

**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 address:

<http://www.acquisition.gov/?q=browsefar>

<b>NUMBER</b>	<b>DATE</b>	<b>TITLE</b>
52.242-15	AUG 1989	STOP-WORK ORDER
52.242-17	APR 1984	GOVERNMENT DELAY OF WORK

**F.2 FAR 52.211-11 LIQUIDATED DAMAGES-SUPPLIES, SERVICES, OR RESEARCH AND DEVELOPMENT (Sep 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  
 TCB         Training and Compliance Branch

	<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 Within 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	“”	“”
2c	DOJ Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act DOJ - 555	C.6	OCS – AQB	“”	“”
2d	Certificate of Medical Examination for Court Security Officers, CSO Form 229	C.6 C.9	OCS – AQB	“”	“”

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
2e	Military Discharge Certificate, Department of Defense (DD) 214 to include character of discharge	C.6	OCS – AQB	“”	“”
2f	Photocopy of the Applicant’s Official Law Enforcement Training	C.6	OCS – AQB	“”	“”
2g	Contractor’s Court Security Officer Staffing Notification, CSO Form 001	C.6 C.7.3 C.7.3 C.9.4.3	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	“”	“”
3.	Contract Manager (CM) and District Supervisor (DS) Package	C.6			

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
3a	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 CM and DS Application Package
3b	Military Discharge Certificate, Department of Defense (DD) 214 to include character of discharge	C.6	OCS – AQB	“”	“”
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	Copy of Current Resume	C.6	OCS – AQB	“”	“”
3f	Copy of College Transcripts	C.6	OCS – AQB	“”	Submit with each CM Application Package
4.	Biennial Medical	C.9		CSOs to complete and pass a biennial medical examination to occur during their birth month	CSOs with an even birth year are to complete and pass medical examination during even contract performance years. CSOs with an odd birth year are to complete and pass medical examination during odd contract performance years.
4a	Court Security Officer Contractor’s Request to Reevaluate An Individual’s Medical Qualification,	C.9	OCS – AQB	As required	Submit when a CSO desires to return to contract performance after an extensive or medical absence

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
	CSO Form 012				
5.	Authorization to Perform	C.11			
5a	Notification of a Court Security Officer's Official Performance Date, CSO Form 009	C.11	OCS – AQB	Within 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	Within 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 at the Contractor's Headquarters Office during life of contract or as directed by the Government, must be documented on the MAR
5c	Certification of Court Security Officer Performance Standards, CSO Form 006	C.11	COR	Within 45 calendar days after contract award; and five (5) calendar days after receiving written qualification approval on applicant	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
6.	Training and Weapons Qualification	C.12			
6a	Weapons Proficiency Certification Annual, CSO Form 014	C.12	COR	Initially within 7 calendar days after the Contractor directs the approved applicant to perform in an official capacity, and Annually	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government, must be documented on the MAR
6b	Firearm Range Agreements	C.12	OCS	Within 30 calendar days after contract award or change and include range listing in Training Plan Submission	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
6c	Oleoresin Capsicum Spray Qualifications Initial	C.12	COR	Prior to carrying or using OC Spray	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government, must be documented on the MAR
6d	Oleoresin Capsicum Spray Qualifications Annual	C.13.	COR	On or about one year from initial training	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government, must be documented on the MAR
6e	Phase I Orientation	C.12	COR	Within 14 calendar days after the Contractor directs the approved applicant to perform in an official capacity	Eight (8) hours of introductory academic instruction and 32 hours OJT, must be documented on the MAR
6f	Phase II Orientation	C.12	COR	Within 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
6g	Annual Training	C.12	COR	In accordance with the OCS approved training plan	16 hours annually, records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government, must be documented on the MAR
6h	Additional Training	C.12	COR	As required	Unanticipated or special training
7.	Training Administration	C.13			

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
7a	Training Plans	C.13	OCS - TCB	<u>Contract Award</u> Weapons and Phase I – Within 30 calendar days of contract award Annual- Within 60 calendar days after contract award <u>Option Periods</u> Weapons and Phase I - immediately Annual – Within 30 calendar days of beginning of option period (See SOW C.13.1.1 for detail)	No training shall commence until the Training Plan has been approved in writing by the CO or the OCS
7b	Advance Events Schedule	C.13	COR	One week in advance of the subsequent month's scheduled events	Contractor shall notify the COR of any changes to previously scheduled training or qualifications asap but prior to actual training
	Training and Weapons Qualification Instructors	C.13	OCS - TCB	Continuously Updated and Prior to performing weapons qualification training	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
7c	Training and Qualifications Records including Orientation Certification CSO Form 008, OJT, Phase II Certification, Annual Training	C.13 J.7(F)	COR - OCS	On file with the Contractor; and available on request of OCS	Records are to be centrally maintained at the Contractor's Headquarters Office 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 CSO Form 003	C.15	COR	Immediately	Immediately
10.	Alternate Locations	C.17			

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
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	When directed by the Contractor to perform in an official capacity and during Annual Replacement Period	As initially required, and Annually
11b	CSO Uniform Inventory	C.18 C.19	COR - OCS - CO	Within 30 calendar days of contract award; and by the end of the last quarter of each calendar year	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
11c	Uniform Status Reporting	C.18 C.19 C.24	COR	10 <sup>th</sup> calendar day of each month, MAR Report	Uniform Issuance Dates. Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
12.	Government Furnished Property	C.19			For the safety and protection of human life and court facilities, e.g., weapons, ammunition, body armor, uniform

DJM-15-A32-V-0046  
1<sup>st</sup> Federal Judicial Circuit

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
12a	Property Control System	C.19	COR - OCS	Within 30 calendar days of contract award; and by the end of the last quarter of each fiscal year	Government approved written plan designed to control, protect, preserve and maintain all GFP
12b	Equipment Inventory (Property) Report	C.19	COR- OCS	Within 30 calendar days of contract award; and by the end of the last quarter of each fiscal year	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
13.	Reports	C.24			
13a	Daily Time and Attendance System	C.24	COR	Contract Performance Start Date	An official time and attendance system shall have electronic capability for automated recording and storing CSOs in and out time, using Contractor equipment, software, and internet access. System shall be integrated with payroll, human resource requirements, and scheduling.
13b	Daily Activity Log	C.24	COR	Daily	At each post, maintained on continuous basis and capture all CSO post-related activities
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	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
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	An official record is to be centrally maintained at the Contractor's Headquarters

	<b>Title of Mandatory Reports, Forms, and Data</b>	<b>Refer To:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
					Office during life of contract or as directed by the Government
14.	Quality Assurance	C.25			
14a	Quality Assurance/Control Plans (QCPs)	C.25	OCS - CO	30 calendar days after contract award	Two QCPs, one for CSO responsibilities and one for Corporate Oversight. Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
14b	QCP Inspection Plans	C.25	COR – OCS - CO	Quarterly and on request	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
14c	Inspection Deficiency	C.25	COR - CO	Immediately and to CO within 10 calendar days of the incident. (C.25.1.24)	Records are to be centrally maintained at the Contractor's Headquarters Office during life of contract or as directed by the Government
15.	Transition Plan - Phase Out	C.26	CO	Within 90 calendar days of contract award (C.26.2)	Records are to be centrally maintained at the Contractor's Headquarters Office 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:</b>	<b>Submit To:</b>	<b>Due Date:</b>	<b>Requirement:</b>
(d)(i)	Evidence of Insurance Coverage	H.3	CO	Within 14 calendar days after contract award	Submit after contract award.
(d)(ii)	Special Standards of Responsibility Annual Review	H.5	CO	Annual certified financial statements shall be provided no later than March 31 <sup>st</sup> of the contract period preceding a potential option period. Updated financial information shall be provided upon request.	Required initially under Section L.7 of the solicitation to establish responsiveness. Mark delivery package appropriately
(d)(iii)	Licenses	H.6	CO	Within 14 calendar days after request by the CO	Submit after Request by CO or at CO’s Discretion

- (e) Additionally, the Contractor shall provide all proposed enhancements offered under DJM-15-A32-R-0003 and accepted by the Government as part of the Basis of Award determination and best value tradeoffs and identified on the chart below.

	<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>
	This Table will be filled in following award.				

#### **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)