

**Funding Request / INCREASE CIVILIAN SUPPORT****Enclosure B****PERFORMANCE WORK STATEMENT (PWS) MIST Caribbean  
INCREASE CIVILIAN SUPPORT****Print Production**

**1. GENERAL:** This is a non-personnel services contract to provide print services support to the Military Information Support Team (MIST) Caribbean. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

**1.1 Description of Services/Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and other services necessary to perform print services to MIST Caribbean as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

**1.2 Background:** MIST Caribbean utilizes different means of dissemination to reach an intended Target Audience (TA); the best dissemination platform for the intended TA in this case is print media.

**1.3 Objectives:** The objective of this request is to receive print services in support of MIST Caribbean's dissemination needs for INCREASE CIVILIAN SUPPORT Series.

**1.4 Scope:** The contractor shall provide six hundred (600) double sided, color, 5.5 in x 8.5 in, glossy, cardstock handbills; six hundred (600) color, 17 in x 22 in, glossy posters, and six hundred (600) double sided, color, 2 in x 3.5 in, glossy cardstock Information cards.

<b>Description</b>	<b>QTY</b>	<b>Unit</b>	<b>Est Unit Price</b>	<b>Total Price</b>	<b>Comments</b>
Handbill – (5.5in x 8.5 in)	600	EA	\$0.45	\$271.47	
Posters – color, 17in x 22in)	600	EA	\$11.11	\$6,666.67	
Information Cards (2in x 3.5in)	600	EA	\$0.11	\$66.67	
<b>Total:</b>				\$7,004.81	

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1.4.1 Period of Performance: The contractor will provide print services from the time of contract until the delivery of printed products in accordance with this PWS which will not exceed 7 days after the award of the contract.

1.5 Tasks: The contractor shall coordinate for materials, print all products, provide a reasonable time for pickup of printed products, and make necessary changes to the products in the event they do not fulfill the standards stated in this PWS.

1.5.1 Quality Control: The contractor shall develop and maintain an effective quality control (QC) program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QC program is the means by which he assures himself that his work complies with the requirement of the contract. The Quality Control Plan (QCP) shall be delivered within two weeks after contract award. After acceptance of the QCP the contractor shall receive the contracting officer's representative acceptance in writing of any proposed change to his QC system.

1.5.2 Quality Assurance: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.5.3 Recognized Holidays: Per published US Embassy recognized holiday memorandum.

1.5.4 Hours of Operation: The contractor is responsible for conducting business between the hours of 9AM and 5PM, Monday through Friday except Dominican Republic National Holidays or when the contractor's facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

1.5.5 Place of Performance: The work to prepare all necessary materials in accordance with this contract will be performed at the contractor's facilities. The location for pickup of the printed products will be within the city of Santo Domingo, Dominican Republic.

1.5.6 Type of Contract: The government will award a Firm Fixed Price (FFP) contract.

1.5.7 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information, and property provided for contractor use. The contractor shall immediately notify the Government should a threat or loss of physical security occur at the contractor's facility or with any equipment or information regarding this contract.

1.5.8 Special Qualifications: N/A

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1.5.9 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the contracting activity or contract administration. The contracting officer, Activity Representative, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.5.10 Key Personnel: The following personnel are considered key personnel by the Government: Contract Manager and Alternate Contract Manager. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 9:00 am to 5:00 pm, Monday through Friday except Dominican Republic National Holidays or when the facility is closed for administrative or emergency reasons.

1.5.11 Identification of Contractor Employees: All contract personnel attending meetings, answering telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.5.12 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not arrogate any other Government rights.

1.5.13 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to, or participate in the development of proprietary or source selection information (e.g. cost or pricing information, budget information or analysis, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interest (OCI). The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she

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deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

## **2. DEFINITIONS AND ACRONYMS:**

### **2.1 Definitions:**

2.1.1 **Contractor**: A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the vendor awarded this contract.

2.1.2 **Contracting Officer**: A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on behalf of the US Government. Note: The only individual who can legally bind the Government.

2.1.3 **Contracting Officer's Representative (COR)**: An employee of the US Government appointed by the Contracting Officer to oversee and administer the awarded contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4 **Defective Service**: A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5 **Deliverable**: Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6 **Key Personnel**: Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7 **Physical Security**: Actions that prevent the loss or damage of Government property.

2.1.8 **Quality Assurance**: The Government procedures to verify that services being performed by the Contractor are performed according to the acceptable standards.

2.1.9 **Quality Assurance Surveillance Plan (QASP)**: An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

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2.1.10 Quality Control: All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privities of contract with the subcontractor.

2.1.12 Work Day: The number of hours per day the Contractor provides services in accordance with the contract.

2.1.13 Work Week: Monday through Friday, unless otherwise specified.

2.2 ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
COR	Contracting Officer Representative
EA	Each
EST	Estimated
FFP	Firm Fixed Price
KM	Kilometer
LAT/LONG	Latitude and Longitude
MIST	Military Information Support Team
N/A	Not Applicable
OCI	Organizational Conflict of Interest
POC	Point of Contact
PWS	Performance of Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
QTY	Quantity
TA	Target Audience
US	United States

**3. GOVERNMENT FURNISHED ITEMS AND SERVICES:**

3.1 Facilities: N/A

3.2 Utilities: N/A

3.3 Equipment: N/A

3.4 Materials: The Government will provide the digital copy of the product to be displayed on the handbills and posters.

**4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

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4.1 General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance: N/A

4.3 Materials: The contractor will provide all necessary materials other than those mentioned in Section 3 of this PWS to complete all terms mentioned in the PWS.

4.4 Equipment: N/A

**5. Contracting Officer's Representative (COR) / Alternate COR:**

**CPT Thomas Spence / SFC Jaime Valencia**

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