

Performance Work Statement
(PWS) for
Civil Engineer EMCS Server and System Assessment and Sustainment

Malmstrom Air Force Base MONTANA

30 June 2026

SECTION 1

DESCRIPTION OF SERVICE

1. GENERAL REQUIREMENTS

1.1. The contractor shall provide all labor and equipment to assess the facilities and build a scalable plan to connect the requested buildings to the Environmental Management Control System (EMCS). Contractor shall build graphics, to include a topology on connecting the buildings and provide a cost estimate for doing so. Additionally, the contractor will provide a sustainment contract to ensure the EMCS software will be updated with the latest software patches. This contract will help provide the stability of the system mitigating known vulnerabilities along with reducing down time.

1.2. SUMMARY OF WORK

1.2.a. The contractor will physically assess the 58 requested buildings and give a cost, scope, and overall design/topology requirements for connecting those buildings to our current EMCS/COIN network.

1.2.b. Build and provide a step-by-step plan (scalable) for connecting these buildings to our COIN/EMCS. Contractor will factor in the given facility priority, individual facility cost factor, and ease/feasibility of each connection when building this execution plan.

1.2.c. Assess each facility system's risks, identify vulnerabilities of the old equipment, and develop cyber solutions that bring the systems into compliance required to be added to the COIN/EMCS.

1.2.d. The contractor will visually assess and recommend any known issues with software and existing hardware on the EMCS/COIN network.

1.2.e. Contractor shall provide quarterly software (as needed) and security updates via hard disk or downloadable applications to the 341 CES/CEIAI work center.

2. PERIOD OF PERFORMANCE

2.1. Assessment work must be completed within 180 days of contract being awarded. Software maintenance agreement is for 12 months from award of contract.

2.2. Hours of Operation. The contractor will perform facility assessments in all **uncontrolled facilities** from 7:30 a.m. to 4:30 p.m., Mondays through Fridays, excluding federal holidays, unless otherwise required in the contract or approved by the CO. The contractor will perform server and workstation upgrade in all **controlled**

facilities from 7:30 a.m. to 4:30 p.m. Tuesdays through Thursdays, excluding federal holidays, unless otherwise required in the contract or approved by the CO. There may be situations that require the contractor to work at times other than normal working hours. When the contractor's work schedule conflicts with an Air Force mission requirement, advise the CO, and reschedule the work to minimize disruption. **When workload requires, the contractor may work in addition to the normal duty hours to perform to the standards outlined in this PWS.**

2.3. Recognized Holiday's. The contractor is not required to provide service on federal holidays, except in emergency situations; the holidays are:

- New Year's Day
- Martin Luther King Day
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Amendment

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor will be responsible for rescheduling services for the first day post the holiday observance.

2.4. Base Closures. Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

3. CONTRACTOR EMPLOYEES

3.1. Employee Certifications Contractor shall ensure all on-site personnel have the appropriate qualifications necessary to perform the requirements of this statement of work in accordance w/DoDM 8140 requirements.

4. MISHAP NOTIFICATION AND REPORTING. The contractor shall immediately report all injuries and damage involving contractor, Air Force civilian or military personnel to the QAE and the Wing Safety Office.

4.1. Cooperate fully and assist government personnel in any government investigation of the mishap, until released by the mishap investigative authority through the CO. Safety personnel shall have the right, at any time, to investigate and report all

mishaps involving Air Force personnel and property. The CO and contractor Safety representative may accompany Air Force mishap investigation personnel but may not release information regarding the mishap without written approval of the AF Safety investigating official or senior installation commander.

- 4.3. Maintain records of contractor employee's occupational injuries, illnesses, and other related activities as required.

5. **FIRE PREVENTION.** Establish and implement procedures to ensure careful handling and storage of flammable and combustible products IAW National Fire Protection Association (NFPA) Standard 30 and National Fire Codes.

6. SECURITY REQUIREMENTS

- 6.1. **Anti-Terrorism Awareness Training.** In accordance with DoDI O-2000.16v1_AFI 10-245-O, Antiterrorism (AT) Program Implementation, ensure Level I - AT Awareness Training is completed by all contractors within 30 days of requiring access, and annually thereafter. The training will be provided by the government. The objective of the training is to provide personnel with requisite knowledge necessary to remain vigilant and enable employment of AT tactics, techniques, and procedures.

- 6.2. **Entry Authorization List (EAL)/Escort Required.** Contractor will provide all necessary information required to be added to an EAL for the duration of the contract period. Contractor personnel will be escorted at all times by 341 Civil Engineer Squadron personnel while working in the server room.

- 6.3. **Force Protection.** Contractor personnel are required to abide by all real-world Force Protection Condition (FPCON) measures, random anti-terrorism measures (RAMs), shelter-in-place orders, evacuations and lock-down notices as directed. Examples include mandatory badge or ID checks, facility single points-of-entry and searches of hand carried items.

7. **HOUSEKEEPING AND CUSTODIAL SERVICES.** The contractor must maintain the contractor assigned areas in a clean, safe, and sanitary condition. Remove trash from all the work areas and store all flammables in an approved flammable storage container and ensure the area is left in an orderly manner at the end of the duty day.

- 7.1. **Sanitary Facilities.** The Contractor's employees may use the nearest sanitary facilities. The Contractor shall not use facilities in controlled or restricted areas IAW security requirements.

- 7.2. **Refuse Collection.** Waste generated by the Contractor in performance of the services

specified with this SOW shall be disposed of by contractor off base in compliance with State and Local ordinances, including hazardous materials in which proper disposal instructions shall be complied with. All trash, debris, and refuse caused by the job shall be removed and disposed and shall be deposited in an approved receptacle or container furnished by the Contractor. The job site shall be cleaned at the end of each workday.

- 8. ADMINISTRATIVE RECORDS.** All records, documents, and associated papers provided by the government and generated during the period of this contract become government property and will remain in place upon contract termination or completion. During the period of the contract, records, documents, and associated papers shall be available for review.

8.1. Point of Contact (POC). The 341st Civil Engineering Squadron will provide a point of contact (Point of Contact) to verify accomplishment of work.

8.2. The contractor will notify the POC within 2 workdays (between 7:30 a.m. and 4:30 p.m., Tuesday through Thursday) of their arrival to begin work.

9. QUALITY ASSURANCE EVALUATOR. The 341st Civil Engineering Squadron will provide a Quality Assurance Evaluator (QAE) to verify accomplishment of work. Controversies between the POC and the Contractor will be resolved by the Contracting Officer. If, for some reason, a change in the primary or alternate POC is required, the Contractor will be notified in writing by the Contracting Officer. The Contractor shall coordinate Contractor activities with the 341st Civil Engineering Squadron.

10. FINAL INSPECTION. The Contractor will notify the POC of their estimated work completion date at least 7 days in advance, to verify accomplishment of work and receive contractor work report. Any deficiencies found shall be rectified by the Contractor and the Contractor shall inform the POC upon completion.