

SECTION F

DELIVERIES OR PERFORMANCE

F-1 52.211-11 LIQUIDATED DAMAGES-SUPPLIES, SERVICES, OR RESEARCH AND DEVELOPMENT (SEPT 2000)

- (a) If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$180.71 per calendar day of delay.
- (b) If the Government terminates this contract in whole or in part under the Default-Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.
- (c) The Contractor will not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor, as defined in the Default-Fixed-Price Supply and Service clause in this contract.

F-2 DELIVERABLES

- (a) As required in Section C, the Contractor must prepare, maintain, and furnish various reports and data during the performance of this contract. The following deliverables (reports and data) are considered mandatory and must be submitted by the Contractor, as indicated in the chart below.

	Title of Deliverables	Submit To:	Requirement
1	Acknowledgement of Conditions of CSO Eligibility Form, CSO Form 004	JPS/PSSB	Submit with each CSO Application Package, which is due 14 days after a CSO position has been vacated or authorized by the Government.
2	Annual 8-Hour CSO Training Syllabus	Chief, JPS CO	An annual review and approval is required by the Government prior to conducting the training.
3	Annual 8-Hour Training Certification	Chief, JPS CO	This certification is required annually and only after all CSOs performing under the contract have completed the Contractor's annual training session.
4	Certificate of Compliance with the Lautenberg Amendment, Title 18, Section 922(G)(9) of the USC, CSO Form 007	JPS/PSSB	Submit with each new CSO Application Package, which is due 14 days after a CSO position has been vacated or authorized by the Government and annually for incumbent CSOs

5	Certification of CSO Performance Standards, CSO Form 006	JPS/PSSB	Submit with each new CSO Application Package, which is due 14 days after a CSO position has been vacated or authorized by the Government and annually for incumbent CSOs.
6	In-District (Phase I) Orientation Certification, CSO Form 008	JPS/PSSB COTR	For new applicants only. Submit within 5 business days after the individual completes the In-District (Phase I) Orientation.
7	Certificate of Medical Examination for CSO, USM-229	JPS/PSSB	Submit with each new CSO Application Package, which is due 14 days after a CSO position has been vacated or authorized by the Government and annually for incumbent CSOs.
8	Equipment Inventory Report	COTR	Submit within 30 days after each contract period. (See Section C-25, Government Furnished Property, for details.)
9	Contractor's Court Security Officer Staffing Notification, CSO 001	JPS/PSSB	Complete accordingly and submit within the first 72 hours after an individual vacates a CSO position. Also submit a copy of the form with each CSO Application Package, which is due 14 calendar days after a CSO position has been vacated or authorized by the Government.
10	Daily Activity Log	COTR	Required for each court facility and must be maintained on a continuous basis. Provide as directed by the COTR.
11	Daily Time and Attendance Log	COTR	Required for each court facility and must be maintained on a continuous basis. Submit a copy of the log with monthly invoice(s). COTR will designate a location for all CSO Daily Attendance Records.
12	Designated Physician List (Medical Practitioner's Data Sheet)	Chief, JPS	Submit within 30 days after the initial contract award and after the effective date of each option period.
13	Emergency Systems Report	COTR	Submit by the tenth of each month.
14	Notification of a Court Security Officer's Official Performance Date, CSO Form 009	JPS, PSSB	Submit within 7 business days after a CSO is officially permitted to perform under this contract.
15	Court Facility Incident Report CSO Form 003	JPS/OSSB	Prepare immediately and submit the report to the COTR within 24 hours after the incident occurs.
16	Court Facility Monthly Statistical Summary Report, CSO Form 002	JPS/OSSB COTR	Submit by the tenth day of each month.
17	FBI Fingerprint Card	JPS, PSSB	Submit with each CSO Application Package, which is due 14 calendar days after a CSO position has been vacated or authorized by the Government.
18	In-District (Phase I) Orientation Certification, CSO Form 009	JPS, PSSB COTR	Submit within 7 days after the In-District Orientation is completed by a CSO.
19	Military Discharge Certificate(s), Department of Defense (DD) 214 (if applicable)	JPS, PSSB	Submit with each CSO Application Package, which is due 14 calendar days after a CSO position has been vacated or authorized by the Government.
20	Monthly Activity Report	CO COTR AOUSC	Input all monthly activity data relative to the previous month by the tenth day of each month. Submit a hardcopy version of the District's Monthly Activity Report to each COTR and an electronic copy of the data to the CO and the AOUSC. Individual Monthly Activity Reports are required for positions authorized by the USMS via an inter-agency agreement.
21	Oleoresin Capsicum (OC) Qualification Record / Authorization to Carry, Form USM-333-A	JPS, PSSB COTR	Submit after the CSO has successfully completed the initial certification requirements. Submit annually after the CSO successfully completes annual recertification requirements.
22	Performance Standards Certificate (Contractor's Certification)	Chief, JPS	During the initial contract period, submit for all Contractor personnel prior to contract performance.

23	Personnel Qualifications Statement, USM 234	JPS/PSSB	Submit with each CSO Application Package which is due 14 calendar days after a CSO position has been vacated or authorized by the Government.
24	Public Voucher for Purchases and Services Other Than Personal, SF 1034	COTR	Submit this form, including any supporting documents, for travel reimbursement.
25	Subcontracting Report for Individual Contract, SF 294	CO	Submit semiannually by April 10 and October 10 or as directed by the Contracting Officer.
26	Summary Subcontract Report, SF 296	CO	Submit annually by October 10 or as directed by the Contracting Officer.
27	Court Security Officer (CSO) Travel Authorization, CSO Form 010	COTR	Complete this form for travel approval. Form must be submitted and approved by the COTR prior to traveling.
28	Court Security Officer (CSO) Travel Expense Reimbursement, CSO Form 011	COTR	Submit this form, including any supporting documents, for travel reimbursement.
29	Weapons Qualification and Familiarization Record, USM 333	JPS/PSSB COTR	For new hires, submit within 5 business days after the individual qualifies. For incumbent personnel, submit annually by December 31 of each contract period.

- (b) The Contractor must adhere to all reporting requirements. Unless stated otherwise, the Contractor cannot deviate from nor substitute any data or forms required by this contract. All deliverables are subject to review and approval by the Government. If any information reported is found to be incomplete or inaccurate, the Government will deem the deliverable unacceptable and return the deliverable to the Contractor for correction. The Contractor must make all necessary corrections and/or revisions, as deemed necessary by the Government.
- (c) Daily Activity Log: The Contractor must maintain a *Daily Activity Log* at each post, as directed by the COTR. The *Daily Activity Log* must be maintained on a continuous basis and must capture all CSO post-related activities. At the Government's request, the Contractor must make the log available for review and inspection.
- (d) Court Facility Security Incident Report (CSO Form 003): The Contractor must prepare and submit a CSO Form 003, *Court Facility Security Incident Report*, whenever a CSO is involved in or observes a suspicious or security-related incident at a court facility. With the exception of false alarms or alarm tests, all incidents such as, but not limited to: disruptive persons; threats; forced entry; illegal weapons; suspicious packages; etc., must be reported immediately, with complete and accurate details, to the COTR of the District and to the Judicial Protective Services, Operations Support Services Branch, on a CSO Form 003, *Court Facility Security Incident Report*, within 24-hours of the occurrence. A copy of the Court Facility Security Incident Report form is located in Section J, *List of Attachments*.

(e) Court Facility Monthly Statistical Summary Report (CSO Form 002)

The Contractor must complete and submit a CSO Form 002, *Court Facility Monthly Statistical Summary Report*, to the Judicial Protective Services, Operations Support Services Branch, through the COTR by the tenth day of each month. This report provides statistical information on the number of illegal weapons, contraband, and prohibited items detected and/or confiscated by CSOs during the preceding month. Such information must be recorded on the CSO Form 002, *Court Facility Monthly Statistical Summary Report*. This report is designed to collect information on incidents that are threatening or appear to threaten the safety and security of the Judiciary. It also captures the number of incidents involving arrests or detainment and other serious incidents such as: disruptive persons; threats; forced entry; illegal weapons; suspicious packages; etc., occurring in or out of the courtroom that required CSO action. The Contractor is required to use the CSO Form 002, *Court Facility Monthly Statistical Summary Report*, to document how many hours each CSO performs in the following areas: (1) courtroom assignment; (2) travel; (3) training; and (4) weapons qualification. The form must be reviewed and signed by the COTR prior to forwarding it to the Judicial Protective Services, Operations Support Services Branch. A copy of the form is provided in Section J, *List of Attachments*.

(f) Daily Time and Attendance Log:

- (1) The Contractor must maintain at all times and as directed by the COTR, an official *Daily Time and Attendance Log*, for each court facility that is authorized CSOs (See Section B for official court facility locations). The Contractor must also require all CSOs, including LCSOs, to record their actual arrival and departure times on the *Daily Time and Attendance Log* while performing under this contract.
- (2) The *Daily Time and Attendance Log* will be placed in an area designated by the COTR and must be maintained in chronological order for each court facility where CSOs provide services. The log must capture the name of each CSO; the date of performance; arrival and departure times; the actual hours worked by each CSO; an explanation block to address attendance issues; and, a signature block for each CSO to certify their time and attendance entries. If, for any reason, a CSO is not present to perform, the Contractor must document the reason why the CSO is not available. The Contractor must provide, as supporting documentation, a legible

copy of each log to the COTR along with each applicable monthly invoice(s).

- (g) Emergency Systems Report: The Contractor must provide, on a monthly basis, an *Emergency Systems Report* to confirm the testing, the condition, and the status of all duress alarms, control panels, and battery-operated emergency lighting, as required by this contract. The Contractor must also provide the report to the COTR by the tenth of each month. The Emergency Systems Report must indicate the name of the CSO that performed the tests, the date and time the tests were conducted, the location of the alarms, control panels and lighting. The report must also indicate if repairs are necessary. The Contractor must notify the COTR if the equipment is malfunctioning or requires service.
- (h) Monthly Activity Report:
- (1) The Monthly Activity Report is a USMS computer-based software program that will be provided to the Contractor as Government furnished property. The Government will also provide instructions on how to use the program. The Contractor must utilize this program on a daily basis, which will permit both the Contractor and the Government to generate various reports and manipulate information, as needed. A sample of the types of reports that may be generated from this software can be found in Section J, *List of Attachments*.
 - (2) The Contractor's Monthly Activity Reports will be subject to review and analysis by the following offices and individuals listed in the chart below. The Contractor must provide a hard copy of the Monthly Activity Report to JPS and the COTR by the tenth calendar day of each month.

United States Marshals Service
Judicial Security Division
Judicial Security Contracts
Washington, DC 20530-1000

Each designated COTR. (Hardcopy Only)
(Refer to respective task orders for the mailing address.)

Administrative Office of the United States Courts
One Columbus Circle, N. W.
Court Security Office, Room G-310
Washington, DC 20544
- (i) Contractor's Employee Actual Pay and Benefits Data: At the request of the Contracting Officer, the Contractor must submit the names of all

current employees that performed on this contract, their full-time and part-time status, anniversary date, their appointed site address and their actual pay rate and employment benefit compensation. The data should be compiled to reflect the personnel assigned to each District. The Contractor waives any objection to the USMS' use of such data, including disclosure to offerors during any future solicitation process.

F-3 PERIOD OF PERFORMANCE

- (a) Base Contract Period: The base contract period of this contract will commence from the effective date of the contract award, as specified on the contract award document, and continue as stated in Section B-3, Period of Performance.
- (b) Individual Task Orders: The period of performance will be as specified on each individual task order. Each task order will also be subject to the following:
- (i) After issuance of the task order, the Contractor must recruit staff and forward all required staffing documentation to the Judicial Protective Services as required in Section C.
 - (ii) The Contractor must not commence work until security and clearance requirements as required by the contract have been met, unless otherwise directed by the Chief, Judicial Protective Services.

F-4 WORK WEEK

For the purposes of defining a work week for performance under this contract, a work week is from Sunday through Saturday.

F-5 CLAUSES INCORPORATED BY REFERENCE:

Clause No.	Clause Title
52.242-15	Stop-Work Order (AUG 1989)
52.242-17	Government Delay of Work (APR 1984)