



**United States Department of Homeland Security
Office of Procurement Operations**

Task Order: HSHQDC-17-F-00044

For

**International Expert Engagement and Analysis of
Countering Violent Extremism (CVE) Evaluations**

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 Supplies/Services

The Contractor shall provide all personnel, facilities, equipment, material, supplies, and services as necessary to fulfill the task order in accordance with the Statement of Work (SOW) (Section C).

B.2 Anticipated Task Order Type

This is a Time-and-Materials type Task Order.

B.3 Price Schedule

Task Orders shall be priced using the labor categories and rates shown in the Section J -- Attachment J.1- Pricing Schedule to quote a Time & Material NTE ceiling for this individual task order. All labor categories and pricing shall be in accordance with each quoter's BPA Contract. Discounts to BPA Labor Rates are encouraged. The provided travel and materials costs shall not be adjusted.

(End of Section B)

SECTION C – Scope of Work

C.1 Background and Scope of Work

Due to the growing threat of violent extremism, DHS has prioritized efforts to counter violent extremism (CVE). FRG supports the Department-wide CVE mission through investments in the advancement of operationally-relevant, end-user focused, applied social and behavioral science research, and evidence-based initiatives. Findings from these activities ultimately enable policy makers and operational end users to make informed decisions to divert vulnerable individuals, prevent potential offenders, mitigate vulnerabilities, and enhance community resilience in the face of violent extremism. DHS has focused CVE programs designed to effectively engage communities at the local level. Parallel to these efforts, S&T is currently funding independent and external assessments of local CVE pilot programs in Boston and Los Angeles to determine the impacts and outcomes and help practitioners and policy makers choose effective programs to counter violent extremism.

Furthermore, the threat of violent extremism extends well beyond the borders of the United States. Violent extremism is a growing and increasingly complex threat affecting many of our valued partners abroad. Many international partners have identified the need to invest in CVE programs as a mitigation effort aimed at diverting individuals who support or commit ideologically-motivated violence to further political goals. The local CVE programs developed by foreign partners are often uniquely tailored to address their respective problem sets, however the need to evaluate the effectiveness of these programs has been expressed as a priority

throughout CVE engagements with foreign partners, including the *5RD Research Workshop to Counter Violent Extremism* hosted by DHS S&T in August 2015.

DHS S&T will support the global effort to share CVE research, findings, best practices, and program commonalities that can be used to further our ability to expand VE programs to new communities in ways that are safe and effective. In order to do this, DHS S&T will conduct an international data collection effort among CVE experts to elicit findings on metrics, methods, and results from CVE program evaluations.

The DHS S&T FRG will coordinate data collection with several foreign CVE researchers and practitioners with direct experience implementing or evaluating local CVE programs in their respective countries. DHS will seek to identify key experts in those countries whose CVE programs are relatively mature and bound by similar policy, legal, and civil rights constraints that the United States must ensure while engaging local communities. This scope is to ensure that data collected from international partners will have relative commonalities so that findings and recommendations can be applied across governments and unique CVE frameworks.

The objective of this project is to understand the methods and metrics being used in evaluating CVE programs by foreign partners, and furthermore, to ensure preliminary results from evaluations are being considered during ongoing planning and implementation of CVE programs across foreign partners. The key element of this project will be international expert elicitation for data and findings that will be synthesized into a comprehensive analysis with recommendations and findings relevant not only to DHS and the United States of America, but our valued partners as well.

C.2 Specific Requirements/ Task Areas

Task 1: Project Management and Reporting

Specific Tasks: Task 1

- 1.1. The contractor shall provide a written Project Management Plan to the FRG Program Manager detailing the steps included in accomplishing the following tasks and indicating the expected duration of the individual steps.
- 1.2. The contractor shall provide bi-weekly progress update with FRG Program Manager. The contractor shall distribute an agenda before the meeting and minutes/action items after the meeting.
- 1.3. The contractor shall provide written monthly reports to FRG Program Manager. The template for the monthly report must be approved by the FRG Program Manager, but will include, at a minimum, budget expenditure and task progress.
- 1.4. The contractor shall conduct a project closeout meeting to include the FRG Program Manager and key stakeholders from DHS Headquarters and the Interagency Task Force.

Task 2: International Expert Elicitation Preparation

Specific Tasks: Task 2

2.1. In close consultation with FRG Program Manager, the contractor shall identify key international CVE experts with equities in CVE program implementation and evaluation to be included in data collection efforts. The Contractor shall provide the FRG Program Manager with a document that identifies these individuals.

2.2. Once the international CVE experts have been identified and accepted, the contractor shall develop a data collection plan that details the proposed collection methods. The draft data collection plan shall be submitted and accepted by FRG Program Manager before beginning Task 2.3.

2.3. The contractor shall facilitate logistical planning for expert elicitation. The nature of these responsibilities will be coordinated with FRG Program Manager may include relevant tasks such preparation materials, agendas, or report to participants prior to data collection.

Task 3: Final Report and Outcomes Analysis

Specific Tasks: Task 3

3.1. The contractor shall provide proceedings/evaluations from the expert elicitation. Two weeks after the conclusion of data collection, the contractor shall provide initial proceedings and minutes to the FRG Program Manager.

3.2. The contractor shall prepare a Final Report and Outcome Analysis. The objective of the expert elicitation is to enable all participants to compare inputs, outputs, outcomes, assessments and findings from multiple CVE programs and evaluations across foreign partners. The final report shall be comprehensive and be capable of serving as a reference document, incorporating all relevant information gathered from the elicitation, to guide policy and operational decisions among all international partners in attendance. Final report materials shall be approved by FRG Program Manager and will undergo an extensive review process from FRG Program Management office for content and readability, and a graphic designer will be used by FRG to help make these products visually appealing.

(End of Section C)

SECTION D - PACKAGING AND MARKING

All terms and conditions in each quoter's BPA remain unchanged and in full force and effect.

(End of Section D)

SECTION E - INSPECTION AND ACCEPTANCE

All terms and conditions in each quoter's BPA remain unchanged and in full force and effect. In addition, FAR 52.246-6, Inspection of Services – Time and Materials or Labor Hour (May 2001) applies.

(End of Section E)

SECTION F - DELIVERIES OR PERFORMANCE

F.1. FAR 52.252-2, CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

All terms and conditions in each quoter's BPA remain unchanged and in full force and effect.

F.2 Period of Performance

- ***Base and Option Periods –**

CLINs	
Base Period	Period of Performance
0001 (Labor)	8 months from date of Award
0002 (Travel/ODCs)	8 months from date of Award

F.3 Place of Performance

The performer will execute the work under this RFQ at the performer's or at the subcontractor's facilities.

F.4 Deliverables: Meetings, Plans and Reports

General Report Requirements - The Contractor shall provide all written reports in electronic format with read/write capability using applications that are compatible with DHS workstations (Windows XP and Microsoft Office Applications) in accordance with Deliverables Table below:

Task Order Deliverables:

Task	Deliverable	Description	Due Date
1	--	Project Management	--
1.1	Project Management Plan	Detail the steps included in accomplishing the following tasks and indicating the expected duration of the individual steps.	3 weeks from date of award
1.2	Bi-Weekly Progress Update	Biweekly Progress Updates will be scheduled by the contractor and include written meeting minutes and action item tracking. The final version requires approval by the DHS S&T Program Manager.	Bi-weekly for the duration of the Period of Performance
1.3	Monthly Reports	Quarterly report formats will be approved as part of the PMP (Task 1.1) but will, at a minimum, include budget expenditure and task progress. The final version requires approval by the DHS S&T Program Manager.	28 th day of each Month for the duration of Period of Performance
1.4	Closeout Meeting	Contractor shall conduct a project closeout meeting to include the FRG Program Manager and key stakeholders from the DHS HQ.	15 days prior to expiration of award
2	--	International Expert Elicitation	--
2.1	Key Foreign Experts Document	Document identifying key international CVE experts with equities in CVE program implementation and evaluation that will be included in data collection efforts	45 days after award
2.2	Draft Data Collection Plan	Draft data collection plan that details proposed collection methods for expert elicitation. Draft data collection plan shall be cleared and accepted by FRG Program Manager.	2 months after award
2.2	Final Data Collection Plan	Final data collection plan, approved by the FRG Program Manager, that details the finalized collection methods to be used for expert elicitation	3 months after award
2.3	Briefing Materials, Agendas	Materials (agendas, briefing slides, etc.) necessary for the conduct of the expert elicitation	4 months after award
3	--	Final Report and Outcome Analysis	--

3.1	Meeting Minutes/Proceedings	Meeting Minutes and Proceedings from the expert elicitation session.	2 weeks after completion of expert elicitation
3.2	Draft Final Report and Outcome Analysis	Draft report that incorporates all relevant information gathered from the elicitation in a manner that can be used to guide policy and operational decisions among all international partners who participated in the elicitation.	7 months after award
3.2	Final Report and Outcome Analysis	Final report that incorporates all relevant, finalized, and approved information gathered from the elicitation in a manner that can be used to guide policy and operational decisions among all international partners who participated in the elicitation.	8 months from date of award

All other terms and conditions in each quoter's BPA remain unchanged and in full force and effect.

(End of Section F)

SECTION G - CONTRACT ADMINISTRATION

G.1. Contracting Officer's Representative (COR)

G.1.1 The Contracting Officer's Representative (COR) that will be responsible for the day-to-day coordination of this task order. The COR for this task order is designated in accordance with Homeland Security Acquisition Regulation (HSAR) 3052.242-72 **Contracting Officer's Technical Representative (DEC 2003)** included in this task order.

G.1.2 The COR for this task order is:

Kathleen Deloughery, Ph.D.

E-Mail: Kathleen.Deloughery@hq.dhs.gov

Telephone: (b)(6)

G.1.3 The COR will represent the task order Contracting Officer in the administration of technical details within the scope of the task order. The COR is also responsible for final inspection and acceptance of all task order deliverables and reports, and such other responsibilities as may be specified in this task order. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government that affect, price, quality, quantity, delivery, or other terms and conditions of this task order. If, as a result of technical discussions, it is desirable to modify task order obligations or specifications, changes will be issued in writing and signed by the Contracting Officer.

G.2. Contracting Officer and Contract Specialist

G.2.1 The Contracting Officer (CO) is the only person authorized to approve changes to any of the terms and conditions of this task order. In the event the Contractor effects any changes at the direction of any person other than the CO, the changes will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in prices incurred as a result thereof. The CO shall be the only individual authorized to accept nonconforming work, waive any requirement of the task order, or to modify any term or condition of the task order. The CO is the only individual who can legally obligate government funds. No cost chargeable to the proposed task order can be incurred before receipt of a fully executed task order, which includes any subsequent modifications or other specific written authorization from the CO.

The Contractor shall not comply with any order, direction or request of government personnel unless it is issued in writing and signed by the CO, or is pursuant to specific authority otherwise included as a part of this task order. No order, statement, or conduct of government personnel, other than the CO, who visit the Contractor's facilities or in any other manner communicate with Contractor personnel during the performance of this task order shall constitute a change under the Changes clause included in this task order.

G.2.2. The Contracting Officer and Contract Specialist for this task order is:

Richard Simons
Richard.Simons@hq.dhs.gov
(b)(6)

G.3. Contractor Key Personnel

G.3.1. Pursuant to **HSAR 3052.215-70 Key Personnel or Facilities (DEC 2003)**, the personnel specified below are considered essential to the work being performed under this task order and may, with the consent of the contracting parties, be changed from time to time during the course of the task order by adding or deleting personnel, as appropriate. Before removing or replacing any of the specified individuals, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and enable the Contracting Officer to evaluate the potential impact of the change on this task order. The Contractor shall not remove or replace personnel until the Contracting Officer approves the Change.

G.3.2 The Key Personnel under this task order are:

Ji Sun Lee, Senior Advisor

Key Personnel Duties:

Senior Advisor: Manages the overall research and development (R&D) team in the execution of tasks identified in the SOW. The Senior Advisor will provide program support and technical expertise to ensure the timely delivery of high quality (b)(6) and R&D products as

specified in the SOW. This includes tracking milestones, developing project plans, leading task order teams, delivering actionable scientific findings to DHS S&T Program Managers, and reporting on program progress that includes technical, (b)(6) and financial reports. The Senior Advisor shall oversee the performance of the R&D team, ensure quality assurance is in place for work products, and contribute directly to the timely execution of the SOW.

G.4. Preparation of Vouchers

Payment vouchers shall be prepared in accordance with paragraph G.1 of each quoters BPA.

G.4.1 Payment Address.

The contractor will deliver a monthly invoice on the 15th day of each month. The payment address for DHS S&T payments is as follows:

Invoices should be e-mailed to: InvoiceSAT.Consolidation@ice.dhs.gov; with CC to the COR (b)(6) and the Contracting Officer (Richard.Simons@hq.dhs.gov)

Invoices can be mailed to: U. S. DHS – ICE
Attn: S&T Directorate
Burlington Finance Center
P. O. Box 1000
Williston, Vermont 05495-1000

G.5. Billing Instructions

(a) T&M vouchers and required supporting documentation shall be submitted pursuant to FAR

52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

G.6. Other Direct Costs

In accordance with GSA Schedule policy, ODCs shall not exceed \$3,500.00 for the entirety of this task order. Before incurring any ODCs, such as for the purchase of consumable materials or supplies, the Contractor shall obtain the Contracting Officer's prior written consent. If the Contracting Officer consents to such purchase, such item shall become the property of DHS. The Contractor shall maintain any such items according to currently existing property accountability procedures. The Contracting Officer and COR will determine the final disposition of any such items.

G.7. Travel Costs

The travel procedures, approval process, and reimbursement guidelines are identified under in accordance with G.1 of each quoters BPA.

Domestic and international travel will be required under with this task order. Local travel is anticipated throughout the year. Travel shall be in accordance with the Federal Travel Regulation (FTR).

G.8 DHS-Furnished Information

DHS will provide DHS information, materials, and forms unique to DHS to the contractor to support tasks under this SOW. Such DHS-provided information, materials, and forms shall remain the property of DHS, unless otherwise indicated in writing by DHS, and may not be distributed beyond the contractor's project performers without DHS's prior written permission.

- a. The DHS COR identified in this SOW will be the point of contact for identification of any required information to be supplied by DHS.
- b. The contractor will prepare all documentation (e.g., meeting and report deliverables or monthly status reports) according to the guidelines provided by DHS.

G.9. DHS-Furnished Facilities, Supplies, and Services

If work at DHS-provided facilities is necessary for the services being performed under this SOW, such facilities will be provided at S&T's office in Washington, D.C. Parking facilities are not provided, however several commercial parking facilities are located near S&T's office. Basic facilities such as work space and associated operating requirements (e.g., phones, desks, utilities, desktop computers, and consumable and general purpose office supplies) will be provided to contractor personnel working in S&T's office.

G.10. DHS-Furnished Property

DHS property will not be provided to the contractor or any of their performers unless otherwise agreed in a task order issued under this RFQ. In such instances, DHS will maintain property records.

Before purchasing any individual item equal to or exceeding \$3,500 that is required to support technical tasks performed pursuant to this SOW, the performer shall obtain the DHS S&T Contracting Officer's prior written consent. If the DHS S&T Contracting Officer consents to such purchase, such item shall become the property of DHS. The performer will maintain any such items according to currently existing property accountability procedures. The DHS S&T Contracting Officer will determine the final disposition of any such items in writing.

G.11. Security Requirements

All work performed under an subsequent task order will be unclassified unless otherwise specified by DHS.

G.12. Funding Requirements

DHS will provide funding in accordance with DHS' appropriations and available funds.

G.13. Additional Points of Contact

Additional DHS POCs are as follows:

- Financial Analyst
Clifford Perry

(b)(6)

(b)(6)

The Contractor POCs are as follows:

- Technical POC
Ji Sun Lee, JD
jisun@rti.org
(b)(6)
- Financial POC
David M. Stratton
919-541-7397
stratton@rti.org

(End of Section G)

SECTION H – SPECIAL CONTRACTING REQUIREMENTS

All terms and conditions in each quoters BPA and respective GSA Schedule contract remain unchanged and in full force and effect

(End of Section H)

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at <http://acquisition.gov/comp/far/index.html>

I.2 Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Incorporated by Reference: All Federal Acquisition Regulation Clauses Incorporated by Reference in each quoters BPA and GSA Schedule Contract remain unchanged and in full force and effect. In addition, the following, additional FAR Clause is incorporated by reference:

FAR 52.204-14, Service Contract Reporting Requirements (Jan 2014)

FAR 52.227-16, Additional Data Rights (June 1987)

FAR 52.232-7, Payments under Time-and-Material and Labor Hour Contracts (Aug 2012)

I.3 FAR Clauses Incorporated by Full Text

All Federal Acquisition Regulation Clauses Incorporated in Full Text in each quoters BPA and GSA Schedule Contract remain unchanged and in full force and effect. In addition, the following FAR Clauses are hereby incorporated in Full Text to this RFQ:

N/A

I.4 HSAR Clauses Incorporated By Full Text

All HSAR clauses found in each quoters BPA remain unchanged and in full force and effect. In addition, the following HSAR Clauses are hereby incorporated by full text into this RFQ:

I.4.1 HSAR 3052.215-70 Key Personnel or Facilities (Dec. 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel under this Contract: Senior Advisor

Name: *Ji Sun Lee, JD*

E-mail: *jisun@rti.org*

Tel (b)(6)

(End of clause)

I.4.2 HSAR 3052.242-72 Contracting Officer's Technical Representative (Dec. 2003)

a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction,

not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

(End of clause)

(End of Section I)

SECTION J - LIST OF ATTACHMENTS

Attachment J.1: Task Order Pricing Schedule (*1 page*)

(End of Section J)

SECTION K - REPRESENTATIONS AND CERTIFICATIONS

All terms and conditions under Section K of the quoter's BPA contract remain unchanged and in full force and effect.

(End of Section K)

PRICING SCHEDULE - HSHQDC-17-F-00044

BASE EFFORT (SOW Tasks 1-3)	BPA Labor Category	BASE PERIOD (8 months)			TOTAL
		Hours	Fixed Hourly Rate	Cost	Total Cost
Senior Advisor		250	\$254.25	\$63,562.50	\$63,562.50
Mid Level Social Scientist 2		0		\$0.00	\$0.00
Research Assistant 2		400	\$83.21	\$33,284.00	\$33,284.00
Associate Social Scientist 2		800	\$120.77	\$96,616.00	\$96,616.00
Mid Level Statistician 2		0		\$0.00	\$0.00
Research Assistant 1: Statistician		0		\$0.00	\$0.00
Total CLIN Labor		1,450		\$193,462.50	\$193,462.50

TOTAL LABOR VALUE		1,450		\$193,462.50	\$193,462.50
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MATERIALS (Note 2 & 3)		Quantity	Unit Cost	Cost	Total Cost
Materials				\$3,500.00	\$3,500.00
Travel				\$75,010.00	\$75,010.00
G&A		78,510	23%	\$18,057.30	\$18,057.30
Total Materials				\$96,567.30	\$96,567.30

TOTAL COST				\$290,029.80	\$290,029.80
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Note 1: The rates should be fully burdened labor rates **for effort performed by the Prime contractor** (including indirect costs and profit).

Note 2: Materials include direct materials, subcontracts for supplies and incidental services, and other direct costs (e.g., travel, computer usage charges).

Note 3: Profit is NOT allowable on Materials.