

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 03	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)		
6. ISSUED BY NASA/Goddard Space Flight Center Procurement Operations Division Greenbelt, MD 20771	CODE 210.I	7. ADMINISTERED BY (If other than Item 6) NASA/Goddard Space Flight Center Procurement Operations Division Greenbelt, MD 20771		CODE 210.I	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) All Offerors				(X)	9A. AMENDMENT OF SOLICITATION NO. NNG12364774R
				<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 04/19/2012
				<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.
				<input type="checkbox"/>	10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers 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 1 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 your 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)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	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.
<input type="checkbox"/>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, 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 solicitation is revised to incorporate the following changes: See Continuation Page.

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) Debra C. Kaelberer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

1. Part 4.1 of the RFP, List of Attachments, page 42, is amended to revise the dates where changes have been made to the attachments. Attachment A, Statement of Work; Attachment L, Performance Requirements Summary and Deduction Table; and Attachment M, DD 254, has been revised. Remove page 42 and replace with the attached.
2. Attachment A, Statement of Work, has been revised as follows:
 - a) All "Top Secret" requirements have been removed from the Statement of Work. The following sections have been revised due to this change:
 - 1) Section 1.0, line j. The words "SECRET and TOP SECRET" have been deleted. Remove page 1 and replace with the attached.
 - 2) Section 2.2, second sentence has been deleted. Remove page 7 and replace with the attached.
 - 3) Section 5.18: Industrial Security. All requirements for Top Secret and Top Secret SCI have been deleted. Remove page 21 and replace with the attached.
 - b) Section 4.1, Response Notification – Significant Events, is revised to state that notification to the COR is required for incidents involving the response of a shift supervisor and the establishment of incident command. Remove page 13 and replace with the attached.
 - c) Section 5.7, Identification Management, is revised to clarify the hours of operation for the ID Section at Wallops. The first sentence to paragraph 5 on page 16 is revised as follows: "The Contractor shall staff and operate the ID Section from 7:00 a.m. through 5:00 p.m. (excluding the Wallops Flight Facility Reception Center which is 6:00 a.m. through 5:00 p.m. referenced in Section 11.3.2.2), Monday through Friday, except on federal holidays." Remove page 16 and 17 and replace with the attached.
 - d) Section 11.3.2.2, Reception Center, 1st paragraph (page 49). The normal duty hours are revised to 6:00 a.m. to 5:00 p.m. Remove page 49 and replace with the attached.
3. Attachment L, Performance Requirements Summary and Deduction Table, is revised to add item 14 for failure to provide notification to COR of a significant event. Remove entire Attachment L and replace with the attached Attachment L.
4. Attachment M, DD 254, is revised to include only secret clearance requirements. Remove entire Attachment M and replace with the attached Attachment M.

End of Amendment Three

**PART IV
CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS**

4.1 LIST OF ATTACHMENTS

The following documents are attached hereto and made a part of this contract:

Attachment	Description	Date	No. of Pages
A	Statement of Work	5/23/12	65
A.1	Protective Services Position Descriptions/Title Guidelines	3/29/12	2
A.2	NASA Protective Services Training Academy (NPSTA) Curriculum	12/30/11	4
A.3	Specific Training	12/30/11	2
B	Security Police Officer Qualifications	12/30/11	2
C	Installation Accountable Government Property	5/15/12	19
D	Uniforms and Equipment Requirements	5/14/12	4
E	Medical Examination for Security Police Officers Which Also Serve as First Responders	3/29/12	7
F	Physical Fitness Requirements	4/11/12	1
G	Psychological Requirements	12/30/11	1
H	Drug Testing and Drug and Alcohol Free Workplace Requirements	1/6/12	1
I	Deliverables for All Locations	4/13/12	3
J	PIV Requirements	12/30/11	4
K	Acronyms List	1/6/12	4
L	Performance Requirements Summary and Deductive Table	5/24/12	3
M	DD 254	5/24/12	5
N	Wage Determinations:		
N.1	• WD #: CBA-2011-4419 (Rev. 0) (GB)	8/17/2011	36
N.2	• WD #: CBA-2011-4431 (Rev. 1) (WFF)	3/15/2012	40
N.3	• WD #: 2005-2103 (Rev. 11) (PG, MD)	6/13/2011	10
N.4	• WD #: 2005-2095 (Rev. 11) (Accomack, VA)	6/13/2011	10
N.5	• WD #: 2005-2573 (Rev. 14) (WV)	6/13/2011	10
N.6	• WD #: 2005-2375 (Rev. 11) (New York, NY)	6/13/2011	10
O.1	Key Personnel Qualifications	*TBP	*TBP
O.2	Qualifications for Shift Supervisors & Lenel Personnel	*TBP	*TBP
P	Safety and Health Plan	*TBP	*TBP
Q	Quality Control Plan	**TBS	**TBS
R	Organizational Conflicts of Interest Avoidance Plan	**TBS	**TBS
S	IT Security Management Plan	**TBS	**TBS
T	IT Security Applicable Documents List	January 2012	4

*TBP = To Be Proposed as part of the technical merit proposal

**TBS = To Be Submitted within 30 days after the contract effective date

(End of Text)

**Goddard Space Flight Center
Protective Services Contract
NNG12364774R**

ATTACHMENT A

Statement of Work

Dated: 5/23/12

1.0 Purpose

Introduction

The overall mission of NASA's Goddard Space Flight Center's (GSFC's) Protective Services Division (PSD) is the protection of GSFC's assets (personnel, equipment, materials, facilities, and information). Protective Services shall be required 24 hours per day, 365/366 days a year. GSFC throughout the remainder of this Statement of Work (SOW) is defined as: Greenbelt (GB), Greenbelt, Maryland; Wallops Flight Facility (WFF), Wallops Island, Virginia; Independent Verification and Validation Facility (IV&V), Fairmont, West Virginia; and Goddard Institute for Space Studies (GISS), New York, New York.

The Contractor shall provide protective services to GSFC including:

- a. security operations;
- b. investigations;
- c. incident command and response;
- d. contingency planning;
- e. 911 operations;
- f. Emergency Preparedness;
- g. new threat response capability;
- h. Identification (ID) Management to include the NASA Identity and Access Management (IdMAX) tool and the GSFC electronic Management Operations Directorate (eMOD) system;
- i. services issued by Task Orders (TOs) by the Contracting Officer (CO) under the Indefinite Delivery Indefinite Quantity (IDIQ) section of this SOW.
- j. Assist in the preparation and presentation of security awareness, crime prevention, and other security briefings, as required;
- k. Assist with special events and International Visitor coordination

The GB campus encompasses 1,270 acres with 8,616 NASA badged personnel (3,080 NASA Civil Servants, 4,407 Contractors and 1,129 temporary workers and grant employees). These grounds include more than 34 buildings. This campus provides more than 3 million square feet of research, development and office space. GB is unique in that these facilities provide for the construction and development of spacecraft software, scientific instruments as well as the spacecraft.

The WFF site is approximately 6,200 total acres divided into three areas: the Main Base (2,000 acres), Wallops Island (3,000 acres) and approximately 1,200 acres of adjoining or surrounding marshland. WFF has 1,098 NASA badged personnel (260 NASA Civil Servants and 838 Contractors), 400 US Navy personnel, and 75 National Oceanic and Atmospheric Administration (NOAA) personnel with over 95 buildings totaling 1239 k square feet. WFF is NASA's principal facility for management and implementation of suborbital and small orbital research programs and NASA's only launch range for a variety of small to medium class rockets. The WFF mission is to enable low-cost rapid response aerospace based science and technology research for both NASA and the Department of Defense.

P.L. 107-347 - E-Government Act of 2002
US-CERT – Federal Incident Reporting Guidelines
WFF Integrated Contingency Plan
The IV&V Emergency Action Plan
The IV&V Continuity of Operations Plan

2.2 National Security Clearance Level

The National Security Clearance level of all Contractor employees shall be Secret. The Contractor shall provide evidence of a Secret Clearance or an interim Security Clearance for each employee prior to beginning work at GSFC. If working under an interim clearance the Contractor shall ensure the final clearance is granted within 120 calendar days of employment. The Contractor shall immediately remove any employee that receives a declination of clearance.

The Contractor must possess a facility clearance to the level of secret under guidelines established by the National Industrial Security Program (NISP). The Contractor shall maintain the secret facility clearance throughout the life of the contract.

2.3 Standards of Conduct

The Contractor shall be responsible for maintaining satisfactory employee conduct, integrity, and appearance in accordance with SOW Attachment B - Security Police Officer Qualifications.

The Contractor shall not condone personal neglect or dereliction of duties. This includes, but is not limited to: sleeping, listening to unauthorized electronic devices, watching television, reading books, newspapers and other material not connected with official duties, misuse of Government Property, theft, unreasonable delays or failure to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the intent of worksite security or failure to cooperate in quality assurance and/or safety inspections or other investigations conducted by the Government.

The Contractor shall remove any Contractor employee from the work site and/or this contract for failure to comply with the “Standards of Conduct for Officers”. If this occurs, the Contractor shall ensure SOW requirements are met at no additional cost to the Government.

2.4 Dress Code

All Contractor personnel shall adhere to the uniform requirements of this SOW. The uniform requirements are contained in SOW Attachment D - Uniforms and Equipment Requirements.

- i. number of responses to include type and timeframes;
- j. maintenance performed on weapons;
- k. training conducted;
- l. tickets issued;
- m. number of vehicles searched; and
- n. number of hand-carried items searched.

4.1 Response Notification – Significant Events

The Contractor shall make a preliminary verbal notification to the COR via cell phone of incidents involving the response of a shift supervisor and the establishment of incident command, or other incidents that the Government may designate to the Contractor. The preliminary verbal report shall be made within 5 minutes of Contractor notification of the incident to the COR followed by a written report within 24 hours after an incident.

4.2 Routine Incident Reports

The Contractor shall submit all initial Security Incident Report (IR) to the COR within 12 hours or the beginning of the next workday, whichever is sooner. Security incidents are acts of non-compliance with security policy or procedure or a fundamental security requirement that impacts the confidentiality and integrity of National Security or Sensitive but Unclassified Information. Examples of security incidents for the purposes of this subsection include, but are not limited to: buildings/rooms and/or safes found unsecure during a Mobile Patrol inspection; reports of theft/loss/destruction of Government property; vehicle accidents; or anything that should be reported to the Government.

5.0 Security Services

5.1 Government Resources Protection

The Contractor shall provide comprehensive and integrated systems that utilize both personnel and equipment to safeguard personnel, physical assets, and information.

The Contractor shall provide security services to support GSFC Priority/Critical Resources and Space Launch Systems, payload systems, and command and control systems.

The Contractor shall ensure that all armed personnel subject to carrying a firearm are trained to the Security Police Officer level as defined in Attachment A.1.

The Contractor shall conduct daily welfare checks of employees and other personnel after normal duty hours, especially in remote areas. Routine reports of these checks shall be made on a monthly basis due by the fifth (5th) business day of each month to the COR. Problems or unsafe conditions shall be reported immediately to the COR and in an IR by the beginning of the next business day.

The Contractor shall staff and operate the ID Section from 7:00 a.m. through 5:00 p.m. (excluding the Wallops Flight Facility Reception Center which is 6:00 a.m. through 5:00 p.m. referenced in Section 11.3.2.2), Monday through Friday, except on federal holidays. The ID Section is responsible for providing and tracking all authorized permanent, temporary, "Special," "official visitor," "escort required," and other designated badges for personnel working or conducting business at GSFC.

The Contractor shall process in-coming personnel, both government and contractor, and receive guidance, instructions, and aid regarding authorization for issuance of badges from the ID Supervisor, the Government Personnel Security Specialist, the Physical Security Specialist, and/or the COR. The Contractor shall follow guidance in Attachment J – Personal Identity Verification (PIV) Requirements.

The Contractor shall ensure that adequate forms, supplies, and materials are on hand at all times to efficiently provide required badges to employees and guests of GSFC.

The Contractor shall initially enter all new employee information into the Locator and Information Services Tracking System (LISTS) and ensure all government-furnished equipment and materials issued by the Protective Services Division, (e.g., badges, keys, keycards, etc.), are returned and/or accounted for at the time of an employee's termination and/or departure. The Contractor shall follow up and ensure that terminated employees and/or contractors who have not returned all issued materials are contacted until the items are returned.

The Contractor shall manage and oversee GSFC LISTS. LISTS is a federal system of records containing sensitive, privacy data requiring protection of data and equipment used to track and retain stored information. LISTS is a management information system designed to track all employees (civil servants, contractors, tenants, etc.) and visitors (e.g., other Government agency employees, visiting scientists, etc.). The Contractor shall provide reports using LISTS data as requested by the COR.

5.8 Fingerprinting

The Contractor shall process the results of electronic fingerprints within two (2) business days of receipt and associated data inputs for GSFC access, perform Security Background Investigations and support potential biometric solutions in accordance with NPR 1600.1. The Contractor shall also input fingerprint results into IDMAX.

5.9 Personnel Security

The Contractor shall follow the PIV card issuance procedures referenced in Attachment J "PIV Requirements" as well as the following:

- a. The Contractor shall utilize the Security Workbench Queues in NASA Identity and Access Management Tools (IdMAX) to identify and manage all Onboarding personnel.
- b. Within 48 hours of receiving notification from IdMAX of an Onboarding Contractor employee, the Contractor shall complete pre-checks to determine whether a new

Security Investigation is necessary in compliance with HSPD-12 and initiate the appropriate Security investigation when appropriate through Electronic Questionnaire for Investigations Processing (e-QIP) and the Optional Form 306 (OF 306) for 85 e-QIP's. In addition, the Contractor shall review and monitor the timeliness, accuracy, and completeness of the employee's e-QIP forms. All employee derogatory responses on e-QIP forms and the OF 306 shall be referred to the Personnel Security Specialist for adjudication action before the Contractor approves and schedules the enrollment. Once the Contractor approves the e-QIP form and the OF 306, the Contractor shall upload signature pages and other documents as necessary, enroll the employee, and notify the Personnel Security Specialist that the e-QIP is released for "Agency Approval."

- c. Twenty-four hours after an employee is enrolled and has completed e-QIP, the Contractor shall check OPM Central Verification System (CVS) and input all favorable fingerprint results into IdMAX.
- d. The Contractor shall provide monthly status reports to the COR by the fifth (5th) business day of each month that identify the dates employees were initiated in e-QIP and completed.
- e. The Contractor shall receive all OPM mail containing the results of the completed Security Investigations and advanced FBI fingerprint arrest record results. Within 24 hours of receipt, the Contractor shall package the results in the appropriate Security Investigation folder and forward it to the Personnel Security Specialist for adjudication.
- f. The Contractor shall be responsible for monitoring and initiating update Security Investigations in compliance with OPM and NASA requirements.

5.9.1 Personnel Security Systems Administration

The Contractor shall continuously update the IdMAX and LISTS systems containing background investigation and security clearance information.

5.9.2 Classified National Security Information (CNSI)/Suitability Investigations

The Contractor shall assist and support GSFC Office of Human Capital Management (OHCM) personnel in the identification of the type of personnel investigation required for each position, including updating or upgrading clearance requirements. The type of investigation to be conducted is a product of the risk level designation of a position.

5.9.3 Records Checks

The Contractor shall conduct law enforcement records checks utilizing the appropriate database to collect appropriate background information in accordance with Maryland, Virginia, West Virginia and New York state law as required.

reports from the Government provided Security Management Information Systems (SMIS).

5.15.2 Foreign National Visits

Foreign National Visitors are authorized access with the prior approval of the International Visits Coordinator (IVC) and/or the PSD. The Contractor shall prepare and issue appropriate badges in accordance with NPD 1600.2 requirements.

5.16 Access Control Program

The Contractor shall manage and operate the government provided physical, mechanical and electronic/IT systems used to control access to installations, areas, and facilities. These include: walls, fences, gates, doors, electronic and mechanical locks, turnstiles, and bollards.

The Contractor shall be required to provide access control to areas on the facilities. A list of names of authorized personnel shall be provided to assist PSD personnel in knowing who is authorized to access the areas.

5.17 Lost and Found

The Contractor shall maintain a Lost & Found at GSFC for items brought to Protective Services with an unidentifiable owner. The Contractor shall make every effort to identify the owner and return the property to its rightful owner within thirty (30) calendar days. When this is not feasible, or possible, the Contractor shall appropriately document and record the recovery, track the item, and arrange for the appropriate disposal or destruction of the item at the end of a specified period of time.

5.18 Industrial Security

The Contractor shall provide sufficient, trained, professional personnel, with a security clearance to adequately support the Center's Industrial Security Program and the NASA Headquarters Industrial Security Program.

6.0 Document Control

The Contractor shall support the Government in conducting an annual inventory of all tracked security containers (safes) at GSFC to ensure location and use, and coordinate with the locksmiths to ensure that combinations on security containers are changed in accordance with appropriate regulations, policies, procedures, and guidelines. All individuals assigned to or working in these facilities shall have the proper security clearance on the first day of the contract and be trained in document control and/or in GSFC procedures for classified material control.

The Contractor shall staff this function from 8:00 a.m. through 4:30 p.m., Monday through Friday, except on federal holidays.

- d. Operate airfield lighting controls to operate runway, taxiway, vehicular crossing, Position Approach Path Indicator (PAPI) and airport beacon lights.
- e. Contact aircraft fueler for after hours refueling of aircraft.
- f. Record all air traffic in the Air Traffic Log and faxes to the tower the first of each month.
- g. Dispatch an Aircraft Rescue Fire Fighting (ARFF) truck to the airfield for standby during each takeoff and landing.
- h. Announce weather balloon safety advisories to aircraft in the Wallops airspace.
- i. Relay Notice to Airman (NOTAMS) as requested by the airport manager or his/her designated representative. The information given to the requesting aircraft shall be transmitted using the following format:

"Aircraft call sign" is advised that the airport control tower is not in service at this time. The following airport information is provided:

- o Wind direction and velocity is _____ at _____.
- o Altimeter setting is _____.
- o Reported traffic is _____ (if none, report 'NO KNOWN TRAFFIC').
- o The following NOTAMS are in effect: (if none, disregard this item).

11.3.2.2 Reception Center

The Reception Center shall be staffed continuously during normal duty hours, 6:00 a.m. to 5:00 p.m. (Monday through Friday, excluding federal holidays).

The Contractor shall:

- a. Operate, maintain, and control a system of identification for employees, temporary workers, and visitors which includes issuance and database maintenance of badges/PIV-II Credentials (Smartcards, proximity access cards, and center-specific credentials) hereinafter referred to as "badges".
- b. Provide badge enrollment, assembly, encoding, finalization, issuance, and tracking.
- c. Operate Protective Services systems with responsibility of entering data, maintaining databases, and providing reports on locks/keys, badges, keycards, employee files and incident reporting systems. The Protective Services systems include: the intrusion detection systems, card access systems, CCTV, LISTS, IdMAX/NAMS, ID Image, VCIN/NCIC, EPACS/Lenel, Identity Credential and Access Management (ICAM) system, the WFF online temporary badge request system, MS Excel and MS Access databases on the WFF security server.
- d. Ensure that all visitors are properly and completely identified, are on official business, and have been authorized access by a named employee contact, prior authorization list or arrangements, or approved by the GSFC Chief, PSD, or other designated government official, prior to being permitted access. All visitors shall be greeted and processed promptly, politely, and courteously.
- e. Perform receptionist services to process official visitors, tours, groups, vendors, foreign nationals, employees, and others conducting official business on WFF, including