Level I awareness training. Online AT Level I awareness training is available at https://jko.jten.mil/ (website subject to change).

**3. Physical security and access control requirements:** All contract personnel requiring physical access to a federal installation or facility shall comply with the access control procedures of that location. Contract personnel requiring unescorted access to meet contract performance requirements on a DoD installation in the US shall be vetted by the installation/facility Provost Marshal/Directorate of Emergency Services/Security Office using the National Crime Information Center-Interstate Identification Index (commonly referred to as "NCIC-III") and Terrorist Screening Database (commonly referred to as "TSDB"). Contract personnel shall comply with all personal identity verification requirements specified in installation/facility policies and procedures.

Contract personnel who do not meet requirements for unescorted access to USACE facilities shall coordinate escorted access with the Government representative, as needed. Contract personnel who receive keys, access cards, or lock combinations that provide access to government-owned property shall comply with key and lock control procedures of the RA.

**4. Contract personnel requiring a common access card (CAC):** Contract personnel will be issued a common access card (CAC) only if duties involve one of the following: (1) both physical access to a DoD facility and access to DoD information systems or networks; (2) remote access to a DoD information system or network using DoD-approved remote access procedures; or (3) physical access to multiple DoD facilities or multiple non-DoD federally controlled facilities on behalf of the DoD on a recurring basis for a period of 6 months or more. Before CAC issuance, contract personnel must have, at a minimum, a favorably adjudicated Tier 1 investigation or an equivalent or higher investigation in accordance with applicable Army regulations and Homeland Security Presidential Directive-12 (HSPD-12). At the discretion of the RA, an initial CAC may be issued based on a favorable review of a fingerprint check and a successfully scheduled Tier 1 investigation with the National Background Investigations Bureau. The RA provides contract personnel with additional information and forms to initiate the CAC issuance process, and/or to initiate background investigations, when required. Contract personnel shall complete these processes within established timelines to avoid delays.

**5. Security requirements for contract performance outside the US:** For contract performance requirements that involve services or delivery in a foreign country, the Contractor shall comply with the requirements of DFARS clause 252.225-7043, as applicable. For performance requirements that involve contract personnel accompanying or supporting US Armed Forces deployed outside the US, the Contractor shall comply with the requirements of DFARS clause 252.225-7040, as applicable. Contract personnel accessing DoD or other federal facilities outside the US shall comply with applicable Status of Forces Agreements and Geographic Combatant Command requirements. Prior to contract personnel traveling outside the US, the Contractor shall provide documentation of AT, OPSEC, and other required training to the COR, or other RA representative. Additionally, contract personnel shall comply with travel requirements specified in the DoD Foreign Clearance Guide, including country and theater clearance processes.

**6. Suspicious Activity Reporting training (e.g. iWATCH, CorpsWatch, or See Something, Say Something):** All contract personnel shall receive initial and annual refresher training from the RA representative on the local suspicious activity reporting program. This locally developed training provides contract personnel with general information on suspicious behavior, and guidance on reporting suspicious activity to the project manager, security representative or law enforcement entity.

**7. Contract personnel requiring access to Government information systems:** All contract personnel with access to a government information system (including USACE business systems and CAC-enabled websites) shall comply with applicable DoD and

Army regulations, and shall use the organization's UserID-Password Administration and Security System (U-PASS) at commencement of services to request network user accounts. Contract personnel shall complete DoD Information Assurance Awareness training prior to accessing information systems, and annually thereafter.

**8. Contracts requiring a formal OPSEC program:** The Contractor shall develop an OPSEC SOP/Plan within 90 days of contract award. The OPSEC SOP/Plan shall be reviewed and accepted by the RA OPSEC Officer. This plan will include a process to identify critical information, where it is located, who is responsible for it, how to protect it, and why it needs to be protected. In accordance with Army and DoD regulations, the contractor shall have a certified Level II OPSEC coordinator, who shall ensure OPSEC compliance during contract performance.

**9. Training requirements for the protection of sensitive information:** All contract personnel with access to critical information (as identified in the RA's OPSEC Program) shall complete initial and annual refresher OPSEC Level I Awareness training, which is available at the following websites: https://www.iad.gov/ioss/, or http://www.cdse.edu/catalog/operations-security.html (websites subject to change). All contract personnel with access to Controlled Unclassified Information (CUI) shall complete initial and annual refresher CUI training in accordance with applicable Army policy.

**10. Information Assurance (IA)/Information Technology (IT) requirements:** All contract personnel performing IA/IT services must comply with DoD training and certification requirements specified in DoD 8570.01-M, Information Assurance Workforce Improvement Program. Contract personnel shall provide the Government representative with documentation of requisite certification(s) prior to performing on the contract. In accordance with applicable DoD, Army, and USACE regulations, the Contractor shall ensure that all information systems (IS) and platform information technology (PIT) systems developed and/or supported under this contract comply with cybersecurity and architectural requirements, including, but not limited to: security technical implementation guides (STIG)(e.g., the current version of the Application Security and Development STIG, and the internet access point (IAP) demilitarized zone (DMZ) STIG), and the use of security controls developed under the risk management framework documentation for the system or platform. The Contractor shall address questions regarding these provisions to the Government representative, who will coordinate between the Contractor and the USACE Chief Information Officer (CIO).

**11. Contracts requiring handling or access to classified information:** The prime Contractor shall have a Facility Clearance (FCL) at the appropriate level prior to performance on the contract; the RA will sponsor the prime contract company in obtaining the FCL. All cleared contract personnel shall comply with the FCL requirements, as well as applicable laws and regulations regarding contractor access to national security information. For classified contracts, the RA will generate the DD Form 254, which will be attached to the contract.

**12. Threat Awareness Reporting Program:** All contract personnel who maintain an active security clearance shall receive initial and annual refresher training on the Threat Awareness and Reporting Program (commonly referred to as “TARP”), provided by a Counterintelligence Agent. As determined by the servicing Counterintelligence Agent for the RA, contract personnel may complete web-based TARP training.

**13. Escorting in classified and/or sensitive areas:** In accordance with applicable regulations, all contract personnel who do not possess the appropriate security clearance or access privileges will be escorted in areas where they may be exposed to classified information or operations, sensitive information or activities, or restricted areas.

**14. Pre-screen candidates using E-Verify Program:** Contractors shall comply with the requirements set forth in FAR clause 52.222-54 Employment Eligibility Verification and FAR Subpart 22.18 in using the E-Verify Program at (https://www.e-verify.gov/) (website subject to change) to meet the contract employment eligibility requirements. Contractors are encouraged to cooperate with Federal and State agencies responsible for enforcing labor requirements to include eligibility for employment under United States immigration laws in accordance with FAR 22.102-1(i). An initial list of verified/eligible candidates shall be provided to the COR no later than three business days after the initial contract award. When contracts are with individuals, the individuals will be required to complete a Form I-9, Employment Eligibility Verification, and submit it to the Contracting Officer to become part of the official contract file.

**15. Contracts requiring armed security guards:** All contract personnel performing contract security guard duties shall comply with the Individual Reliability Program in accordance with AR 190-56 (The Army Civilian Police and Security Guard Program), as well as applicable installation, facility and area commander installation/facility policies and procedures regarding storing weapons and ammunition in accordance with AR 190-11 (Physical Security of Arms Ammunition, and Explosives).

**16. Contracts requiring delivery of food and water:** The supplies delivered under this contract shall be transported in delivery conveyances maintained to prevent tampering with and/or adulteration or contamination of the supplies, and if applicable, equipped to maintain a prescribed temperature. All delivery vehicles and storage locations are subject to inspection at any time by the COR, Post Veterinarian, law enforcement officers, or other RA representatives authorized to conduct such inspections. When the sanitary conditions of the delivery conveyance have led, or may lead to product contamination, adulteration, constitute a health hazard, the delivery conveyance is not equipped to maintain prescribed temperatures, or the transport results in product “unfit for intended purpose,” supplies tendered for acceptance may be rejected without further inspection. As the holder of a contract with the DoD, the Contractor shall ensure that all products and/or packaging have not been tampered with or contaminated. The Contractor shall ensure all delivery conveyances are always locked or sealed, except when actively loading or unloading. Unsecured vehicles shall not be left unattended. All incoming truck drivers shall provide adequate identification upon request. In the event of

an identified threat to a delivery location, or a heightened force protection/Homeland Security threat level, the Contractor may be required to adjust delivery routes to minimize vulnerability risks and enable direct delivery to DoD facilities.