

**United States Army South (ARSOUTH)
Performance Work Statement (PWS)
SOUTHERN GUARDIAN 2022
Interpretation Services**

03 NOV 2021

Part 1

General Information

1. GENERAL: This is a non-personal services contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees. The Contractor shall ensure that all contractor employees and subcontractor employees are medically, dentally, and psychologically fit for performance of their duties.

1.1 Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform Interpretation as defined in this PWS except for those items specified as government furnished property (GFP) and government furnished services (GFS). The contractor shall perform to the standards in this contract.

1.2 Background: N/A

1.3 Objectives: The objective of this PWS is to obtain support to provide simultaneous interpretation services from Portuguese to English and English to Portuguese for three different events in support of exercise Southern Vanguard 22 execution to be held in Lorena and Resende, BRA.

1.4 Scope: Contractor shall provide non-personal services for translation and interpretation services from Portuguese to English and English to Portuguese. The period of performance for this contract is in accordance with attachment 2 of this document. Simultaneous Interpretation (SI) equipment technician as well as interpreters will set up and test interpretation equipment to ensure that the required equipment for performing interpretation services is functional throughout the entire period of the conference.

1.5 Interpretation Period of Performance: Please see Attachment 2 for details.

1.5.1 Translation Period of Performance: N/A

1.6 General Information:

1.6.1 Quality Control Plan (QCP): N/A

1.6.2 Quality Assurance (QA): The government shall evaluate the contractor's performance under this contract in accordance with (IAW) the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed IAW the performance standards and contract quality requirements are met. Contract quality requirements" means the technical requirements in the contract relating to the quality of the product or service and those contract clauses prescribing inspection, and other quality controls incumbent on the contractor, to ensure the product or service conforms to the contractual requirements. It defines how the performance standards will be applied, the frequency of surveillance, the performance threshold, and deductions, if applicable.

1.6.3 Recognized Holidays: N/A

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1.6.4 Hours of Operation: The contractor is responsible for conducting business in accordance with para. 1.5 Interpretation Period of Performance of this PWS, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must, 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.

1.6.5 Place of Performance: See attachment 2 for details.

1.6.6 Type of Contract: Firm Fixed Price.

1.6.7 Access and General Protection Policy and Procedures:

1.6.7.1 FPCON Bravo: In addition to the changes otherwise authorized by the changes of clause of contract, should the U.S. Government Force Protection Condition (FPCON) at any individual installation change, the Government may require changes in contractor security matters or process in accordance with DoDI 2000.16. During FPCONs Charlie and Delta, only contract services that have been deemed “mission essential” by the Government will continue. Contract services will resume when the FPCON is reduced to Bravo or lower.

1.6.7.2 Physical Security: The contractor shall be responsible for safeguarding all government equipment, information, and property provided for contractor use.

1.6.7.3 Escorts: N/A

1.6.7.4 Personnel Security Clearance Requirements: N/A

1.6.7.5 Background Checks: The Contractor shall ensure contractor employees and subcontractor employees performing services under this contract have passed a security check conducted by the Host Nation Police Department of their residence or the State Police Department of their U.S. residence. Security checks that have been completed as part of a personnel security clearance background investigation, or a previous background check that was a condition of employment, meet this requirement. Documentation of these checks will be made available to the KO or COR upon request. The Government retains the right to exclude any employee from performance of duties under this contract if a background security check reveals an employee is a security risk. The exclusion of an employee for security reasons will not relieve the Contractor from performance of services required under this contract. If the Government determines additional background checks are required, at a minimum, and upon request from the Government, the Contractor shall provide to the KO or COR, the following information on any contractor or subcontractor employee performing services under this contract:

- Full birth name
- Married name (if applicable)
- SSN or local equivalent (ID card number)
- Date of birth
- Place of birth (city, country)

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1.6.7.5.1 Background Check Notification Requirements: If a background check on any employee or subcontractor employee performing services under this contract, whether the check was conducted as a condition of employment or as part of the contract with the Government, reveals any information from any source (including host country law enforcement) of criminal activity by Contractor employees, subcontractors, or subcontractor employees, the Contractor shall immediately notify the KO and COR of that information. The Contractor shall make notification of:

(1) Traffic violations, other than parking, will be reported to the KO or COR only if the contract is for drivers for the Government;

(2) Any suspicious activity by Contractor employees, subcontractors, or subcontractor employees the Contractor believes may pose a risk to U.S. or host nation national security or imminent risk of deadly bodily harm to any person; and

(3) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this requirement.

1.6.7.5.2 Remedies. In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of this paragraph may result in requiring the Contractor to remove a Contractor employee or employees from the performance of the contract.

1.6.7.5.3 Subcontracts. The Contractor shall include the substance of this paragraph and the preceding paragraph in all subcontracts.

1.6.7.6 Uncleared Contractor Common Access Card (CAC) Credentialing and Access Procedures: N/A

1.6.7.6.1 Contractor Common Access Card (CAC) Eligible Requirements: N/A

1.6.7.6.1.1 Federal Installation/Facility Access: N/A

1.6.7.6.2. Contractor Non CAC Eligible Requirements for DOD Facility and Installation Access: N/A

1.6.7.7 Employment Eligibility: N/A

1.6.7.8 Access to Government Information Systems: N/A

1.6.7.9 Key Control N/A

1.6.8 Post Award Conference/Contract Periodic Progress Meetings: The Contractor shall attend the post award conference convened by the contracting activity or contract administration office IAW Federal Acquisition Regulation (FAR) Subpart 42.5. The KO, COR, with 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

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1.6.9 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: ensure the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the KO and Contractor of any deficiencies; coordinate availability of government furnished property; and provide site entry of Contractor personnel. 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, especially with regard to changes in cost or price, estimates, or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.10 Key Personnel: N/A

1.6.11 Special Qualifications or Certifications: N/A

1.6.11.1 IA/IT Training Certification: N/A

1.6.12 Identification of Contractor Employees: Contractor employees shall identify themselves as Contractor personnel and shall avoid representing themselves as Government employees. This identification includes meeting attendance, answering Government telephones, email communications, and working in other situations where Contractor status is not obvious. Contractor personnel identification shall be easily identifiable through the display of badges, name tags, lanyards, etc

1.6.12.1 Badging of Contractor Employees: If required by the Government, contract personnel and all associated subcontractors employees accessing U.S. facilities or activities, shall present a valid picture ID provided by the Government while accessing Government owned or contracted facilities and shall adhere to facility security policies and restrictions. If applicable, Government issued access badges will not be worn outside designated facility where visible to the general public. Contractor personnel shall return all U.S. Government issued identification to appropriate U.S. Government authorities within 5 days of the end of their contractual duties.

1.6.12.2 Uniform: N/A

1.6.13 Contractor Travel: N/A

1.6.14 Other Direct Costs (ODC): N/A

1.6.15 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

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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.

1.6.16. Non-Disclosure Requirements: Performance under this contract may require the Contractor to access data and information proprietary to a Government agency, another Government Contractor, or of such nature that its dissemination or use other than as specified in this work statement would be adverse to the interests of the Government or others. Neither the Contractor, nor Contractor personnel, shall divulge, nor release data or information developed, or obtained under performance of this work statement, except to authorize Government personnel or upon written approval of the KO. The Contractor shall not use, disclose, or reproduce proprietary data, which bears a restrictive legend, other than as specified in this PWS. All documentation showing individual names or other personal information shall apply, and shall be controlled and protected under the provisions of the Privacy Act of 1974, Public Law 93-579, 5 United States Code (U.S.C.) Section 552a.

1.6.16.1 Non-Disclosure Statements: N/A

1.6.16.2 Advertisement and Social Media: The Contractor shall NOT post information to public website or social media locations, personal or professional, that in any way disclose names, locations, hotel data, participants, discussions, pictures, etc. before, during or after the contract period of performance without the express consent of the Government. The use of propaganda violates DOD Commercial Use of Imagery Guidelines stated at (<http://www.defenseimagery.mil/products/DODimagery/commercialuse.html>). The Contractor shall not cite any information (e.g., contract information, pictures, locations, etc.) obtained through this contract on any marketing tools to include its company website.

1.6.16.3 Information Assurance (IA). At no time will the Contractor or associated sub-contractor employees transmit government documents or information using methods that do not meet the security requirements specified in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, "Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations" such as personal electronic mail accounts, public digital data storage sites (cloud storage), social media platforms or instant messaging. Approved government sites such as U.S. Army Aviation and Missile Research Development and Engineering Center (ARMDEC) Safe Exchange at <https://safe.amrdec.army.mil/SAFE/About.aspx>, or All Partners Access Network (APAN) at <https://community.apan.org/>, or other transmission means determined by the government must be used.

1.6.17 Organizational Conflict of Interest (OCI): Contractor and subcontractor personnel performing work under this contract may receive, have access to, or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the KO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the KO to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the KO and in the event the KO unilaterally determines that any such OCI cannot be satisfactorily avoided or

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mitigated, the KO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.18 Phase-in/Phase-Out (PIPO) Period: N/A

1.6.19 General Training Requirements:

1.6.19.1 Anti-Terrorism (AT) Level I Training: N/A

1.6.19.2 OPSEC Awareness: If the Contractor, or a subcontractor, or employees of either disclose any information that disrupts or harms the Government's operations or activities, then the Government retains the right to exclude any employee from performance of duties under this contract. The exclusion of an employee for security reasons will not relieve the Contractor from performance of services required under this contract. By way of example, personnel shall not sketch or take photos of government facilities or activities, unless related to service to be provided. All government paper products and removable digital storage material that is received, generated, or stored during the contract will be destroyed completely when no longer needed to preclude recognition of information.

1.6.19.3 Information Assurance (IA) Training: N/A

1.6.19.4 Information Assurance (IA)/Information Technology (IT) Training: N/A

1.6.19.5 Threat Awareness Reporting Program (TARP Training): N/A

1.6.19.6 IWATCH Training: N/A

1.6.19.7 OPSEC Training: N/A

1.6.20 Overseas Training Requirements:

1.6.20.1 Antiterrorism (AT) Awareness Training for Contractor Personnel Traveling: Upon award of the contract, or within 30 days of employment of new personnel performing services under this contract, the Contractor will coordinate with the supporting DoD Agency AT Officer through the COR or KO, for AOR specific AT awareness training for U.S. based Contractor employees and associated subcontractor employees. This training will be updated as required by the supporting installation AT policies. Verification of the training will be made available to the COR or KO upon request.

1.6.20.2 SERE Training: All Contractor employees and subcontractor employees must complete the computer based SERE 100.1 Code of Conduct training course prior to theater entry. Training is available at <http://jko.jten.mil>. Completed training meets the requirement for three (3) years. Verification of the training will be made available to the KO or COR upon request.

1.6.21 Foreign (OCONUS) Requirements: All U.S. citizen or resident, and TCN contractor personnel must comply with the training requirements listed in the Foreign Clearance Guide (FCG). Verification of the training shall be made available to the COR or KO upon request. Additionally, they must receive personal security training that includes at a minimum:

(a) Safety and security issues facing employees within the USSOUTHCOM AOR,

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- (b) Identifies safety and security contingency planning activities, and
- (c) Identifies ways to utilize safety and security personnel and other resources appropriately.

1.6.21.1 Theater and Country Clearance Requirements: Contractor shall ensure all U.S. citizen or U.S. resident Contractor employees and sub-contractor employees performing services under this who are traveling in the USSOUTHCOM AOR follow the requirements identified in the electronic Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/fcg.cfm> and must have all necessary passports, visas, and other documents required to enter, exit, or work in the USSOUTHCOM AOR; must have the appropriate DOD identity credential(s); must have the appropriate special area, country, and theater clearance as required in DOD Directive 4500.54E. Contractor personnel shall return all U.S. Government issued identification, to include the Common Access Card, to appropriate U.S. Government authorities within 5 days of the end of their travel or contractual duties.

1.6.21.2 Vetting: The Contractor Company and all associated sub-contractor companies, must have been vetted by the U.S. Embassy in the country which the contract will be performed. For the purposes of this contract, the company is considered vetted if the company is located in the country which the contract will be performed unless the company has been previously barred from performing services for the Government. If during a previous vetting process the company was barred from performing service for the Government, then that is grounds for termination of the contract. If the company is located outside of the country which the contract will be performed, the company must be vetted by the U.S. Embassy in the country of performance. Vetting will be coordinated through the U.S. Embassy's DOD Security Cooperation Office (SCO) in the country of performance. If during any previous vetting process in other countries, the company is found to be barred from performing services for the Government; this finding is grounds for termination of the contract.

1.6.21.3 Installation Access to DOD Facility on Host Nation Installation: N/A

1.6.21.4 Host Nation Installation Access with No DOD Facility: N/A

1.6.21.5 Deoxyribonucleic Acid (DNA) Samples: The Contractor shall collect a DNA record for all U.S. citizen Contractor and subcontractor personnel traveling to the USSOUTHCOM AOR and shall have arrangements for storage of the DNA referenced specimen through a private facility or arrange for the storage of the specimen by contacting the Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR) at <http://www.afmes.mil/index.cfm?pageid=afdil.afrssir.overview> or phone: (302) 346-8800. In addition, U.S. citizen Contractor and subcontractor personnel shall comply with the requirements of DODI 3020.41, Enclosure 3, paragraph 8.b., or its successor.

1.6.21.6 Medical Travel Requirement: Contractor shall ensure that all Contractor employees and subcontractor employees are medically, dentally, and psychologically fit for performance of their duties. All U.S. citizen and third country national (TCN) Contractor and subcontractor personnel must meet the medical screening requirements established by the USSOUTHCOM Commander in the Medical Suitability Screening Regulation (SC Reg 40-501), as well as the requirements identified in FORCE HEALTH PROTECTION (FHP) GUIDANCE FOR DEPLOYMENT in the USSOUTHCOM AOR or their successors and follow immunization and health protection guidelines outlined therein. All immunizations must be obtained prior to traveling to the USSOUTHCOM AOR. U.S. citizen and TCN Contractor and subcontractor personnel traveling from a country outside of the USSOUTHCOM AOR must travel into the USSOUTHCOM AOR with a current copy of the Public Health Service Form 791,

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“International Certificate of Vaccination”. In addition, U.S. citizen and TCN Contractor and subcontractor personnel traveling to the USSOUTHCOM AOR are required to be beneficiaries of a medical evacuation plan and service through an insurance plan provided by their employer or paid for individually.

1.6.22 Synchronized Pre-deployment and Operational Tracker (SPOT): N/A

PART 2
DEFINITIONS & ACRONYMS

2. DEFINITIONS AND ACRONYMS:

2.1. Definitions:

2.1.1 Area of Responsibility. The U.S. Southern Command (USSOUTHCOM) area of responsibility (AOR) includes the geographic areas of Antigua and Barbuda, Argentina, Aruba, Barbados, Belize, Bolivia, Brazil, British Virgin Islands, Cayman Islands, Chile, Colombia, Costa Rica, Cuba, Curacao, Dominica, Dominican Republic, Ecuador, El Salvador, Falkland Islands, French Guiana, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mayotte, Montserrat, Nicaragua, Panama, Paraguay, Peru, Saint Barthélemy, Saint Martin, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Saint Maarten, Suriname, Trinidad and Tobago, Turks and Caicos Islands, Uruguay, and Venezuela.

2.1.2. Contractor. The total contractor organization or a separate entity of it; such as an affiliate, division, or plant that performs its own purchasing.

2.1.3. Contracting officer (KO). A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

2.1.4. Contracting officer’s representative (COR). An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions.

2.1.5. Defective Service. A service output that does not meet the standard of performance associated with the Performance Work Statement.

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

2.1.7 Foreign Nationals. A foreign national is not a U.S. citizen. Green card holders are also identified as foreign nationals. A foreign national is further categorized as either a third country national or a local national based on the person’s citizenship and location of performance of duty.

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

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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. Local National. Local nationals are foreign nationals who are citizens of the country where the performance of duty will occur

2.1.10. 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.

2.1.11. Physical Security. Protection of the perimeter area, government property, and assets that prevent the loss or damage of Government property.

2.1.12. Quality Assurance. The various functions, including inspection, performed by the government to determine whether a Contractor has fulfilled the contract obligations pertaining to quality and quantity.

2.1.13. Quality Assurance Surveillance Plan (QASP). A plan describing how the agency will survey, observe, test, sample, evaluate and document the Contractor's performance in meeting critical performance standards identified in the contract.

2.1.14. Quality Control (QC). Tasks performed by the Contractor to improve the quality of the organization's output.

2.1.15. Shall. Imperative.

2.1.16. Subcontractor. Any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor.

2.1.17. Third Country National. Third country nationals are foreign nationals who are not citizens of the country where the performance of duty will occur

2.1.18. Work Day. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.19. Work Week. Monday through Friday, unless specified otherwise.

2.2 Acronyms:

AFFSSIR	Armed Forces Repository of Specimen Samples
ALMS	Army Learning Management System
ANSI	American National Standards Institute
AOR	Area of Responsibility
AR	Army Regulation
ATCTS	Army Training Certification Tracking System
AT	Anti-Terrorism
CAC	Common Access Card
CFR	Code of Federal Regulations
CI	Counter Intelligence
CLIN	Contract Line Item Number

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CMR	Contract Manpower Reporting
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
DD Form 254	Department of Defense Contract Security Requirement List
DNA	Deoxyribonucleic Acid (DNA)
DOD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
FAR	Federal Acquisition Regulation
FHP	Force Health Protection
FCG	Foreign Clearance Guide
FN	Foreign National
FY	Fiscal Year
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GFS	Government Furnished Services
IA	Information Assurance
IAW	In Accordance With
IT	Information Technology
JPAS	Joint Personnel Adjudication System
JTR	Joint Travel Regulation
KO	Contracting Officer
LN	Local National
LOA	Letter of Authorization
NCIC-III	National Crime Information Center Interstate Identification Index
NIST	National Institute of Standards and Technology
ODC	Other Direct Costs
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
OSHA	Occupational Safety and Health Administration
OPSEC	Operation Security
PIPO	Phase In/Phase Out
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QCP	Quality Control Program
RA	Requiring Activity
SOP	Standard Operating Procedures
SPOT	Synchronized Predeployment and Operational Tracker
TCN	Third Country National
TE	Technical Exhibit
TSDB	Terrorist Screening Data Base
U.S.C.	United States Code
SSOUTHCOM	United States Southern Command

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PART 3

Government Furnished Equipment (GFE), Government Furnished Property (GFP), and Government
Furnished Services (GFS)

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Services Government will provide web-based tool for uploading/downloading of task orders (translation jobs) and assist vendor with obtaining user accounts as well as basic training on use of the tool. Government may provide access to shared network services such as a printer if situation permits.

3.2 Facilities The Government will provide the necessary workspace for the contractor staff to provide the support outlined in this PWS.

3.3 Utilities : The Government will provide all utilities in the facility will be available for the contractor's use in performance of tasks outlined in this PWS. 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 faucets, turning off lights, and powering off equipment at the end of the work day.

3.4 Equipment N/A

3.5 Materials N/A

PART 4

CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General : The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Part 3 of this PWS.

4.2 Facility Security Clearance : N/A

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4.3. Materials . The Contractor shall furnish materials, supplies, and equipment necessary to meet the requirements under this PWS.

4.4. Equipment The Contractor shall provide all equipment typically required for quality simultaneous interpretation. Please see attachment II for more details.

**PART 5
SPECIFIC TASKS**

5. Basic Services. This is a non-personal services contract to provide interpretation and translation services for United States Army South (ARSOUTH), also referred to herein as “the Government”, in support of the Southern Vanguard 2022 execution in Lorena and Resende, Brazil. The Contractor shall furnish personnel, training, equipment, material, and supplies to accomplish the tasks of providing interpretation services per attachment 2. The contractor shall perform to the standards in the performance requirements summary of this PWS.

5.1. **Specific Tasks:** (see Attachment 2).

5.2. **Equipment:** The contractor shall provide the following equipment for the performance of this contract:

5.2.1 Microphones: The Contractor shall provide two (2) analog/digital, integrated, conference microphones with speakers for simultaneous interpretation.

5.2.2 Interpretation Receivers (Headsets): The Contractor shall provide wireless, multi-channel, digital, receiver headsets, all support equipment, transmitters, and mixers. Receivers shall conform as a minimum to the following requirements: small and lightweight headset/earphones; multi-channel (minimum of four); individual volume and channel control. Each person shall have his/her own headset for simultaneous interpretation in the main conference room. Please see attachment 2 for more details.

5.2.3 Interpretation Booths: The Contractor shall provide table top soundproof interpreter’s booth, interpreters’ control system, and equipment as necessary. Please see attachment 2 for more details

5.2.4 Interpretation Equipment Requirements: The Contractor shall provide sufficient equipment to support simultaneous interpretation for designated interpreters for all participants. Please see attachment 2 for more details

5.3 Setup, Maintenance and Accountability: The contractor shall be fully responsible for all set-up, maintenance, and accountability of the equipment.

5.3.1 The contractor shall setup and test all SI equipment per attachment 2.

5.3.2 Equipment shall be set-up and tested per attachment 2.

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5.3.3 The contractor shall remove from the site any excess cartons, boxes, crates, packaging, etc. A location shall be designated by the government and acceptable to the contractor where individual headset receivers shall be issued the following day.

5.3.4 The contractor and COR shall determine the best method for accountability of headsets (i.e. hold user's ID card, driver's license, signature card, etc.).

5.4. Interpretation Support: See attachment 2 for details.

5.4.1 When possible the government shall provide a copy of briefings to the interpreters prior to the presentation so they have as reference material. Interpreters are expected to interpret the speaker and not simply read from the briefing bullets/notes.

5.5 Equipment Recovery: The Contractor shall remove all SI equipment as appropriate and in coordination with US government representative on the site. Contractor shall remove all trash, packing materials, installation materials (tape, hangers, etc.) and leave venue in the same condition as found.

5.5.1 Interpreters will turn over all hard copy briefings or documents to the government representative for proper disposal.

5.6 CONTRACTOR MANPOWER REPORTING (CMR): The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>, and then click on the "Department of the Army CMRA" or the icon of the DOD organization that is receiving or benefitting from the contract services.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2016. If contract period of performance ends prior to September 30, the contractor has 30 days from end date of the contract to complete the CMR requirement. Contractors may direct questions to the help desk by clicking on the "Send an email" which is located under the Help Resources ribbon on the right side of the login page of the applicable Service/Component's CMR website.

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SOUTHERN GUARDIAN 2022
Interpretation Services**

03 NOV 2021

**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.

6.1.1 DOD Commercial Use of Imagery Guidelines

6.1.2 AR 190-13, The Army Physical Security Program

6.1.3 Army Directive 2014-05, Policy and Implementation Procedures for CAC Credentialing Access for Uncleared Contractors

6.1.4 DOD 5220.22-M, National Industrial Security Program Operating Manual

6.1.5 Defense Federal Acquisition Regulation Supplement (DFARS)

6.1.6 Joint Travel Regulation (JTR)

6.1.7 AR 735-5, Policies and Procedures for Property Accountability

6.1.8 DODD 8570.01, Information Assurance Training Certification and Workforce Management

6.1.9 DOD 8570.01-M, Information Assurance Workforce Improvement Program

6.1.10 AR 25-2, Information Assurance

6.1.11 DODI 3020.41, Contractor Personnel Authorized to Accompany the U.S. Armed Forces

6.1.12 USSOUTHCOM SC Regulation 40-501, Medical Suitability Screening Regulation

6.1.13 DODI 2000.16 DoD Antiterrorism (AT) Program

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PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. Attachment/Technical Exhibit List:

7.1. Attachment 1 – Performance Requirements Summary

7.2 Attachment 2 – Deliverables Schedule

ATTACHMENT 1

Performance Requirements Summary

Performance Objective	Standard	Performance Threshold	Method of Surveillance	% Deduction from monthly invoice for not meeting Performance Standards
Provide English to Portuguese and Portuguese to English interpretation and translation services	at graduate and post-graduate levels standards	“Zero deviation from standard”	100% COR Inspection	
1. Combating Trafficking in Persons FAR 52.222-50 c	The Contractor shall Notify its employees of 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	100% Compliance	100% Inspection, COR Validation	Example; 5% of total monthly price will be deducted
2. Contracting Manpower Reporting PWS para. 5.3	The Contractor shall completely fill in all the information in the format using the following web address https://cmra.army.mil . The contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to	100% Compliance	100% Inspection, COR Validation	Example: 5% of CLINS total monthly price will be deducted

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	exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. If contract period of performance ends prior to September 30, the contractor has 30 day from end date of the contract to complete the CMR requirement.			
3. All required equipment shall be set up and tested not later than 8 hours prior to the execution time. PWS para 5.2.1	Equipment is set up and tested not later than 8 hours prior to execution time	100% Compliance	100% Inspection	n/a

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ATTACHMENT 2

Deliverables Schedule

Interpretation Period of Performance:

Date	Hours	Location	Remarks
05 Dec 21	1500-1700	5 th Bn HQs, Lorena	Equipment set-up
6 Dec 21	1400-1500	5 th Bn HQs, Lorena	Opening Ceremony simultaneous interpretation
07 Dec 21	1000-1200	National Space Research Institute	Equipment set-up
07 Dec 21	1400-1500	National Space Research Institute	simultaneous interpretation
07 Dec 21	1500-1600	National Space Research Institute	consecutive interpretation
15 Dec 21	1300-1600	Agulhas Negras Military Academy	Equipment set-up
16 Dec 21	1000-1200	Agulhas Negras Military Academy	Closing Ceremony simultaneous interpretation

Interpretation:

- 1) Half-size/Tabletop SI Booth Mobile Simultaneous Interpretation (SI) Booth for at least 2 personnel
- 2) Interpreter Console to support simultaneous bi-lingual interpretation
- 3) Interpreter Microphones (2)/Headsets (50)
- 4) Other SI Booth equipment as required
- 5) Audience receivers (IR or FM Wireless)
- 6) Batteries for receivers and other equipment
- 7) Audio cable appropriate to connect SI Booth with Government provided PA system