

## Statement of Work (SOW)

### Supplemental

### Requirements

The following paragraphs are also considered be a part of the SOW requirements and the Contractor is responsible for compliance to the same extent as the rest of the SOW.

1. **Implementation of Disclosure of Information** - To comply with DFARS 252.204-7000, Disclosure of Information, the contractor should submit two copies of the information to be released to the Air Force Program Manager at least 45 days prior to the scheduled release date:

- (a) One copy(ies) Contracting Office
- (b) One copy(ies) to: Program Manager

2. **Key Positions and Minimum Qualifications**

- (a) Contractor personnel holding the position titles and having the qualifications listed below are considered essential to the work being performed under this contract:

| <u>Key Positions:</u> | <u>Minimum Qualifications:</u>                                        |
|-----------------------|-----------------------------------------------------------------------|
| (list by job title)   | (list minimum qualifications in terms of education and/or experience) |
| <u>TBD</u>            | <u>TBD</u>                                                            |

- (b) The contractor shall notify the contracting officer before the departure of any individual in a key position and identify the proposed substitution. Any proposed personnel substitution that does not meet the minimum qualification requirements described above requires the prior written approval of the contracting officer.

3. **Packaging and Marking –**

- (a) All hardware and software deliverable contract items shall be packaged in accordance with established commercial practices.
- (b) When special delivery and/or handling instructions are required, all boxes and/or crates must contain the following statement in plain sight and in bold letters:  
INSTRUCTION TO RECEIVING OFFICE - DO NOT OPEN; CONTENTS ARE SENSITIVE TO DAMAGE WHEN IMPROPERLY OPENED OR HANDLED. CONTACT THE RESPONSIBLE TECHNICAL PROJECT OFFICER IMMEDIATELY UPON RECEIPT. CONTACT: Program Manager listed in Paragraph 4 below.

4. **Program Manager** – The Government Program Manager for this effort is TBD, (PM Contact information TBD)
5. **Program Focal Points** - The individuals listed below are identified as focal points for this contract. Principal Investigator: TBD; Technical Contract Manager: TBD ; Alternate: TBD.
6. **Base Support - Base support may be provided by the Government to the Contractor in accordance with this SOW**
  - (a) The Contractor will require use of base support on a rent-free, non-interference basis to include Government-controlled working space, material, equipment, services (including automatic data processing), or other support (excluding use of the Defense Switched Network (DSN)) which the Government determines can be made available at, or through, any Air Force installation where this contract shall be performed.
  - (b) Unless otherwise stipulated in the contract schedule, the Contractor will use base support on a no-charge-for-use basis and the value shall be a part of the Government's contract consideration.
  - (c) The Contractor will immediately report (with a copy to the cognizant CAO) inadequacies, defective base support, or nonavailability of support stipulated by the contract schedule, together with a recommended plan for obtaining the required support. Facilities are not be purchased under this contract by the Contractor. Additionally, the Contractor (or authorized representative) will not purchase, or otherwise furnish any base support requirement provided by the SOW/PWS (or authorize others to do so), without prior written approval of the Contracting Officer regarding the price, terms, and conditions of the proposed purchase, or approval of other arrangements.
  - (d) Following are installations where base support will be provided: (insert list of installations).
  - (e) The base support to be furnished under this contract is (insert list of support items). Because of the nature and location(s) of the work performed, the value of such support is undeterminable. The Contractor is not authorized to incur any costs resulting from nonsupport prior to Contracting Officer direction.
  - (f) *(If the contract is a cost reimbursement)* In the performance of this contract or any major subcontract, no direct or indirect costs for support will be incurred if the Government determines that support is available at, or through any Air Force installation where this contract shall be performed.
7. **Contracting Officer Representative (COR) for SCI Security Administration** – The Government Contracting Officer Representative (COR) for SCI Security Administration on behalf on the Contracting Officer (CO) for this effort is (name and contact information).
8. **Implementation of Patent Rights Clause-**
  - (a) "Interim or Final Invention Reports 1) listing the subject invention(s) and stating that

all subject inventions have been disclosed, or 2) stating that there are no such inventions, shall be sent to both the Administrative Contracting Officer (insert “at the address located on the face of the contract” or name and address for the ACO) and to TBD (insert contact information, name/or position title, email, and phone number for person(s) at the procuring contract office who performs patent administration) within the timeframes specified in the Patent Rights clause of this contract.

- (b) Contractors are highly encouraged to use DD Form 882, Report of Invention and Subcontracts, to submit these reports. The DD Form 882 may also be used for the notification of an award of any subcontract(s) for experimental, developmental or research work which contain a “Patent Rights” clause.
- (c) All other notifications required by the contract shall also be sent to the addresses in paragraph (a). This provision also constitutes the request for the following information for any subject invention for which the contractor has retained ownership (1) the filing date, (2) serial number and title, (3) a copy of the patent application, and (4) patent number and issue date. Submittal shall be to (insert contact information for person(s) at the procuring contract office who will handle patent administration, e.g., name and/or position, email, phone numbers, etc.).

#### **9. Implementation of Pollution Prevention and Right-To-Know Information-**

To comply with FAR Clause 52.223-5 "Pollution Prevention and Right-to-Know Information, Alt 1, and Environmental Management System (EMS) requirements, the contractor is required to complete Initial EMS Awareness-Level training for all personnel working on an Air Force installation.

- (a) The installation office responsible for providing the EMS training is TBD
- (b) The training requires TBD (insert time for training, ie. “less than 30 minutes”)
- (c) The EMS Awareness-level training shall be accomplished within TBD days of contract (or modification) award. New contract employees shall be trained within TBD days of starting work on the installation.
- (d) The EMS Awareness-level training is available via TBD (ie. website name and address), which provides materials that meet the training requirement.
- (e) Upon completion of the training, the contractor shall provide TBD (ie the AF program manager (PM)) a list of the contractor employees' names and the date the training was completed.

#### **10. Information Regarding Non-US Citizens Assigned to this Project –**

- (a) Contractor employees requiring access to USAF bases, AFRL facilities, and/or access to U.S. Government Information Technology (IT) networks in connection with the work on this contract must be U.S. citizens. For the purpose of base and network access, possession of a permanent resident card (“Green Card”) does not equate to U.S. citizenship. This requirement does not apply to foreign nationals approved by the U.S. Department of Defense or U.S. State Department under international personnel exchange agreements with foreign governments. It also does not apply to dual citizens

who possess US citizenship, to include Naturalized citizens. Any waivers to this requirement must be granted in writing by the Contracting Officer prior to providing access. Specific format for waiver request will be provided upon request to the Contracting Officer. The above requirements are in addition to any other contract requirements related to obtaining a Common Access Card (CAC).

- (b) For purposes of paragraph (a) above, if an IT network/system does not require AFRL to endorse a contractor's application to said network/system in order to gain access, the organization operating the IT network/system is responsible for controlling access to its system. If an IT network/system requires an U.S. Government sponsor to endorse the application in order for access to the IT network/system; AFRL will only endorse the following types of applications; consistent with the requirements above:

- (1) Contractor employees who are U.S. citizens performing work under this contract.
- (2) Contractor employees who are non-U.S. citizens and who have been granted a waiver.

Any additional access restrictions established by the IT network/system owner apply.

#### **11. Fundamental Research -**

Pursuant to DFARS 252.204-7000, Disclosure of Information, the exception allowing release in Paragraph (a)(3) is applicable to Statement of Work section(s)/task(s) TBD, only as long as the work remains in the public domain, or is considered fundamental research and not sensitive or inappropriate for public release. Any time work progresses to the non-public domain, exceeds the scope of fundamental research, or you have reason to believe the work has become sensitive or inappropriate for release to the public, then this exception no longer applies.

#### **12. Comprehensive Small Business Subcontracting Plan –**

The comprehensive small business subcontracting plan dated (insert date) is hereby incorporated by reference.