

Performance Work Statement (PWS)

Maintain the Clark River Channel

Vision Statement

The Clark River is the safest river to navigate. This is a hypothetical sample of creating a PWS, QASP, and PRS.

1 Introduction

Type your introduction here

1.1 Mission

The Clark River has not been dredged for over 10 years. There have been numerous safety issues where large personal water craft had been grounded due to insufficient depth and inaccurate channel marking. These hazards on the river greatly impact the safe usage of the river. These conditions have great potential for reducing the desirability of the river as a tourism destination.

By making the river safe and navigable, the Clark River Authority (CRA) will be able to deliver to its citizens and visitors an ultimate vacation destination.

1.2 Background

Put your background information here

1.3 Scope

The intent of this acquisition is to upgrade the Clark River into a reliable waterway for personal water-craft. The Clark River project consists of 42 miles of waterway from Point Lookout to Point Lookin. There are 6 drawbridges and 2 swing bridges with one ferry (6 car capacity) for crossing the river.

This contract is to establish and maintain the river to facilitate the recreational use of its citizens in a safe and reliable manner for a period of 5 years.

There are approximately 16 tributary areas that flow into the river that can impact the channel.

2 General Requirements

This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort

2.1 Non-Personal Services

The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that

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are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Procuring Contracting Officer (PCO) immediately.

2.2 Business Relations

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations at [insert location] and the contractor's corporate offices.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

2.3.3 Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks [tailor this for on-site and off-site support]. The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

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2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming may or may not be permitted.

2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The contractor shall ensure the labor categories as defined in the Labor Categories document (see attachment), labor rates, and man-hours utilized in the performance of each Task Order (PWS line item) issued hereunder will be the minimum necessary to accomplish the task [*consider application based on contract type and whether or not pre-established rates exist*].

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

2.6 Location and Hours of Work

Accomplishment of the results contained in this PWS requires work at [*specify location*] and at various contractor, subcontractor, and Government facilities (mainly in the continental United States). Normal workdays are Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start not earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All employees are expected to be available during core hours. [*Tailor to reflect contract type and approach.*] [*NOTE: Address weather or security closures and how they will be handled. Any surge requirements need to be addressed. If you have shown surge hours in your historical representation, you need to identify the reason for the surge. (e.g. fiscal year-end, short-term situations may make performance in excess of 8 hours per day, 40 hours per week necessary on occasion, contractor must ensure that they can provide for this type of contingency).*]

2.7 Travel / Temporary Duty (TDY)

Travel to other government facilities or other contractor facilities may be required and will be specified in the PWS. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government (subject to local policy & procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy & procedures; may reference FAR).

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3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 Make the river navigable

There are two main factors in keeping navigability: depth and width.

3.1.1 The contractor shall establish and maintain depth of channel for Clark River.

The depth of the river is important to accommodate any size boat passing through.

Performance Standards

STD: 12 feet deep, mean low water

AQL: Any location less than 12 feet deep cannot exceed 4 linear feet perpendicular to the channel. No more than 4 occurrences of this per mile.

STD: 12 feet deep, mean low water

AQL: No points with depth less than 11 feet

Deliverables

A004 Monthly Status Report

3.1.2 The contractor shall collect, manage, and dispose of dredged materials for Clark River.

Performance Standards

STD: Any non-compliant incidents shall be immediately remediated.

AQL: Remediation begins within 24 hours 100% of the time.

STD: Compliant with federal, state, EPA, and local laws and regulations

AQL: 100%

Deliverables

A001 Quality Control Plan for Dredged Material

A002 Monthly Dredged Materials Report

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3.1.3 The contractor shall establish and maintain width of channel for Clark River.

A wide channel is important in order to accommodate a high volume of boats.

Performance Standards

STD: 100 feet wide

AQL: No points less than 80 feet

STD: 100 feet wide

AQL: 90% of channel \geq 100 ft

STD: 100 feet wide

AQL: Any bottlenecks in river (less than 100 feet shore to shore) shall have the channel within 10 feet of each shore line.

Deliverables

A002 Monthly Dredged Materials Report

A003 Project Plan

A004 Monthly Status Report

3.2 Identify the navigation channel

It is critical that the channel be properly marked.

3.2.1 The contractor shall maintain channel markers for Clark River.

Performance Standards

STD: Displaced markers / buoys replaced within 24 hours of detection

AQL: Additional time allowed for unsafe weather conditions

STD: Identifying information (color, numbers, letters, shape, etc) must be clearly visible

AQL: All color discernible at 1/4 mile. 95% of all lettering/numbering legible at 200 yards

Deliverables

A004 Monthly Status Report

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3.2.2 The contractor shall mark channel for Clark River.

Proper channel marking is important for safety.

Performance Standards

STD: Compliant with USCG Navigation rules

AQL: 100%

STD: Execute on a variety of platforms [Specify]

AQL: Execute on a variety of platforms [Specify]

STD: Visible

AQL: Visible within 1/4 mile during normal weather conditions

STD: Within 10 feet of channel edge

AQL: None greater than 15 feet, 90% of all buoys are within the standard

Deliverables

A004 Monthly Status Report

3.3 Update the navigation charts

3.3.1 The contractor shall update current navigation charts for Clark River.

4 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

DD Forms 254: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254, which will be further identified in the DD Form 254 for each TO, as required. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC).

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Visitor Group Security Agreement. The contractor shall sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract or Task Order. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

4.2 Transition

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods. [*Include as monitored item in monthly status report (or other deliverable) if this paragraph is applicable.*]

4.3 Government Furnished Materials

The Government will make available the materials, office space, communications capability and information (TAILOR AS NECESSARY) on the dates specified as identified in Attachment XX for use by the contractor in the performance of this contract.

4.4 Environmental Requirements

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non mandatory is the contractors' option.

Mandatory compliance (list)

Non Mandatory document (list)

4.5 Applicable Directives

The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Mandatory compliance (list)

Non-Mandatory document (list)

5 Deliverables

The contractor shall provide deliverables as described in subsequent task orders. Deliverables shall be specified by the government. Format and delivery schedule for deliverables shall be outlined in CDRLs and/or other means TBD.

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Identifier	Name	Description
A001	Quality Control Plan for Dredged Material	Document describing what will be done with the Dredged Material
A002	Monthly Dredged Materials Report	To be delivered by the 5th of each month.
A003	Project Plan	
A004	Monthly Status Report	To be delivered by the 5th of each month.

6 Related Documents

The following Documents are related to this project

Environmental Regulations for Handling and Disposing of Dredged Materials