

**PART I – SCHEDULE**

**SECTION F - DELIVERIES OR PERFORMANCE**

**F.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.aquisition.gov/far/index.html>

or

<http://farsite.hill.af.mil/>

<u>CLAUSE NUMBER</u>	<u>CLAUSE TITLE</u>
52.242-15	Stop-Work Order (AUG 1989)
52.242-17	Government Delay of Work (APR 1984)

**F.2 FAR 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 \$242.95 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 shall 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.3 DELIVERABLES**

- (a) As required in the SOW, 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.

Legend of abbreviations:

AOUSC    Administrative Office of the U. S. Courts  
 AQB      Applications and Qualifications Branch  
 CO       Contracting Officer  
 COR      Contracting Officer’s Representative  
 OCS      Office of Court Security  
 OFM      Office of Financial Management  
 MAR      Monthly Activity Report

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date</b>	<b>Requirement</b>
1.	CSO Qualifications	C.4	OCS/AQB	With proposal W/in 30 calendar days of contract award as requested	Written SOP describes multi-faceted and systematic selection process that independently filters potential applicants.
2.	CSO Initial Package	C.6			
2a	FBI Fingerprint Card, FD 258	C.6	OCS/AQB	30 calendar days after CSO position has been vacated or authorized by the Government	Submit with each CSO Application Package
2b	Court Security Officer Contractor’s Background Check Form, CSO Form 005	C.6	OCS/AQB	“”	Submit with each CSO Application Package
2c	DOJ Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act DOJ - 555	C.6	OCS/AQB	“”	Submit with each CSO Application Package.
2d	Certificate of Medical Examination for Court Security Officers, CSO-229	C.6 C.9	OCS/AQB	“”	Submit with each CSO Application Package.

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2e	Military Discharge Certificate, Department of Defense (DD) 214	C.6	OCS/AQB	""	Submit with each CSO Application Package
2f	Photocopy of the Applicant's Official Law Enforcement Training	C.6	OCS/AQB	""	Submit with each CSO Application Package
2g	Contractor's Court Security Officer Staffing Notification, CSO Form 001	C.6 C.7.3 C.9.4.3 C.10.2.4	OCS/AQB	<ol style="list-style-type: none"> <li>1. Submit a new application package to AQB within thirty (30) days of vacancy occurrence;</li> <li>2. Within two (2) days of vacancy occurrence;</li> <li>3. Within seven (7) days if transferring positions;</li> <li>4. Within two (2) days if CSO is unable to perform.</li> </ol>	Submit this form for various contract staffing actions
2h	Certificate of Compliance, The Lautenburg Amendment, Title 18, Section 922(G)(9) of the US Code. CSO Form 007	C.6	OCS/AQB	""	Submit with each CSO Application Package
2i	Acknowledgement of Conditions of CSO Eligibility, CSO Form 004	C.6	OCS/AQB	""	Submit with each CSO Application Package
3.	Contract Manager (CM) and District Supervisor (DS) Package	C.6			
3a	FBI Fingerprint Card	C.6	OCS/AQB	30 calendar days after CSO position has been vacated or authorized by the Government	Submit with each CM and DS Application Package
3b	Military Discharge Certificate, Department of Defense (DD) 214	C.6	OCS/AQB	""	""

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3c	DOJ Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act DOJ - 555	C.6	OCS/AQB	“”	“”
3d	Contractor’s Court Security Officer Staffing Notification, CSO Form 001	C.6	OCS/AQB	“”	“”
3e	Military Discharge Certificate, Department of Defense (DD) 214	C.6	OCS/AQB	“”	“”
3f	Copy of Current Resume	C.6	OCS/AQB	“”	“”
3g	Copy of College Transcripts	C.6	OCS/AQB	“”	Submit with each CM Application Package
4.	ANNUAL MEDICAL	C.9			
4a	Court Security Officer Contractor’s Request to Reevaluate An Individual’s Medical Qualification, CSO Form 012	C.9	OCS/AQB	As required	Submit when a CSO desires to return to contract performance after an extensive or medical absence.
5.	AUTHORIZATION TO PERFORM	C.11			
5a	Notification of a Court Security Officer’s Official Performance Date, CSO Form 009	C.11	OCS/AQB	W/in seven (7) business days of an approved individual being directed by the Contractor to perform in an official capacity	Submit to OCS, must be documented on the MAR
5b	Notification of a Court Security Officer’s In-District Phase I Orientation Certification and the Court Security Officer Weapons Qualification Record. CSO Forms 008 and 014.	C.11	COR	W/in seven (7) business days of an approved individual being directed by the Contractor to perform in an official capacity	CSO Forms 008 and 014 are to be centrally maintained by the Contractor during life of contract or as directed by the Government, must be documented on the MAR

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5c	Certification of Court Security Officer Performance Standards, CSO Form 006	C.11	COR	W/in 45 calendar days after contract award; and five (5) calendar days after receiving written qualification approval on applicant	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
6.	<b>WEAPONS QUALIFICATION</b>	C.12			
6a	Weapons Proficiency Certification Annual, CSO Forms 014	C.12	COR	Annually	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government, must be documented on the MAR
6b	Firearms Instructor Certifications	C.12	COR	Prior to performing weapons qualification training	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
6c	Firearm Range Agreements	C.12	CO	W/in 30 calendar days after contract award and W/in 30 calendar days of a change	As Required
7.	<b>TRAINING</b>	C.13			
7a	Phase I Orientation	C.13	COR	W/in 14 calendar days after the Contractor directs the approved applicant to perform in an official capacity	Eight (8) hours of introductory academic instruction and 40 hours OJT, must be documented on the MAR
7b	Phase II Orientation	C.13	COR	W/in ten (10) business days after the issuance of the notification by OCS	Upon notification, the Contractor shall submit a detailed cost estimate and written schedule for all CSOs required and eligible to attend. The Phase II Orientation is followed with 40 hours of OJT
7c	Annual Training	C.13	COR	In accordance with the OCS approved training plan	16 hours annually, must be documented on the MAR
7d	Oleoresin Capsicum Spray Qualifications Initial	C.13	COR	Prior to carrying or using OC Spray	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government, must be documented on the MAR
7e	Oleoresin Capsicum Spray Qualifications Annual	C.13.	COR	W/in 1 <sup>st</sup> quarter of contract period	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government, must be documented on the MAR
7f	Additional Training	C.13	COR	As required	Unanticipated or special training
7g	Training Plans	C.13	OCS	W/in 30 calendar days after contract award, w/in 30 days of beginning each contract period.	No training shall commence until the Training Plan has been approved in writing by the CO or the OCS
7h	Advance Events	C.13	OCS	One month in advance of	Contractor shall notify the COR of any

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	Schedule			scheduled events	changes to previously scheduled training or qualifications no less than 7 days
7i	Training and Qualifications Records including Orientation Certification CSO Form 008, OJT, Phase II Certification, Annual Training	C.13	COR	On file with the Contractor; and available on request of OCS	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government, must be documented on the MAR
8.	CSO Performance Standard Violations (PSV)	C.14	COR/OCS	Immediately	The Contractor shall report any/all performance standard violations to the COR immediately
9.	Authority	C.15	COR	Immediately	CSO Form 003
10.	ALTERNATE LOCATIONS	C.17			
10a	Court Security Officer (CSO) Travel Authorization, CSO Form 010	C.17	COR	Prior to commencement of authorized travel.	Submit this form, including any supporting documents, for CSO travel.
10b	Court Security Officer (CSO) Travel Expense Reimbursement, CSO Form 011	C.17	COR	As Required.	Submit this form, including any supporting documents, for travel reimbursement.
10c	Public Voucher for Purchases and Services Other than Personal, SF 1034	C.17	COR	As Required	As Necessary
11.	APPEARANCE AND UNIFORM STANDARDS	C.18			
11a	CSO Uniforms	C.18	COR	At CSO Start-Up and during Annual Replacement Period	The annual replacement period is between Oct 1 <sup>st</sup> and Dec 31 <sup>st</sup>
11b	CSO Uniform Inventory	C.18.	COR/OCS/CO	W/in 30 calendar days of contract award; and by the end of the last quarter of each calendar year	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
11c	Uniform Status Reporting	C.18.	COR	10 <sup>th</sup> calendar day of each month	Uniform Issuance Dates. Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government

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12	Government Furnished Property	C.19			For the safety and protection of human life and court facilities, e.g., weapons, ammunition, body armor, uniform
12a	Property Control System	C.19	COR/OCS	W/in 30 calendar days of contract award; and by the end of the last quarter of each fiscal year	Gov't approved written plan designed to control, protect, preserve and maintain all GFP
12b	Equipment Inventory (Property) Report	C.19	COR/OCS	W/in 45 calendar days of the begin date of the contract; and thereafter for each option year exercised	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
13.	REPORTS	C.24			
13a	Daily Activity Log	C.24	COR	Daily	At each post, maintained on continuous basis and capture all CSO post-related activities.
13b	Court Facility Incident Report, CSO Form 003	C.24	COR	Within 24 hours of occurrence	Whenever a CSO is involved or observes a suspicious or security-related incident at a court facility.
13c	Court Facility Monthly Statistical Summary Report, CSO Form 002	C.24	COR	10 <sup>th</sup> calendar day of each month	Designed to collect information on incidents that are threatening or appear to threaten the safety and security of the Judiciary.
13d	Daily Time and Attendance Log	C.24	COR	Daily	Placed in an area designated by the COR and maintained in chronological order, and be legible.
13e	Emergency Systems Report	C.24	COR	10 <sup>th</sup> calendar day of each month	Confirms testing, condition, and status of duress alarms, control panels, battery-operated emergency lighting, as required by this contract.
13f	Monthly Activity Report (MAR)	C.24	COR/AOUSC/OCS	10 <sup>th</sup> calendar day of each month	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
14.	QUALITY ASSURANCE	C.25			
14a	Quality Assurance/Control Plan (QCP)	C.25	OCS/CO	30 calendar days after contract award	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
14b	QCP Inspection Plan	C.25	COR/OCS/CO	Quarterly, MAR, And on request	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government
14c	Inspection	C.25	COR/CO	Within 24 hours, and to	Records are to be centrally maintained

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	Deficiency			CO within 10 calendar days	by the Contractor during life of contract or as directed by the Government
15	Transition Plan_ - Phase Out	C.26	CO	W/in 90 calendar days of contract award	Records are to be centrally maintained by the Contractor during life of contract or as directed by the Government

- (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 the 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 and in accordance with the due date.
- (c) Contractor's Employee Actual Pay and Benefits Data: At the request of the CO, the Contractor shall submit the names of all current employees that performed on this contract, their status (full-time or part-time), 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.

(d) Additionally the Contractor shall provide contractual documentation as required to include as a minimum:

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To Section:</b>	<b>Submit To:</b>	<b>Due Date</b>	<b>Requirement</b>
(d)(i)	Evidence of Insurance Coverage	H-3	CO	w/in 14 calendar days after contract award	Submit after contract award.
(d)(ii)	Licenses (Reference Section H.5)	H-4	CO	w/in 14 calendar days after request by the CO	Submit after Request by CO or at CO's Discretion
(d)(iii)	Standard Operating Procedures – Application Pkg	C.6.1	CO	w/in 30 calendar days after award	Submit after contract award
(d)(iv)	Training Plan	C.13.1	CO	w/in 30 calendar days after award	Submit after contract award
(d)(v)	CSO Uniform Inventory	C.18.3.1.2	CO and COR	w/in 30 calendar days after award	Submit after contract award
(d)(vi)	CSO GFP Inventory	C.19.5	COR	w/in 45 calendar days after award	Submit after contract award
(d)(vii)	Quality Control Plan	C.25.1	CO	w/in 30 calendar days after award	Submit after contract award
(d)(viii)	Special Standards of Responsibility Annual Review	H.5	CO	No later than March 31 <sup>st</sup> of the contract period preceding a potential option period	Required initially under Section L.7 of the solicitation to establish responsiveness. Mark delivery package appropriately

#### **F.4 FEDERAL HOLIDAYS**

The following is a list of Federal Holidays observed by the Government:

New Year's Day (Jan 1)  
Martin Luther King's Birthday (3<sup>rd</sup> Monday in Jan)  
Washington's Birthday (3<sup>rd</sup> Monday in Feb)  
Memorial Day (last Monday in May)  
Independence Day (Jul 4)  
Labor Day (1<sup>st</sup> Monday in Sept)  
Columbus Day (2<sup>nd</sup> Monday in Oct)  
Veterans Day (Nov 11)  
Thanksgiving (4<sup>th</sup> Thursday in Nov)  
Christmas (Dec 25)