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3. ORDER NO.	3. ORDER NO. 4. REQUISITION/REFERENCE NO. 7.0RSAT20FR0000014 RSLF-20-00006				U.S. Dept of Homeland Security							
5. ISSUING OFFICE (Address correspondence to) U.S. Dept. of Homeland Security Office of Procurement Operations S&T PIADC					b.STREE S&T P 40550 Attn:	IADO	C . 25	]				
40550 Rt. 25 Attn: (b)(6) Orient Point NY 11957					c.CITY Orient Point  d. STATE e. ZIP CODE NY 11957							DE
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## ORDER FOR SUPPLIES OR SERVICES

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		attachment 1: SETA III Task Order Template						
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	-	Attachment 8: PIADC Occupational Health						
	Program  • Attachment 9: PIADC Personnel Reliability			-				
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		U.S. Dept. of Homeland Security			İ	ĺ		
		Office of Procurement Operations						
		S&T Acquisition Branch						
		245 Murray Lane, SW, #0115						
	Dox	Washington DC 20528-0115						
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# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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## ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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**SCHEDULE - CONTINUATION** 5 IMPORTANT: Mark all packages and papers with contract and/or order numbers. DATE OF ORDER CONTRACT NO. ORDER NO. 01/09/2020 70RSAT19D00000004 70RSAT20FR0000014 ITEM NO. SUPPLIES/SERVICES QUANTITY UNIT UNIT AMOUNT QUANTITY ORDERED PRICE ACCEPTED (d) (f) (a) (c) (e) (g) for cost breakout Amount: (b)(4) (Option Line Item) Product/Service Code: R408 Product/Service Description: SUPPORT-PROFESSIONAL: PROGRAM MANAGEMENT/SUPPORT Delivery: 01/11/2023 Total Order Not-to-Exceed Value: The contractor exceeds this ceiling price at their own risk. Total Order Not-to-Exceed Funding Obligation: (b)(4) The total amount of award: (b)(4) The obligation for this award is shown in box 17(i).

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

(b)(4)

# Statement of Work for Scientific Support Services for the DHS S&T Agricultural Defense Scientific Program

Version 10, January 06, 2020

# 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, Office of Innovation and Collaboration (OIC) has a mission to develop state-of-the-art countermeasures for high priority foreign animal diseases and develop effective disinfection and decontamination regimens for high consequence Foreign Animal Disease (FAD) agents. 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 OIC 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 and to provide validated decontamination and disinfection processes to accelerate return to normal livestock production in a biocontainment facility.

The PIADC is a unique Biosafety Level 3-Agriculture (BSL3-Ag) scientific research facility and a critical national asset. It provides the only U.S. research and confirmatory diagnostic capability for specific high-consequence FADs, 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 (FMD). PIADC's mission is vital to successfully implementing a national strategy for protecting U.S. agriculture from a bioterrorist attack involving the intentional introduction of FADs such as foot-and- mouth disease (FMD), African Swine Fever (ASF), Classical Swine Fever (CSF) and others.

PIADC supports the mission of DHS S&T OIC Program, the United States Department of Agriculture (USDA) Agricultural Research Service (ARS), and the USDA Animal and Plant Health Inspection Service (APHIS).

The DHS S&T OIC Scientific Program conducts applied research on biological countermeasures against FADs in collaboration with USDA and industry. This contract is to support and supplement *the* DHS S&T OIC Program at PIADC including: i) the development of vaccines, diagnostics and

other countermeasures to mitigate the impact of FADs <sup>1</sup> and ii) the development of validated decontamination methods in biocontainment facilities, which can be used in routine operational decontamination with return to use, as well as applied at facility-scale as part of final facility disposition (terminal decontamination and decommissioning).

#### 2.0 Statement of Work

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

#### 1) On site at PIADC

- a) Site Lead/Project Manager (450 hrs. per annum) Key Personnel
  - (i) Manages contractor staff, provide performance reports, reviews regulatory documents, manuscripts and reports.
- b) Senior Portfolio/Program/Project Analyst /Consulting Support Services for Vaccine Development and Licensing (900 hrs. per annum)
  - i) Prepare documents and presentations on the status of the FMD vaccine program.
  - ii) Provide support to DHS for the testing, certification and licensing of FMD candidate vaccines.
  - iii) Provide guidance on the development of vaccines, biotherapeutics, and other countermeasures for other foreign animal diseases such as FMD, ASF, CSF, Rift Valley fever and other FADs as necessary.
  - iv) Liaise with domestic and international scientific groups.
  - v) Provide oversight and expertise to assist DHS in ensuring that the vaccines in development meet all federal requirements for licensure.
  - vi) Scientific guidance to include the preparation of scientific reports and presentations, in addition to support to vaccine and diagnostic related in their development of requirements for request for proposals (RFPs), request for information (RFIs), and broad agency announcements (BAAs).
- c) Senior Scientist /Research Veterinarian/Senior Scientist (Large Animal)/ Laboratory Lead (DVM-PhD) (1800 hrs. per annum)
  - Provide clinical veterinary support for test and evaluation of vaccines against foreign animal diseases in large animals.
  - ii) Manage, mentor and act as the subject matter expert (SME) for serology, virus isolation, master-stock generation for the Target Advanced Development (TAD) team.
  - iii) Support decontamination as SME by providing tittered biologicals and designing and certifying kill rate experiments.
- d) Science Laboratory Technician to Provide Decontamination Expertise (1800 hrs per annum.)
  - i) Design, lead and execute research projects for the development of validated decontamination methods for FAD's in biocontainment laboratory, animal and large

building spaces.

- (1) This includes providing leadership and accredited expertise towards the development of FAD decontamination of large irregular spaces, equipment, ducts, pipework, etc.
- (2) Approaches for measuring and documenting success of the decontamination process (i.e., biological indicators- type, number, placement, etc.; approach for quality assessment/quality control).
- (3) Logistical considerations, hazards or challenges encountered, associated costs and lessons learned (useful for PIADC and also for the National Bio- and Agrodefense Facility, which is the new biocontainment facility being constructed in Manhattan, KS to replace and expand PIADC's mission).
- (4) Developing verification and validation SOP's that align in compliance with NY State environmental authorities and regulations from the USDA APHIS Agriculture Select Agent Services (AgSAS).
- e) Science Laboratory Technician Support (5400 hrs. per annum)
  - i) Support Targeted Advance Development Branch in Research and development of FAD countermeasures and processing of clinical samples for laboratory analysis of test article performance. Provide expertise in protein biochemistry, next generation nucleotide sequencing and analysis, management of tier one select agent inventory databases, support development of validated decontamination regimens to DHS.

Specific labor requirements, including experience and education, for each of the above positions are listed in the table below:

### 3.0 Labor Requirements

Support Areas or Labor Categories	Minimum/General Experience	Minimum Education
(1a) Site Lead/Project Manager - Key Personnel	Minimum 10 years' experience in laboratory bench developing vaccine and diagnostic products. The person shall have demonstrated experience in managing test programs, tracking finances, milestones to ensure programs are on track.	Advanced degree- Doctor of Philosophy (PhD)
(1b) Senior Portfolio/Program/ Project Analyst /Consulting Support Services for Vaccine Development and Licensing	Minimum 10 years' experience in developing vaccines. Demonstrated experience developing animal vaccines is required. The person shall have demonstrated experience in shepherding products (vaccines, immunoassays) through federally-regulated licensure procedures and ensuring compliance with all government regulations. Must have demonstrated experience in technical writing and making scientific presentations.	Advanced degree- Doctor of Philosophy (PhD) and/or Doctor of Veterinary

(1c) Senior Scientist /Research Veterinarian/Senior Scientist (Large Animal)/ Laboratory Lead (DVM-PhD)	Minimum 10 years' experience in large animal (swine, bovine) vaccine research trials. Experience must include working in BSL3 level (Ag) with select agent materials. Must be able to work with select agent materials (special security clearances required). Demonstrated experience in collecting/processing samples to support vaccine trial testing (ELISA, Virus Neutralization)	Doctor of Veterinary Medicine (DVM)
(1d) Science Laboratory Technician to provide decontamination expertise	Minimum 5 years of laboratory research science experience. Must be able to work with select agent materials (special security clearances required). Demonstrated experience includes cell culture, virus isolation, serology assays, molecular biology, or virology. Demonstrate ability and credentials to lead a small team of scientist in aspects associated with validated regimens for decontamination and disinfection of large spaces and equipment.	Masters degree (MS), in microbiology, virology or a related biological science
(1e) Science Laboratory Technicians	For senior positions, minimum of 5 years of laboratory research technician experience required. For junior level positions, minimum of 1 year experience, 2 to 5 year experience preferred. Must be able to work with select agent materials (special security clearances required). Demonstrated experience includes cell culture, virus isolation, serology assays, and ability to work independently on applied research. Specialty skills may include Next Generation Sequencing, protein purification, tissue culture, virological methods, and basic biochemistry related techniques.	BS (with 2-5 years special experience) or MS (with 2 years degree, in molecular biology, biology, microbiology, virology or a related biological science

- **3.1 Work Hours.** The contracted support personnel will perform work during the normal duty hours of DHS, Monday through Friday, for a total of up to 40 hours per week. The contractor will not be required to furnish such services on national holiday or during nonworking hours.
- **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.** Standards of Conduct. Contracted personnel shall adhere to existing DHS and PIADC laws, policies, and procedures, including standards of competency, conduct, appearance, and integrity. The Contractor shall be responsible for disciplinaryaction with respect to its participants' violations of any DHS laws, policies, and procedures.

Additionally, DHS reserves the right to remove any contracted personnel for any reason, including but not limited to misconduct or violations of DHS/PIADC- or other Government policies, regulations, or laws.

**3.4 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 workat Plum Island and provide documentation to DHS S&T COR or Designee.

#### 4.0 Other Details

#### 4.1 Period of Performance

Base: Jan. 12, 2020 through Jan. 11, 2021 Option Period 1: Jan. 12, 2021 through Jan. 11, 2022 Option Period 2: Jan. 12, 2022 through Jan. 11, 2023

The original full period of performance for this Contract is 36 months from date of award. This included a twelve (12) month base period and two twelve (12) month option periods.

**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. 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 COR must approve the travel request in writing in advance of the travel event. All travel and other direct costs associated with 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 pre-approve all foreign travel. Any unapproved travel shall be at the Contractor's own risk.

- **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 relevant scientific meetings and training related to the vaccine and diagnostic program. Travel and expenses associated with contracted support personnel training will be approved and reimbursed in accordance with DHS policy. Trainings shall be preapproved by the COR prior to attending. Any unapproved training will be at the Contractor's own risk.
- **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.** The contractor will perform the work onsite at the PIADC facility in Orient Point, NY.
- **4.8 DHS-Furnished Property.** DHS property will not be provided to the contractor unless otherwise agreed. In such instances, DHS will maintain property records.
- **4.9 Funding Requirements.** DHS will provide funding to the Contractor in accordance with DHS's appropriations and available funds. The contractor is responsible for staying within the funding limitations set under each contract line item (CLIN). Any incurred cost above the funding limits shall be at the Contractor's own risk.
- **4.10 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. All contractor staff will comply with PIADC Security program policies and procedures.

If provided DHS "sensitive" information (e.g., items marked with For Official Use Only (FOUO) or other appropriate marking), the Contractor agrees it shall safeguard such information by not providing access of this marked information to any federal or non-federal personnel unless advance approval is obtained from the DHS/S&T Technical Representative.

The contractor shall adhere to all applicable government laws, regulations, orders, guides, and directives pertaining to classified, Sensitive But Unclassified, FOUO, or personally identifiable information. The contractor shall safeguard Sensitive But Unclassified, FOUO information specifically in accordance with DHS Management Directive 11042.1.

When unattended, FOUO materials will be, at a minimum, stored in a locked file cabinet, locked desk drawer, a locked overhead storage compartment such as a systems furniture credenza, or similar locked compartment. FOUO information transmitted via email needs to be password protected, with the password sent in a separate email. FOUO "hard copy" material collected should be destroyed by shredding, or burning then disposed of with normal waste. Material needs to be destroyed 1 year after cut off, in accordance with DHS Policy for Records Management DHS 141-01. The contractor will adhere to DHS Instruction 121-01-011 pertaining to the establishment of procedures, program responsibilities, minimum standards and reporting protocols for the DHS Administrative Security Program.

**4.11 Security Management.** The Contractor's Program 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.

- **4.12 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.
- 4.13 Occupational Health Program. The Contractor should begin to meet the requirements of the Plum Island Animal Disease Center Occupational Health Program (see Attachment #8, added), immediately upon formal incorporation of this program into the contract. The Government acknowledges that full implementation and conformance of this program will take at least six months. While the program was created for Federal staff working at the PIADC facility, it also applies to all contractor personnel with access to biocontainment. The occupational medicine services (nurse and MD services, tests and diagnostics, etc.) will be provided on-site by the Government.
- 4.14 Personnel Reliability Plan. The Contractor should begin to conform to the management process and reporting requirements specified in the Plum Island Animal Disease Center Personnel Reliability Plan (see Attachment #9, added), immediately upon formal incorporation of this plan into the contract. The Government acknowledges that full implementation and conformance of this plan may take at least six months. While the plan was created for Federal staff working at the PIADC facility, it also applies to all contractor personnel with access to biocontainment.

#### 5.0 Deliverables

- 5.1 The contractor will provide all deliverables directly to the COR, with a copy to the Contracting Officer. In, addition, the Contractor shall produce the following deliverables in support of their efforts performing the tasks listed above: Monthly Reports- The reports will include financial, schedule, and scope information. The Contractor and the COR shall mutually agree on the format, detailed content requirements, and monthly due date after contract award.
- 5.2 Monthly scientific reports shall be delivered to the COR according to mutually agreed upon format and content requirements with a copy of the report delivered to the Contracting Officer.
- 5.3 Monthly reports, including financial, schedule, and scope information, riskinformation and an assessment of performance will be delivered to the DHS S&T Contracting Officer Representative. Financial data should include monthly expenditures for labor, travel and equipment. The monthly reports will include documentation of any role-based privacy and security training as well as documentation of any suspected breaches or vulnerabilities in these areas

## **6.0 Points of Contact**

The DHS POCs are as follows:

•	Contracting Officer Representative
	(b)(6)
	Department of Homeland Security
	Greenport, NY 11944
	(b)(6)
	3.279/40364
	1
	DHS Contracting Officer
8	(b)(6)
	Department of Homeland Security
	Greenport, NY 11944 (b)(6)
	(b)(b)
•	DHS Contract Specialist
	(b)(6)
	Department of Homeland Security
	Greenport, NY 11944
	(b)(6)

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