



Department of Defense
Defense Health Agency
Medical Q-Coded Support & Services – Next Generation (MQS2-NG)

Task Order (TO) Performance Work Statement
(PWS) Template (as of: 1 July 2026)

Service: *Position (from TE 4) or (from TE 7)*

Type: *I or II (select one) Configuration*

Location: *Detail Location of Work Performance*

Date: 7/1/2026

NOTE TO OUR CUSTOMERS: THIS TEMPLATE MUST BE TAILORED FOR YOUR AGENCY BY INCLUDING YOUR UNIQUE REQUIREMENTS.

THE NUMBERING ON THIS TASK ORDER PERFORMANCE WORK STATEMENT IS ASSOCIATED WITH THE NUMBERING ON THE BASE CONTRACT PERFORMANCE WORK STATEMENT. PLEASE REFER TO THE BASE CONTRACT PERFORMANCE WORK STATEMENT TO ENSURE COMPLIANCE.

GENERAL INFORMATION IS PRESENTED IN BLUE ITALICS WITH PARENTHESES. BORDERS AND FILL-IN REQUIREMENTS ARE PRESENTED IN BLUE ITALICS WITH BRACKET BORDERS. COMMENTS ARE LISTED IN RED TEXT.

TYPE I CONFIGURATION SPECIFICS ARE LOCATED IN GREEN TEXT AND TYPE II CONFIGURATION SPECIFICS ARE LOCATED IN ORANGE TEXT.

DELETE ALL BLUE ITALICS TEXT, RED TEXT, AND THIS INSTRUCTIONAL BLOCK WHEN FINALIZING YOUR TASK ORDER PWS.

MGS2-NG Task Order Template Type I & II Configuration as of 30 June 2026

PART 1
PERFORMANCE WORK STATEMENT

(This Task Order (TO) Performance Work Statement (PWS) is designed to allow the ordering activity to add agency-specific requirements that are identified in the contract PWS. Only those sections in the Base Contract PWS which allow changes at the TO level are listed in this template. Please delete this instruction before finalizing your TO PWS)

IN ADDITION TO THE BASIC CONTRACT PWS, THE FOLLOWING TERMS AND CONDITIONS ARE REQUIRED:

1.4. Description of Services: The following is an overview of the nature and location of the services:

Enter an overview of the services to be provided to include an overview of the place of performance mission.

The Contractor shall provide the following labor categories in accordance with the titles listed in Technical Exhibit (TE) 4:

Enter the labor categories.

Note: You must use the EXACT TITLE and correct Product Service Code (PSC) Q code as listed in the most current version of the Product Service Codes manual found at <https://www.acquisition.gov/psc-manual>. The MQS2-NG program only supports services from Q201 to Q802. If you need to revise or add a labor category title, you must obtain approval from the DHA MS2-NG Assistant Program Manager - dha.ncr.acq-sustainment.mbx.mqs2ng-pmo@health.mil before adding it to this template.)

The services required on this TO are in the following labor segments: *Select the labor segments required for this requirement as applicable. Note: Ordering Activities may issue a TO with more than one labor segment. The PSCs for this TO are listed below: (see above paragraph for PSC locations).*

Physician Services under PSC:

Dental Services under PSC code:

Ancillary Services under PSC:

Nursing Services under PSC:

Med Support Services under PSC:

1.4.1. This TO is issued under the following arrangement: *(Select the type of arrangement(s) Type I Configuration or Type II Configuration.)*

1.4.1.1. This TO is issued under either personal or non-personal services, or both the following arrangement: *Select one or both types of arrangement(s) as applicable. Personal services and non-personal services can be ordered on the same TOPR. However, personal services and non-personal services arrangements cannot be combined on the same Contract Line Item Number (CLIN). Only patient care services can be under a personal services arrangement.*

☐ Personal Services (authorized under 10 U.S.C. 1091) The performance of health care services by contract workers under a personal services arrangement are subject to day-to-day supervision and control by health care facility personnel comparable to that exercised over military and civil service health care personnel engaged in comparable health care services. Contract workers under a personal services arrangement requiring licensure may maintain a license in any U.S. jurisdiction as outlined in DHAPM 6025-13, Volume 4.

[Fill in name or position of the government POC who will supervise the HCWs] _____ will supervise the contract health care workers. [If different government personnel will supervise different labor categories, list each supervisor and specify which labor categories each will supervise.]

☐ Non-Personal Services The performance of health care services by contract workers under a non-personal services arrangement are not subject to day-to-day supervision and control by health care facility personnel comparable to that exercised over military and civil service health care personnel engaged in comparable health care services. The Government shall neither supervise non-personal services workers nor control the method by which the Contractor performs these required tasks. Contract workers under a non-personal services arrangement requiring licensure must maintain an unrestricted license in the U.S. jurisdiction within which the contract worker is performing on the contract as outlined in DHAPM 6025.13, Volume 4 (no licensure portability, includes telehealth visits).

Note: Personal services and non-personal services arrangements cannot be combined on the same Contract Line Item Number (CLIN).

1.4.3. Performance Location: The work to be performed under this contract will be at: *(Add place of actual performance i.e., Naval Medical Center, Camp Lejeune, NC) as outlined at TE 3). If the contractor will perform at multiple locations, for example satellite clinics at or near the main Medical Center or MTF, include those locations in the description.)* If an additional location needs to be added to TE 3, please contact the DHA MS2-NG Assistant Program Manager - dha.ncr.acq-sustainment.mbx.mqs2ng-pmo@health.mil.

If applicable add: Contractor health care workers may be reassigned to another location within a ____ [fill in number] mile commuting radius of their assigned location. The Government shall notify the Contractor at least ____ [fill in number] days prior to the reassignment to another location.

1.4.4. The Government is ordering services under a *Type I configuration*. If not a Type I, delete this paragraph.

These labor categories will be contracted for a base period of (enter number of months and number of options. *(Note: Add any other pertinent information about clinic, availability of space or limitations).*

If there are a large number of positions and/or multiple performance locations in a market-based or enterprise-wide requirement, recommend putting the data in a table to clearly convey information as shown in the following example:

CLIN	Labor Category	FTE	Location	Incumbent	Current Staff
0001	Pharmacist	2	WRNMMC	Yes	2
0002	Registered Nurse - Dermatology	1	Fort Belvoir	No	NA
0003	Dental Hygienist	4	Andrews AFB	Yes	4
0004	Medical Billing Clerk	2	Indian Head	Yes	1
0005	Physician – Flight Surgeon	1	Kenner	No	0
TOTAL		10			7

1.5. General Information:

1.5.1. Key Government Personnel: The following personnel are considered key Government personnel at the TO level:

1.5.1.1. Task Order Contracting Officer (TOCO): The following individual is the TOCO for this TO and Vendor will be notified of any changes:

Name of TOCO: *Enter name of TOCO.*

TOCO Email Address: *Enter email address of TOCO.*

TOCO Telephone Number: *Enter commercial number of TOCO.*

1.5.1.2. Contracting Officer's Representative (COR): The following individual is designated as the COR for this TO and Vendor will be notified of any changes:

Name of COR: *Enter name of COR.*

COR Email Address: *Enter email address of COR.*

COR Telephone Number: *Enter commercial number of COR.*

(Copy and Paste this paragraph to add Alternate COR contact info if applicable)

1.5.1.3 Credentialing: The following are the points of contact for Credentialing:

Name of Credentialing POC: *Enter name of POC.*

Email Address: *Enter email address of POC.*

Telephone Number: *Enter commercial number of POC*

1.5.1.4 Security: The following are the points of contact for Security:

Name of Security POC: *Enter name of POC.*

Email Address: *Enter email address of POC.*

Telephone Number: *Enter commercial number of POC*

1.5.3. Work Schedule: *Enter the work schedule for each labor category (e.g., Shifts will normally be scheduled for a nine hour period, to include an uncompensated 60 minute lunch break, Monday-Friday between the hours of 0700 and 2000. 0730-1630 is a typical work shift. Shifts will normally be scheduled for a nine hour period, to include an*

uncompensated 60 minute lunch break. In no instance will the contract worker be required to provide services in excess of 40 hours per week) or type N/A if not applicable.

1.5.3.1. Overage Hours: (NOTE: Overage hours are variable hours that may, or may not, be used for services beyond the regularly scheduled duty hours. *Add overage hours or type N/A if not applicable.*)

[Copy the information above for each labor category]

1.5.3.3. Duty Hours: *Add duty hours based on the work schedule or type N/A if not applicable.*

(NOTE: Duty hours are the regularly scheduled work hours fixed in the TO. Duty hours do not include on-call and/or overage hours, which are variable hours used only when needed.).

1.5.3.4. On-Call Hours: *Add on-call hours or type N/A if not applicable.*

(NOTE: On-call hours are variable hours depending on the staffing rotation and the resources available to share on-call services.)

1.5.3.5. Hours of Operation: *This will need to be determined by the Ordering Activity (OA)/Requiring Activity (RA) if work performance will be required during certain hours for Type II Configuration. Example, if the appointment line needs to be operations from 0700 – 1600, or Remote Coding can be done 24/7.*

1.5.4. Contract Period of Performance and Contract Worker Required Start Date: *(Insert table if there are different start dates for different labor categories; this applies to both Initial Fills and Replacement Fills)*

- Contract Period of Performance: *Day Month Year to Day Month Year with X number of Option Years*
- Contractor worker required start date: *Day Month Year Day Month Year*
- Date contractor worker is required to start performance: *Day Month Year*
- Initial Fills: No more than *(Add the number of calendar days)* calendar days from the CLIN period of performance start date. *(Note: Please remember to add in the expected number of days that it takes to clear credentialling and/or privileging and security verification processes).*
- Replacement Fills: The contract worker required start date for a replacement will be no more than *(Add the number of calendar days)* calendar days from the unfilled date of the departing contract worker. *(Note: Please remember to add in the expected number of days that it takes to clear credentialling and/or privileging and security verification processes).*

1.5.5. Competency-Based Interviews: Prior to health care contract worker placement, the Government *will* or *will not* *(Select appropriate requirement)* contact the contract worker

to determine if the contract worker meets the clinical requirements set in the contract and/or TO. (See base contract PWS)

1.5.6. Recognized Holidays: Contract workers *will* or *will not (Select appropriate requirement)* be required to work on federally recognized holidays. If required to work, the federally recognized holidays are: *Identify the holidays the contract workers are required to work or type N/A if not applicable. Type II Configuration, (TE7 Title) will or will not be required to work on federally recognized holidays.*

1.5.7 Planned Closures: Other than the recognized holidays identified in paragraph 1.5.6 of this TO PWS, the following are known non-duty days (family or training days) where the contract workers will not be able to perform their duties, even in a telework environment, and the Contractor cannot bill for services: *Identify the known non-duty days by location. Where the Type II Configuration, (TE7 Title) will not be able to be performed, even in a telework environment: Identify the known non-duty days by location.*

1.5.8. Unplanned Closures: During unplanned (unknown) closures due to no fault of the Contractor (e.g., natural disaster, military emergency, severe weather, pandemic, or Government decision to close the facility outside of a planned closure), the contract worker will: *(Select appropriate statement(s) below as applicable). Type II Configuration, (TE7 Title) Select appropriate statement(s) below as applicable.*

- be compensated only for the actual hours the contract worker provided services.
- be compensated only for previously scheduled duty hours within (insert number) hours/days of notice of an unplanned closure.
- be compensated for the unplanned closure

1.5.9 Emergency Essential Services: Contract worker positions *are* or *are not (Select appropriate requirement)* considered emergency/mission essential in an emergency services status. *Type II Configuration, (TE7 Title) Select appropriate statement(s) below as applicable.*

- are considered emergency/mission essential in an emergency services status.
- are not considered emergency/mission essential in an emergency services status.

1.5.11. Telework Arrangements: Contract workers *will* or *will not (Select appropriate requirement)* be capable of providing services in a telework environment. *Type II Configuration, (TE7 Title) Select appropriate statement(s) below as applicable.*

- will or be capable of providing services in a telework environment.
- will not be capable of providing services in a telework environment.

1.5.12. Relocation Costs: The Government *will* or *will not (Select appropriate requirement)* pay the Contractor to relocate contract workers.

1.5.18. Service Contract Labor Standards Wage Determination. The Services Contract Labor Standards Act *applies* or *does not apply* to one or more labor categories on this

TO. (Insert table with FTEs that must follow Labor Standards Wage Determination as a minimum). Fill in SAMPLE table below with accurate information for this TO.

CLIN	Labor Category	FTE	Location
0001	Pharmacist	2	WRNMMC
0002	Registered Nurse - Dermatology	1	Fort Belvoir
0003	Dental Hygienist	4	Andrews AFB
0004	Medical Billing Clerk	2	Indian Head
0005	Physician – Flight Surgeon	1	Kenner
TOTAL		10	

1.5.24.2.2 Task Order Quality Control Plan (QCP): The Contractor shall submit a complete QCP to the TO Contracting Officer (TOCO) (*Enter when a QCP must be submitted. For example, 'within 15 days of TO award'.*).

1.5.35. Malpractice Insurance for Non-Personal Services: The Contractor, and all subcontractors, shall meet the requirements of DHA PM 6025.13, vol. 4 and the FAR Clause 52.237-7, Indemnification and Medical Liability Insurance, for its non-personal service contract workers, in the following amounts for the entire performance period of the TO: *Enter amounts required on this TO or type "N/A" if the contract workers on this TO are under a personal services arrangement. (Note: The standard amounts are \$1M per incident and \$3M total; however, the place of performance should determine the appropriate amounts).* *All Type II Configuration services are Non-Personal Service.*

1.5.36. Recording Contract Worker Time: Follow procedures listed in base contract PWS 1.45 *or Specify any changes to the base contract requirements or type the word "None" if no changes are required.*

1.5.37. Contract Worker Planned Absences:

1.5.37.1. Personal Services Arrangement: The notification policy for planned absences requires contract workers under a personal services arrangement to notify the Government Supervisor (*Enter number of days*) prior to the absence in accordance with the place of performance policy.

1.5.37.1.2. Scheduling, Personal Services Arrangement: The work schedule for each contract worker under a personal services arrangement is as follows (*Add table if multiple labor categories*): (Contractor (or Contractor Worker) may adjust scheduling with the agreement of the Government supervisor)

CLIN	Labor Category	Schedule
0001	Pharmacist	M-F 0730-1630
0002	Registered Nurse - Dermatology	Sun-Thurs 0700-1600
0003	Dental Hygienist	Tue-Fri 0800-1800
0004	Medical Billing Clerk	M-F 1500-2300
0005	Physician – Flight Surgeon	Rotating 3 days-12hrs & 4 days off
TOTAL		

Labor Category: *Add a labor category as listed in TE 4 or type N/A if not applicable.*

1.5.37.2. Non-Personal Services Arrangement: The notification policy for planned absences requires contract workers under a non-personal services arrangement to notify the COR (*Enter number of days*) prior to the absence in accordance with the place of performance policy. *Refer to base contract PWS paragraph 2.37. for additional non-personal services information.*

1.5.37.2.1. Scheduling, Non-Personal Services Arrangements: Hours of service requirements for contract workers under a non-personal services arrangement are as follows: (*Add table if multiple labor categories*):

CLIN	Labor Category	Schedule
0001	Pharmacist	M-F 0730-1630
0002	Registered Nurse - Dermatology	Sun-Thurs 0700-1600
0003	Dental Hygienist	Tue-Fri 0800-1800
0004	Medical Billing Clerk	M-F 1500-2300
0005	Physician – Flight Surgeon	Rotating 3 days-12hrs & 4 days off
TOTAL		

Labor Category: *Add a labor category as listed in TE 4 or type N/A if not applicable.*

1.5.37.3. Medical (Type I) Substitute Contract Worker: The Government (*Select appropriate requirement*)

___ *will* require a substitute contract worker if the permanent contract worker is absent for more than (*Enter number of days*) calendar days.

___ *will not* require a substitute contract worker.

Refer to base contract PWS paragraph 1.46.3. for additional substitute contract worker information.

1.5.40. Occupational Health: The contract worker, indicate **Type I Configuration** or **Type II Configuration, (TE7 Title)** *shall* or *shall not (Select appropriate requirement)* be required to obtain documentation of required physical testing or a report of a physical examination. *Refer to base contract PWS paragraph 1.50. for additional occupational health information.*

1.5.41. Tuberculosis Screening: The Contractor *shall* or *shall not (Select appropriate requirement)* ensure contract workers be screened for tuberculosis (TB). In addition, contract workers will be screened prior to reporting for services at the place of performance for the following: *Identify screening requirements at the place of performance or type N/A if no other screening requirements are needed beyond tuberculosis.*

1.5.42. Health Requirements. The Contractor *shall* or *shall not (Select appropriate requirement)* provide documentation certifying health requirements such as immunizations, annual vaccinations, and physical examination when required at the time of initial placement. *Refer to base contract PWS paragraph 1.49. for additional health requirements information.*

1.5.45.4. Drug Enforcement Agency Requirements. Contract workers under this **Type II Configuration, (TE7 Title)** TO

Select appropriate statement(s) below as applicable. If there are both Labor Categories that will require DEA registration numbers and Labor Categories that will not require DEA registration numbers, then list the appropriate Labor Categories under each statement.

-will require a DEA registration number.

1.5.45.8. Physical Qualifications: Beyond the general physical qualifications outlined in the base contract PWS, **Type I Configuration** or **Type II Configuration, (TE7 Title)** contract workers shall be capable of the following:

Enter additional physical demands of the position, by labor category, that do not follow the demands listed in paragraph 1.57.8 of the base contract PWS – OR - type “N/A”.

1.5.45.14. National Provider Identifier (NPI): The following labor categories on this **Type I Configuration** or **Type II Configuration, (TE7 Title)** TO *shall* or *shall not (Select appropriate requirement)* require a 10-digit NPI from the Centers for Medicare and Medicaid Services: *Enter the labor categories or type “N/A” if none of the labor categories require the contract worker to obtain a 10-digit NPI from CMMS.*

1.5.45.16 Training: Contract workers on this **Type I Configuration** or **Type II Configuration, (TE7 Title)** shall complete all agency-specified training requirements and comply with all policies and procedures applicable to the place of performance. Refer to MTF and DHA policies for required training. *Refer to base contract PWS paragraph 1.57.16 for training information.*

1.5.45.22 Dress and Appearance: Contract workers on this **Type I Configuration** or **Type II Configuration, (TE7 Title)** shall maintain good personal hygiene and present a well-groomed and professional appearance IAW the policy at the place of performance. If required, the following uniform (e.g., smocks, EMT/Paramedic uniform) is mandatory: *Identify the uniform the Contractor is required to provide or type “None” if there are no Contractor furnished uniform requirements. Identify whether the Government will provide the uniform or if the Contractor shall provide the required uniforms at no additional cost to the Government.*

1.5.45.23 Donning and Doffing PPE (Select One): Contractor workers required to wear protective equipment shall don and doff all items on-site at the assigned MTF work location.

[☐] Non-Billable Donning and Doffing Time is Non-Billable. Time spent changing into or out of required protective clothing is not considered billable hours. Contractor workers must don and doff equipment outside of scheduled shift hours. Billable hours begin only when the worker reports to their assigned unit, ready to perform patient care.

[☐] Billable Donning and Doffing Time is Billable. A reasonable amount of time spent changing into or out of required protective clothing is billable. Billable hours begin when the contract worker arrives at the designated MTF donning location and end immediately upon doffing the equipment at the end of the shift.

[_] N/A N/A. Contractor workers are not required to wear protective equipment or do not perform services on-site at an MTF or clinic.

1.5.45.24. Contractor Travel: Reimbursement *will* or *will not (Select appropriate requirement)* be provided for travel. Contract worker travel requirements are as follows: *Identify travel requirements and guidelines or type N/A if not applicable.*

PART 2

DEFINITIONS AND ACRONYMS NOT FOUND IN BASE CONTRACT PWS

2.1. Definitions: The following additions are made to the Government Definitions and Acronyms for this TO: *Enter additional items or type “NA” if no additional items are required from those listed in the base contract PWS (Reference base contract PWS Section 2 as necessary)*

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. Government Furnished Items and Services:

3.1. General: The following additions are made to the Government furnished items, equipment and services for this TO: Enter additional items or type “NA” if no additional items are required from those listed in the base contract PWS
(Reference base contract PWS as necessary)

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. Contractor Furnished Items and Responsibilities:

4.1. General: The following additions are made to the Contractor furnished items and services for this TO: *Enter items or type "N/A" if no additional Contractor furnished items are required on this TO (Reference base contract PWS as necessary)*

PART 5 SPECIFIC TASKS

*(Identify the qualifications for **each** labor category required on the TO in the labor category (TE 4) below. The labor category qualifications in this section can be additional to or supplemental with the standard qualifications at TE 5 but may not be less rigorous than the qualifications at TE 5. Do not repeat the qualifications that are already in the base PWS). (Ensure all the information below is provided for each labor category required for this TO.)*

5.8. The Contractor shall conduct competency-based screening against preliminary Government minimum requirements, verify candidate qualifications against Government minimum requirements, and submit qualifying documentation for candidate approval as identified at the time of order placement.

5.8.1. Labor Category: *List the labor category title from TE 4.*

5.8.1.1. Legal Authorization to Work in the United States: The contract worker performing under this contract must either be a U.S. Citizen or as defined by the Department of Homeland Security, U.S. Citizenship and Immigration Services, either a noncitizen national of the United States, lawful permanent resident of the United States, or alien authorized to work in the United States. (see base contract PWS 1.57.12.) *Enter other legal authorizations to work under this contract or type "nothing follows".*

5.8.1.2. Education:

- Degree/Education: *Type, "See TE 5" or type in the degree and education when either none is listed at TE 5 for the labor category or a different degree and/or education level is required. Type "None" if a degree or education is not required.*
- Equivalency Determination Request: The Contractor *may* or *may not* (*Select appropriate requirement*) request an equivalency determination as a substitute for education requirements on this labor category.

5.8.1.3 Certifications (in addition to Basic Life Support identified in paragraph 1.5.45.6.): *Type "See TE 5" or type the required certification when either none exists at TE 5 for the labor category or additional certification is required. Type "None" if no certifications are required for this labor category.*

5.8.1.4. Board Certification: *(see base contract PWS 1.573.: Type in the specific board certification or type "None" if no certifications are required for this labor category.*

5.8.1.5. Licensure: (see base contract PWS 1.572). *Type "See TE 5" or type in the license requirements when none are listed at TE 5 or type "None" if not required for the labor category.*

5.8.1.6. Contract Worker Standard Qualifications: (see base contract PWS 1.571.). The standard qualifications (duties) or the labor category are as follows: *This is a free text area. Either type "See TE 5" or type in the duties for the labor category when either none exists at TE 5 or additional duties not listed at TE 5 are required for this labor category.*

5.8.1.7. Submit Qualifying Documentation: Select the appropriate qualifying documentation, by labor category:

5.8.1.7.1. ☐ Submit Qualifying Package for Non-Credentialed Contract Worker (see base contract PWS 5.9. and definition at 2.59. in base contract PWS): The Contractor shall provide a complete, current, and accurate qualifying package for *Enter the non-credentialed labor categories requiring a qualifying package* within *Enter the time frame for submission (i.e., 15 days before contract worker placement)*".

5.8.1.7.2. ☐ Submit Credentialing Package for Privileged and Non-Privileged Credentialed Contract Workers (see base contract PWS 5.10. and definition 2.14 in base contract PWS): The Contractor shall provide a complete, current, and accurate credentialing packages for *Enter the credentialed labor categories requiring a credentials package* within *Enter the time frame for submission (i.e., 30 days before contract worker placement)*". Contractor shall include information required for privileging as needed. Additional requirements from those listed in DHAPM 6025.13, Volume 4 for this TO are: *Enter additional requirements not outlined in DHAPM 6025.13 Volume 4 or type "N/A"*

5.22. Invoice for Services: The Contractor shall invoice for services as follows: *Outline the frequency (i.e., monthly) and method of invoice (i.e., hourly rate, flat rate, or performance-based using a designated 'unit' such as call transactions, number of encounters, or transcribed lines.*

PART 6
OTHER TERMS, CONDITIONS, AND PROVISIONS

In addition to the terms, conditions, and provisions listed in the MQS2-NG base contract, the Contractor shall abide by these additional provisions: *Enter any agency specific provisions or type N/A if not applicable.*

PART 7
APPLICABLE PUBLICATIONS

7.1. Publications: In addition to the publications listed in the most recent modification to the MQS2-NG PWS base contract, the Contractor shall abide by these additional applicable service regulations, publications or manuals: *Enter additional regulations, publications or manuals not already identified in the contract specific to this TO or type N/A if not applicable.*

TECHNICAL EXHIBIT 1
PROGRAM PERFORMANCE SUMMARY (PPS)

*The below are the required Base PWS Acceptable Quality Level (AQL) requirements.
Add any additional or different TO minimum AQLs of service required for each objective
at the TO level that is not already required at the base contract level.*

Performance Objective	Reference	Performance Objective	Method of Surveillance	AQL
Overall Fill Percentage (FTE)	5.14.1.1.1	For FTE Task Orders, the Fill Rate percentage is the percentage of filled FTEs on the last day of the previous month divided by the total number of required FTEs per the contract. Example: Filled FTEs submitted on 15 April will be for the number of FTEs filled on 31 March.	Government designated application	FTE Fill Rate >= 90%
Overall Quantity Success Percentage (Quantity)	5.14.1.1.2	For Non-FTE Task Orders, the Success Rate percentage is calculated by the monthly invoiced Unit of Measure (UoM) divided by the required monthly UoM per the contract (total yearly quantity divided by total days in the PoP, multiplied by the number of days in the previous month) on the last day of the previous month. Example: Quantity UoM submitted on 15 April will be for the Total Quantity from 1-31 March.	Government designated application	Quantity Success Rate >= 90%
Monthly Data Submission	5.14.1.1.3	Monthly data submission into Government designated application to calculate Fill Rate and Success Rate percentages. The monthly data submission shall occur NLT the 15th of each month, regardless of whether the 15th falls on a weekend or holiday.	Government designated application	Required to submit data by the 15th of each month.

TECHNICAL EXHIBIT 2
TASK ORDER DELIVERABLE SCHEDULE

Replace table information with any additional or different TO Deliverables from the base contract PWS specific to this TO or type N/A if not applicable.

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Quality Control Plan	Within enter <i>number of days</i> days of TO award	<i>Enter number of copies</i>	<i>Enter format</i>	<i>Enter the person receiving the document</i>
Security Investigative Package	NLT <i>enter number of days</i> days before the required start date of the contract worker	<i>Enter number of copies</i>	<i>Enter format</i>	<i>Enter the person receiving the document</i>
Credentials Package	NLT <i>enter number of days</i> days before the required start date of the contract worker	<i>Enter number of copies</i>	<i>Enter format</i>	<i>Enter the person receiving the document</i>

TECHNICAL EXHIBIT 3 SECURITY CAC CARD REQUIREMENTS ADDENDUM

SECURITY AND COMMON ACCESS CARD (CAC) REQUIREMENTS

1.0 Common Access Card (CAC) Requirements

1.1 Common Access Card Issuance

Common Access Card (CAC) issuance requires, at a minimum, a favorably adjudicated Tier 1

(T1) or higher investigation in accordance with DODI 5200.46. The contractor worker will be issued a CAC only if duties involve one of following:

- (1) Both physical access to a DOD facility and access, via logon, to DOD networks on-site or remotely;
 - (2) Remote access, via logon, to a DOD 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 six-months or more.
- A CAC may be issued on an interim basis once a Tier 1 has been successfully scheduled with the Defense Counterintelligence and Security Agency (DCSA) and a favorable Federal Bureau of Investigation (FBI) fingerprint results.

1.2 Mission Partner Identity, Credential and Access Management Process

Mission Partner Identity, Credential and Access Management (MP ICAM) (formerly known as Trusted Associate Sponsorship System (TASS)): The contractor shall process CAC applications through the MP ICAM, the procedures for which are described below. Although there is no requirement for the contractor to designate a "Corporate Facility Security Officer" (FSO) to serve as its single point of contact for the BI, the MP ICAM application process and other CAC and security-related matters, such designation facilitates these processes. If a Corporate FSO is not established, all contractor workers requiring a CAC will be required to process their own applications. The submission process for CAC applications is as follows:

- (1) The contractor's FSO or COR shall submit requests for a CAC via email to the designated Mission Partner Affiliation Sponsor (MPAS) (formerly known as the Trusted Agent (TA)).
- (2) The Government will establish a MP ICAM application account for each CAC Request, and each contractor worker will receive (2) automated emails from MP ICAM, a user ID and password. The contractor worker or designated proxy shall access the MP ICAM account and complete the CAC application. Once completed, the contractor worker will submit the completed application to the MPAS for next steps.
- (3) An automated email triggered by the MPAS will inform the contractor applicant one of the following:
 - a. Approval * Upon approval, the information is transferred to the DEERS

database, and an email notification is sent to the contractor with instructions on obtaining their CAC. The contractor proceeds to a RAPIDS station (RAPIDS Site Locator: <https://idco.dmdc.osd.mil/idco/>).

b. Rejection * The Government sponsor, in separate correspondence, will provide reason(s) for rejection.

c. Return * Additional information or correction to the application required by the contractor worker.

d. Transfer * Upon transfer, the contractors MP ICAM profile is now assigned to a different contract and/or MPAS for further management.

2.0 Personnel Security Requirements

2.1 General Requirements

The Contractor shall ensure that all personnel performing work under this contract comply with the applicable Department of Defense (DoD) personnel security requirements as outlined in DoD Manual 5200.02, DoD Instruction 5200.46, DoD Instruction 1402.05, and all other relevant regulations. The Contractor shall verify that all personnel performing duties under this contract are suitable for access to Controlled Unclassified Information (CUI) and/or secure facilities, as determined by the appropriate security clearance level and background checks.

2.2 Background Investigations

All personnel performing duties on this contract must be vetted by the Defense Health Agency (DHA) Administration Security Division (ASD). Procedures and requirements for submission can be found in DHA Administrative Instruction 5200.04, 5200.05, and DHA Internal Policy Memorandums. Vetting packages must be submitted for processing by the assigned Contracting Officers Representative (COR) or Facility Security Officer (FSO) depending on Personnel Security office of primary responsibility.

(SELECT ONE OF THE FOLLOWING INVESTIGATION-LEVEL SECTIONS—OPTION A OR OPTION B—AND DELETE THE OTHER)

[OPTION A: TIER 1 BACKGROUND INVESTIGATION]

2.3 Minimum Background Investigation

All personnel performing duties on this contract must undergo, at a minimum, a Tier 1, or equivalent background investigation as required by the Office of Personnel Management Federal Investigation Standards. The Contractor shall submit all required background investigation requests the appropriate security office as described in paragraph 2.2. Any personnel who are found to be unsuitable shall be removed from the project at the direction of the Contracting Officer or ASD Personnel.

2.4 Access to Sensitive Information and Moderate Risk Information Systems

Personnel assigned to this contract who require access to specific categories of sensitive/controlled unclassified information and access to Unclassified Moderate Risk Information Systems may be subject to a higher Tier background investigation with a favorable final determination. Personnel falling into this category must have a valid need-to-know, determined by the Contracting Officer or COR. In situations where this paragraph applies, a justification memorandum must be submitted with the security

package. At a minimum, this memorandum should clearly identify the contract worker; Names, access requirements, and permission levels of the information system(s) required to perform duties on this contract; shall be endorsed by the applicable Information Systems Security Officer (ISSM), confirming the system requirements; signed by the government official validating the contract worker's need-to know.

Access to classified information is not required to perform duties on this contract therefore investigations processed by ASD will not result in a National Security determination. The Contracting Officer has identified the staffing requirement to be [Enter base number]. The US Government will initiate up to [Enter base number + 25%] background investigations over the life of the contract. Requests in excess of this amount will require Contracting Officer approval.

[OPTION B: T3 (ADP/IT II) BACKGROUND INVESTIGATION]

2.3 Minimum Background Investigation

All personnel performing duties on this contract must undergo, at a minimum, a Tier 3 (Non-Critical Sensitive/Suitability Determination), or equivalent background investigation as required by the Office of Personnel Management Federal Investigation Standards. The Contractor shall submit all required background investigation requests the appropriate security office. Any personnel who are found to be unsuitable shall be removed from the project at the direction of the Agreements Officer or ASD Personnel.

2.4 Access to Sensitive Information and Moderate Risk Information Systems

Personnel assigned to this contract who require access to specific categories of sensitive/controlled unclassified information and access to Unclassified Moderate Risk Information Systems may be subject to a higher Tier background investigation with a favorable final determination. Personnel falling into this category must have a valid need-to-know, determined by the Contracting Officer or COR. In situations where this paragraph applies, a justification memorandum must be submitted with the security package. At a minimum, this memorandum should clearly identify the contract worker; Names, access requirements, and permission levels of the information system(s) required to perform duties on this contract; shall be endorsed by the applicable Information Systems Security Officer (ISSM), confirming the system requirements; signed by the government official validating the contract worker's need-to know.

Access to classified information is not required to perform duties on this contract therefore investigations processed by ASD will not result in a National Security determination. The Contracting Officer has identified the staffing requirement to be [Enter base number]. The US Government will initiate up to [Enter base number + 25%] background investigations over the life of the contract. Requests in excess of this amount will require Contracting Officer approval.

IT-II Level (Limited Privileged): Positions in which the contractor is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed at the IT-II Position level by a higher authority to ensure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudicated T3.

(CONTINUE WITH THE FOLLOWING SECTIONS FOR BOTH OPTIONS)

2.5 Background Checks Supporting Local Anti-Terrorism/Force Protection Requirements
Screenings conducted by ASD will be limited to those required to perform duties as described in this statement of work. The Defense Health Agency does not control Military Installation Physical Security requirements; supplemental background checks may be required to for entry. Additional costs associated with processing supplemental background checks are not covered within this contract.

2.6 Childcare Background Check Requirements

The Contractor shall ensure that personnel performing work under this contract comply with the applicable Department of Defense (DoD) 1402.05 and all other relevant regulations regarding Childcare Background Checks.

- a. Individuals who have regular contact with children under 18 years of age in DoD-sanctioned childcare services programs will undergo a criminal history background check in order to protect the health, safety, and well-being of children in such programs.
- b. All individuals who have regular contact with children under 18 years of age in DoD-sanctioned childcare services programs and who also have a current or prior DoD affiliation must also undergo an installation records check (IRC).

Required documents to complete the baseline investigation requirement:

- NIP Form
- Resume
- OF306
- Proof of Citizenship
- SOW/PWS

For CBC positions requesters will also provide:

- DD 2981

If a contractor has a prior DOD affiliation (prior military service, prior federal CIV/federal CTR) then requesters should be prepared to provide the following forms:

- DD 3058
- DA 5018-R
- SUDDC IRC
- OFI86C (Boxes 1-9 and section 8B only)

3.0 Controlled Unclassified Information (CUI)

Controlled Unclassified Information under this contract shall be safeguarded as specified in DoD Instruction 5200.48 Controlled Unclassified Information (CUI).

3.1 Access to CUI

Prior to accessing CUI, all personnel must have completed a Personnel Security screening as described in paragraph 2.2 and received, at a minimum, a favorable HSPD-12 interim determination. CUI requires safeguarding measures identified by the CUI EA in Part 2002.14 of Title 32, CFR and, as necessary, in the law, regulation, or government-wide policy with which it is associated. DoD CUI may be disseminated to DoD personnel

to conduct official DoD and U.S. Government business in accordance with a law, regulation, or government-wide policy.

- (1) No individual may have access to CUI information unless it is determined he or she has an authorized, lawful government purpose.
- (2) The person with authorized possession, knowledge, or control of CUI will determine whether an individual has an authorized, lawful government purpose to access designated CUI.
- (3) CUI information may be disseminated within the DoD Components and between DoD Component officials and DoD contractors, consultants, and grantees to conduct official business for the DoD, provided dissemination is consistent with controls imposed by a distribution statement or limited dissemination controls (LDC).
- (4) CUI designated information may be disseminated to a foreign recipient in order to conduct official business for the DoD, provided the dissemination has been approved by a disclosure authority in accordance with Paragraph 3.4.c. and the CUI is appropriately marked as releasable to the intended foreign recipient. Contractors shall ensure all workers and subcontractors granted access to CUI are informed of their responsibilities under this clause and applicable laws and policies.

3.2 CUI Protection, Handling, and Marking Requirements

- Handling: Access to CUI material shall be limited to those workers needing the material to perform their duties. CUI is not a classification but requires extra precautions to ensure its properly safeguarded and disseminated and is not released to the public without government authorization.
- Marking: All CUI shall be marked in accordance with DoDI 5200.48 and 32 CFR Part 2002. The minimum marking shall include:
 - The "CUI" designation at the header and footer of each page, presentation, spreadsheet, e-mail, etc.
 - Category markings (if applicable) and dissemination controls;
 - The first page or cover of any document or material containing CUI will include a CUI designation indicator.
 - Portion markings are encouraged but not required unless specified. Emails containing CUI must include the acronym "CUI" in the subject line, attachments containing CUI and appropriate CUI markings in the header and footer. E-mails containing CUI should be encrypted. CUI material released to a contractor by a DoD user agency must have the following statement on the front page or cover: THIS DOCUMENT CONTAINS CUI MATERIAL AND MUST BE REVIEWED BY A GOVERNMENT REPRESENTATIVE UNDER THE REQUIREMENTS OF DODI 5200.48, DODI 5230.09, and DODI 5230.29.

- **Storage:** During normal duty hours, steps will be taken to minimize the risk of access by unauthorized personnel. Use a CUI cover sheet for single layer protection. After normal duty hours, CUI information will be stored in unlocked containers, desks, or cabinets if the building provides security for continuous monitoring. If building security is not provided, the information will be stored in locked desks, file cabinets, or similarly secured areas. Expenditure of funds for security containers solely for the protection of CUI material is prohibited.
- **Transmission:** CUI may be transmitted via first class mail, parcel post, or bulk shipments. When practical, CUI may be transmitted electronically via approved secure communications systems. Avoid wireless telephone transmission of CUI. CUI transmission via facsimile is permitted if the sender is responsible for determining that appropriate protection is available at the receiving location.
- **Unauthorized Disclosure:** Report misuse, mishandling, or Unauthorized Disclosure of CUI to the Unauthorized Disclosure Program Management Office, the Controlling Agency, and the appropriate Military Department Counterintelligence Organization.
- **Processing:** Unclassified Automated Information Systems (AIS) used to process CUI must meet the basic security requirements listed in the NIST SP 800-171 REV 2.
- **Dissemination:** CUI may be disseminated between officials of DoD Agencies and DoD contractors to conduct official business for the DoD provided the dissemination is consistent with controls imposed by a Distribution Statement or LDC. CUI always requires Foreign Disclosure Decision before release outside of DoD Agencies, contractors, consultants, and grantees.
- **Destruction:** When CUI material no longer meets the threshold for safeguarding, it shall be immediately decontrolled and destroyed by the approved methods identified in DoDI 5200.48.

4.0 Administrative Security Controls

- **Foreign Nationals:** The Contractor shall immediately notify the Contracting Officer of any foreign national personnel assigned to work on this contract.
- **Security Training:** The Contractor shall provide personnel security training to all workers working under this contract.
- **Reporting of Security Violations:** The Contractor shall immediately report any security violations or potential security risks to ASD through the COR.
- **Termination of Personnel:** The Contractor must immediately notify the Contracting Officer and ASD if the employment of any personnel performing duties on this contract is terminated.

CUI//PROCURE

- Documentation and Records: The Contractor shall maintain records of all personnel security clearances, background investigations, and security training for the duration of the contract.