

PERFORMANCE WORK STATEMENT for
WILDLIFE CONTROL SERVICES

at

RAF LAKENHEATH and
RAF MILDENHALL,
UNITED KINGDOM

19 January 2019

WILDLIFE CONTROL SERVICES

TABLE OF CONTENTS

1. Description of Services.

- 1.1. Specific Functions.
- 1.2. Bird/Wildlife Hazard Control Measures.
- 1.3. Communications.
- 1.4. Perimeter Fence line Inspections
- 1.5. Removal of Animal Remains
- 1.6. Bird Strike Feather/Remains Identification
- 1.7. Bird/ Wildlife Aircraft Strike Hazard (BASH) Program
- 1.8. Monthly Report
- 1.9. Arms, Ammunition, and Explosives (AA&E).
- 1.10. Contractor Furnished Items and Services.
 - 1.10.1. Animals.
 - 1.10.2. Equipment.
 - 1.10.3. Transportation.

2. Services Summary.

3. Government Furnished Property and Services.

4. General Information.

- 4.1. Normal Hours of Operation for RAFL.
 - 4.1.1. Additional Hours of Operation for Wildlife Management
- 4.2. Normal Hours of Operation for RAFM
- 4.3. Holidays
- 4.4. Contractor Personnel.
 - 4.5. Insurance and Licensing.
 - 4.6. Training.
- 4.7. Quality Assurance.
 - 4.7.1. Quality Control.
 - 4.7.2. Performance Evaluation Meetings.
- 4.8. Local Area Network Access (LAN).
 - 4.8.1. Automatic Data Processing Equipment (ADPE).
- 4.9. Conservation of Utilities.
- 4.10. Security Requirements.
 - 4.10.1. Contractor Access.
 - 4.10.2. Base Pass Requirements
- 4.11. Performance of Service During Crisis Declared by the National Command Authority or Overseas Combatant Commander
 - 4.12. Contract Manpower Reporting

5. Appendices

- Appendix A: Definitions, Abbreviations, and Acronyms
- Appendix B: Mandatory Compliance Publications and Forms
- Appendix C: Operations Likely to Damage the Special Interest

SECTION I

DESCRIPTION OF

SERVICES

1. Description of Services. The contractor shall provide a comprehensive “Bird/Wildlife Hazard Control” program in accordance with this Performance Work Statement (PWS) with focus on eliminating or minimizing wildlife hazards for safe air and ground support operations at RAF Lakenheath (RAFL) and RAF Mildenhall (RAFM). The contractor shall comply with all United Kingdom (UK), United States Air Force (USAF) and local regulations in performance of this contract.

1.1. Specific Functions. This complex program combines several different measures to reduce the attraction of wildlife to the airbase and seeks to deny the use of airspace to birds at RAF Lakenheath and RAF Mildenhall. These measures may include, but are not limited to, the use of non-lethal harassment (pyrotechnics), trapping, relocation, depredation, removal, disposal, airfield patrol, perimeter fence monitoring, etc. in accordance with site specific regulations. The contractor is encouraged and expected to use innovative approaches to effectively and efficiently accomplish the requirements of this PWS.

1.2. Bird/Wildlife Hazard Control Measures. The contractor shall provide bird and wildlife control measures using both active and passive techniques to monitor, inform and offer suggestions concerning the airfield and base boundaries as well as surrounding areas near the base. The contractor shall perform regular daily patrolling of the airfield perimeters and base areas where birds and wildlife tend to congregate and to cover the necessary flying operation hours (see paragraph 4.1 below). The contractor shall perform bird and wildlife control necessary to repel, capture, or kill as authorized within the installation's current Bird/Wildlife Aircraft Strike Hazard (BASH) Plan (available from COR upon request). The contractor is responsible for acquiring any permit in order to comply with all applicable laws, regulations and Air Force Instruction in effect at the time of performance as appropriate to the contractor's technique in wildlife control. The contractor shall report findings to Airfield Management and Wing Safety. Upon encountering wildlife on the airbase, the contractor shall notify the Control Tower and Airfield Management. The active technique of harassment of wildlife in these areas shall be coordinated with the Control Tower to prevent the wildlife movement conflicting with local air traffic. The contractor shall coordinate all wildlife depredation efforts, trapping efforts, procedures and permits with the RAF Lakenheath and RAF Mildenhall BASH Plan requirements.

1.2.1. Methods of Performance. The Contractor shall perform all services in such a manner as to comply with all USAF publications, UK, and International Civil Aviation Organization (ICAO) laws and regulations that are applicable to this type of wildlife control program to include, but not limited to the Wildlife and Country Act 1981; UK License “To kill or take certain birds to preserve air safety” in accordance with (IAW) WML-CL12, and applicable Site of Specific Scientific

Interest (SSSI) consent issued by Natural England. At a minimum, the contractor shall be familiar with the methods outlined in AFI 91-212 and the UK's Civil Aviation Authority (CAA) CAP 772, based upon the common species in and around RAFL and RAFM. Several species, to include ground nesting birds and various plant life, are protected at RAFL and RAFM. The Contractor shall be capable of employing dispersal/removal techniques without harming protected species. The Contractor shall be capable of performing harassment/depredation of wildlife via firearms at multiple locations on base simultaneously. The Contractor shall obtain and maintain any permits or certifications required to perform their duties

1.2.2. On-Base Performance. Wildlife Control Services shall be performed on and around the RAF Lakenheath and RAF Mildenhall airfield(s)/aerodrome(s). The CORs may identify specific buildings or areas that need to be addressed.

1.2.2.1. Nest Removal. Contractor shall remove nests (i.e. rooks, pigeons, crows, etc.) to prevent/reduce breeding at each installation. The contractor shall be responsible for the disposal of all culled nest material and the removal of items/refuse involved in nest removal operations.

1.2.2.1.1. RAF Lakenheath Nest Removal. While not a comprehensive list, nest concentrations are historically found at the following areas:

1.2.2.1.1.1. Wooded areas running along the perimeter fence beginning at the Base Main Exchange to the High School.

1.2.2.1.1.2. Wooded areas from the Fitness Center to Gate 2.

1.2.2.1.1.3. Wooded areas south of the main runway toward the rear of the High School.

1.2.2.1.1.4. Wooded area adjacent to the B1065 carriageway east of Building 1370.

1.2.2.1.2. RAF Mildenhall Nest Removal. While not a comprehensive list, nest concentrations are historically found at the following areas:

1.2.2.1.2.1. Wooded area between the running track and base post office.

1.2.2.1.2.2. Wooded areas throughout the entire north side of the base.

1.2.3. Land Owner Participation Program. The contractor shall be responsible for developing/maintaining a landowner participation program in order to obtain access to any property that could be determined to be a risk to flight operations, and to disperse/depredate bird/wildlife hazards to flight operations at RAF Lakenheath and RAF Mildenhall IAW local laws and regulations.

1.2.3.1. The contractor shall be responsible for dispersing/depredating birds/wildlife that creates a threat to flight safety within a three mile radius of the RAF Lakenheath and RAF Mildenhall fence lines. For each base, the three mile radius shall be known as the Off-Base Control Zone. The contractor shall be responsible for obtaining permission from landowners/local

authorities/Ministry of Defense (MOD) to obtain access to property that harbors threatening wildlife.

1.2.3.2. On those lands where access is granted, the contractor shall mitigate the bird strike hazard by whatever dispersal/depredation method(s) the contractor elects, subject to the approval of the landowner and in accordance with any governing rules and regulations concerning such activity.

1.2.3.3. The contractor shall compile and maintain a list of names, addresses and telephone numbers of the landowners who have been contacted and indicate whether or not the landowner has agreed to grant access. The contractor shall develop a detailed map, subdivided by property owner, identify the areas containing threatening birds/wildlife within said three mile radius and indicated which areas the contractor has obtained access.

1.2.3.4. The contractor shall provide an initial contact list and map as described above within thirty (30) days after commencement of performance on the contract to the CORs. The contractor shall update the list and the map described above every thirty (30) days thereafter until all landowners have been contacted. Contractor shall contact all landowners within the said three mile radius within 180 days of commencement of contract performance. This list can be included within the monthly report identified in section 1.9.

1.2.3.5. The U.S. Government **shall not** indemnify the contractor for any claim from damages by a landowner.

1.2.3.6. Initial Risk Assessment. Within three (3) months of contract award the contractor shall perform an initial wildlife risk assessment in accordance with the standards listed in CAA CAP 772 in order to determine a baseline risk assessment rating. If the rating is anything other than risk assessment LOW, the contractor shall submit a "Get Well Plan" to the COR, for approval, within five (5) business days. This plan shall detail the methodology the contractor will use in order to achieve a low risk assessment rating, as well as a reasonable estimation of the amount of time the contractor believes reaching this level would take.

1.2.3.7. The Contractor must maintain an awareness of any activity and geographical features within 8 miles from the borders of both RAFM and RAFL that could increase bird/wildlife hazards and provide any changes to the initial risk assessment (as defined in CAA CAP 772) to the CORs within the next monthly report.

1.3. Communications. While on RAF Lakenheath and RAF Mildenhall, the contractor(s) shall maintain constant communication with the Control Tower and Base Operations. The contractor will be provided with the applicable VHF-radio frequencies and phone numbers. The contractor shall provide appropriate equipment (cellular phone with local

service and VHF transceiver). The contractor shall be responsible for keeping the Control Tower and Base Operations informed of any increase in bird activity in the area that may affect flying operations. The contractor shall respond to any reports of activity from Base Operations or the Control Tower.

1.4. Perimeter Fence line Inspections. The contractor shall inspect the perimeter fence of both installations a minimum of once per month. Any breaches to the fence that could allow wildlife to access the installation, or animal tracks along either side of the fence line will be reported to the COR, and Airfield Management, within one (1) business day. This notification will include the size and physical location of the breach and/or wildlife tracks.

1.5. Removal of Animal Remains. The contractor shall retrieve and properly dispose of the remains of all disabled, maimed or dead animals from the airfield/aerodrome area in accordance with UK laws and regulations, and immediately notify Airfield Management. Additionally, the contractor must provide written notification to the CORs within one (1) business day.

1.6. Bird Strike Feather/Remains Identification. The contractor shall recover and provide feather/remains sample(s) in accordance with AFI 91-212 to the 48FW/SEF for remains collected on RAFL, 100ARW/SEF for remains found on RAFM, no later than the following duty day. In the case of multiple birds involved in a single strike, the contractor shall keep individual samples in separate containers. It is acceptable to have one annotation tag for the entire lot with the caveat that each container shall be marked with the location of strike on the aircraft and location of remains at time of recovery.

1.7. Bird/Wildlife Aircraft Strike Hazard (BASH) Program. The contractor shall attend all Bird/Wildlife Hazard Working Group (BHWG) meetings. The contractor shall advise and provide input and assistance for reducing bird/wildlife risks and suggestions for habitat management to increase the overall effectiveness of the BASH program. The contractor shall provide RAFM and RAFL BHWG members with recommendations on how to mitigate the possibility of bird/wildlife strikes. The contractor shall comply with Air Force Instruction (AFI) 91-202, paragraph 7.3.1.5, for base level BASH Programs.

1.7.1. Written Reports, Metrics, and Plans. The contractor shall provide a written and oral synopsis of the monthly report(s). The contractor shall provide a wildlife risk assessment in accordance with CAA CAP 772 and International Civil Aviation Organization (ICAO) requirements and standards. The contractor shall compile daily data in order to produce a monthly report. The daily observation data shall be made available to the COR upon request. The daily observation data shall include the following but will not be limited to:

- 1.7.1.1.** Number and type of avian/wildlife activities (e.g. number of bird flights);
- 1.7.1.2.** Approximate time of the activity (e.g. length of flight or dwell time);
- 1.7.1.3.** Types of control methods used;
- 1.7.1.4.** Results of control activities;
- 1.7.1.5.** Types and numbers of animals killed;

- 1.7.1.6. Vegetation type and height specific to wildlife sighting;
- 1.7.1.7. Weather conditions at the time of data collection;
- 1.7.1.8. Specific location of bird/wildlife activity;
- 1.7.1.9. Any other information pertinent to RAFL/RAFM flying safety;

1.8. Monthly Report. The Contractor shall submit a monthly report of bird activity, to the CORs, no later than the 7th calendar day of the subsequent month. All reports must be compatible with Microsoft® Office suite or Adobe® Acrobat. The CORs may require the contractor to provide additional input (including data and slides) for COR-led presentations or documentation. At a minimum, each report shall include:

- 1.8.1. Summary of bird activity, migratory, roosting and nesting patterns by species.
- 1.8.2. Data regarding bird activity on the airfield/aerodrome by species to include; total numbers observed, number of dispersal actions, average number dispersed, results of dispersal actions and vegetative height/type.
- 1.8.3. Data on bird flyover activity across the airfield/aerodrome to include; date, time, number, species, location, weather conditions and direction and annotated maps. Contractor will highlight high traffic areas on these maps.
- 1.8.4. Data on wildlife activity on the airfield/aerodrome by species to include; total numbers observed, number of dispersal actions and average number dispersed.
- 1.8.5. Status and effectiveness of passive controls utilized on the airfield/aerodrome.
- 1.8.6. Identification of species which may impact flight operations and a plan for mitigating Bird Control activities, strategies and method of bird dispersal.
- 1.8.7. Summary of bird/wildlife strikes and analysis of contributory factors such as weather condition, location, phase of flight, speed and altitude, time of day and type of aircraft involved in strike.
- 1.8.8. Summary of new actions taken to reduce bird habitats and attractants within the Contractor's area of performance.
- 1.8.9. Identification of new habitats or developments within the Contractor's area of performance which may increase bird concentration levels.
- 1.8.10. Recommendations for Government actions to reduce bird/wildlife activity.
- 1.8.11. Date and times the Bird Watch Condition was elevated from LOW to MODERATE and MODERATE to SEVERE.
- 1.8.12. Date and times the Bird Watch Condition was reduced from SEVERE to MODERATE and MODERATE to LOW.
- 1.8.13. Recommendations for US Government actions to facilitate bird/wildlife control efforts.

1.9. Arms, Ammunition, and Explosives (AA&E). AA&E activities shall comply with MOD Joint Service Publication (JSP) 482 – Explosives Regulations, AFMAN 91-201 – Explosives Safety Standards, and any applicable US and UK explosive law and regulations. The contractor shall notify the Control Tower, Airfield Management, and Security Forces each time prior to the actual use of any AA&E on the installation as authorized by the BASH Plan (see appendix). Firearms must be carried in plain view (no concealed weapons). The contractor must maintain constant surveillance and will not leave unattended any/all AA&E brought onto the installation used for LCM purposes. The contractor must provide Security Forces a listing of all personnel who will be using

AA&E on the installation. All personnel bearing firearms must be certified/licensed to use and carry weapons in accordance with UK law and regulations. For LCM AA&E, the contractor shall provide proof of certification to the Contracting Officer within ten (10) calendar days after contract award or certification. The contractor shall follow all necessary directives to safely transport and maintain accountable weapons and ammunitions/explosives storage. Security Forces may deny any contractor employee from bearing a firearm if they deem it may be detrimental to public safety. Security Forces reserves the right to accompany the contractor and monitor their activities anytime they are on the installation using AA&E.

1.9.1. Storage. The contractor may request an explosive facility license for RAFL and/or RAFM prior to contract start date from the associated Weapons Safety Office. Pending Government approval, storage space can be made available to store non-military ammunitions/explosives used in performance of this contract.

1.9.2. Foreign Object Debris (FOD). The contractor shall secure all spent cartridges, wadding, and other non-biodegradable components of rounds used. The contractor must comply with FOD prevention programs. This plan can be provided by the COR upon request.

1.10. Safety Requirements. The contractor shall conform to the explosives safety standards as outlined in Air Force Manual (AFMAN) 91-201, paragraphs 11.4.1 and 11.4.2.

1.11. Contractor Furnished Items and Services.

1.11.1. Animals. If animals are used, the contractor is responsible for furnishing their own trained animals (as applicable to their proposed plan) strictly for the purpose of contract execution. The contractor is responsible for the transportation, training, and boarding, outside portable kennel, shelter, rescue shelter care, licensing, shots, medical treatment, and feeding required for the animal. The contractor shall be in possession and maintain control over animals at all times. Animal(s) may be housed on the installation pending COR approval. The contractor will be held responsible for any damage to Government property as a result of utilizing animals.

1.11.2. Equipment. The contractor shall provide all equipment necessary for any trapping deemed necessary for the bird/wildlife control program. The contractor shall provide any air rifles or other hunting weapons as well as the necessary ammunition. The contractor shall furnish munitions storage. Upon initial installation and subsequent storage changes, the contractor will provide storage access (combination, keys, etc.) to the CORs and Security Forces. Cellular phone with local service, VHF transceiver, and additional office systems equipment other than a computer for Local Area Network (LAN) connection are the responsibility of the contractor. The contractor shall provide protective clothing and equipment required for duties.

1.11.3. Transportation. The contractor is responsible for the transportation of animals and equipment at all times. The contractor shall furnish vehicle(s) appropriate for operating over the terrain to be patrolled as well as during periods of winter/inclement weather. The vehicles shall be equipped to meet airfield vehicle requirements to include, but not limited to, yellow caution lights and vehicle hard mount radios. The vehicles shall be identified with either the contractor's logo or "Wildlife Hazard Control" and shall meet all requirements to be registered on base with Security Forces Pass and Identification (ID).

SECTION II

SERVICES

SUMMARY

2. **Services Summary.** The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

SS #	Performance Objective	PWS Para #	Performance Threshold
1	Bird Watch Condition Change Response	1.1, 1.4, 1.8, 4.1, 4.2	Utilize active wildlife control measures in order to maintain Bird Watch Condition LOW as much as is within the contractor's power. Upon notification of a change of Bird Watch Condition, respond within the applicable timeline, and utilize effective control measures to actively bring the condition back to LOW. 100% of the time.
2	Bird/Wildlife Control	1.1, 1.2	0 defects per month. Contractor regularly monitors, traps, removes, dispatches and/or disposes of wildlife and nests.
3	Hours of Operation	4.1,4.2	One valid customer complaint per calendar month.
4	Monthly Progress Reports and Meetings	1.6	No more than 2 defects per monthly period. Written reports are submitted to CORs by the applicable deadline(s) and briefed to the BHWG 100% of the time.
5	Certification/Licensing	4.4	Zero defects per month.

SECTION III

GOVERNMENT FURNISHED PROPERTY AND SERVICES

3. Government Furnished Property and Services. Government Furnished Property (GFP) will be signed out on a hand receipt and inspected at the Government's discretion, but no less than at the beginning and end of the contract and annually for any option period exercised. The contractor shall be held responsible for loss or damage of GFP, and shall be required to replace the item with exact or like value within thirty (30) days of discovery.

3.1. The Government will provide:

3.1.1. Workspaces located on RAFL and RAFM. These workspaces will be large enough for an office area, storage, and the daytime care of a working animal(s), if used. The office space will have a desk, chair, and cabinet for storage, telephone outlet, and access to a bathroom facility.

3.1.2. The government will provide the computer equipment to be hooked up to the base Local Area Network (LAN) access.

3.1.3. Security Forces. The Government will provide general security service. Security Forces phone extensions are 911 for emergencies, and 01638521110 for routine calls.

3.1.4. Telephone Service. The Government will provide access to telephone for use in making local and long distance calls in performance of official contract related requirements.

SECTION IV

GENERAL INFORMATION

4. General Information.

4.1. Normal Hours of Operation for RAFL. Services shall be performed during published airfield hours, Monday through Friday, 0600-2200 GMT, excluding US and UK federal holidays, year round from 1 hour prior to the first departure/arrival through 1 hour after final departure/arrival. Contract personnel shall patrol the airfield, perform preventative interventions or be on-call during normal hours of operations. On-call shall be defined as duties off the airfield such as attending meetings, care of animals and other tasks necessary for contract fulfillment. While on-call, the contractor shall commence an intervention in response to notification from the Control Tower, Airfield Management, or Wing Safety within ten minutes. The contractor shall provide current name(s) and phone numbers(s) for the contractor point(s) of contact on call to Airfield Management and Wing Safety.

4.1.1. Additional Hours of Operation for Wildlife Management (Standby Basis).

The contractor shall be available on a standby basis for additional services after normal hours of operation on nights, weekends, holidays, and when needed for Bird Watch Condition (BWC) MODERATE and SEVERE or emergency operations. The contractor shall respond within 30 minutes after notification from Airfield Management, Control Tower, or Wing Safety. The contractor will be available by leaving a standby name and telephone number with Airfield Management prior to the end of normal hours of operation.

4.1.2. Holidays. The contractor is not required to perform services on US and UK Federal Holidays, unless called in from standby.

4.2. Normal Hours of Operation for RAFM. Services shall be performed during published airfield hours, 24 hours a day seven days a week, including US and UK federal holidays. Contractor must perform a full BASH check of the airfield one hour prior to the first departure/arrival of the calendar day. Contract personnel shall patrol the airfield, perform preventative interventions or be on-call during normal hours of operations. On-call shall be defined as duties off the airfield such as attending meetings, care of animals and other tasks necessary for contract fulfillment. While on-call, the contractor shall commence an intervention in response to notification from the Control Tower or Airfield Management within ten minutes. The contractor shall provide current name(s) and phone numbers(s) for the contractor point(s) of contact on call to Airfield Management and Wing Safety.

4.3. Contractor Personnel. The contractor shall identify to the CO the individual who will be the contractor's point of contact responsible for the performance of this service. The

responsible individual shall have full authority to act for the contractor on all matters relating to daily operation of this contract. Submit the name(s) and phone number(s) to the CO before the contract start date. These personnel shall be available during normal duty hours within two (2) hours after notification.

4.3.1. On-site Contractor (Individual or Site Lead) Employee Qualifications. The on-site contractor lead or individual (if only one person) must be at a minimum considered a “qualified airport wildlife biologist” having the necessary academic coursework from accredited institutions to meet the qualifications of a GS-0486 series wildlife biologist, research position, as defined by the U.S. Office of Personnel Management classification standards. At least one (1) on site employee, if contractor manning solution is more than one (1) employee must comply with this paragraph. Specifically, one on-site employee must possess the proper wildlife hazard management background consisting of either a minimum of a Bachelor’s degree in Wildlife Biology, Wildlife Management, or equivalent from an accredited US or UK University or equivalent/demonstrable experience in airfield/aerodrome wildlife bird control including experience in all aspects of this performance work statement. If the individual has equivalent/demonstrable experience, references must be supplied. The Wildlife Specialist’s credentials will be made available for review to the Contracting Officer and CORs.

4.3.1.1. This site lead must administer training to contractor employees in accordance with the approved training plan.

4.3.2. The contractor must provide daily the name and contact number of the on-site lead at the change of shift, and an hour and thirty minutes prior to the first departure/arrival of the calendar day. This information will be provided to airfield management.

4.3.3. The contractor shall not employ persons identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation or its population.

4.3.4. Employees must be able to read, write, speak, and understand English fluently without an interpreter.

4.3.5. The contractor shall ensure all personnel employed on this contract have security/background checks completed by a Federal or State agency.. The contractor shall provide necessary verification to the government’s Contracting Officer’s Representative (COR) to ensure that each employee has received a favorable security/background check.

4.3.6. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. The contractor shall ensure personnel wear appropriate clothes suited for their job. The contractor shall furnish an identifying nametag or patch, which shall include as a minimum the company name and employee name.

Personnel shall wear a nametag or patch on the front outer clothing; the nametag or patch shall be visible at all times.

4.3.7. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest or the appearance of a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval according to DoD Regulation 5500.7-R, Joint Ethics Regulation. The contractor is prohibited from employing off-duty COR's who are managing any contracts or subcontracts awarded to the contractor. The contractor shall not employ any person who is an employee of the Department of the Air Force if such employment would be contrary to the policies in AFI 64-106, Air Force Industrial Labor Relations Activities.

4.3.8. Smoking, Eating and Drinking. The contractor shall permit smoking, eating and drinking only in designated areas.

4.4. Insurance and Licensing. The contractor must have sufficient insurance to relieve the Air Force of any liability from lawsuits against the contractor in conjunction with RAFL/RAFM operations. The contractor must be licensed and hold the appropriate permits in accordance with UK law, US law, and USAF regulations. Proof of insurance and copies of all licenses/permits shall be made available for review to the Government upon request.

4.5. Training. The contractor shall provide all necessary training (initial and refresher/recurring) to employees at the scheduled frequencies that are required for the performance of the job and in accordance with industry standards. The contractor shall maintain records of all training on-site and have said records available for government review.

4.5.1. Any changes to the contractor's training plan must be submitted to the CORs for approval.

4.5.2. Airfield Driving. All contractor personnel operating motor vehicles on the flight line defined by the Airfield Manager shall complete a flight-line driving class for each installation. Upon completion, an AF Form 483 (Flight line Competency Card), over stamped by personnel of the Airfield Management Office, shall be issued for the respective installation. For flexibility, it is advantageous for contractor employees to procure AF Form 483's for both RAFL and RAFM. The cards shall be returned immediately to the Airfield Management Office when the card expires, the contractor no longer employs the cardholder, the contract is completed, or when directed by the Contracting Officer. At no expense to the contractor, the Government will furnish all initial and refresher flight line drivers training orientation and certification courses. The contractor shall submit a complete list of all personnel requiring flight line training at least five (5) duty days prior to scheduled training. Scheduled employees can cancel up to 24 hours in advance of the course. Cancellations within 24 hours and/or absentees (no-shows) are unacceptable.

4.6. Quality Assurance. According to the Inspection of Services clause, the government will evaluate the contractor's performance under this contract. The COR will survey the performance under this contract including the performance objectives listed in the Service Summary in Section II of this PWS. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the CO as a result of surveillance will be according to the terms of this contract.

4.6.1. Quality Control. The contractor shall provide a Quality Control Plan (QCP) with their proposal as well as documented recognition for program expertise and performance. Contract ownership will conduct a minimum of two (2) on-site evaluations per year and conduct program assessments with the CORs.

4.6.1.1. Contents. The plan shall include a detailed description of the processes to be used during performance to ensure the services meet or exceed the requirements of the PWS and contract. The plan shall address each mission essential objective of Section II, Services Summary, and any others considered necessary to meet the contract requirements. The plan shall systematically provide for early identification of nonconforming services, detailed corrective actions required to ensure timely and acceptable performance in accordance with the PWS, identify organizational placement of the inspectors and describe the contractor's partnering approach with the government to ensure mission objectives are met. Additionally, control procedures for government furnished materials, equipment, facilities, and keys or lock combinations shall be included.

4.6.1.2. Revisions. Revisions to the plan to assure contractor compliance to the requirements of the PWS and contract may be required at any time during performance of the contract. The contractor shall make appropriate revisions and obtain acceptance of the revised plan from the COR and CO.

4.6.2. Performance Evaluation Meetings. The CO may require the manager or responsible individual to meet with the CO, contract administrator, COR, and other government personnel as deemed necessary. The contractor may request a meeting with the CO and CORs when he or she believes such a meeting is necessary. Written minutes of any such meetings shall be recorded. If the contractor does not concur with any portion of the minutes, such non-concurrence shall be provided in writing to the CO by the contractor within ten (10) calendar days following receipt of the minutes.

4.7. Local Area Network Access (LAN). Contractor personnel using unclassified automated information systems that have access to sensitive information must possess, at a minimum, a National Agency Check or Entrance National Agency Check in accordance with DoD 5200.2-R, Personnel Security Program or screening in accordance with AFI 31-501, paragraph 3.27, Personnel Security Program Management.

4.8. Conservation of Utilities. The contractor shall be responsible for operating under conditions that prevent the waste of utilities. Lights shall be used only in areas where and when work is actually being performed.

4.9. Security Requirements. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the government installation, shall abide by all security regulations of the installation.

4.9.1. Contractor Access. Reference contract clause AFFARS 5352.242-9000, *Contractor Access to Air Force Installations*, and TO SOWs for details on obtaining base access passes for contractor personnel.

4.9.2. Base Access Requirements. The contractor is required to submit a roster of all employees who will require access to the installation within 5 business days of issuance of award. The roster will include the full name, current address, date of birth of all contract personnel that will require access. Additionally, individuals must submit their United States Social Security Number (SSN) passport number or two other documents (i.e. driver's license and national insurance number) with corresponding issue and expiration dates.

4.9.2.1. Host Agency Check (HAC) Vetting. All local national contractor employees must undergo Host Agency Check (HAC) vetting prior to access to RAF installations. All employee information shall be relayed to the requiring activities' HAC manager for processing. Required documents will be distributed with agreement/award and shall be completed and returned to the HAC Manager/COR assigned (located in the transmittal document) within five (5) duty days. Documents include but are not limited to NAC Cover Sheet; AF Form 2583, Request for Personnel Security Action; USAFE IMT 19, Residency Check for Employment with the United States Air Forces in Europe; Basic Check Verification Record (BCVR); and Ministry of Defense Liaison Office (MODLO) Proforma Packet for Security Clearance. If MODLO Proforma Packet is required, contractor personnel will receive an online application link via the personal email address provided. Contractor employees are required to complete online application for background check within five (5) duty days of receipt. If contractor employees do not receive the email within seven (7) duty days, they shall notify the HAC manager. During processing of background check, United Kingdom Security Vetting (UKSV) may contact the employee via email, phone or post to request further information. Employees are responsible to be proactive in checking personal emails (to include junk mail). Approved security clearance is valid for five (5) years. The Government will not accept any employee with a federal conviction (or host nation equivalent) in their background check.

4.9.2.2. All paperwork is approved by the HAC manager, then forwarded to the 48th (RAFL)/100th (RAFM) Security Forces Squadron (SFS) for processing. The HAC manager will receive an email confirmation when 48/100 SFS submits the documents to MODLO. At that time, the employee may receive a "Red Top" escorted temporary installation pass. Upon completion of MODLO checks, the employee may receive a "Green Top" unescorted installation pass.

- 4.9.2.3.** Contractor, at a minimum, shall obtain escort privileges to escort subcontractors required to access project sites.
- 4.9.2.4.** The contractor is ultimately responsible to return all employee base passes to the CO, COR, or HAC manager if employees are terminated or no longer employed for this agreement. If base pass cannot be returned, the Contractor must report the First and Last Name, Date of Birth, and the reason they are no longer employed to the CO, COR, or HAC manager within three (3) calendar days of termination or absence of leave.
- 4.9.2.5. Restricted Area Badges.** Contractor employees must have the applicable Host Agency Check completed with the MoD Form 1109, Security Questionnaire, and CTC/SC. Applicable paperwork will be generated, AF Form 2586, Unescorted Entry Authorization Certificate to ensure Contractor employees can gain access to a restricted area. Access to the restricted area is required to perform the full services describe under this contract.
- 4.9.2.6.** A Security Check (SC) is required for employees seeking unescorted access to sensitive areas on the installation. The SC includes all of the elements of the CTC, but is a more comprehensive investigation and includes such actions as a credit check, interviewing relatives, determining and evaluating the individual's involvement in various organizations, verifying any past military experience, etc. Most SCs expire five years from the issue date. Renewal paperwork shall be submitted by the contractor 6 months prior to the current background expiration date to avoid a possible lapse in installation access.
- 4.9.2.7.** Individuals employed in sensitive positions may only be assigned to and or perform the non-sensitive portion of the position until the SC is positively completed or they shall be provided with direct supervision by a U.S. citizen or an individual with a completed SC. The Contractor is responsible for ensuring all employees hold the correct clearance for their areas of work prior to entry.
- 4.9.2.8. Investigation renewal.** All employees renewing their background investigation shall complete an MOD Form 1109, Security Questionnaire. On the front cover of the form, under General Details, the employee shall mark the appropriate block indicating a security questionnaire has been completed before and shall complete the form with current information.
- 4.9.2.9.** Functional CORs shall be the point-of-contact for processing security clearances. They shall provide necessary documents to contractor employees when requested, compile completed forms as received, submit final documents to Security Forces, and sign the USAFE Form. The following shall be accomplished 'in-turn' for all new contractor employees.
- 4.9.2.10.** Rejected installation and/or restricted area access does not excuse the contractor from providing the services outlined in this PWS.

4.10. Performance of Services During Crisis Declared by the National Command Authority or Overseas Combatant Commander. In accordance with DFARS 237.76,

Continuation of Essential Contractor Services, the Government has determined that services performed under this contract are essential contractor services in support of a mission-essential function that must continue during crisis situations. Accordingly, the contractor shall perform these essential services during crisis situations (i.e.; crisis declared by the President or Secretary of Defense, contingencies, emergencies and/or periods of increased force protection) in accordance with DFARS clause 252.237-7023, Continuation of Essential Contractor Services and DFARS clause 252.237-7024, Notice of Continuation of Essential Services.

- 4.11. Contract Manpower Reporting.** The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the United States Air Force 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/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 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil>.

SECTION V
APPENDICES

APPENDIX A
DEFINITIONS, ABBREVIATIONS AND ACRONYMS:

Airfield/Aerodrome: Includes runway, taxiways, aircraft parking areas, hangars, aircraft movement areas, associated maintenance and servicing areas where aircraft may be encountered, and air space within the fenced in area up to and including altitudes of 2,000 feet above ground level (AGL) excluding aircraft on permanent static display (“plane-on-a-stick”).

Aircraft Movement Area: Runway and areas within 150 feet from runway edge, taxiways, over and under-runs, hard-stands, parking aprons, and ramps.

Airfield Manager: The Airfield Manager or his/her designated representative who is responsible for performing Quality Assurance functions under this contract.

Bird/Wildlife Control: As used in this contract, means the elimination and removal of birds, other fowls and mammals (such as rabbits, deer, rats and snakes) as directed by the Airfield Manager or his/her designated representative. Birds have the largest populace of species which are a potential hazard to aircraft in the specified areas. Interchangeable with bird/wildlife management.

Bird Watch Condition Codes: Bird Watch Conditions shall be determined by the Supervisor of Flying (SOF) during wing flying operations or by Airfield Management when a SOF is unavailable or during times other than wing flying periods. Definitions can be found in the 48th FW and 100th ARW Bird Aircraft Strike Hazard (BASH) PLAN Operational Plan (available upon request)

Contract Officer (CO): An explicitly designated US Government representative with the authority to treat with the contractor regarding all aspects of the contract.

Contracting Officer Representative (COR): A functionally qualified person who has been appointed in writing by the Contracting Officer to who performs quality surveillance functions for the Government on the service provided by the Contractor. Contracting Officer may appoint multiple individuals as a COR, as deemed necessary.

Off-Base Control Zone: The area including up to three (3) statute miles around the perimeter of RAF Lakenheath and RAF Mildenhall directly affecting the wildlife conditions within the fenced in area.

Quality Control Plan: Plan submitted by the contractor which the US Government can use to inspect the contractor's performance metrics and evaluate the contractor's performance in meeting the service requirements outlined in this PWS.

Quality Control (QC): Those actions taken by the Contractor to ensure that they conform to the contract requirements.

100 ARW: 100th Air Refueling Wing (host unit at RAFM)

48 FW: 48th Fighter Wing (host unit at RAFL)

AFI: Air Force Instruction

AFMAN: Air Force Manual

AFR: Air Force Regulation

AGL: Above Ground Level

BASH: Bird Airstrike Hazard

CTC: Counter-Terrorism Check

DOD: Department of Defense (U.S.)

DODD: Department of Defense Directive

FAR: Federal Acquisition Regulation

FOD: Foreign Object Debris/Damage

HAC: Host Agency Check

LFC: Local Files Check

PWS: Performance Work Statement

JSP: Joint Service Publication

MOD: Ministry of Defense (U.K.)

RAFL: Royal Air Force Lakenheath

RAFM: Royal Air Force Mildenhall

SC: Security Check

UKSV: United Kingdom Security Vetting

**APPENDIX B
MANDATORY COMPLIANCE PUBLICATIONS AND FORMS**

The Government can provide copies of the below AF Publications and Instructions that are not available at the below website.

Available on the Air Force e-Publishing website: <http://www.e-publishing.af.mil/>

<u>Publication No.</u>	<u>Title</u>
AFI 13-213	Airfield Management
AFI 91-202	The US Air Force Mishap Prevention Program
AFI 91-301	Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program
AFPAM 91-212	Bird Aircraft Strike Hazard (BASH) Management Techniques
AFMAN 91-201	Explosives Safety Standards
100th ARW	Mildenhall Instruction (MILDI) 13-213, Airfield Driving
48th FW	Lakenheath Instruction (LAKI) 13-213, Airfield Driving
48th FW	48th FW Bird Aircraft Strike Hazard (BASH) BASH PLAN Operational Plan (Available Upon Request)
100th ARW	100th ARW Bird Aircraft Strike Hazard (BASH) BASH PLAN Operational Plan (Available Upon Request)

NOTE: RAFL & RAFM BASH plans are subject to change throughout the life cycle of this acquisition. The Contractor will be involved in any substantial changes to these plans.

UK and EU Publications:

The Government is not responsible for providing the below publications. These are listed to help potential offerors with compliance with UK/EU laws and regulations. If a UK/EU law or regulation is needed, it is the responsibility of the contractor to obtain their own copy.

CAA CAP 772	Bird Strike Risk Management for Aerodromes
MOD JSP 482	Explosives Regulation
MoD JSP 362	Defence Lands Handbook(esp Chps 5, 9 and Annexes B and F)

Hedgerow Regulations 1997
Biocidal Products Directive 98/8/EC (HSE 2004)
Birds Directive (79/409/EEC)
Conservation of Habitats (&c) Regulations 1994
The Countryside and Rights of Way Act 2000
JSP 418 Sustainable Development and Environment Manual (esp Leaflets 3 and 4)
Wildlife and Countryside Act of 1981
Site of Special Scientific Interest (SSSI) issued by Natural England

APPENDIX C

Retrieved from <http://www.sssi.naturalengland.org.uk/Special/sssi/old/OLD1006393.pdf>

Site name: RAF Lakenheath, Suffolk

Operations Likely To Damage The Special Interest

Standard

Ref. No.	Type of Operation
1	Cultivation, including ploughing, rotovating, harrowing, and re-seeding.
2	The introduction of grazing.
3	The introduction of stock feeding.
4	Mowing or cutting vegetation and alterations to the mowing or cutting regime (such as haymaking to silage).
5	Application of manure, slurry, silage liquor, fertilizers and lime.
6	Application of pesticides, including herbicides (weed killers).
7	Dumping, spreading or discharge of any materials.
8	Burning.
9	Release into the site of any wild, feral or domestic animal*, plant or seed or microorganism (including genetically modified organisms).
10	Killing, injuring, taking or removal of any wild animal*, (including dead animals or parts thereof), or their eggs and nests, excluding pest control and disturbing them in their places of shelter.
11	Destruction, displacement, removal or cutting of any plant or plant remains, including herb, moss, lichen, fungus, leaf-mould, turf etc.
12	The introduction of tree and/or woodland management including planting.
13a	Drainage (including the use of mole, tile, tunnel or artificial drains).
14	Alterations to water levels and tables and water utilization (including irrigation, storage and abstraction from existing water bodies and through boreholes).
15	Infilling of ditches, dykes, drains, ponds, pools, marshes or pits.
20	Extraction of minerals, including sand and gravel, topsoil, subsoil, chalk, lime, and spoil.
21	Destruction, construction, removal rerouting or regarding of roads, tracks, walls, fences, hardstands, banks, ditches or other earthworks, or the laying, maintenance or removal of pipelines and cables, above or below ground.
22	Storage of materials.
23	Erection of permanent or temporary structures, or the undertaking of engineering works, including drilling.
26	Use of vehicles or aircraft likely to damage features of interest.
27	Recreational or other activities likely to damage features of interest.
28	Game management and hunting practices and alterations to game management and hunting practice.

* 'animal' includes any mammal, reptile, amphibian, bird, fish or invertebrate.