

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>S</b>	PAGE OF PAGES <b>1   62</b>
2. AMENDMENT/MODIFICATION NO. <b>0001</b>	3. EFFECTIVE DATE <b>06-Nov-2018</b>	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY REGIONAL CONTRACTING CENTER-AFGHANISTAN BUILDING 13897 BAGRAM AF, AFGHANISTAN APO AE 09354	CODE <b>W91B4N</b>	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. <b>W91B4N19R5005</b>	
		X	9B. DATED (SEE ITEM 11) <b>25-Oct-2018</b>	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this Amendment is to 1) Extend the due date for proposal from: 9 Nov 18 to 17 Oct 18, 6:00am Afghanistan Time. 2) Revise the following documents due to questions received from Industry: The Performance Work Statement and Addendum to 52.212-1 and 52.212-2, 3). Updated the Government Furnished Life Support to include billeting for US Citizens, See Attachment 1 -Responses to Questions from Industry				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  <b>06-Nov-2018</b>

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**The following items are applicable to this modification:**  
SUMMARY OF CHANGES

**POSTAL SERVICE- AFGHANISTAN**

## Part 1

## General Information

**REVISED** -6 Nov 18

1. GENERAL: This is a non-personal services contract to provide Postal Service Operations in Afghanistan. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction: The Contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Postal Service Operations in Afghanistan as defined in this Performance Work Statement (PWS) except for those items specified as Government Furnished Property (GFP) and services. The Contractor shall perform to the standards in this contract.

1.2 Background: The Contractor will provide Postal Service Operations at designated locations throughout Afghanistan to ensure Postal Services are provided for all Military Postal Service (MPS) authorized Soldiers and civilians supporting the war effort. Current Postal Services are in place and the need to continue the services is an enduring need.

1.3 Objectives: The Contractor shall operate and maintain Military Post Offices (MPOs) capable of providing support to customers throughout the Afghanistan Area of Operation (AOR). Operations shall be IAW DoD 4525.6-M, DoD Postal Manual, 15 August 2002 or later, United States Postal Service (USPS) policies and regulations, United States Central Command (USCENTCOM) regulations, policies and procedures, Postal Operations Division (POD) standard operating procedures (Register) and other applicable Department of Defense (DoD) policies and regulations.

1.4 Scope: The Contractor shall operate MPOs and Satellite Army Post Offices (SAPOs) in Afghanistan which provides support to United States Armed Forces, authorized Coalition Elements, DoD Civilians, and authorized U.S. citizen contractors on Bagram Airfield (BAF) (one MPO and Warrior Retrograde Facility), Kandahar Airfield (KAF), Hamid Karzai International Airport (HKIA), Resolute Support Headquarters (RSHQ), New Kabul Cluster (NKC), Camp Fenty and Camp Dahlke. If any future needs arise to open another MPO (up to 10 per option period) or in the event of a holiday/RIP TOA surge the Government may negotiate an equitable adjustment to schedule and price (after scope determination) on this contract. The Contractor is responsible for providing all personnel, resources, vehicles, Global Positioning

Systems (GPS)/In-Transit Vehicle (ITV) tracking devices and other items necessary to support, manage and operate the safe movement of USPS and MPS items between BAF and the Kabul Cluster (RSHQ, HKIA, and NKC).

#### 1.5 Reserved

#### 1.6 General Information

1.6.1 Quality Control (QC): The Contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services to include quality control procedures at each Air-Stop/MPO. The Contractor's quality control program is the means by which he/she assures himself/herself that his/her work complies with the requirement of the contract. The Contractors plan shall implement plans to monitor employees to prevent theft and tampering of mail. The quality control plan (QCP) is due to the Contracting Officer (KO) within 30 days after award. Any changes to the quality control plan shall be submitted within 14 days of the change and a copy provided to the Contracting Officer Representative (COR) and the KO. After acceptance of the quality control plan the Contractor shall receive the KO acceptance in writing of any proposed change to his/her QCP.

1.6.2 Performance Requirements Summary (PRS): The Government shall evaluate the Contractor's performance under this contract in accordance with the Performance Requirements Summary (PRS) IAW Part 7. The PRS is used to define the performance objectives, standards and performance thresholds required for satisfactory contract performance and the minimum acceptable defect rate(s).

1.6.3 Recognized Holidays: None

1.6.4 Hours of Operation: The Contractor is responsible for conducting business, between the hours of 0800-2000 Monday thru Sunday except when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. These hours are a range and depending on location and mail volume may be adjusted based on mission needs. Any adjustments will be approved by the COR. Based on mission requirements, the Contractor may be required to provide service 24/7 during upsurge timeframes (such as Holidays).

1.6.5 Place of Performance: The services to be performed under this contract will be performed at Government facilities in Afghanistan to include Bagram, Kandahar, HKIA, NKC, RSHQ, Camps Fenty and Dahlke. If any future needs to include new locations arise, the Government will negotiate an equitable adjustment to schedule and price (after scope determination) on this contract within 30 or 45 days of notification.

1.6.6 Type of Contract: The Government will award a Firm Fixed Price (FFP) contract.

1.6.7 Security Requirements: Contractor Key Personnel performing services under this contract shall have a final secret clearance prior to start of contract performance in theatre and shall maintain this level of security clearance throughout the life of the contract. The security requirements are in accordance with the attached DD254.

1.6.7.1 PHYSICAL Security: The Contractor shall be responsible for safeguarding all Government equipment, information, and property provided for Contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured. The Contractor shall ensure security of all mail and equipment staged inside and outside the MPO, is protected from loss, theft, and rifling. The contractor shall ensure security practices are in place IAW DoD 4525.6-M, C10.5 (DoD 4525.6-M provided by hyperlink under Part 6). The Government reserves the right to add security guards in the future to this requirement if required. The Government will negotiate an equitable adjustment to schedule and price if security guards are required.

1.6.7.2 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the KO. The Government will ensure security practices are in place IAW DoD 4525.6-M, C10.5, which states the Postal Facilities shall be locked at all times during non-duty hours or when not in use. The Government will ensure security measures for point of entry and exit are in place, 24 hours a day; seven days a week. The Custodian of Postal Effects (COPE) will be appointed as the key custodian of the post office keys and will establish a key control program. NOTE: All references to keys include key cards and key codes.

1.6.7.2.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the KO, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be issued to the Contractor in the form of a debt letter.

1.6.7.2.2 The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the KO.

1.6.7.3 Lock Combinations: The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's QCP.

1.6.8 Sexual Assault/Harassment: The Contractor is responsible for submitting a Sexual Assault/Harassment Training Plan. (See Attachment E)

1.6.9 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The KO, COR, and other Government personnel, as appropriate, may meet periodically with the Contractor to review the

Contractor's performance. At these meetings the KO will apprise the Contractor of how the government views the Contractor's performance and the Contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.6.10 Contracting Officer Representative (COR): The COR will be identified by separate appointment letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR will assess the contractor's performance, in accordance with (IAW) the Performance Requirements Summary (PRS). A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR as indicated in the COR appointment letter. The COR is not authorized to change any of the terms and conditions of the contract, including changes in cost or price, estimates or changes in delivery dates.

#### 1.6.11 Key Personnel

1.6.11.1 The following personnel are considered key personnel by the Government and must be a US Citizen and have a Secret Clearance: Operation Manager, Site Supervisors, Finance Supervisor and Registered Mail Clerks. As identified below, Qualifications and Locations of Key Personnel are identified in Table 1.

Table 1

KEY PERSONNEL:	# Key Personnel	EXPERIENCE	DUTY LOCATION:	Security Clearance	Citizenship
Operation Manager (OM) Alternate Operations Manager (OM) Note: Alternate can be a Site Supervisor	1 OM 1 Alternate OM	4 years postal operations experience managing postal service operations  2 years supervisory experience	Bagram	Active Secret Security Clearance	Must be a U.S. Citizen
Site Supervisors	9 at minimum	4 years postal operations experience managing postal service operations  2 years supervisory experience	Bagram (3), Kandahar (1), HKIA (1), RS HQ (1), New Kabul Compound (NKC)(1), Camp Fenty (1), and Dahlke (1) .	Active Secret Security Clearance	Must be a U.S. Citizen
Finance Supervisors	2 at minimum	4 years postal operations experience managing postal service operations  2 years supervisory experience	Bagram and Kandahar	Active Secret Security Clearance	Must be a U.S. Citizen
Registered Mail Clerks Note: Site Supervisors may also be an Alternate Registered Mail Clerk	1 Primary 1 Alternate at a minimum at each site.	(2) years of experience in handling and processing Registered Mail	Bagram and Kandahar	Active Secret Security Clearance	Must be a U.S. Citizen

The Contractor shall provide an Operations Manager and alternate who shall be responsible for the performance of the services. The name of this Operations Manager and alternate who shall assume the duties of the Operations Manager when he/she is absent, shall be provided in writing to the Contracting Officer upon contract award. The Operations Manager and alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract. The Contractor shall notify in writing to the KO and COR 15 days prior of all key personnel relocation/reassignment. The Operations Manager or alternate shall be available between 0800-2000 hours, Monday through Sunday, including when the Government facility is closed for administrative reasons.

1.6.11.2 All Personnel: The Contractor shall ensure personnel performing under this contract except for Local Nationals (LN), can fluently speak, read, and comprehend the English language. The Contractor shall be responsible for any background checks required for all employees. All postal employees, other than key personnel may be U.S. citizens or Other Country Nationals (OCN). LN shall work on this contract only as a driver for ground transportation from Bagram to Kabul Cluster.

1.6.12 Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as contractors. The Contractor shall ensure employees have a name tag displayed identifying them as a contractors at all times. The Contractor shall ensure that all documents or reports produced in support of this contract are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.6.13 Contractor Travel: Official travel will be coordinated with the COR within ten 10 days prior to travel. Travel by military transportation for official business is authorized by DoD REG 4515-13-R. November 1994. The Contractor will not be charged for official travel within theater. If the Contractor is required to perform official travel, contractor employees will have available a current identification card (ID) and valid Letter of Authorization (LOA). Contractors shall travel on a space available basis.

1.6.14 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.15 Mobilization and Demobilization. To minimize any decreases in productivity and to prevent possible negative impacts on the mission the Contractor shall onboard the sufficient personnel as indicated below.

1.6.15.1 Mobilization Plan. The Contractor shall develop and provide a mobilization plan within 15 days after contract award that addresses those actions, plans, and procedures necessary to ensure a smooth transition after contract award providing for full operational status. The mobilization plan shall include a detailed plan for the 60 day period which comprehensively addresses mobilization, training, and orientation of the work force. The contractor shall provide assessment of potential security risks; and assumption of full operational responsibility for all functional areas in Section 5. The mobilization plan shall describe the Contractor's approach to develop and disseminate operational instructions, procedures, and control directives in preparation for the performance of all work. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential

1.6.15.2 Demobilization Plan. The Contractor shall develop demobilization plan 120 days prior to the expiration of this contract that will effect a smooth and orderly transfer of contract responsibility to a successor Contractor. The demobilization plan shall fully describe the Contractor's approach to such issues as GFP/GFE inventories, employees, information transfer, and any other actions required to insure continuity of operations. (See Demobilization Clause 252.225-7997 CONTRACTOR DEMOBILIZATION (DEVIATION 2013-O0017)

1.6.16 Licenses/Passes: Contractor owned vehicles and equipment used to perform the terms of this contract shall have all required licenses, fees, permits, and insurance for legal operation in Afghanistan. The Contractor shall ensure all operators/vehicles have required passes, including the proper civil IDs, passports and visas to allow them to legally operate.

1.6.17 Installation Access and Procedures to Obtain Badges: The Contractor shall be able to access all locations where this contract will operate under on day one of the contract's period of performance (PoP) and maintain badge access to all area needed to fulfill the PWS requirements for the duration of the contract. The Contractor shall provide the names, nationalities, passport copies, visa copies, and installation ID cards of the minimum required operating personnel (i.e. drivers, supervisors, mail handlers) to the COR in order to facilitate the process to obtain both temporary base passes and permanent base passes.

1.6.18 Synchronized Pre-deployment and Operational Tracker (SPOT): The Contractor shall enter all U.S. citizen and Other Country National (OCN) contractor employees and sub-contractor employees performing services under this contract who will provide services for 30 consecutive days or longer into the SPOT system. The LOA shall identify any additional authorizations, privileges, or Government support to which contractor personnel are entitled under this contract. The LOA will be regenerated by the Contractor upon expiration of the LOA. Information and standards for the SPOT system is posted on the U.S. Government Foreign Clearance Guide website at <https://www.fcg.pentagon.mil/fcg.cfm> for the country of employment. Access to SPOT is <https://spot.altess.army.mil>.

#### 1.6.19 Contractor Management Report (CMR)

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor will report all contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor is required to completely fill in all the information in the format using the following web address <https://cmra.army.mil>. \*\*\*\*\* This Contract Line Item is for Informational Purposes Only, and is not a Separately Priced Solicitation/Contract Line Item.\*\*\*\* The required information includes: (1) Contracting Office, Contracting Officers, Contracting Officer's Technical Representative; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data; (5) Estimated direct labor hours (including subcontractors); (6) Estimated direct labor dollars paid this reporting period (including subcontractors); (7) Total payments (including subcontractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each subcontractor if different); (9) Estimated data collection costs; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where contractors and subcontractors perform work (specified by zip code in the United States and nearest city, country, when in an overseas location, using the standardized nomenclature provided on the website); (12) Presence of deployment or contingency contract language; and (13) Number of contractor and subcontractor employees deployed in theater this reporting period (per country). As part of this submission, the Contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each Government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the field on the website. The XML direct transfer is a format for transferring filed from a contractor's systems to the secure website without the need

for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website. \*Note: Information from the secure website is considered to be proprietary in nature when the contract number and contractor identity are associated with direct labor hours and direct labor dollars. At no time will any data be released to the public with the Contractor name and contract number associated with the data.

PART 2  
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

2.1.1. AIR STOP. A general and direct support facility established at foreign airports or U.S. overseas bases to send, receive, distribute, combine, transfer, and dispatch military mail for transportation to, from, and within overseas areas for all Service Components via air and surface networks without an MCA function (smaller scale of a JMMT).

2.1.2. CASUALTY MAIL. Mail for any individuals deceased or no longer in Area of Responsibility (AOR)

2.1.3. CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.4. CONTRACTING OFFICER (KO). A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the Government. Note: The only individual who can legally bind the Government.

2.1.5. CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government appointed by the Contracting Officer to perform technical functions on the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, and does not constitute a change in the scope, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.6. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.7. DELIVERABLE. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.8. KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.9 MILITARY POST OFFICE/FLEET POST OFFICE (MPO/FPO). A branch of a designated USPS civilian post office which falls under the jurisdiction of the Postmaster of either New York or San Francisco. It is operated by the Department of Defense to serve military personnel overseas or aboard ships where the USPS does not operate and a military situation requires the service. It may be either a U.S. Army Post Office (APO) that serves the U.S. Army or U.S. Air

Force or a Fleet Post Office (FPO) that serves the U.S. Coast Guard, U.S. Navy, or U.S. Marine Corps.

2.1.9. PERFORMANCE WORK STATEMENT (PWS). A statement of work for performance-based acquisitions that describes the required results in clear, specific, and objective terms with measurable outcomes.

2.1.10. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.1.11. QUALITY ASSURANCE. The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.12. QUALITY ASSURANCE Surveillance Plan (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.13. QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.14. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.15. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.16. WORK WEEK. Monday through Sunday, unless specified otherwise.

## 2.2. ACRONYMS:

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AMPS	Automated Military Postal System
AR	Army Regulation
CAC	Common Access Card
CAMALS	Consolidated Air Massing and Labeling Scheme
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COPE	Custodian of Postal Effects
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DBA	Defense Base Act
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center

DoD	Department of Defense
FAR	Federal Acquisition Regulation
FEDSTRIP	Federal Standard Requisitioning and Issue
FPCON	Force Protection Conditions
FPO	Fleet Post Office
GFE	Government Furnished Equipment
GSA	General Service Administration
IAW	In Accordance With
IDS INTRA/INTER	Theater Delivery Service
JMMT	Joint Military Mail Terminal
JMPA	Joint Military Postal Activity
KO	Contracting Officer
MCA	Mail Control Activity
MHE	Mail Handling Equipment
MPO	Military Post Office
MPSA	Military Postal Service Agency
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PNA	Postal Net Alerts
POC	Point of Contact
POD	Postal Operations Division
PRS	Performance Requirements Summary
PVI Postage	Validation Imprinter
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
RMDC	Regional Mail Distribution Center
SOP	Standard Operating Procedures
SPOT	Synchronized Predeployment and Operational Tracker
TE	Technical Exhibit
USC	United States Citizen
USPS	United States Postal Service

## PART 3

## GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

## 3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

## 3.1 Facilities: The Government will provide at a minimum:

- Facilities w/ amenities - Includes, Office/Work Space, Air-conditioning, heating, electricity

3.2 Utilities: The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.

## 3.3 Equipment: The Government will provide at a minimum:

- Computers (25)
- Electronic Scales (5)
- Pallet Jacks (25)
- Pitching Cases Pitney Bowes (20)
- Printers (10)
- Projectors (1)
- Push Carts (10)
- Safes (10)
- Scanners w/ chargers (25)
- Shredders (10)
- Telephones (20)

## 3.4 Materials: The Government will provide at a minimum:

- APDS Stamps (50)
- Cancellation Stamps (50)
- Cash Boxes (25)
- Mail Bins\*
- Mailbag Racks (15)
- Manual Scales (15)

- Office Furniture/Office Supplies

## 3.5 Government will provide fuel for equipment and vehicles.

3.6 The Government shall provide Common Access Cards (CAC) for Contractor personnel, as required by job/duties and in accordance with security restrictions, to allow NIPR network access for performing postal functions.



## PART 4

## CONTRACTOR FURNISHED ITEMS AND SERVICES

## 4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General: The Contractor shall provide all resources including, equipment, supplies, transportation, tools, materials, and other items and non-personal services necessary to perform Postal Service Operations in Afghanistan as defined in this PWS except for those items specified as Government Furnished Property and services.

4.2. Equipment: The Contractor shall provide (2005 and newer) Vehicles and Material Handling Equipment (MHE) in the quantities (at a minimum) for the locations listed in the chart below to meet the requirements under this PWS.

Location	Equipment Piece (At a minimum)
Bagram - Regional Mail Distribution Center (RMDC)	(3) 4K Forklift
Bagram RMDC	(2) 10K Forklift
Bagram RMDC	(5) Covered Box Trucks
Bagram Main MPO	(1) 2K Forklift
Bagram East Side Annex	(1) All Terrain 4K Forklift
Bagram RMDC / MPO	(3) Flatbed truck
Kandahar	(1) 10K Forklift
Kandahar	(2) All Terrain 4K Forklift
Kandahar	(1) Flatbed truck
HKIA	(1) All Terrain 4K Forklift
HKIA	(1) Flatbed Truck
NKC	(1) All Terrain 4K Forklift
NKC	(1) Flatbed Truck
HQRS	(1) All Terrain 4K Forklift
HQRS	(1) Flatbed Truck
Dahlke	(1) All Terrain 4K Forklift
Dahlke	(1) Flatbed Truck
Fenty	(1) All Terrain 4K Forklift
Fenty	(1) Flatbed Truck

4.2.1 - The Contractor shall provide Global Positioning Systems (GPS)/In-Transit Vehicle (ITV) tracking devices in trucks used in providing ground transportation from Bagram –Kabul Cluster as identified in the PWS.

## PART 5

## SPECIFIC TASKS

## 5. Specific Tasks:

5.1. Basic Services. The Contractor shall provide postal services at the following MPOs and SAPOs: BAF (one MPO and Warrior Retrograde Facility), KAF, HKIA, RSHQ, NKC, Camp Fenty, and Dahlke.

This list is subject to change depending on the need for postal service operations in other areas within Afghanistan (with a negotiated equitable adjustment IAW para 1.6.5). The services include the following: Processing and Distribution (Operations Section) including Open Parcel Inspection, Accountable Mail, Postal Claims, Postal Supply, Finance Operations, Directory Mail and transportation of mail to the Kabul Cluster.

5.2 The Contractor shall be bonded during the duration of performance of this contract, in an amount equal to 5 percent of the original contract price, which allows financial functions to be performed by the contractor. The contractor shall furnish a performance bond to the KO within 30 days of contract award (See Attachment F -Standard Form 1416).

5.3 The Contractor shall handle the following categories of mail: (All regulations will be available at each postal location)

- All prograde, retrograde, directory and barcode/accountable mail IAW DoD 4525.6-M and current POD SOP.
- Casualty mail shall be handled IAW DoD 4525.6-M, C3.4.9, MCO 5110.6C and/or POD SOP, Casualty Mail.
- Official mail shall be handled by the Government IAW; DoD 4525.8-M, USCENCOM Regulation (CCR) 25-63, DoD 4525.6-M- Ch. 3, DoD 4525.8, AR 25-51, Official Mail and Distribution Management and USCENCOM FRAGO 09-1717
- Approved coalition mail shall be handled IAW DoD 4525.6-M, C2.10 and AP1. 3.12.
- Contaminated and suspicious mail shall be reported to any military in their location, Postal OIC, and the COR.
- The Government will handle contaminated and suspicious mail IAW DoD 4525.6-M, C15.11.2, C2.7.5.9, C10.7.4.2 and USPS Publication 52, Hazardous, Restricted, and Perishable Mail.

5.4 The Contractor shall process the movement of all prograde mail received within 24 hours of reception at the RMDC, MPOs and SAPOs. Reception is defined as when the Contractor has access to the pallets. All barcoded and accountable mail shall be scanned into Automated Military Postal System (AMPS) to reflect its disposition (available for pickup, forwarded). All barcoded and accountable mail that is forwarded to a Camp or Forward Operating Base (FOB) shall have an internal tracker to reflect the date and the FOB location. Tracker shall be maintained for 6 months. (Reference: CCR-25-63).

5.5 The Contractor shall ensure all customers at the post office are MPS authorized users and approved Coalition partners, by verifying the customers' common access card

(CAC)/identification card (ID) and ensuring the post office has a copy of the coalition partner's approved memorandum of agreement granting the coalition country MPS privileges and for contractors, a letter of authorization reflecting MPO privileges. (Reference: DoD 4525.6-M, appendix AP1.2).

5.6 The Contractor shall ensure customer service hours are clearly posted. Current hours of operation for the Customer Service Area (Post Office) are 0900-1730 Monday, Tuesday, Wednesday, Friday and Saturday, and 1200-1600 on Thursday and Sunday. Changes in hours will be coordinated through and approved by the COR upon approval of written justification.

5.7 Reserved

5.8 In the event of future DoD restructuring in Afghanistan resulting in opening or closing of an MPO, the contractor shall be notified of the event as soon as possible, but no later than 45 days prior to MPO closure or opening. The U.S. Government will provide expected mail volume, required positions and security requirements at time of notification. If and when a restructure event occurs the Government will request a price proposal for the additional location(s). Once the price is negotiated, if needed, and accepted by the Government, a modification will be executed adding the additional location(s) at the agreed upon price.

5.9 The Government will provide a minimum of three (3) mail customer service counters at BAF and two at KAF. At the smaller locations, the Government will provide a minimum of one (1) mail customer service counter. The Contractor shall make the determination on how many service counters are open during customer service hours based on the volume of customers requiring postal services.

5.10 Supervision for Operations Manager and Postal Site Supervisor

5.10.1 The Operations Manager shall ensure compliance with all manuals, policies, publications, regulations and conduct thorough unannounced inspections of all mail handling areas. The contractor Postal Site Supervisor shall maintain records of all periodic inspections of the mail handling areas  
(Reference: DoD 4525.6-M, C1.1.6.9.9).

5.10.2 The Operations Manager must inform all personnel of their responsibilities, obligations, and liabilities in handling postal funds and mail and ensure all personnel who handle postal effects and/or accountable mail are designated properly on DD Form 2257 signed by the Human Resource Company Commander or designated Military Postal Officer (at each MPO location)/COR, and designations are terminated properly when an individual is relieved or reassigned. (Reference: DoD 4525.6-M, C5.4.1).

5.10.3 The Contractor's Postal Site Supervisor shall ensure postal clerks are briefed on mail security before assuming postal duties and reviewed by resigning annually, thereafter using POD Form 1 and PS form 8139, "Your Role in Protecting the U.S. Mail." The original POD Form 1 and PS Form 8139 remains in MPO files. (Reference: DoD 4525.6-M, C5.4.1 and POD SOP, Mail Security Briefing Memorandum).

5.10.4 The Postal Site Supervisor shall ensure each postal employee has in their possession a valid DD Form 285 "Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly," and ensure original copy of the DD Form 285 and DD Form 2257, "Designation/Termination MPC- FPC-COPE-PFO" is maintained in MPO files. (Reference: DoD 4525.6-M, C5.4.1.).

5.10.5 The Postal Site Supervisor shall ensure all required manuals, policies, publications, regulations, and applicable posters (manuals may be hard copy, CDs or electronic copies), are maintained in each section of the postal facility. (Reference: DoD 4525.6-M, C4.1.3).

5.10.6 The Postal Site Supervisor and Postal Officer in Charge (OIC)/Non-Commissioned Officer in Charge (NCOIC) shall ensure postal facility is adequate and employees maintain required internal security measures. (Reference: DoD 4525.6-M, C13.7).

5.10.7 The Postal Site Supervisor shall prepare and utilize postal standard operating procedures (SOP's) in accordance with USPS, DoD, USCENTCOM, and POD directives and procedures and update them as mission requires.

5.10.8 The Postal Site Supervisor shall ensure postal offenses are reported IAW DoD 4525.6-M, paragraph C14.1.3.2, to the postal chain of command and COR within 24 hours of discovery.

5.10.9 The Postal Site Supervisor shall comply with procedures for posting Postal Net Alerts (PNAs) in Automated Military Postal System (AMPS). The Postal Officer in Charge (OIC) will input all PNA in AMPS, while the Contractor will provide information. (Reference: DoD 4525.6-M, C11.2.9.2, and POD SOP, Reporting Postal Net Alerts (PNA) and Postal Offenses).

5.10.10 The Postal Site Supervisor shall understand the provisions for detaining and seizing mail. (Reference: DoD 4525.6-M, C10.7.1, 3, 4, 6, 10).

5.10.11 The Postal Site Supervisor, Postal OIC/NCOIC, and COPE shall safeguard keys to postal facilities and mail collection boxes. Keys will be issued to the Contractor as necessary. (Reference: DoD 4525.6M, C3.1.3.1.4 and C15.10.6).

5.10.12 The Postal Site Supervisor shall inspect all connexes and containers assigned to the MPO for any old or overlooked mail and unaccounted for equipment with the COPE or COR present. (Reference: DoD 4525.6- M, C5.3.2.6).

## 5.11 Workload/Labor

5.11.1 The Contractor shall ensure all employees complete all required postal service operations training (DD285 Mail Cards) within 3-5 days after arrival in theater and submit the training certifications, qualifications, and qualification checklist (i.e. security clearances, background checks, etc.) specified in the PWS to the COR. The Contractor shall ensure that MPO personnel are fully trained/qualified prior to performance of duties when relocated/reassigned IAW DoD 4525.6-M.

5.11.2 The Contractor shall process mail at a volume of 0 -1,600,000 pounds at BAF and 0 – 700,000 pounds at KAF per month, and be prepared for peak periods due to holiday mail (1

November – 31 January) and lasting up to thirty days or more for all classes and types of mail. The Contractor shall adjust capability as troop presence fluctuates at no additional cost to the Government within the base range mail volume pricing. The Government will provide a 45 day notice for anticipated increases in mail volume to allow the Contractor to bring in additional personnel. For additional guidance on Historical Afghanistan Mail Volume for Jun 2017 to Jun 2018 is attached to this PWS.

5.11.3 The Contractor shall ensure that employees are trained to handle balloting materials in accordance with USPS, DoD, POD, and USCENTCOM regulations, policies, and procedures. Quality Assurance (QA) of balloting materials will be done by the COPE to ensure proper processing, clear postmarks and tracking.

5.11.4 The Contractor shall operate Postal Services 365 days a year, and have adequate personnel available for operations 24 hours a day, if required.

5.11.5 The Contractor shall ensure each employee has an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) background completed, the background checks are the responsibility of the Contractor. **The Contractor is responsible for submitting an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) background for the Governments review.** Personnel who perform postal duties must be trustworthy, and honest. By agreement between the USPS and the Department of Defense, personnel of questionable integrity shall not be assigned to duties in MPOs, mailrooms, mail terminals, or other postal facilities.

5.11.6 The Contractor shall provide specific training for Unit Mail Clerks (UMC) IAW MCO 5110.6C for Marine Corps/Navy and AR 600-8-3 for Army/Air Force/civilians. DD form 285 cards will be kept to a minimum necessary for mail pick up. UMC DD Form 285 cards will be checked daily by the Contractor prior to allowing pickup of the unit's mail.

5.11.7 The Contractor shall support the volume of mail as established in Attachment A as the base range for BAF and KAF individually. Any increases of mail volume at individual MPOs that does not go above the total base range mail volume for BAF and KAF will need to be covered by the Contractor via movement of existing contractor personnel.

5.11.8 The Contractor shall accommodate changes in workloads caused by temporary events, such as redeployments or holidays, with 45-days advanced written notice from the Government. Examples include the 01 Nov to 31 Jan Holiday mail surge and major redeployment of units. When the Government is notified of surges due to redeployment a 45 day notice will be provided to Contractor- additional information would be provided at that time relating to each occurrence. The Postal OIC/COR will provide 45-day advance notice of surge periods. Several relatively large- scale relief-in-place/transfer of authority (RIP/TOA) events are likely to occur during the contract performance period, whereby a replacement force of as many as 300 personnel will arrive to replace a similar number of soldiers who will redeploy. Large-scale RIP/TOAs will cause a surge in mail of up to 40 days, as the departing unit's members mail a number of packages back to CONUS, and the incoming unit will fall in on mail sent from CONUS prior to its departure. Many other smaller RIP/TOAs may occur at any time during contract performance, but do not generally rise to the level of a forecast "surge" requiring change to contractor staffing levels.

5.11.9 The Contractor shall provide an emergency written plan within 90 days after contract award to COR for any one-time events that include but are not limited to; , national disasters, terrorist acts, chemical and biological contamination situations, declared and undeclared states of emergency, and military contingency operations.

5.11.10 The Contractor shall scan all barcoded and accountable mail received and produce a DoD-Modified 3883. In the event mail from a designated MAO/MPO is comingled with the parent ZIP code, the MPO will scan that mail and produce a DoD-Modified 3883.

5.11.11 The only exception to the above is units assigned a MAO/MPO ZIP code who receives mail via pure tri-walls. The contractor shall ensure scanning and generating delivery records for all accountable/barcoded mail before distributing to the unit mail clerks.

## 5.12 Finance Section

5.12.1 The Contractor shall ensure a Finance SOP is on hand and utilized, to include operating manual Meter/Scales. The Contractor will ensure that all personnel receive training and know how to operate the Pitney Bowes Postage Meter in order to provide finance retail services IAW DoD 4525.6M.

5.12.2 The Contractor shall ensure postal posters are in plain view for postal patrons and all required postal forms are readily available at each postal location. (Reference: DoD 4525.6-M, C10.3.3).

5.12.3 The Contractor shall ensure finance clerks enforce standards for packaging and labeling of mail; clerks ensure articles presented for mailing have a legible return and mailing address on the front of the mailing article only; First Class, Priority and Standard Post service, and its subclasses, is endorsed on mail prior to the application and sale of postage. (Reference: DoD 4525.6-M, C10.4.2.2, C10.4.2.3, C10.4.2.7 and Domestic Mail Manual (DMM) module A).

5.12.4 The Contractor shall ensure finance clerks are familiar with which services are available for each class of mail; clerks are properly computing fees for special services and adding them to the postage for the article mailed. (Reference: DMM).

5.12.5 The Contractor shall ensure proper rates of postage are being assessed according to class, weight, dimensions, and zone. (Reference: DoD 4525.6-M, C10.4.1.1 to C10.4.1.3).

5.12.6 The Contractor shall ensure mail accepted as MPS/IDS meet the size/weight restrictions and policy requirements. (Reference: DoD 4525.6-M, C3.2.11. and CCR 25-63).

5.12.7 The Contractor shall ensure correct fees are charged for Balloon Rate, Oversized, and/or non-mailable parcels are applied when appropriate. (Reference: USPS Notice 123, DMM and International Mail Manual (IMM)).

5.12.8 The Contractor shall ensure finance clerks are familiar with the classes and content of mail eligible for Insured service. Finance clerks shall be aware that items exceeding \$5,000 in value are recommended to be registered. (Reference: DoD 4525.6-M, C10.4.5.1 and C10.4.5.2).

5.12.9 The Contractor shall ensure personal property is not stored in Cash Boxes/containers. All boxes/containers are secured or under constant guard by the finance clerk. (Reference: DoD 4525.6-M, C6.5.2).

5.12.10 The Contractor shall ensure finance clerks affix postage meter tapes at the time of acceptance in view of the postal patron. (Reference: DoD 4525.6-M, C7.1.5.2).

5.12.11 The Contractor shall ensure parcels with an address label have the postage meter tape affixed so that it overlaps the upper right corner of the address label. (Reference: DoD 4525.6-M, C6.6.4).

5.12.12 The Contractor shall ensure finance clerks complete PS Form 3806, Receipt for Registered Mail, when accepting Registered Mail from the customer and maintain duplicates in numerical sequence. (Reference: DoD 4525.6-M, C9.3.5.2).

5.12.13 The Contractor shall ensure a PS Form 3854, Manifold Registry Dispatch Book, is used to make transfers to the registry section when the acceptance window is a separate operation. (Anyone handling Registered Mail must be a U.S citizen, have a favorable National Agency Check (NAC) and shall have maintain a SECRET clearance ). (Reference: DoD 4525.6-M, C9.2.7).

5.12.14 The Contractor shall ensure finance clerks maintain a duplicate of the PS Form 3369 and PS Form 17 for their fixed credit extended from the COPE. (Reference: DoD 4525.6-M, C6.3.5.1).

5.12.15 The Contractor shall ensure finance clerks are printing PS Form 1412-A, PS Form 3602-PO or a printed Meter Tape showing the Meter's Register beginning and ending reading for the workday at the end of shift and funds are turned into the COPE or e-mailing them to the COPE if the clerks are not co- located with the COPE. (Reference: DoD 4525.6-M, C7.3.4.5).

5.12.16 The Contractor shall ensure finance clerks are entering any AIC 509s for spoiled Postage Meter Tapes. The Contractor shall give all PS Form 3533 with the spoiled Postage Meter Tapes the COPE at the close of each business day (Reference: DoD 4525.6-M, C7.3.4.4).

### 5.13 Parcel Inspection Section

5.13.1 Contractor shall ensure that all classes of retrograde mail are inspected for non-mailable items IAW USCENTCOM Regulation 25-63, Contingency Postal Operations, Appendix D; USPS Publication 52: USPS IMM, and USPS Bi-Monthly Postal Bulletin when conducting open parcel inspection to determine the mail-ability of articles. (Reference: CCR 25-63 and POD SOP, Parcel Inspection Requirements CCR 25-63).

5.13.2 The Contractor shall ensure open parcel inspectors verify common access card (CAC) of Uniformed Service Members, DoD Civilian Employees, authorized Coalition/Foreign Military Members, and authorized U.S. Civilian Contractors (who are required to provide their LOA and secondary U.S. Government Issued identification) prior to the inspection process.

5.13.3 The Contractor will utilize metal detector wands during inspection when practical; i.e. to aid in inspecting clothing, carpets or rugs, blankets, authorized military gear, and other fabrics

where live or expended rounds could be intentionally hidden or accidentally trapped. Contractor shall ensure parcel inspectors follow procedures for unauthorized/non-mailable items when discovered. Reference 25-63 (or its successor), USPS Pub 52, USPS International Mail Manual, and USPS DMM.

5.13.4 The Contractor shall ensure parcel inspectors thoroughly inspect each parcel and verify contents against items listed on customs form. (Reference: POD SOP, Parcel Inspection Requirements).

5.13.5 The Contractor shall ensure parcel inspectors remove prohibited articles, notify the mailer why the article is not authorized for mailing, and return the article to the patron; as long as the article was not concealed with the intent of mailing. (Reference: POD SOP, Parcel Inspection Requirements).

5.13.6 The Contractor shall ensure parcel inspectors follow procedures for non-mailable articles when discovered. (Reference: POD SOP, Parcel Inspection Requirements).

5.13.7 The Contractor shall ensure parcel inspectors places an additional pre-addressed mailing label inside the parcel prior to sealing the parcel in view of the postal patron. (Reference: POD SOP, Parcel Inspection Requirements).

5.13.8 The Contractor shall ensure parcel inspectors sign customs form legibly to identify inspector. Contractor shall ensure that copies of customs forms are kept for 90 days. (Reference: POD SOP, Parcel Inspection Requirements).

#### 5.14 Postal Claims and Inquiries Section

5.14.1 The Contractor shall ensure the claim and inquiry SOP located at each postal facility is on hand and utilized by the employees. The Contractor shall assist patrons in filing postal claims and inquiries on letters, parcels, and money orders which have been lost, damaged, rifled, and/or stolen during the shipment.

5.14.2 The Contractor shall ensure claims are initiated according to correct procedures. (Reference: DMM (reference (o) section S010 for domestic mail or IMM (reference (p)) for international mail.

5.14.3 The Contractor shall ensure claims for loss of unnumbered insured items are filed only by the mailer. (Reference: DMM S010).

5.14.4 The Contractor shall check total loss claims against delivery records before initiating a claim to determine proper disposition. (Reference: DoD 4525.6-M, C10.5.6.3).

5.14.5 The Contractor shall ensure claims clerk is familiar with what constitutes evidence of insurance, value and proof of loss; and procedures for submitting duplicate claims. (Reference: DMM S010).

5.14.6 The Contractor claims clerk shall ensure that packaging and items are presented for damage or loss of contents. Damaged items with little or no salvage value are retained by the customer. (Reference: DoD 4525.6-M, DMM S010 and PS Form 1000).

5.14.7 The Contractor shall ensure copy 2 of PS Form 1000 (Domestic Claim or Registered Mail Inquiry) is maintained at the MPO if a customer chooses to fill out the form at the MPO. (Reference: DMM S00-S010).

5.14.8 The Contractor shall ensure the PS Form 673, (Report of Rifled Parcel), is prepared immediately upon discovery of each rifled parcel and a postal offense report is submitted to the on-site Postal OIC/NCOIC/Operation Chief.

5.14.9 The Contractor shall ensure that upon discovery of wrappers without contents, the claims clerk processes according to instructions on PS Form 3760, Parcel Search Request. (Reference: DoD 4525.6-M, C10.5.4.4).

5.14.10 Final approval of ALL mail claims is USPS, unless DoD is deemed liable to pay the claim. Contractor shall only assist customer in filling out claim fund forms. Contractor should direct mail claim handlers to [www.usps.com](http://www.usps.com).

#### 5.15 Operations Section

5.15.1 The Contractor shall ensure an SOP for all postal functions listed in PWS is maintained and updated as required in the DoD Postal Manual 4525.6-M IAW C.1.9.8. SOPs shall be endorsed by the Postal Officer. The Contractor shall ensure the postal operations SOP is on hand and being utilized. The Contractor will utilize all available means to improve the quality and efficiency of operations at the MPOs.

5.15.2 The Contractor shall ensure mail call hours are clearly posted. (Reference: DoD 4525.6-M, C10.3.3.10).

5.15.3 The Contractor shall ensure that mail collection boxes are located conveniently for authorized customers to deposit outgoing mail. (Reference: DoD 4525.6-M, C3.2.10.1).

5.15.4 The Contractor shall ensure lobby and collection boxes have notices that display the last collection and dispatch time and state that mail deposited after the last collection time will not be processed or postmarked until the following business day. (Reference: DoD 4525.6-M, C3.1.3.2.1).

5.15.5 The Contractor shall ensure mail collection boxes display the USPS Label 55-A, US Mail Emblem, and list collection times on USPS Label 55, Deposit Mail for Collection. (Reference: DoD 4525.6-M, C3.1.3.1).

5.15.6 The Contractor shall ensure mail is collected from collection boxes within 20 minutes of posted collection times but not prior to pick-up time as indicated on drop box. Dispatch schedules shall coincide with collection times to prevent unnecessary mail delays. Contractor will be required to perform daily mail runs on and around camps as required. (Reference: DoD 4525.6-M, C3.1.3.1).

5.15.7 The Contractor shall ensure outgoing letters and flats ballots are legibly postmarked to show the date of receipt. (Reference: DoD 4525.6-M, C3.1.3.2).

5.15.8 The Contractor shall ensure letter class mail is prepared and processed on the first available means of transportation to the inter-theater gateways with as high a priority as possible.

5.15.9 The Contractor shall input all Customs Forms data in AMPS as required by Global Trade Compliance (GTC) for any mail accepted across the finance retail counter and/or received from Mobile Postal Finance Service (MPFS/Rodeo) missions where the Customs Form is manually generated.

5.15.10 The Contractor shall ensure that operations section follows SOP and rules pertaining to preparation of pouches, sacks, and trays and that the mail is properly prepared for dispatch. (Reference: DoD 4525.6-M, C3.1.4.2, 3 and Postal information in CAMALS that is applicable to postal operations are located in Attachments, 3, 4, and 5 (attachments 1&2 are not applicable and therefore not included).

5.15.11. The Contractor shall ensure that all non-outside parcels are scanned and nested in AMPS and that the bag is properly sealed. The Contractor shall ensure correct Electronic Distribution Label (EDL) labels are used for all pouches, sacks, and trays. EDL Labels need to be order through AMPS for every destination where mail is dispatched to MPO and shall be stamped with the date of dispatch. (Reference: DoD 4525.6-M, C3.1.4 and CAMALS Attachment 3, 4, and 5

5.15.12 The Contractor shall ensure all pouches are properly tagged with the correct flight tag (PS Tag 135) and mail class tag when appropriate. (Reference: DoD 4525.6-M, C3.1.4.3 and CAMALS Attachment 3, 4 and 5).

5.15.13 The Contractor shall ensure the MPO has the latest copy of the USCENCOM CAMALS (located within the internal postal computer program) for proper massing and labeling scheme and routing charts for use and posting in the appropriate sections of the post office.

5.15.14 The Contractor shall ensure international mail is properly routed to the appropriate International Exchange Office (IEO) or CONUS Gateway IAW the USCENCOM CAMALS Attachment 4.

5.15.15 The Contractor shall ensure case and rack design is IAW the USCENCOM CAMALS Attachment 1-1; Contractor shall add sorts when they have recurring volumes that generate enough for direct pouches.

5.15.16 Both the military postal clerks and the Contractor shall ensure the military designated person breaks the seal of the trucks delivering mail to the appropriated MPOs and for the mail received from the SAPOs at the RMDC. The seal will be verified against the seal number reflected on the DD Form 1372 (Mail Manifest) and the seals on each individual bag on the DD Form 1384 (Transportation Control and Movement Document). (Reference: DoD 4525.6-M, C11.4.1.1)

5.15.17 The Contractor shall ensure mail is protected from loss, theft, tampering, damage and compromise during all phases of processing and transmission. (Reference: DoD 4525.6-M, C11.4.1.1).

5.15.18 The Contractor shall ensure operations personnel examine pouches and sacks to ensure all mail and labels have been removed, and equipment can be used again. (Reference: DoD 4525.6-M, C3.1.4.5.1.1).

5.15.19 The Contractor shall ensure mail received in damaged condition is properly rewrapped, endorsed, and delivered on the day of receipt. (Reference: DoD 4525.6-M, C10.5.3).

5.15.20 The Contractor shall ensure miss-sent mail is postmarked and endorsed to indicate the date of receipt before it is dispatched to the appropriate destination and complete an Irregularity Report, DD Form 2273. The Contractor will report high volumes of misrouted mail (received on direct tri-walls) to the Postal OIC/NCOIC and Bahrain Mail Control Activity (MCA) via e-mail with the following information: piece count, date mail was received, and means of delivery. (Reference: DoD 4525.6-M, C3.1.3.2.4).

5.15.21 The Contractor shall ensure free mail meets size and contents limitations, and is correctly addressed. (Reference: POD Free Mail, Information and Standards Memorandum, DoD 4525.6-M, C2.8.)

5.15.22 The Contractor shall ensure USPS Poster 26, Letter and Package Bomb Indicators, and USPS Poster 84, Suspicious Mail, is posted in the work area and personnel are knowledgeable on what actions they must take for a suspicious mailing. (Reference: DoD 4525.6-M, C15.11.2).

5.15.23 The Contractor shall require unit mail clerks to present a valid I.D and DD Form 285 to verify whether unit mail clerk is authorized to pick up unit mail, and provides escort and assistance to mail clerks. (Reference: DoD 4525.6-M, C5.4.1).

5.15.24 The Government representative will coordinate with contract and military organizations to ensure that trucks and aircraft are available, scheduled and providing delivery and pick up service on a daily basis and inform the Contractor to ensure mail is prepared for manifest two hours before transportation assets arrival to the RMDC/Air Stop/MPO.

5.15.25 The Contractor shall ensure mail is prepared for movement and staging for pick up.

5.15.26 The Contractor shall not prepare dispatch forms, verify entries/weights, or sign dispatch forms that could potentially obligate Government funds. (Reference: CCR 25-63, Appendix C).

## 5.16 Accountable Mail

5.16.1 The Contractor shall operate and manage the accountable mail section.

5.16.2 The Contractor shall ensure that the accountable mail SOP is on-hand and utilized and shall ensure that, at all times, adequate personnel at the MPO are qualified to operate the accountable mail section. Accountable mail for Marines/Sailors will follow Marine Corps

regulations and the Army/Air Force/civilians will follow POD and Army regulations. (Reference DoD 4525.6-M, and POD SOP, Accountable Mail requirements).

5.16.3 The Contractor shall ensure the facility used for registry and barcoded/accountable (insured, certified) MPO mail meets all structural and procedural guidance IAW DoD 4525.6-M, USPS, and theater regulatory guidelines. (Reference: DoD 4525.6- M, Chapter 13, C13.5.2.3.2.).

5.16.4 The Contractor shall ensure a Chain of Custody will be established using PS Form 3883, Firm Delivery Receipt, and PS Form 3849, Delivery Notice/Reminder/Receipt, on all barcoded/Accountable Mail from the destination MPO to the Mail Recipient. Reference DoD 4525.6-M and current POD SOP.

5.16.5 The Contractor shall ensure the registry cage is secured by a General Service Administration (GSA)-approved, three-position, dial-type combination lock (provided by Government) for the storage of official Registered Mail and the use of a GSA-approved, three-position, changeable combination padlock to secure the container. The Contractor shall ensure a seal is used after business hours (Reference: DoD 4525.6-M, C9.3.2 and C9.3.2.5.1).

5.16.6 The Contractor shall ensure access to the registry work area is limited to the registry clerk's on-duty, witnesses, the section supervisors, and personnel authorized to inspect and audit DoD postal facilities. (Reference: DoD 4525.6-M, C9.3.3).

5.16.7 The Contractor shall ensure a PS Form 1625, Record of Entry-Registry Section, is utilized as an entry control log daily.

5.16.8 The Contractor shall ensure Registered Mail is under constant surveillance or secured properly at all times (Reference: DoD 4525.6-M, C9.2.1).

5.16.9 The Contractor shall ensure the registry clerk and witness verify the registry numbers on PS Form 3854 against pieces removed from the truck. (Reference: DoD 4525.6-M, C9.4.1.2 and C9.6.1).

5.16.10 The Contractor shall ensure a PS Form 3826, Registry Irregularity Report, is completed for irregularities when detected in the preparation or acceptance of a registered article. (Reference: DoD 4525.6-M, C9.6.3.11).

5.16.11 The Contractor shall ensure registry records and approved USPS or DD forms are completed and maintained to ensure a continuous chain of receipt through delivery.

5.16.12 The Contractor shall ensure a balance and inventory is conducted at the close of each business day or shift change, and a DD Form 2261, Registered Mail - Balance and Inventory, is properly completed.

5.16.13 The Contractor shall ensure Registered Mail that is retained overnight is audited and listed on the reverse of DD Form 2261 (Reference: DoD 4525.6-M, C9.3.5.8).

5.16.14 Reserved

5.16.15 The Contractor shall ensure registered pouches and sacks are sealed with PS Item 0-817C or 0-817A, tin ban seal and place the seal number in the "Remarks" section of the DD Form 2261. The seal number of the pouch is entered on the outside bill using the letter "S". (Reference: DoD 4525.6-M, C9.7. and USPS Pub 247).

5.16.16 The Contractor shall ensure when dispatching by truck, a separate book of DD Form 1372 (Mail Manifest) is used and the outside bill lists each pouch and outside piece (OSP).

5.16.17 The Contractor shall ensure that all Registered Mail is dispatched only on U.S. Flag Carriers or a postal clerk accompanies the Registered Mail as an escort when a on a non-U.S. Flag Carrier is used to transport Registered Mail. (Reference: DoD 4525.6-M, C9.8.1.1).

5.16.18 The Contractor shall ensure that suspense files for the DD Form 1372 are established and prompt tracer action is taken when copies are not returned within the normal two-day transit time. (Reference: DoD 4525.6-M, C9.7.11.1).

5.16.19 The Contractor shall ensure proper procedures are followed when Registered Mail is discovered in ordinary mail (Reference: DoD 4525.6-M, C9.5.2.6).

5.16.20 The Contractor shall ensure Registered Mail is postmarked with the All Purpose Date Stamp (APDS) at the time of acceptance into the MPS, or when received from another MPO (Reference: DoD 4525.6-M, C9.3.5.4 and C9.6.2).

5.16.21 The Contractor shall ensure the Register Mail clerk examines DD Form 285 to verify whether unit mail clerk is authorized to pick up accountable mail. (Reference: DoD 4525.6-M, C3.2.5.7).

5.16.22 The Contractor shall ensure PS Forms 3849, Delivery Notification/Reminder/Receipt, for Registered Mail is filed numerically by the last two digits of the number identifying the article. (Reference: DoD 4525.6-M, C9.3.5.11.1).

5.16.23 The Contractor shall transfer all accountable and barcoded mail (non-Registered) to the individual UMCs using the PS Form 3883, Firm Delivery Receipt for Accountable and Bulk Delivery Mail or DoD Modified 3883. The individual UMCs will deliver all accountable and barcoded mail using PS Form 3849, Delivery Notification/Reminder/Receipt or DoD Modified 3883 and return a finalized copy of the DoD Modified 3883 to the post office. (Reference: USCENCOM Regulation 25-63, Appendix G).

5.16.24 The Contractor shall ensure that damaged registered items are opened in the presence of the delivery clerk. (Reference: DoD 4525.6-M, C10.5.6.9).

## 5.17 Directory Service Section

5.17.1 The Contractor shall ensure a directory SOP is on-hand and utilized. The Contractor shall use Theater Unit Locator List (TULLs), Theater Alpha Roster, Postal Automated Locator System (PALS), Deployed Theater Accountability System (through Government representative) and any

other directory information for directory service as necessary. (Reference: Pod SOP theater Unit Locator List (TULL) and MCO 5110.6C).

5.17.2 The Contractor shall ensure DA Forms 3955 (Change of Address cards), or PS Form 3575 (Change of Address Order), are in order for all units/organization – present and departed for Army/Air Force/civilians only. This reference does not apply to Marine Corps/Navy units. (Reference: DoD 4525.6-M, C3.4.2 and AR 600-8-3 C4-1).

5.17.3 The Contractor shall ensure directory service is provided for all units/organizations for 365 days after departure from the MPO service area. (Reference: DoD 4525.6-M, C3).

5.17.4 The Contractor shall ensure mail that requires directory service is properly endorsed, date stamped and processed within 24 hours of receipt. (Reference: DoD 4525.6-M, C3.4.5.2 and C3.4.5.2.9).

5.17.5 The contractor shall ensure mail being returned by unit mail clerks are inspected to ensure proper and legible endorsements are used. (Reference: DoD 4525.6-M, C3.4.5.3).

5.17.6 The Contractor shall ensure “Undeliverable as Addressed” mail is properly processed. (Reference: DoD 4525.6-M, C3.4.6.1).

5.17.7 The Contractor shall ensure PS Form 3579, Undeliverable Standard (A) and (B) and Special Standard Mail (B), forms for undeliverable periodical mail are sent to publishers after 60 days of patron’s departure from MPO. (Reference: DoD 4525.6-M, C3.4.6.2.2).

5.17.8 The Contractor shall ensure the MPO keeps a log of PS Forms 3579 to prevent sending duplicate notifications to publishers. (Reference: DoD 4525.6-M, C3.4.6.2.2).

5.17.9 The Contractor shall process Casualty Mail for deceased military and civilian personnel IAW DoD 4525.6M, Chapter 3. The units will ensure the Casualty Mail is pushed to the appropriate location. Casualty Mail shall be handled with the utmost care and receive the highest level of attention at the servicing post office. Contractor shall ensure that all Casualty Mail is accompanied with a memorandum from that Soldier’s unit commander and forwarded to the Theater Casualty Mail Section, JMMT-K, ATTN: Casualty Mail Section, AE 09357. (Reference: POD SOP, Casualty Mail).

5.17.10 The Contractor shall ensure undeliverable Intra/Inter Theater Delivery Service (IDS) mail is processed to the correct receiving facility. (Reference: DoD 4525.6-M, C3.4.6.7.1, POD SOP Intra/Inter Theater Delivery Service (IDS)).

## 5.18 Postal Supply

5.18.1 The Contractor shall ensure the postal supply SOP is available, on hand and utilized by employees.

5.18.2 The Contractor shall appoint a postal supply clerk and one alternate per location. (Reference: DoD 4525.6-C).

5.18.3 The Contractor shall ensure the supply clerk maintains a three to five month supply of postal items which are supplied as Government Furnished Supplies. (Reference: DoD 4525.6-C, C1.110).

5.18.4 The Contractor shall ensure minimum required inventories are completed every six months and a PS Form 1586, Supply Record, is maintained for each postal supply item. (Reference: DoD 4525.6-C, C1.1.8).

5.18.5 The Contractor shall ensure that the supply clerk submits the requisition of all required supplies to the COPE. In turn the COPE, utilizing their FEDSTRIP and AMPS, will order supplies for their servicing post offices. The Contractor is responsible for applying and obtaining approval for access of AMPS through POD within 72 hours of contract award. The Contractor shall utilize a JMMT or POD Postal Supply for emergency purposes only.

5.18.6 The Contractor shall ensure the supply area is adequate and organized. IAW (DoD 4525.6-C, C1.1.11.2).

5.18.7 The Contractor shall ensure requisitions are numbered consecutively and filed at the MPO. (Reference: DoD 4525.6-C, CH. 1).

5.18.8 The Contractor shall provide weekly reporting on consumption of consumable supplies and materials of PS Form 1586 (Supply Record) to the Postal Officer and COPE.

## 5.19 Reports

5.19.1 The Contractor shall provide daily reports to the COR and Postal Officer in Charge (OIC) (Postmaster). Reports to include, inbound volumes by source, outbound volumes by destination, current inventory by source, inventory processed and awaiting transportation by destination, directory/locator inventory and activity, casualty mail inventory and activity, Registered Mail inventory and activity, and container inventory by size.

5.19.2 The Contractor shall provide weekly reports as required by the military for operational reporting, to include inbound volumes by source. Current required report is the Transit Time Information Standard System for Military Mail (TTISSMM) on a weekly basis in accordance with POD Policy.

5.19.3 The Contractor shall ensure changes to the Theater Unit Locator List (TULLs) are submitted weekly; including unit arrivals, departures, or other changes that affect the unit/organization's mailing address. (Reference: POD SOP, Theater Unit Locator List (TULL)).

5.19.4 The Contractor shall provide reports on Quality Control activities including the volume of mail checked by type and destination, discrepancies found and DD Form 2273 is created and reported by Postal Activities with supporting documents and pictures weekly to Postal OIC and COR

5.19.5 Reconciliation Reports: On a weekly and monthly basis, the Government and the Contractor will verify the volumes of mail received at each location and resolve any

discrepancies. The volumes of the smaller MPOs are tracked and measured by the RMDC/Air Stop before being sent to the smaller MPOs. Once discrepancies are resolved, both the Government and a contractor representative will sign and date the weekly and monthly reports and submit a copy to the KO, COR and Contractor's home office. For those locations without scales, a tri-wall weighs 350 pounds for the purpose of verifying volumes of mail received at each location other than RMDC/Air Stops. RMDC/Air Stops Volumes for BAF, and KAF will be verified by using the Actual Mail Manifest (where available for each pallet of mail received and any other volumes received from flights other than the designate courier). BAF Weekly/monthly Weight will include Air Stop and all Camps that fall under BAF, for the purposes of determining the total monthly weight for BAF as there are no separate CLINs for any other location at the present time. All mail arriving at KAF will be considered KAF Volume.

5.19.6 The Contractor will prepare and submit accurate and timely Postal Net Alerts (PNA) reports to the Postal OIC and COR when any incident of a critical nature occurs which affects the flow of mail. (Reference: DoD Postal Manual 4525.6-M, C11.2.9.2.).

5.19.7 The Contractor shall provide all necessary information for the PNA report to the Postal OIC/NCOIC of Postal Offenses observed so that proper reporting can be done through AMPS and notifications submitted to MPSA and USPS.

5.19.8 The Contractor shall submit a weekly Commerce Data Report to the COR every Saturday. This report consist of MPO daily totals of the following; Postage Meter sales, stamp sales, total amount of cash received for the day, total pieces (example: crates, boxes, bags, containers) of incoming and outgoing mail, weight of incoming and outgoing mail, and registered pieces (example: crates, boxes, bags, containers) in and out of the MPO.

5.19.9 The Contractor shall report all Contractor Manpower (to include subcontractor manpower) employed for the performance of this contract. The Contractor shall complete all required fields in the reporting system using the web address: <https://cmra.army.mil/>. The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the contract's period of performance not to exceed twelve (12) months ending 30 September of each Government fiscal year. Reporting must be completed no later than 31 October following the fiscal year during which the contract is in place. Reporting must be completed for every year or part of a year for which the contract is in place.

5.19.10 Contractor Vehicle Fuel Report: Not later than the third day of each month, the contractor shall provide actual fuel consumption for contractor-owned vehicles for the previous month to COR. The reports shall include:

- A list of vehicles that used fuel during the month to include year, make, model, fuel type and license plate number; (b) the actual number of gallons per vehicle used during the month; and, (c) the date fuel was received for each vehicle during the month.
- MHE Fuel Report: Actual fuel consumption for MHE for the previous month to the CO and COR. The report shall include a list of MHE that used fuel during the month to include year, make, model, size of fuel tank by gallons, hours of operation, serial number and fuel type; (b) the actual number of gallons per piece of MHE used during the month.

5.19.11 The Contractor shall submit daily Census report of all personnel performing under this contract.

5.19.12 REPORTING ALLEGED SEXUAL ASSUALT and SEXUAL HARRASSEMENT (SHARP): The Contractor shall immediately report ALL incidents of sexual assault to the local Provost Marshall (at Bagram Air Base dial DSN: 318-481-4021), Contracting Officer Representative (COR), Contracting Officer (KO) and local TAAC Commander/Task Force Commander. See Attachment E- para 7.5.3

## 5.20 Security

5.20.1 The Contractor shall ensure security of all mail and equipment staged inside/outside the MPO during normal working hours, provided the area is securable. The Contractor shall ensure mail is protected from whether loss, theft, and rifling. At a minimum two locks between outside and the mail, unless the mail is in tri-walls covered and palletized. (Reference: DoD 4525.6-M, C1.1.5.11).

5.20.2 The Government shall ensure security practices are in place IAW DoD 4525.6-M, C10.5, which states the Postal Facilities shall be locked at all times during non-duty hours or when not in use. The Government shall ensure security measures for point of entry and exit are in place, 24 hours a day; seven days a week. The COPE will be appointed as the key custodian of the post office keys and will establish a key control program. The COPE will issue keys to the contractor as needed to complete the contractual duties. (DoD 4525.6-M).

5.20.3 Force Protection (FP) Plan. Contractor shall develop and maintain a FP Plan that includes a process to implement changes to equipment and postal operations relocation as directed by the Postal Officer and CO with authority from the Postal Operations Division through the Human Resources Operations Branch and turned into Postal OIC within 90 days after contract award. The Contractor shall be required to relocate the postal operations within 24 hours, if required. (Reference: CJTF-76 FPCON Policies).

5.20.3.1 The Contractor shall employ security measures when directed by the KO within 24 hours of notification of changes to the Force Protection Conditions (FPCON) to the extent possible with on-hand/allocated resources. The Contractor shall brief the KO within 24 hours of FPCON change notification shortfalls and the mission impact of FPCON changes

5.20.4 The Contractor shall require unit mail clerks to present valid I.D card and DD Form 285 card and before receiving mail from the MPO. Access to MPO is restricted, and unit mail clerks and visitors are escorted when entering the MPO. The Contractor shall ensure unit mail clerks pick up mail only at the designated time in a lockable, closed vehicle. If no such vehicle is available, the unit mail clerk rides in the compartment with the mail. (Reference: DoD 4525.6-M, C3.2.5.7).

5.20.5 The Contractor shall allow all USPS, Military Postal Service Agency (MPSA), CENTCOM, DoD and POD Inspectors full and unlimited accompanied access to all mail processing facilities and records that the Contractor generates.

5.20.6 For locations in which the Military has offices within the postal facilities, and occupy the facilities outside of normal postal operating hours, the Contractor and the Military will create a security plan to limit access to the facilities in order to maintain security of the mail.

## 5.21 Maintenance

5.21.1 The Government will be responsible for facility maintenance and postal machinery maintenance for all Government provided facilities and equipment GFF, GFE, and CAP.

5.21.2 The Contractor shall keep all vehicles and MHEs operational and insured. The Contractor shall conduct daily preventative maintenance on all MHEs. Contractor is responsible for all MHE and maintenance of vehicles and MHE. In the event that equipment becomes inoperable and requires repair, the Contractor shall notify the KO, COR and the Chief of Postal Operations within 24 hours. The Contractor shall repair or replace the inoperable MHEs within 72 hours of notification.

5.21.3 The Contractor shall ensure qualified personnel operate appropriate MHE, e.g., forklift during pro-grade and retro-grade operations. It is the Contractor's responsibility to ensure personnel are qualified and licensed for operation of MHE.

5.21.4 Equipment Capability Notification. In the event mail cannot be processed within the 24 hour timeframe required due to equipment failure, the contractor shall notify the KO and COR and provide a status and what is being done to correct the problem.. The Contractor shall brief the KO within 24 hours of FPCON change notification shortfalls and the mission impact of FPCON changes. The COR shall be notified if equipment falls below 95% FMC.

5.21.5 The Government shall provide the Contractor the necessary fuel to operate the vehicles.

## 5.22 Mail Distribution and Movement

5.22.1 The contractor shall operate General Support (GS) Postal Operations – RMDC/Air Stops- Air Stops include MPO locations where mail is flown directly from an established theater postal location by a designated contracted or commercial carrier to the location/Air Stop for further processing of mail received to outlying locations. The Contractor shall provide the personnel and equipment to operate and maintain split RMDC/Air Stops operation vicinity in Bagram and Kandahar. Operations shall be IAW DoD 4525.6-M; USCENCOM Non-Mailable Articles (NMA); and USCENCOM Regulation 25-63, Theater Postal Policy & Procedures.

5.22.2 The Contractor shall operate the MPOs/ RMDCs by provided personnel who are trained and qualified (certified by the postal supervisor) to receive, sort, store and issue all prograde, retrograde, directory service, casualty, international, accountable and host nation mail, and provide the capability to identify and handle suspicious and/or contaminated mail for United States and Coalition Partners' Mail for all services (Army, Navy, Air Force and Marines), U.S. civilians, authorized DoD U.S. citizen contractors, and Coalition Elements operating in the USCENCOM areas of responsibility, IAW DoD Postal Manual, 4525.6M, dated 15 August 2002.

5.22.3 The Government postal personnel will coordinate mail delivery systems with designated contracted/commercial carrier operators at the RMDC/Air Stops (designated contractor at BAF and designated courier at KAF) to move mail to and from the flight line.

5.22.4 The Contractor shall receive all prograde and retrograde mail for processing and/or Directory Service, for delivery by either ground or air to all authorized Army Post Offices (MPOs). The Contractor shall have the ability to operate 365 days a year, 24 hours a day, if required. The Contractor shall set hours according to workflow and according to guidance provided by the KO's approval.

5.22.5 The Contractor shall ensure all classes of mail, to include prograde, retrograde, Directory Service, registered, certified, accountable, and coalition both intra and inter-theater, are processed in accordance with USPS and DoD standards and requirements by both the RMDC/Air Stops and all MPOs. Prograde mail is mail coming in to the RMDC/Air Stops, and MPOs (Mail entering the AOR). Retrograde mail is mail that is leaving Afghanistan (Mail leaving the AOR). Inter-Intra theater correspondence being sent from one MPO to another, within the same area of operation (intra) or another region (inter). (DoD4545.6-M).

5.22.6 All prograde and retrograde mail received must be processed for movement within 24 hours of reception at the RMDC and staged for designated MPOs, or designated for CONUS, intra/inter-theater gateways. Retrograde mail shall be processed within 24 hours of contracted/commercial carrier x-ray capability. (With the exception of Blackout camps) Blackout camps are those locations where there are no lights or communications allowed after specific times of day, ex: operations can only take place during the hours of 6am-6pm. In those cases, if the quantity of mail received is such that it cannot be processed within the daylight timeframe, the COR and Postal Officer will be notified and mail will be processed the next day. The COR will relieve the Contractor of the 24 hour requirement (at all locations) in the event of weather delays, road closures/attacks, etc., when mail could not be delivered for several days and then several flights come in once the issue is resolved. The COR will notify the KO, who will negotiate with the Contractor to agree upon a date/time when the work will be completed based on workload received. (Example: When a location experience devastating attacks, this temporarily stopped the flow of mail.)

5.22.7 The Contractor shall ensure miss-sent or mail that requires Directory Service is rerouted utilizing TULLS or Marine Sort Plan to determine the location of deployed units in theater and CAMALS for the correct routing scheme.

5.22.8 The Contractor shall provide Directory service to units that have redeployed from theater to their permanent duty station.

5.22.9 The Government representative will coordinate with contract and military organizations to ensure that trucks and aircraft are available, scheduled and providing delivery and pick up service on a daily basis and inform the Contractor to ensure mail is prepared for manifest two hours before transportation assets arrival to the Air Stop/MPO.

5.22.10 The Contractor shall maintain an inventory and a control system to ensure that all prograde mail is properly accounted for and processed on a first-in, first-out basis by category.

5.22.11 The Contractor shall monitor and maintain security of all mail in the possession of the RMDC/Air Stops to ensure that prograde and retrograde mail is moved in accordance with established schedules or agreements.

5.22.12 The Government postal personnel will maintain carrier schedules and Afghanistan movement routing schemes for all military and commercial transportation, as required by USCENCOM or their designated Service Postal Manager (SPM) or other postal service headquarters.

5.22.13 The Contractor shall monitor Registered Mail shipments and transfer of mail for their supported locations. Receipt, transfer, and dispatch of mail on the contracted/commercial carrier will be monitored by the Government/military postal personnel at the RMDC/Air Stops.

5.22.14 The Contractor shall provide all necessary and accurate information in the same day of occurrence to the military personnel at the RMDC for submitting PNAs and Postal Offenses to MPMSA, POD and USPS via AMPS.

5.22.15 The Contractor shall maintain an SOP for handling suspicious packages, hazardous materials, and contraband or non-mailable/prohibited items found in the mail system.

5.22.16 The Contractor shall perform quality control procedures at each Air-Stop/MPO to assist the Government representative in monitoring, evaluating, documenting, reporting, and identifying mail irregularities and discrepancies and recommend corrective action for mail received and originated at the RMDC/MPO. The Contractor shall prepare a mail irregularity report (DD Form 2273) to identify sub-standard mail preparation for mail coming into the MPOs/RMDC. The report should be forwarded to the Postal Officer and COR the same day of identifying the irregularity. Relief from the same day processing standard may be granted by the military, in writing, based on the severity of the condition of the sub-standard mail received at the MPO/RMDC.

5.22.17 The Government will provide, maintain and inventory two 20' and two 40' containers on BAF and KAF. The Government will provide the Contractor with access to the containers for supply storage and the Contractor shall assume responsibility for security of the containers when the Contractor is granted access to the containers. The Contractor shall provide the Government a minimum of 30 days' notice if, or when, additional containers are needed for storage.

5.22.18 The Contractor shall, on a monthly basis, provide validated inventory of containers by Container Number, MPO Location, Size, Empty/Used, and reason for usage.

5.22.19 The Contractor shall organize the container area and maintain a current diagram for the container area, at a minimum identifying a unique area for prograde mail, retrograde mail, empty postal equipment, and postal supplies and equipment. Reference: DoD 4525.6-M.

5.22.20 The Contractor shall ensure all mail received at the MPO/RMDC/SAPOs are protected from the elements. Mail that is damaged due to contractor oversight or neglect will result in negative comments documented in the Contractor Performance Assessment Reporting (CPAR) system.

5.22.21 All mail will be protected from loss, theft or rifling. Any incidents or suspected incidents of lost, stolen, or rifled mail will be reported to the postal military chain (Postal OIC) in writing upon discovery.

5.22.22 The Contractor shall ensure all employees are trained and qualified before entering into postal duties and are in possession of a valid DD Form 285 Mail Handlers Card after training. Employees will also receive the Mail Security Briefing annually, and this is annotated on POD Form 1 (Mail Security Briefing Statement), which is held in the employee's record. Also include PS Form 8139 as part of the security forms.

5.22.23 The Contractor shall be provided updates to POD SOPs from the military for each functional section as needed.

5.22.24 Kabul Ground Mail -The Contractor will transport prograde and retrograde mail, with the exception of Registered Mail, between BAF and specific Kabul Cluster locations (HKIA, NKC and HQRS) daily using box trucks with ITV tracking devices. In the event of base exercises or force protection concerns contractors may be required to exit or be restricted from accessing military installations. Contractor should have contingency plan when force protection requirements elevate and the use of Local Nationals is restricted. Everything will be done to notify the Contractor of upcoming events in order to adjust pick-up/delivery schedules, and if possible, provide a 48-hour notice. The routes between BAF and the Kabul Cluster, on occasion, are closed or restricted for various security concerns and may hamper or delay the delivery of mail. The contractor will notify the COR when such incidents occur, and if it prevents the Contractor from accessing any or all of the delivery locations. The COR will determine if the Contractor should return to BAF or wait until the restrictions have been lifted.

5.22.24.1 The contractor shall provide five (5) clean closed-body vehicles (IAW attachment D) equipped with lockable doors to transport mail between postal activities or carrier facilities on or off the installation. In addition the trucks going from Bagram to Kabul Cluster shall be GPS-equipped enabled with In-Transit Visibility (ITV). In order to maintain Total Asset Visibility (TAV) and ensure mail security, the Contractor's GPS solution shall fully integrate with the government's current asset visibility system. In addition the trucks shall be GPS-equipped. The GPS system shall include receiver that can track the trucks anywhere in Afghanistan. Contractor shall install transponders in the trucks and receive pings of the trucks location every 10 minutes as the trucks transport mails. Transponders shall be battery powered and operate under the temperature and weather conditions that prevail in the country of Afghanistan including, but not limited to, extreme variances in temperature, dirt, rain, snow, windblown dust, and corrosion. The Contractor shall ensure to turn-on the transponders in each vehicle on-hour before mission and turn-off transponder upon mission complete at the end of each day. Once transponders are in place and Contractor on mission, the Contractor shall be responsible for reporting any interference, malfunction, or any changes of GPS systems to USG by submitting a Situation Report.

5.23 Safety - The Contractor shall implement and maintain safety programs to prevent accidents and to preserve the life and health of personnel involved in the performance of their duties or receiving services provided by the Contractor. The Contractor shall implement and maintain a

safety program to mitigate hazards and reducing risks, preventing injury or illness to personnel and protecting Government property against accidental loss. The Contractor's safety program shall fully comply with the provisions of the Army Regulations AR 385-10 it implements the Occupational Safety and Health Act of 1970 as implemented in EO 12196; 29 CFR 1960; DoDI 6055.1; DoDI 6055.4; and DoDI 6055.7.

#### 5.24 Inherently Governmental Task

5.24.1 The Government shall be responsible for the following functions: monitoring contracted aircraft mail on/offloads; preparing and signing flight manifests (AV-7s), the Government shall verify weights; processing sealed packages which require re-inspection due to suspected non-mailable articles as prescribe by CCR 25-63 identified during X-ray procedures; inspecting unit mail rooms, performing mobile postal missions, accompanying Registered Mail when the mode of transportation does not have personnel with a SECRET clearance available; performing quality assurance and administrative duties as the COR (and Assistant COR, if any is appointed); performing the function of Custodian of Postal Effects (COPE), and handling Official Mail.

5.24.2 Mail Movement: The Government will be responsible for coordinating instructions when more than one contractor is involved in the performance of an operation. It is the Government's responsibility to ensure that each contractor operates within the PWS. If a contractor finds that another contractor's sub-par performance hinders the ability to perform the mission, the respective COR(s) must be immediately notified.

5.24.3 Government Life Support Services: The USG will provide life support services to contractor personnel equivalent to those provided to military personnel and DoD civilian personnel.

5.25. Government Furnished Fuel: The U.S. Government shall provide fuel to the Contractor for the performance of the contract work requirements for the basic contract period and all option periods that are exercised by the US Government. Fuel for contractor vehicles shall be limited to actual consumption in the performance of the contract requirements. Fuel shall be provided for contractor vehicle(s), Material Handling Equipment (MHE) and/or Generators. Within 10 days after contract award, the Contractor shall provide: (1) a list of vehicles that will be used during the performance of the contract period to include year, make, model, and license plate number; and (2) the estimated monthly fuel usage, and fuel tank capacity for each vehicle to the COR. The Contractor shall report changes to the contractor's vehicle fleet (additions, removals, or substitutions) to the COR within 10 days of the change.

#### 5.26 Transportation

5.26.1 The Contractor shall provide the local distribution and transportation of prograde and retrograde mail, to include Registered Mail to all locations to include; between the Flight Line, Helicopter Landing Zone(s), Regional Mail Distribution Center (RMDC), Post Office and Mail Movement Terminal and MPO for mail distribution at all services location.

5.26.2 The Contractor shall load and unload mail from Ground Transport vehicles when required. The Contractor shall transport mail to and from staging areas to include the movement

and loading or unloading of the mail. These locations include RMDC, MPO, ADAG Yard, ZULU Yard, Rotary terminal, and the contracted courier flight line/cargo area. The Contractor shall use necessary vehicles to load/unload mail and transport mail. The Contractor will not be required to provide loadmasters to load or unload aircraft. The Government will perform all mail control activity (MCA) duties and responsibilities, generate all payment documentation for commercial and/or commercial contracted air and the completion of a Daily Statistical (DAYSTAT) Report. However, the Contractor will be required to provide material handlers at some sites if needed. The Contractor will sign the mail over to the rotary terminal personnel.

5.26.3 The Contractor shall provide and deliver the vehicles and MHE (2005 and newer) for all postal locations as identified in ATTACHMENT (D) – Vehicles and Material Handling Equipment in Part 7 of the PWS. The forklifts should be automatic transmission. Forklifts shall be fully mission capable (FMC), must meet all host nation safety requirements and be acceptable to the COR. The vehicle and equipment must be delivered to the location(s) as identified Attachment D and must have, as a minimum, the following serviceable and **operating safety features:**

Horn	Operator Seatbelts	Tires with a minimum of 5 mm depth tread
Head lights	Parking brake	Window glass with no visible cracks
Turn signals	Registration card	Rear/side view mirrors with no visible cracks
1 set of keys	Four way flashers	Air Conditioning/Heating
Brake lights	Operators manual	Functioning factory installed locking devices
	Be delivered with fluids	Be in good running condition
		Contractor contact information card

5.26.4 The Government will provide installation transportation requirements for all service locations to include the higher qualifications of material handlers. These requirements include required mail handling training such as but not limited to DD 285 card, Class A operator license, and Class B operator license. Operators shall be trained and qualified to operate LMTVs, 10k Forklifts, HLS, and HMTVs. In the event that the Government exercises the option to add a new location, the Government will provide the specific transportation requirements for the new location with the notice to the Contractor to exercise the option and request that the Contractor provide a proposal for the new location. Operators shall be licensed for operating equipment IAW with the US Standards. The Government will accept a current operator's license from any competent jurisdiction, including U.S. states and foreign governments.

PART 6  
APPLICABLE PUBLICATIONS

**6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

6.1. The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures.

- [Title 10](#), United States Code, Armed Forces.
- [Title 31](#), United States Code, Money and Finance.
- [Title 39](#), United States Code, Postal Service.
- [Title 49](#), United States Code, Transportation.
- [Title 32](#), Code of Federal Regulations, Armed Forces.
- [Title 39](#), Code of Federal Regulations, Postal Service. This includes International Mail Manual (IMM) and Domestic Mail Manual (DMM).
- [Title 49](#), Code of Federal Regulations, Transportation.
- USPS Publication 52, Hazardous, Restricted, and Perishable Mail, July 1999. USPS Domestic Mail Manual
- USPS International Mail Manual
- [United States Postal Service Transportation Handbook Series T-7](#), Handling, Dispatching, and Transporting Military Mail by Air.
- [DoD 4525.6-M](#), DoD Postal Manual, Volume I: Military Post Office Operating Procedures, and Volume II: Mail Handling and Delivery Procedures for Military Post Offices, Mailrooms, and Postal Service Centers.
- [DoD 4525.6-C](#), DoD Postal Supply and Equipment Catalog.
- [DoD 4525.6-H](#), Mail Distribution Instructions and Labeling Handbook.
- [DoD 4525.6-L-1](#), Military Post Office Location List (MPOLL).
- [DoD 4525.6-L-2](#), Military Post Office Mail Distribution Scheme (MPOMDS).
- [DoD 4525.6 STD](#), Transit Time Information Standard System for Military Mail
- USCENTCOM Regulation CCR 25-63, USCENTCOM Contingency Postal Operations, 16 Jul 14.
- USCENTCOM Regulation CCR 25-64, USCENTCOM Absentee Ballot Postal Policy and Procedures, 06 Jan 14.
- USCENTCOM Regulation CCR 25-103, USCENTCOM Non-Mailables and Suspicious Mail Policy, 25 Jan 08.
- Postal Operations Division (POD) Standard Operating Procedures
- AR 600-8-3, Unit Postal Operations



## PART 7

## ATTACHMENT/TECHNICAL EXHIBIT LISTING

**Attachment/Technical Exhibit List:**

- 7.1 Attachment A – Historical Afghanistan Mail Volume
- 7.2 Attachment B- Kabul Cluster Delivery Schedule
- 7.3 Attachment C – Postal Action Memorandum
- 7.4 Attachment D – Vehicles and Material Handling Equipment Table
- 7.5 Attachment E – Sexual Assault and Sexual Harassment Policy and Incident Reporting
- 7.6 Attachment F - Bond Form SF1416
- 7.7 Technical Exhibit 1 - Performance Requirements Summary
- 7.8 Technical Exhibit 2 – Deliverables

7.1 ATTACHMENT (A) Historical Afghanistan Mail Volume for Jun 17 - May 18 (below)

Prograde Jun 17-May 18												
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
BAF	675,036	653,323	736,784	640,817	709,006	1,013,255	1,244,920	661,806	662,236	759,157	709,210	771,877
KAF	157,679	124,607	140,108	119,639	164,050	289,540	232,839	164,409	174,762	238,790	226,192	190,772
TOTAL LBS	832,715	777,930	876,892	760,456	873,056	1,302,795	1,477,759	826,215	836,998	997,946	935,402	962,649
Retrograde Jun 17-May 18												
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
BAF	193,397	178,792	164,478	204,810	262,700	208,451	221,861	190,537	209,149	251,903	237,473	248,722
KAF	48,170	40,776	28,803	32,379	50,502	41,001	26,920	41,681	45,927	71,448	59,636	41,942
TOTAL LBS	241,567	219,568	193,281	237,189	313,202	249,452	248,781	232,218	255,076	323,351	297,109	290,664

7.2 ATTACHMENT(B) - Kabul Delivery Schedule (below)

**KABUL CLUSTER DELIVERY SCHEDULE** – Performance is required seven (7) days per week due to fluctuations in mail volume. The expected delivery schedule is listed below:

SUNDAY, MONDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY (7 days a week) & TUESDAY (as required). The vendor will transport prograde and retrograde mail between Bagram Airfield (BAF) and the following Kabul Cluster which include; New Kabul Compound (NKC), Hamid Karzai International Airport (HKIA), and Resolute Support Headquarters (RS HQ). Mail must be transported using covered box trucks with ITV tracking devices.

7.3 ATTACHMENT (C) – Policy Action Memorandum

Contracting Postal Functions 21Mar07.pdf

7.4 ATTACHMENT (D) – Vehicles and Material Handling Equipment Table (below)



Attachment  
D-25Oct745pmjcs.xls

**Note: Provide a cost breakdown for the Base (0010) and each Option Period (1009, 2009, 3009, and 4009). CLIN Monthly cost must equal equipment breakout for CLINS shown in attachment**

## 7.5 ATTACHMENT (E) (Below)

### 7.5.1 SEXUAL ASSAULT AND SEXUAL HARASSMENT POLICY

(a) **Definitions.** As used in this policy – “Sexual Assault” means –

A crime defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim. “Consent” will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, incapacitated, or unconscious.

**“Sexual Harassment” means –**

Gender discrimination that involves unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature between the same or opposite sex genders when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Categories of sexual harassment are:

- (1) Verbal – Examples include telling sexual jokes; using sexually explicit profanity, threats, sexually oriented cadences, or sexual comments; whistling in a sexually suggestive manner; and describing certain attributes of one’s physical appearance in a sexual manner.
- (2) Nonverbal – Examples include staring at someone, blowing kisses, winking, or licking one’s lips in a suggestive manner. The term may also include printed material (for example, displaying sexually oriented pictures or cartoons); using sexually oriented screen savers on one’s computer; or sending sexually oriented notes, letters, faxes or email.
- (3) Physical Contact – Examples include touching, patting, pinching, bumping, grabbing, cornering, or blocking a passageway; kissing; and providing unsolicited back or neck rubs.

**(b) Policy.** The Department of Defense has adopted a policy to prevent sexual assault and sexual harassment.

Contractors and contractor employees in the Army Central Command (ARCENT) Area of Responsibility (AOR) shall not –

- (1) Commit acts of sexual assault against any person on any camp, post, installation, or other United States enclave within the ARCENT AOR; or
- (2) Sexually harass any person on any camp, post, installation, or other United States enclave within the ARCENT AOR.

**(c) Contractor requirements.** The Contractor shall –

- 1) Notify its employees of
  - (i) The Department of Defense’ policy described in paragraph (b); and
  - (ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment;
- (2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b); and

(3) Annually train all employees to prevent sexual assault and sexual harassment. This training shall, at a minimum, ensure that all contractor employees understanding the definitions outlined in paragraph (a) and the policy in paragraph (b). Each employee's compliance with this training requirement shall be reported to the COR prior to the employee being allowed access to the worksite.

**(d) Notification.** The Contractor shall inform the KO immediately of –

- (1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and
- (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this policy.

**(e) Remedies.** In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this policy may result in –

- (1) Requiring the Contractor to remove a contractor employee or employees from the performance of the contract;
- (2) Requiring the Contractor to terminate subcontract;
- (3) Suspension of contract payments;
- (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance;
- (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract;
- (6) Suspension or debarment.

**(f) Subcontracts.** The Contractor shall include the substance of this policy, including this paragraph (f), in all subcontracts.

**(g) Additional information** about Sexual Assault Prevention and Response training programs can be found at the Department of Defense Sexual Assault Prevention and Response Home Page, <http://www.sapr.mil>. Attachment

### **7.5.2 SEXUAL ASSAULT/HARASSEMENT TRAINING PLAN**

Contractor format is acceptable. The Training Plan shall include a schedule for all training. The Plan shall identify the methods of training (e.g. classroom, on-line, etc.), as well as intervals (e.g. quarterly) for refresher training, as applicable. The plan shall address (but not be limited to) such things as: procedures for training each employee, training record retention, method/mode of instruction, instructor accreditation, on-line/web-based resources/training aids. Turned in 30 days after contract award and The USG has 30 days after receipt of the Training Plan for review and approval. The Contractor's Training shall address, at a minimum, the following:

- (1) Defining what constitutes sexual assault and sexual harassment.
  - (2) Explaining sexual assault is a crime.
- (3) Defining the meaning of "consent" as defined in DoDD 6495.01 (Sexual Assault Prevention and Response Program, SAPR).
  - (4) Addressing individual accountability and the potential for UCMJ violations.
- (5) Explaining victims' rights under the UCMJ (to include consideration of the victim's preference whether the office should be prosecuted by court-martial or in a civilian court).
- (6) Explaining the distinction between sexual harassment and sexual assault and that both are unacceptable forms of behavior even though they may have different penalties. Emphasizing the distinction between civil and criminal actions.
  - (7) Explaining Unrestricted Reporting.
- (8) Providing an awareness of the SAPR program, as well as the roles and responsibilities of company managers,

including all available resources for victims.

- (9) Identifying prevention strategies and behaviors that may reduce sexual assault, including bystander intervention, risk reduction, and obtaining affirmative consent. Identifying strategies to safely intervene and to guard against retaliation, reprisal, ostracism, or maltreatment because of that intervention.
- (10) Explaining eligibility for Special Victims' Counsel (SVC)/Victims' Legal Counsel (VLC) for individuals who report sexual assault, and the types of legal assistance authorized to be provided to the sexual assault victim.
- (13) Explaining what constitutes retaliation, reprisal, coercion, ostracism, and maltreatment and company procedures for reporting allegations of reprisal.
- (a) Explaining what is the appropriate, professional response by peers to a victim and an alleged offender when a sexual assault is reported. For example, consider using scenarios to facilitate discussion of appropriate behavior, to include discussing potential resentment of peers for victims, bystanders, or witnesses who report a sexual assault. Explain the impact to the victim of incidents of retaliation, reprisal, ostracism, and maltreatment; as well as the impact in deterring reporting of sexual assault incidents.
- (b) Explaining that all personnel in the victim's company, when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment, are required to take appropriate measures to protect the victim, including information regarding how to prevent retaliation, reprisal, ostracism, and maltreatment after a reporting an incident of sexual assault.
- (14) Explaining company policy which protects victims of sexual assault from retaliation, reprisal, ostracism, and maltreatment. Explaining how victims can seek assistance on reporting allegations to:
- (a) A Sexual Assault Response Coordinator (SARC),
- (b) A SARC in different installation, which can be facilitated by Safe Helpline DoD SAFE Helpline: 1-(877)-995-5247,
- (c) Their immediate Supervisor, or other company officials,
- (e) US Army Criminal Investigation Division (CID), or
- (f) local Provost Marshall/Military Police
- (15) Explaining the company policy that protect witnesses and bystanders who intervene to prevent sexual assaults or who report sexual assaults from retaliation, reprisal, ostracism, and maltreatment.
- (16) Ensure employees are aware of their obligation to report - as soon as they become aware - any allegation or first-hand knowledge of sexual assault, sexual harassment to their local/Corporate management, Human Resources office, local Commander, the Contracting Officer, the Administrative Contracting Officer (ACO), and the Contracting Officer Representative.
- (17) The Contractor shall retain all training records and shall make them available to the COR, upon request.

### **7.5.3 Sexual Assault (SHARP) Serious Incident/Accident Reporting**

Contractor format is acceptable. The following reporting requirements apply:

SEXUAL ASSAULT and alleged SEXUAL HARRASSEMENT: The Contractor shall immediately report ALL incidents of sexual assault to the local Provost Marshall, Contracting Officer Representative (COR), Administrative Contracting Officer, Procuring Contracting Officer and local TAAC Commander/Task Force Commander. The contractor shall immediately notify the local Provost Marshall (at Bagram Air Base dial DSN: 318-481-4021). After the initial phone call to the Provost Marshal the Contractor shall follow-up within 4 hours with a written report (E-Mail) to the Provost Marshall and as the contractor learns of additional information, the initial report will be followed-up with subsequent reports providing as much detail as possible pertaining to the

"who, what, why, when and where".

**SERIOUS HEALTH CONDITION, INJURY OR DEATH:** The Contractor shall immediately report ALL incidents IAW block 14 and follow-up with a written SIR every 2 hours or until the employee stabilizes. That definition includes such conditions as, but not limited to, mental impairment, heart attacks, strokes, severe injuries, loss of limb or eyesight, loss of consciousness, hospitalization, etc. The term serious health condition is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, influenza, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise. For example, for most individuals who contracted H1N1, this influenza did not rise to the level of a serious health condition.

**WEAPONS DISCHARGE:** The Contractor shall immediately report all incidents of a weapons discharge. The contractor's report shall address the "who, what, why, when and where" pertaining to the discharge. An initial phone call to the Provost Marshal is required immediately upon learning of the discharge (accidental or otherwise) to be followed-up within 2 hours by a written report with additional details via (E-Mail) to the Provost Marshall.

**LOSS OF SENSITIVE ITEMS:** The Contractor shall immediately report the loss of any sensitive items, e.g. medically sensitive items, COMSEC equipment, weapons, radios, Night Vision Goggles, and/or any other sensitive items IAW the distribution stated in block 14 (\*including the USG Property Administrator). The contractor shall follow-up with a written Report within 2-hours. The report shall address the "who, what, why, when and where".

## **7.6 ATTACHMENT F - Bond Form SF1416**



Bond Form SF1416.pdf

## **7.7 Technical Exhibit 1 - Performance Requirements Summary**

<b>Performance Objective</b>	<b>Standard</b>	<b>Performance Threshold</b>
<p><b>Combating Trafficking in Persons (CTIP) IAW FAR 52.222-50(c)</b> the Contractor shall notify its employees of the following: (a) The United States Government's zero tolerance policy described in paragraph (b) of this clause. The actions that will be taken against employees for Violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment</p>	<p>Contractor will notify the COR immediately of any CTIP complaints</p>	<p><b>100% Compliance</b></p>

<p><b>Contracting Manpower Reporting</b> The Contractor is required to completely fill in all required data fields using the following web address: <a href="http://www.ecmra.mil/">http://www.ecmra.mil/</a> IAW PWS para 5.19.9</p>	<p>By 31 Oct of each year of performance</p>	<p>99% Compliance</p>
<p><b>PRS #1.</b> The Contractor shall provide complete Postal Services at all named MPOs and SAPOs  IAW PWS para 5.1</p>	<p>The Contractor provided all services include the following: Processing and Distribution (Operations Section) including Open Parcel Inspection, Accountable Mail, Postal Claims, Postal Supply, Finance Operations, Directory Mail and transportation of mail to the Kabul Cluster.</p>	<p>100% Compliance</p>
<p><b>PRS #2</b> The Contractor shall process the movement of all prograde mail received at the reception at the RMDC, MPOs and SAPOs. IAW PWS para 5.4</p>	<p>The Contractor provided mail processing within 24 hours</p>	<p>100% Compliance</p>
<p><b>PRS #3</b> The Contractor shall prepare and utilize postal standard operating procedures (SOP's) in accordance with USPS, DoD, USCENTCOM, and POD directives and procedures and update them as mission requires IAW PWS para 5.10.1 AND 5.10.7, 5.18.1</p>	<p>The Contractor is using current SOPs (updated as changes occur) and following postal procedures</p>	<p>98% Compliance</p>
<p>The Contractor supervisor will ensure all personnel are informed of their responsibilities, obligations, and liabilities in handling postal funds and mail and ensure all personnel who handle postal effects and/or accountable mail are designated properly on DD Form 2257 IAW PWS para 5.10.2</p>	<p>Ensure for each individual(s) appropriate DD285 is signed by appropriate individuals at each MPO</p>	<p>95% Compliance</p>
<p><b>PRS #4</b> The Contractor supervisor shall ensure postal offenses are reported IAW DoD 4525.6-M, paragraph C14.1.3.2, to the postal chain of command within 24 hours of discovery IAW PWS para 5.10.8</p>	<p>Reported to the postal chain of command within 24 hours of discovery</p>	<p>95% Compliance</p>

<p><b>PRS #5</b> The Contractor shall ensure finance clerks enforce packaging and labeling of standards for mail; ensure that all personnel receive training and know how to operate the Pitney Bowes IAW DoD 4525.6M, and IAW PWS para 5.12.1 and 5.12.3</p>	<p>The finance clerks are trained on Pitney Bowers and packaging and labeling of standards for mail</p>	<p>100% Compliance</p>
<p><b>PRS #6</b> The Contractor shall develop an Operations SOP for all postal functions listed in PWS and as required in the DoD Postal Manual 4525.6-M IAW C.1.9.8. (CDRL C.5.2.1.4). SOPs shall be endorsed by the Postal Officer. IAW PWS 5.15.1</p>	<p>The Contractor maintains an Operation SOPs and is updated as needed and is on hand</p>	<p>100% Compliance</p>
<p><b>PRS #7</b> The Contractor shall ensure that operations section follows rules pertaining to preparation of pouches, sacks, and trays and that the mail is properly prepared for dispatch. (Reference: DoD 4525.6-M, C3.1.4.2, 3 and CAMALS Attachments, 3, 4, and 5). IAW PWS 5.15.10</p>	<p>The Contractor prepares section for mail dispatching IAW SOP</p>	<p>Minimum 95% Compliance</p>
<p><b>PRS #8</b> The Contractor shall ensure mail is protected from loss, theft, tampering, damage and compromise during all phases of processing and transmission. (Reference: DoD 4525.6-M, C11.4.1.1). IAW PWS 5.15.17</p>	<p>The Contractor provided mail processing IAW with SOPs</p>	<p>Minimum 100% Compliance</p>
<p><b>PRS #9</b> The Contractor shall ensure all postal personnel assigned as Registered Mail clerks are U.S. citizens and possess a Final SECRET clearance. IAW PWS 5.16.3</p>	<p>The Contractor ensures Registered and Accountable mail clerks maintain current secret Clearance processing</p>	<p>100% Compliance</p>
<p><b>PRS #10</b> The Contractor shall ensure access to the registry work area is limited to the registry clerk's on-duty, witnesses, the section supervisors, and personnel authorized to inspect and audit DoD postal facilities. (Reference: DoD 4525.6-M, C9.3.3). IAW PWS 5.16.7</p>	<p>Only authorized individuals in the registry work area</p>	<p>100% Compliance</p>

<p><b>PRS #11</b> The Contractor shall ensure that all Registered Mail is dispatched only on U.S. Flag Carriers or a postal clerk accompanies the Registered Mail as an escort when a non-U.S. Flag Carrier is used to transport Registered Mail. (Reference: DoD 4525.6-M, C9.8.1.1). IAW PWS 5.16.18</p>	<p>US Mail is dispatched only on US Flag Carriers</p>	<p>100% Compliance</p>
<p><b>PRS #12</b> The Contractor shall ensure a directory SOP is on-hand and utilized. The Contractor shall use Theater Unit Locator List (TULLs), Theater Alpha Roster, Postal Automated Locator System (PALS), Deployed Theater Accountability System (through Government representative) and any other directory information for directory service as necessary. (Reference: Pod SOP theater Unit Locator List (TULL) and MCO 5110.6C). IAW PWS 5.17.1</p>	<p>Contractor will use mandatory locator directories TULLs and PALS and Deployed Theater Accountability System</p>	<p>95% Compliance</p>
<p><b>PRS #13</b> The Contractor shall provide daily reports to the COR and Postal Officer in Charge (OIC) for operational reporting. IAW PWS 5.19.1</p>	<p>Reports are submitted timely</p>	<p>98% Compliance</p>
<p><b>PRS #14</b> The Contractor shall ensure security of all mail and equipment staged inside/outside the MPO during normal working hours, provided the area is securable. IAW PWS 5.20.1</p>	<p>All mail is secured</p>	<p>97% Compliance</p>
<p><b>PRS# 15</b> The Contractor shall operate the MPOs, SAPOs/Regional Mail Distribution Centers (RMDCs) by provided personnel who are trained and qualified (certified by the postal supervisor) to receive, sort, store and issue all prograde, retrograde, directory service, casualty, international, accountable and host nation mail. IAW PWS 5.22.2</p>	<p>Provide Personnel who are trained and qualified to perform Postal Operations</p>	<p>97% Compliance</p>

**\* NOTE: The results for this performance objective will be used for reporting of contractor performance in CPARS. Rating will be based on results of quarterly metrics.**

**7.8 Technical Exhibit 2 – Deliverables Schedule**

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Quality Control Plan IAW PWS para 1.6.1	30 days after award	1 Electronic Copy	Email	COR Contract Specialist
Sexual Harassment Training Plan PWS para 1.6.8 and para 7.5.2	Within 30 days after Contract Award	1 Electronic Copy	Email	COR Contracting Officer
Mobilization Plan IAW PWS para 1.6.15.1	15 days after contract award	1 Electronic Copy	Email	Contracting Officer
Bond IAW PWS para 5.2	30 days after Contract Award	1 Electronic	Email	Contracting Officer
Emergency Plan for - One-time events  IAW para 5.11.19	90 days after contract award	1 Electronic Copy	Email	Postal Officer COR
Consumption of Consumable Supplies and Materials  IAW PWS para 5.18.8	Weekly	1 Electronic Copy	Email	Postal Officer and COPE

Reports: Inbound volumes by source, outbound volumes by destination, current inventory by source, inventory processed and awaiting transportation by destination, directory/locator inventory and activity, casualty mail inventory and activity IAW para 5.19.1	Daily	1 Electronic Copy	Email	Postal OIC COR
Transit Time Information Standard System for Military Mail (TTISSMM) IAW PWS para 5.19.2	Weekly	1 Electronic Copy	Email	COR Contract Specialist
Quality Control activities IAW 5.19.4	Weekly	1 Electronic Copy	Email	Postal OIC COR
-Weekly Unit Locator List (TULLS)  -Volume Reconciliation Report  -Commerce Data Report IAW 5.19.3, 5.19.5, 5.19.8	Weekly	1 Electronic Copy	Email	COR Contract Specialist
Monthly Reconciliation Reports, Personnel Accountability Report IAW PWS 5.19.5	Monthly	1 Electronic Copy	Email	COR Contract Specialist
Incident Reports-(PNA) for Ground Transportation IAW PWS para 5.19.6	Upon occurrence	1 Electronic Copy	Email	Postal OIC COR

Fuel Report – -Fuel usage for Vehicles - Fuel usage for MHE (to include Government owned Generators) IAW PWS para 5.19.10	By the 3 <sup>rd</sup> day of each month	1 Electronic Copy	Email	COR Contracting Officer
Census Report  IAW PWS 5.19.11	Daily	1 Electronic Copy	Email	COR Contracting Officer
Sexual Assault (SHARP) Incident Report  IAW PWS para 5.19.12 And para 7.5.3	Immediately	Immediately in person or by phone	IAW para 5.19.2 and 7.5.3	COR, ACC-A, Contracting Officer TAAC- Commander Task Force Commander Provost Marshall
Contractor Manpower Report (CMR)  IAW PWS para 5.19.9	Yearly – by 31 Oct of each year	1 Electronic Copy	Email	COR Contracting Officer
Force Protection Plan  IAW para 5.20.1	90 days after contract award	1 Electronic Copy	Email	Postal OIC COR

## 52.212-1 - Instructions to Offerors -- Commercial Items (Aug 2018) Addendum

### A. General Instructions

(1) This is a competitive acquisition where the Government reserves the right to award a Firm Fixed Price contract resulting from this requirement.

(2) It is the Government's intent to award one (1) Firm Fixed Price contract without discussions with Offerors (except clarifications as described in FAR Part 15.306(a), Clarifications and award without discussions). Therefore, the Offeror's proposal should contain the Offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer (KO) later determines them to be necessary. In the event that discussions are held, a competitive range determination will be made. If the KO determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the KO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(3) Award will be made on the basis of lowest price technically acceptable proposal after Offerors proposals are deemed compliant and responsible in accordance with the Federal Acquisition Regulation FAR 15.101-2. To ensure timely and equitable evaluation of proposals, Offeror(s) shall follow the instructions contained in the solicitation to be considered responsive. Proposals must be complete, and respond to all requirements of the solicitation. Offeror(s) shall assume that the Government has no prior knowledge of their experience, and will base its evaluation on the information presented in the Offeror's proposal. The proposal shall consist of three (3) volumes, as follows:

Volume I – General Requirements

Volume II – Technical Capability

Volume III – Pricing Proposal

#### B. Proposal Preparation and Submission Instructions

(1) ONLY ELECTRONIC PROPOSALS WILL BE ACCEPTED. All proposals must be received by the contracting office no later than the offer due date and time listed in block 8 of the SF 1449. Electronic proposals shall be submitted to **Mr. George Shreves**, the Contracting Officer via email: [centcom.bagram.usfor-a.mbx.rcc-a-service-team-1@mail.mil](mailto:centcom.bagram.usfor-a.mbx.rcc-a-service-team-1@mail.mil) and Ms. Sherry Breton, Contract Specialist via email [sherry.a.breton.ctr@mail.mil](mailto:sherry.a.breton.ctr@mail.mil) . All three (3) volumes of the proposal must be submitted in accordance with this paragraph.

(2) The point of contact (POC) responsible for supplying additional information and answering all inquiries is the Contracting Officer. All questions/inquiries shall be submitted in writing to Mr. **George Shreves**, Contracting Officer via email: [centcom.bagram.usfor-a.mbx.rcc-a-service-team-1@mail.mil](mailto:centcom.bagram.usfor-a.mbx.rcc-a-service-team-1@mail.mil) and Ms. Sherry Breton, Contract Specialist via email [sherry.a.breton.ctr@mail.mil](mailto:sherry.a.breton.ctr@mail.mil) . The email shall contain the solicitation number in the subject line. Questions/inquiries are due no later 5:00 pm local Afghanistan Time, 28 October 2016. All questions received before the question due date will be responded to online via the Federal Business Opportunities (FedBizOpps) website. Answers shall be posted without Offeror identification. Questions received after the deadline may not be answered. The Government will not provide responses to questions that would reveal a potential Offeror's confidential business strategy, technical solution, or any information that is considered unique to a particular Offeror.

(3) Proposal Submission Format. All Offerors shall follow the file naming convention format identified below when providing electronic proposal submissions:

Email Subject Line: W91B4N-19-R-5005, Postal Operations Service Proposal, (Company Name)

Note: If multiple emails are sent, include email number at end of subject line (i.e. "Email 1 of 4", etc.). If multiple emails are sent containing separate volumes, all volumes must be received by the time/date identified for the receipt of proposals to be considered timely.

Attachments: (Company Name) Volume I – General Requirements  
(Company Name) Volume II - Technical Capability  
(Company Name) Volume III- Pricing Proposal

Note: Each proposal volume shall include all required information (i.e. – attachments, exhibits, etc.) into one (1) standalone document.

(4) Offeror’s proposal shall consist of three (3) volumes: 1) General Requirements, 2) Technical Capability, and 3) Price. Each document shall be clearly labeled with its Title. See Table A-1 below for page limits and electronic copies required:

Table A-1

VOLUME	TITLE	PAGE LIMITS	COPIES
I	General Requirements	N/A	One (1) Original
II	Technical Capability	50	One (1) Original and one redacted (Omit anything that identifies your company)
III	Price	N/A	One (1) Original

(5) Hard copy proposals will not be accepted.

(6) "IAW FAR Part 15.208(a), "Offerors are responsible for submitting proposals, any revisions and/or modifications, so as to reach the Government office designated in the solicitation by the time specified in the solicitation." Due to the austere environment of Afghanistan, Offerors should anticipate delays in the delivery of electronic proposals. Offerors are encouraged to request "Delivery Receipts," "Read Receipts" followed by a call to the Contracting Officer to confirm delivery if no receipt provided and was requested.

(7) An offer received, in the office designated in the request for proposals, after the exact date specified for receipt of initial and final proposals will not be considered eligible for award.

(8) Pages will be equivalent to printable 8.5 x 11 paper or A4 paper.

(9) Elaborate formats or color presentations are not desired or required.

(10) A page is defined as one (1) face of a sheet of paper containing information. All volumes shall contain page numbers. Offeror shall use a standard page numbering system.

(11) Page Limitations:

Volumes I - General Requirements: No page limitation

Volumes II - Technical Capability: NTE 50 pages, Resumes can be submitted in a separate appendix behind Technical volume – Resumes are not included in the number of pages for Technical Volume

Volumes III- Pricing Proposal: No page limitation

(12) The cover page, cover letter, table of contents, list of acronyms and compliance matrix and resumes will not count against the page limitation.

(13) Two (2) copies of Volume II – Technical Capability must be provided; one copy redacted. Redacted copy includes blanking out or removing any information that would identify your company, such as but not limited to: company names or affiliates, addresses, phone/fax numbers, names of employees, logos, etc. Additionally, all exhibits submitted in the technical capability factor itself must be redacted. Exhibits provided as separate documents will not be evaluated.

(14) The Offeror shall ensure that all correspondence that is addressed to the United States Government is submitted in English.

(15) Volumes I, II and III must be Times New Roman or Arial size 12 font.

(16) Documents submitted in response to this Request for Proposal (RFP) must be fully responsive to and consistent with the following:

- Schedule is identified as “Section SF 1449 - CONTINUATION SHEET” located on page(s) 2-5 of the solicitation.
- Evaluation Factors for Award at FAR 52.212-2, Evaluation - Commercial Items (Oct 2014), of this RFP and its addendum.
- Proposals shall not simply restate the requirements of this solicitation. Proposal shall fully express the company’s capabilities in full detail as to provide a clear understanding of the requirement.
- Offerors shall clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.
- All volumes must be submitted in PDF format except, Attachment D shall be submitted in excel spreadsheet provided

(17) Joint Contracting and Contingency Services (JCCS) registration. All offerors (prime and subcontractors) shall be registered in JCCS at time of proposal. JCCS information and registration can be accomplished at: [https://www.jccs.gov/olvr/bta\\_olvr\\_reg\\_guide\\_faqs.aspx](https://www.jccs.gov/olvr/bta_olvr_reg_guide_faqs.aspx). Offerors may have a pending account at the time of proposal submission. However, in order to be eligible for award, all offerors (prime and subcontractors) shall be APPROVED in JCCS at time of award.

In addition, all subcontractors at all tiers shall be registered in JCCS at the time of proposal and must be approved in JCCS at the time of award. A “subcontractor” is identified as any supplier, distributor, vendor, leaser or firm (company) that furnishes supplies or services to or for a prime contractor, or for another subcontractor.

Failure of the Offeror or the subcontractor to be registered in JCCS, failure to provide the names of all subcontractors, or failure of the Offeror to provide a negative reply will deem the Offeror noncompliant and ineligible for award.

(19) SAM Registration: Only offerors who are from the United States shall be registered and current in the System for Award Management (SAM) database at the time of proposal submission. In addition to registration in JCCS, an U.S. Contractor or subcontractor must be registered in the System for Award Management (SAM) and must provide have an active DUNS number. For more information, please refer to the following website:

<https://www.sam.gov/portal/SAM/#1>. All U.S. Contractors and subcontractors must also be registered in JCCS at time of proposal submission and must be approved in JCCS at time of award.

(20) Upon contract award - Employment of any foreign nationals in Afghanistan requires an Afghan Visa and Afghan Work Permit, and Home Country Passport to comply with the Ministry of Foreign Affairs and the Ministry of Labor and Social Affairs laws and regulations to include the U.S. Embassy Diplomatic Note No. 3710 (Ministry of Foreign Affairs, Consular Department, Foreign Visa Section). Prior to start of Contract performance these must be provided to the Contracting Office. US Afghan Nationals only: Tazkera ID and Passport (submit in English and Dari). If an Afghan expatriate with dual citizenship, you must also include your Home Country Passport, Afghan Passport, and Work Permit. Note: The U.S. does not recognize dual citizenship. Ministry of Foreign Affairs Visa/Work Permit website:

<http://mfa.gov.af/en/page/3903#vr>. Prior to start of Contract performance these must be provided to the Contracting Officer.

## C. ORGANIZATION

### **Volume I – General Requirements**

(1) Documents shall contain the signed copy of all documents requiring signature of the offeror. This includes the Standard Form (SF) 1449 and all amendments must be acknowledged otherwise the offeror will be determined as non-compliant. Failure to follow the below Contract Proposal preparation instructions may cause your proposal to be deemed non-compliant by the Government. All proposals shall be valid for 120 calendar days.

(2) Failure to follow the below Contract Proposal preparation instructions may cause your proposal to be deemed unacceptable by the Government. The Offeror is cautioned that the SF 1449 must contain an original signature in block 30 of the form. The Offeror shall acknowledge any amendments (SF30) to the RFP in accordance with the instructions in the SF 1449. Your proposal should identify those individuals authorized to negotiate with the Government on behalf of the Offeror and the Offeror shall provide the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually.

(3) Offerors shall clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale.

(4) Offers shall be clear, concise, and include sufficient detail for effective evaluation and for substantiating the validity of stated claims in the Offerors proposal. Legibility, clarity and coherence are very important. Responses will be evaluated against the Technical Capability factors defined in Addendum 52.212-2, Evaluation Factors for Award. The proposal shall not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience, and will base its evaluation on the information presented in the offerors proposal. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired.

(5) All Offerors must submit:

- a. Copy of unexpired Afghan Investment Support Agency (AISA) License, front and back.
- b. Joint Venture/Teaming Agreements - For all Joint Venture and Teaming Agreements proposed to fulfill the contract requirements, the offeror must submit:
- c. A copy of the legal agreement that established the joint venture or copy of the MOA that established the Teaming Agreement.
- d. A written narrative that outlines how the resources of each member of the partnership will affect the performance of the offeror, to include the rights of each party under the Joint Venture to represent the offeror in all matters under the solicitation and resulting contract, if awarded.
- e. A list of individual(s) under the Joint Venture who have the legal right to obligate the Joint Venture.
- f. DD254 – Contract Security Classification Specification
- g. Performance Bond Quote
- h. Representations and Certifications - Completed FAR 52.212-3, Offeror Representations and Certifications- Commercial Items (Nov 2017).

Note: If representations and certifications were completed using the SAM, Offerors shall submit a statement of completion in lieu of item “h” above. A copy of the on-line SAM is acceptable in lieu of a statement of completion.

(1) The technical proposal, at a minimum will be prepared in a format consistent with the evaluation criteria for contract award as specified in addendum Instructions to Offerors 52.212-1 and the evaluated 52.212-2 addendum, of this solicitation. The technical capability shall contain sufficient detail to enable the Government to evaluate the Offeror's technical capability for acceptability. No pricing information shall be included in this volume.

(2) The technical proposal shall be a stand-alone document containing all information necessary for the Government to perform a complete technical evaluation. In evaluating the technical capability, the Government will only consider information contained in the technical capability itself. Information contained in any other part or proposal submitted under this solicitation or in other documents will not be considered. The technical capability shall be provided in a PDF format.

(3) FACTOR 1: Technical Capability. Offeror shall provide technical capability in accordance with below:

(a) Sub factor 1 - Post Office and Mail Handling Operations:

- The Offeror shall provide an approach that details its capability to provide Postal Operations by describing its understanding of each functional area in the PWS to include knowledge of the Pitney Bowes Postage Meter. Functional Areas Include:
  - Workload/Labor
  - Finance responsibilities
  - Parcel Inspection Section
  - Postal Claims and Inquiries
  - Operations Section
  - Directory Service
  - Accountable Mail
  - Postal Supply
  - Security
  - Maintenance
  - Mail Distribution and Movement
  - Transportation
  - Safety
  
- The Offeror shall provide an overarching description of each functional area below, including any associated risk and identify at least one risk per area and how the risk could be mitigated. Each area description will be annotated by the applicable PWS Section it pertains to:
  - Workload/Labor
  - Finance responsibilities
  - Parcel Inspection Section
  - Postal Claims and Inquiries
  - Operations Section

- Directory Service
- Accountable Mail
- Postal Supply
- Security
- Maintenance
- Mail Distribution and Movement
- Transportation
- Safety

(b) Sub-factor 2- Management Approach:

The Government will evaluate the Offeror/s proposed Management Approach to assess the Offeror's understanding of the technical requirements to successfully perform the services identified in the PWS.

- The Offeror shall submit a plan and a detailed organizational chart and narrative that defines its organizational structure; provides adequate oversight of all functional areas; clearly identifies the key personnel, the qualifications of those positions, responsibilities, and explains what parts of the organization are responsible for what work and who is responsible for managing and accomplishing the work.
- The Offeror shall submit a plan that explains where decision making authority lies within the organization
- The Offeror shall submit a plan that clearly describes the work performed by teaming partners within the organization.
- The Offeror shall submit an approach that explains how the Offeror will support changing command priorities by reprioritizing work and adapting and adjusting to fluctuating work tempos which includes unique, unplanned and scheduled events (i.e. Relieve in Place Transfer of Authority (RIP/TOA) and personnel surges).
- The Offeror shall identify key personnel who have the experience in postal requirements as stated in solicitation. Clearances shall be active prior to start of performance in theatre.

(c) Sub factor 3- Ground Transportation:

- The Offeror shall submit a plan that addresses their ability to have/maintain a minimum of five (5) covered box trucks available seven days a week.
- The Offeror shall submit a plan for Accountability of mail during transit, from upload to delivery of mail and their ability to handle increase of mail during peak periods
- The Offeror shall submit a plan addressing how it will recover vehicles in case of any incidents on the road. Plan must cover maintenance and recovery of vehicles on and off base and Communications in transit IAW paragraph 5.22.24.

(d) Sub factor 4 - Material Handling Equipment (MHE)/Maintenance Plan:

- The Offeror must submit a listing of the make, model and year (2005 or newer) of all MHE (Attachment D).
- The Offeror must submit a maintenance plan that explains how it will cover routine as well as emergency maintenance (on and off base) and or issues that may arise during the course of the contract period.

Volume III – Pricing Proposal

(1) Factor 2: Price

(a) This volume shall not include general requirements or technical capability information. The Offeror will enter firm fixed prices for all CLINs. The Total Evaluated Price for award purposes will be the total price of all CLIN's (with the exception of DBA Insurance which is Cost Reimbursable) for the Base Year and all Option Years. All unit prices will be binding. No pricing information shall be included in Volumes I or II.

(b) The DBA Insurance should be the cost for personnel required to perform for the base period of operations and each individual option period. This will be awarded as a Cost CLIN, and the vendor will be reimbursed for actual cost of the DBA insurance premium based on paid invoice and receipt of Binder from "approved" agency listed on Department of Labor site: <http://www.dol.gov/owcp/dlhwc/lscarrier.htm>. Offeror's shall submit an estimate from their proposed insurance provider to support the proposed cost of this line item.

(c) All proposals for this acquisition will be submitted in U.S. dollars.

(d) All proposals shall include the following:

- (i) Pricing for all CLIN's entered into the RFP Schedule.
- (ii) The pricing for CLIN's 0010, 1009, 2009, 3009 and 4009 shall be entered from Attachment D – (Vehicles and Material Handling Equipment) pricing sheet. The Offeror must include pricing for the base period and each option year.

(e) The Government anticipates receiving competitive proposals. However, the Government reserves the right to require the submission of information other than cost or pricing data if necessary to validate the reasonableness of an offer.

52.212-2 EVALUATION--COMMERCIAL ITEMS (OCT 2014) \*\*ADDENDUM\*\*

A. Basis for Award

- (1) The Government intends to award a single Firm Fixed Price contract to the Offeror whose proposal is determined to be the Lowest Priced Technically Acceptable (LPTA) in accordance with (IAW) FAR Part 15.101-2.
- (2) The Government will assess each Offeror's proposal for technical acceptability. Only those Offerors that are deemed to be Acceptable in non-price factors (and Sub-factors) will be evaluated on price. The Government reserves the right not to award a contract if it is determined to be in the best interest of the Government.
- (3) Trade-offs between price and non-price factors is not permitted.
- (4) Award for All of the Work: Award will be made to Offerors who are deemed responsible IAW FAR Part 9.1, whose proposals conforms to the solicitation requirements, and whose proposals, judged by an overall assessment of the evaluation criteria and other considerations specified in this solicitation, represents the LPTA offer.
- (5) Discussions: As set forth in FAR 52.212-1(g), the Government intends to evaluate proposals and make a single award without discussions (except clarifications as described in FAR Part 15.306(a), Clarifications and award without discussions). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer (KO) later determines them to be necessary. In the event that discussions are held, a competitive range determination will be made. If the KO determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the KO may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- (6) Proposal Compliance: Timely proposals will be reviewed for compliance to the solicitation. Offerors shall comply with Addendum to FAR Clause 52.212-1 (General Instructions, Proposal Preparation and Submission Instructions). If the proposal is not compliant to the solicitation, it will not be evaluated and the Offeror will be notified that the proposal is non-compliant.

## B. Evaluation Criteria

(1) Evaluation criteria consist of price and non-price factors. The Government technical evaluation team will evaluate the technical proposals on an Acceptable/Unacceptable basis. An Offeror must be considered acceptable under all non-price Factors to be deemed Technically Acceptable. Therefore, a proposal rated Unacceptable for any non-price Factor, or Sub-factor, will not be considered for award.

- (2) The proposals will be evaluated based on the following factors:

Factor 1 – Technical Capability

Sub-factor 1 – Post Office and Mail Handling Operations

Sub-factor 2 – Management Approach

Sub-factor 3 – Ground Transportation

Sub-factor 4 - Material Handling Equipment/Maintenance Plan

## Factor 2 – Price

**FACTOR 1: Technical Capability.** The Technical evaluation provides an assessment of the Offeror's capability to satisfy the Government's minimum requirements. The evaluation will determine if the Offeror adequately provides an understanding of the functional areas with associated technical expertise with operations and maintenance plans. The Offeror's proposal must be acceptable in all Sub-factors to be determined acceptable for Factor 1.

**Sub-factor 1: Post Office and Mail Handling Operations.** The Government will evaluate the Offeror's proposed approach to assess its ability to operate a Post Office. To be acceptable, the standard is met when the Offeror demonstrates at a minimum the following:

- Whether the proposed approach demonstrates a sound understanding of the functional areas included in the PWS (to include knowledge of Pitney Bowes Postage Meter).
- Whether the Offeror identifies one associated risk factor per area included in the PWS and demonstrates a feasible plan to successfully mitigate the risk.

**Sub-factor 2: Management Approach.** The Government will evaluate the Offeror/s proposed approach to assess the Offeror's understanding of the technical requirements to successfully perform the services identified in the PWS. To be acceptable, the standard is met when the Offeror demonstrates at a minimum the following:

- Whether the organizational structure provides adequate oversight for all functional areas; delineate lines of management authority, supervision, span of control, and accountability for all tasks.
- Whether Offeror identified individual authorities and decision make authority within the organization that is at a level that is practical for efficient operations.
- Whether the Offeror has a sound process in place for integration of teaming partners into the overall organization.
- Whether the Offeror has a feasible plan to reprioritize the work and adapt to fluctuating work tempos, which includes unique, unplanned and scheduled events (i.e. Relieve in Place Transfer of Authority (RIP/TOA) and personnel surges) due to changing command priorities.
- Whether the Offeror has identified key personnel that reflect the required experience for postal requirements as stated in solicitation.

**Sub-factor 3: Ground Transportation.** The Government will evaluate the Offeror's understanding of the vehicles and communications that are required in accordance with the PWS.

To be acceptable, the standard met when the contractor demonstrates at a minimum the following:

- Whether the Offeror has a feasible plan to maintain minimum of five (5) covered box trucks maintained for operational readiness in compliance with PWS that will be available seven days a week.
- Whether the Offeror has a viable plan to ensure accountability for all mail during transit from upload to delivery.
- Whether the Offeror has an acceptable plan to handle the increase of mail during peak periods.
- Whether the Offeror proposed a clear and concise plan to maintain and recover vehicles on and off base and how it will communicate with driver of these broke down on BAF and KAF or the run from Bagram - Kabul.

**Sub-factor 4: Material Handling Equipment/Maintenance Plan:** The Government will evaluate the Offeror's proposed MHE (Attachment D) and its Maintenance Plan. To be acceptable, the standard is met when the Offeror demonstrates at a minimum the following:

- Whether the Offeror provides MHE (Attachment D) that includes the make, model and year of equipment proposed.
- The Offeror's maintenance plan demonstrates an ability to manage routine and emergency maintenance for all equipment and recovered equipment on base (replacement vehicles/equipment due to maintenance issues).

The Technical Factors will receive one of the adjectival ratings defined below in Table 1. The Sub-factor ratings will be used to determine an overall rating for factor 1.

<b>Table 1. Technical Acceptable/Unacceptable Ratings</b>	
<b>Adjectival Rating</b>	<b>Description</b>
Acceptable	Proposal meets the requirements of the solicitation.
Unacceptable	Proposal does not meet the requirements of the solicitation.

## **FACTOR 2: Price**

(1) Adequate price competition is anticipated, therefore only price information is requested at this time, however, the Government reserves the right to request cost and pricing data in the event price reasonableness cannot be determined based on adequate price competition. The proposed price will be evaluated for price reasonableness and unbalanced pricing.

(2) Price Reasonableness will be evaluated in accordance with FAR 15.4 utilizing the price analysis techniques in FAR 15.404-1(b) that are deemed appropriate based on the Total

Evaluated Price (TEP).

(3) Total Evaluated Price (TEP): The TEP for determining price competition for award purposes will be the aggregate of all proposed Contract Line Item Number (CLIN) prices except CLINs for Defense Base Act (DBA).

(4) Defense Base Act CLINs 0013, 1012, 2012, 3012, and 4012 are cost reimbursable and will not be evaluated in the total evaluated price.

(5) As part of the price evaluation, the Government will evaluate its option to extend services (see FAR Clause 52.217-8) by adding one-half of the Offeror's final option period price to the Offeror's total price. Thus, the Offeror's total price for the purpose of evaluation will include the base period, all options and 1/2 of the last option period. Offerors are not required to enter a price for the six-month period.

(4) Unbalanced Pricing: Unbalanced Pricing between CLIN's will be evaluated in accordance with FAR 15.404-1(g), as applicable, to assess potential performance risk which could result in unreasonably high or low prices during performance.