



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

FREEDOM OF INFORMATION ACT/PRIVACY PROGRAM

January 23, 2019

In reply refer to: FOIA #BPA-2019-00215-F

John Creek

Request received via email from: (b) (6)

Dear Mr. Creek,

This communication is the Bonneville Power Administration's (BPA) final response to your request for agency records made under the Freedom of Information Act, 5 U.S.C. § 552 (FOIA). Your records request was received on December 3, 2018, and was formally acknowledged on December 6, 2018.

Request

“The current Master Contract/Statement of Work between Inter-Con Security Systems and BPA in its entirety.”

Clarification

Via email to the agency on December 7, 2018, you limited your request to only the Statement of Work for the current Master Contract.

Response

BPA conducted electronic searches for responsive records in the following agency offices:

Services Acquisition Team

Responsive records were gathered. BPA is herein releasing 99 pages of agency records responsive to your request, with no redactions applied.

Fee

There are no fees applicable to your FOIA request.

Certification

Pursuant to 10 C.F.R. § 1004.7(b)(2), I am the individual responsible for the records release and determinations described above. Your FOIA request BPA-2019-00215-F is now closed with all available agency records provided.

Appeal

The adequacy of the search may be appealed within 90 calendar days from your receipt of this letter pursuant to 10 C.F.R. § 1004.8. Appeals should be addressed to:

Director, Office of Hearings and Appeals
 HG-1, L'Enfant Plaza
 U.S. Department of Energy
 1000 Independence Avenue, S.W.
 Washington, D.C. 20585-1615

The written appeal, including the envelope, must clearly indicate that a FOIA appeal is being made. You may also submit your appeal by e-mail to OHA.filings@hq.doe.gov, including the phrase "Freedom of Information Appeal" in the subject line. (The Office of Hearings and Appeals prefers to receive appeals by email.) The appeal must contain all the elements required by 10 C.F.R. § 1004.8, including a copy of the determination letter. Thereafter, judicial review will be available to you in the Federal District Court either (1) in the district where you reside, (2) where you have your principal place of business, (3) where DOE's records are situated, or (4) in the District of Columbia.

You may contact BPA's FOIA Public Liaison, Jason Taylor, at the address at the letter header for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
 National Archives and Records Administration
 8601 Adelphi Road-OGIS
 College Park, Maryland 20740-6001
 e-mail at ogis@nara.gov
 telephone at 202-741-5770
 toll free at 1-877-684-6448
 facsimile at 202-741-5769

Questions about this communication may be directed to James King, CorSource Technology Group LLC, assigned to the BPA FOIA Office, at jjking@bpa.gov or/and 503-230-7621.

Sincerely,



Candice D. Palen
 Freedom of Information/Privacy Act Officer

[Responsive records accompany this communication.](#)

UNIT 4.1 — STATEMENT OF WORK FOR BPA HEADQUARTERS

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PART A – GENERAL INFORMATION

A.1. INTRODUCTION

This Statement of Work is for the acquisition of armed security officer services (protective force) at the Bonneville Power Administration (BPA) Headquarters in Portland, Oregon.

BPA has determined that the services provided under this contract are commensurate with the duties of a Guard I (limited use of Guard I) and Guard II as defined under the Protective Service Occupations category of the Department of Labor (DOL) document titled, "Service Contract Act Directory of Occupations." Therefore, services offered by the contractor must stipulate utilization of Guard I and Guard II personnel exclusively. Any employment of Guard I personnel during the performance of the contract other than that specified in the Statement of Work and allowed by the temporary waiver outlined in section B.4.B. *Exclusions to Armed Certifications and Credentials* may be considered grounds for termination for default.

This Statement of Work (SOW) is for the sole use of the security services provider and Bonneville Power Administration in order to administer this security services contract. All information, procedures, requirements, instructions and descriptions of duties contained in the SOW shall be protected from unauthorized disclosure, distribution, copying, other duplication, electronic transmission, and any other form of unauthorized use. This SOW shall not be provided in part or in full to any person, company, agency, representative or any other element not directly connected with this contract without the express written consent of the Contracting Officer. This document is identified as Critical Information. Under BPA's Information Protection Guidance, it is not required to be marked; however, controlled distribution and information security protections are required.

A.2. BACKGROUND

The Bonneville Power Administration (*hereinafter referred to as "BPA"*) is a federal agency, under the U.S. Department of Energy, that markets wholesale electrical power and operates and markets transmission services in the Pacific Northwest. The wholesale electrical power marketed by BPA comes from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several other small nonfederal power plants. BPA's customers include publicly owned and investor-owned utilities, as well as some large industries. BPA also sells or exchanges power with utilities in Canada and the Western United States. Revenue earned by BPA helps it fulfill public responsibilities that include low-cost and reliable power and investments in energy conservation and renewable resources. BPA also funds the region's efforts to protect and rebuild fish and wildlife populations in the Columbia River Basin.

As a major provider of electrical power throughout the northwest, BPA and its resources are designated as critical assets under the national energy infrastructure covered by Presidential Decision Directive 63 (PDD-63), issued by the Clinton administration in 1998. The original purpose of PDD-63 was to require federal agencies to ensure the continuity and viability of physical and computer-based systems essential for minimal functioning of the U.S. government and economy in case of a terrorist attack. Following the terrorist acts of September 11, 2001, PDD-63 was superseded by HSPD-7 (Homeland Security Presidential Directive No. 7), issued by President George W. Bush to update policies intended to protect the country from terrorist attacks.

Under HSPD-7, federal departments and agencies are required to develop methods and technologies to protect all critical infrastructures and key resources of the government and economic sector. The primary intent of HSPD-7 is to prevent the exploitation, incapacitation, or destruction of these infrastructures and resources. Accordingly, national resources such as BPA's hydro-electric grid are deemed critical to the economic prosperity, national defense, and quality of life of the United States. Therefore, BPA seeks a partnership with a security provider who is equipped and prepared to play a valuable role in helping BPA protect a vital portion of our nation's critical energy infrastructure.

A.3. PLACE OF PERFORMANCE

The Contractor shall perform security officer services at the BPA's facilities at the following locations:

BPA Headquarters building, located at 905 NE 11th Avenue and surrounding areas as described in this SOW.

A.4. GOVERNMENT-FURNISHED MATERIALS AND EQUIPMENT

- A. Facilities, workstations, computers, printers, and other associated equipment will be provided for security officer and security supervisor use under this Contract.
- B. Maps, floor plans and procedures will be provided to the Contractor as needed for distribution to appropriate posts and personnel. The Contractor will be responsible for maintaining these materials in the post books. The contractor will protect this information in accordance with BPA Information Protection Program standards.

A.5. CONTRACTOR-FURNISHED MATERIALS AND EQUIPMENT

The Contractor shall furnish all training, personnel, uniforms, equipment, materials, and supervision to maintain the physical security of the BPA Headquarters, employees, and visitors.

- A. The Contractor shall provide the following items of operational equipment:
 - 1. One hand-held portable public address system with batteries.
 - 2. One hand-held, battery-operated spotlight with batteries.
 - 3. Sufficient radio/cell phone equipment, to maintain contact with security officers and BPA Headquarters Facilities personnel.
 - 4. One (1) each 800 MHz capable hand held radio to be compatible with assigned frequencies as determined by BPA to be maintained at the local office and all security posts for the BPA Headquarters. Additionally, a base station on the 800 MHz frequency shall be provided for Headquarters Post 1 and the HQ Security Supervisor's Office.
 - 5. A copy of Emergency Procedures and any call-out rosters for the Headquarters building shall be furnished by BPA and shall be maintained by the Contractor at each site. These documents shall be protected in accordance with BPA Information Protection Program standards.
 - 6. Vehicles – No vehicles will be utilized for the BPA Headquarters.
 - 7. Uniforms shall be of professional appearance, color-coordinated police/security style uniforms that are standard issue by the Contractor and worn by all security officers and security supervisors.
 - 8. The following items of clothing and equipment shall be issued to and placed in the care and custody of each employee. Adjustments or changes to these requirements must be approved by the COTR:
 - a. Rain and cold weather gear as required.
 - b. A name tag that is professional in appearance with the first initial and last name of the officer to be worn in a consistent location on the uniform.
 - c. Duty belt with minimum level II retention holster, magazine pouch, handcuff pouch, and other equipment approved by the COTR.
 - d. Black security or police style duty boots or shoes.
 - e. Black gloves.
 - f. Whistle.
 - g. Security badge meeting requirements of Oregon laws.
 - h. Ballistic body armor meeting U.S. Department of Justice National Institute of Justice Standard 0101.03, Classification Type II-A.
 - i. Sufficient numbers of uniform pants, short sleeve shirts, and long sleeve shirts for each officer to maintain uniform cleanliness and professional appearance.
 - j. Security/law enforcement style jacket, with high visibility security identification.
 - k. OC spray pouch.
 - l. All appropriate OSHA required safety equipment. This includes applicable CPR/blood

borne pathogen protective equipment and latex safety gloves.

9. At a minimum, the following items of equipment shall be issued to employees at the start of each shift. Additional items deemed necessary by the Contractor must be approved by the COTR:
 - a. Handcuffs and handcuff key.
 - b. OC Spray.
 - c. Flashlight.
 - d. Glock 22 Pistol.
 - e. Three fully loaded Magazines, one round for the chamber. Magazine capacity will be the maximum allowed by law.
 - f. Radio, or other means of communication as required.
10. The Contractor shall provide a secure, lockable cabinet sufficient for the secure storage of weapons at the arming point for the BPA Headquarters. Information pertaining to the weapons storage cabinet shall be submitted to the COTR for approval upon award of the contract.
11. The Contractor shall provide an approved bullet containment device for the issuance of duty weapons at the arming point for service at the BPA Headquarters.
12. All Contractor-provided equipment shall be appropriately marked and identified as belonging to the Contractor.

A.6. FEDERAL HOLIDAYS

BPA observes the following Federal Holidays:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

A.7. ACRONYM DEFINITIONS AND INFORMATIONAL LINKS

Acronyms:

BMS Room: Building Management System Room. BMS rooms at the BPA HQ house critical facilities operations equipment.

HSPD: Homeland Security Presidential Directive

JTS Room: Joint Tenant Space. Data services and equipment rooms on each floor of BPA HQ, shared by GSA.

PACS: Physical Access Control Systems.

WSO: Weapons Safety Officer. A security officer or security supervisor who is knowledgeable, trained, and designated to oversee weapons issuing and arming/disarming of personnel for shift change purposes.

A.8. DOCUMENTATION

Codified Federal Regulations (CFRs)

www.ecfr.gov/cgi-bin/text-idx?tpl=%2Findex.tpl

<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=41:3.1.1.3.22#41:3.1.1.3.22.3.326.3>

DOE Order Order 470.4b, Appendix B, Sections 1, "Facility Clearances and Registration," and 2 "Foreign Ownership, Control or Influence (FOCI)."

<https://www.directives.doe.gov/directives/0470.4-BOrder-b/view>

Executive Order 12829

<http://www.archives.gov/isoo/policy-documents/eo-12829.html>

HSPD-7

<http://www.dhs.gov/homeland-security-presidential-directive-7>

HSPD-12

<http://www.dhs.gov/homeland-security-presidential-directive-12>

NERC CIP Standard 006

<http://www.nerc.com/page.php?cid=2|20>

Oregon Department of Safety, Standards, and Training (Oregon DPSST)

<http://www.oregon.gov/DPSST/PS/pages/index.aspx>

Oregon Revised Statutes

<http://www.leg.state.or.us/ors/>

Privacy Act 1974

<http://www.justice.gov/opcl/privstat.htm>

SF 328

http://hss.doe.gov/HQSecOp/foreign_ownership/FOCI_SF328_INSTRUCTIONS.pdf

<http://www.gsa.gov/portal/forms/download/116246>

U.S. Department of Justice National Institute 0101.03 Classification Type II-A

www.ncjrs.gov/pdffiles1/nij/189633.pdf

18 USC 793

<http://codes.lp.findlaw.com/uscode/18/l/37/793>

18 USC 794

<http://codes.lp.findlaw.com/uscode/18/l/37/794>

PART B – WORK AND SERVICE REQUIREMENTS

B.1. GENERAL REQUIREMENTS

The overall purpose of this contract is to provide an aggregate of approximately 28,072 annual hours of security officer services and approximately 3,040 annual hours of supervisory services for the BPA Headquarters. Additional security services may be requested by BPA for special events, higher threat conditions, emergency services, etc. It is projected that approximately 125 hours will be used annually for additional security services on an as-needed basis. The security services under this contract include but are not limited to the following:

- Armed guard services
- Protection of employees, facilities and property.
- Access control, including screening of visitors, vehicles, packages.
- Issuance of visitor badges and enforcement of BPA's ID badge policies.
- Operation and monitoring of automated access controls.
- Observation of building and fire warning systems and HVAC system warning panels and controls.
- Incident and alarm response.
- Application of compliance-based security requirements, to include maintenance of records associated with compliance requirements.
- Application of GSA building regulations.
- Interface with Federal Protective Service (FPS) and other law enforcement or emergency responders.

The BPA Headquarters is a General Services Administration (GSA), seven-story high-rise office structure with three levels of underground parking. The BPA Headquarters building (905 building) and the adjacent 911 federal building comprise the Eastside Federal Complex. The 905 building contains administrative offices for approximately 2,000 federal employees and contractors and is located at 905 NE 11th Avenue, Portland, Oregon.

BPA partners with the Federal Protective Service (FPS) on security strategies for the Eastside Federal Complex. FPS is responsible for the protection and security of federally owned and leased buildings and property and of federal personnel. In general, FPS operations focus on security and law enforcement activities that reduce vulnerability to criminal and terrorist threats. FPS protection and security operations include all-hazards based risk assessments; emplacement of criminal and terrorist countermeasures; law enforcement response; assistance to federal agencies through Facility Security Committees; and emergency and safety education programs.

FPS contracts security guard services for federal building access control, employee and visitor identification checks, security equipment monitoring, and roving patrols of the interior and exterior of federal property. Through memorandum of agreement, BPA's OSCO manages and contracts security services for the BPA HQ and works in cooperation with FPS to ensure security for the BPA HQ and Eastside Federal Complex meets both Department of Energy and GSA/DHS building security requirements.

BPA's contract security force is comprised of various posts including stationary access control, vehicle inspection, visitor processing, Closed Circuit Television (CCTV) camera monitoring, foot and vehicle patrols. Some posts will be twenty-four hours per day, seven days per week (24/7). The number, hours, and specific duties of these posts are described in sections B.12.

BPA reserves the right to assess security post needs and requirements as the security environment, contingency operations, and security needs change for the agency. In doing so, BPA may elect to add, eliminate, or modify security posts, post duties, or post hours associated with this contract; or BPA may activate security posts identified within this SOW that are currently identified as not active. Changes to security posting will be coordinated with the Contractor and the Contracting Officer and will be executed through a contract modification with the issuance of an updated SOW and signed by both the Contracting Officer and Contractor.

B.2. SECURITY CLEARANCE REQUIREMENTS

At a minimum, one of the contractor's principals and one supervisor shall have a DOE L (SECRET) security clearance or the L clearance in progress immediately following the award of the contract. After

the effective date of the contract, either the cleared principal or a cleared supervisor shall be available on a 24-hour basis. Changes in Security clearance requirements will be addressed as needed. In general, BPA will coordinate with the Contractor to obtain DOE L clearances for a sufficient number of security supervisors as determined by the COTR. The Contractor will notify BPA immediately upon discovery of circumstances that would impact the security clearance of an employee.

- A. Prior to being issued a Department of Energy (DOE) identification badge, employees of the Contractor will be required to accomplish the appropriate Personal Identity Verification (PIV) documentation that is required under HSPD-12. The PIV process will occur through the Personnel Security organization within BPA's Office of Security and Continuity of Operations (OSCO), who will supply the Contractor the necessary information and forms for this process. Employees of the Contractor will use the issued DOE ID badge for entry into the BPA Headquarters. Proximity cards may also be programmed and issued to security officers for access to other electronically controlled areas.
- B. Prior to award of this contract, the Contractor shall furnish to the Contracting Officer or COTR:
 - 1. A Certificate of Authority from the Corporate Division of the Oregon State Department of Commerce.
 - 2. A Certificate of Good Standing from the state in which the firm is incorporated.
 - 3. A facility security clearance from HQ, U.S. Department of Energy pursuant to Executive Order 12829.
 - 4. SF 328, Certificate Pertaining to Foreign Interests (or current form).
- C. The Contracting Officer (CO), or designee (COTR), will review the credentials of applicants proposed by the Contractor and reject any employee that, in the opinion of the Government, is not suitable for this contract. Under these circumstances, an appeals process will be provided to the Contractor.
- D. The Contractor shall follow all requirements described in DOE Order 470.4b, Appendix B, Sections 1, "Facility Clearances and Registration," and 2 "Foreign Ownership, Control or Influence (FOCI)."

B.3. STANDARD OPERATING PROCEDURES

The Contractor shall write and provide to the COTR within 90 days after the start of this contract, Standard Operating Procedures (SOP's) for the Contractor's operational and administrative use. BPA will provide information pertaining to procedures and policy in order to assist the Contractor with SOP development.

A. Contents of SOP

The following examples are provided for consideration but specific sections will be identified by OSCO and the Contract Manager.

- 1. Uniforms and standards of appearance.
- 2. Weapons and equipment issue, safety procedures, and accountability.
- 3. Functions and duties of the security officers.
- 4. Security officer authority.
- 5. Apprehension policies and procedures.
- 6. Response to bomb threats or suspected IED.
- 7. Response to intrusion alarms.
- 8. Response to unauthorized individuals.
- 9. Response to discovery of prohibited items.
- 10. Response to fire alarms.
- 11. Customer Service and Diversity Awareness Training
- 12. Access control procedures, including visitors.
- 13. Response to robberies and other violent crimes.
- 14. Providing motorist assistance.

15. Providing escort services to employees.
16. Radio communications procedures.
17. Enforcement of BPA motor vehicle regulations.
18. Use of force.
19. Report writing.
20. Traffic accident investigation.
21. Disaster Preparedness (include building evacuation procedures and shelter in place).
22. Lost and found property.
23. Building/Gate Security Checks.
24. CCTV monitoring procedures.
25. Alarm monitoring/response procedures.
26. Federal security alert procedures and levels of alert.
27. Familiarization with HQ parking procedures.
28. Familiarization with current issued Post Orders, Access Restrictions (Security Alerts and Access Status Notifications), Operations Bulletins, Special Notices, etc.
29. Vehicle inspection techniques and practices for detecting bombs or other dangerous materials.
30. Personnel screening (use of x-ray, hand wands, etc.).

B. SOP Distribution

The Contractor shall maintain current copies of applicable SOP's on site.

C. SOP Training and Familiarization

Prior to assignment to any post, the Contractor shall provide each new employee training sufficient to ensure a general familiarization of all BPA Posts and SOP's. The Contractor shall provide post specific training sufficient to ensure that the officer assigned to a post is thoroughly trained, knowledgeable of the post SOP's and capable of performing all duties associated with the post. The Contractor shall ensure that an officer assigned to a given post is also familiar with the duties of other posts that have operational interdependencies. Training will be recorded in individual Officer Training Manuals.

D. SOP Review Requirements

Unless otherwise directed by OSCO, the Contractor shall conduct quarterly reviews of officer knowledge and understanding of the SOP's for the post or posts which the officer is assigned. The reviews may be oral interviews, written exams, or practical demonstration, or a combination of all three.

The Contractor shall maintain adequate records as noted in B.7.B.17. Results of quarterly evaluations shall be provided to the COTR upon request. These results may also be used to determine future training requirements.

E. SOP Updates

The Contractor shall conduct annual reviews of SOP's and shall maintain a record of these reviews. The Contractor shall provide the COTR with updates and changes to SOP's as they occur and will incorporate change recommendations or requirements involving security operations from OSCO.

B.4. CERTIFICATIONS AND CREDENTIALS

A. Armed Certifications and Credentials

BPA's security program utilizes armed security officers. The Contractor shall fully comply with Oregon Revised Statutes, Oregon Department of Public Safety Standards and Training, and Oregon Administrative Rules. Each armed security officer assigned to Oregon facilities shall be licensed as an Oregon Armed Private Security Officer. Authorized Guard 1 (unarmed officers) shall be licensed as unarmed security officers in the state of Oregon. All supervisors shall also be licensed in the state of Oregon. Security supervisors and security officers shall carry their licenses with them at all times while on duty. During the length of this contract, DOE Protective Force requirements will be

assessed by the Contractor for feasibility of implementation when conducting self assessments as identified in section C.1.B. of this SOW.

B. Exclusions to Armed Certifications and Credentials:

This exclusion policy involves a temporary waiver of allowing licensed unarmed security officers to occupy designated posts while the administrative process for the armed license is completed. Under this policy, the contractor may use unarmed security officers only as specifically authorized by the COTR or designated representative from BPA's OSCO. It is expected that officers used under this exclusion policy will have completed all requirements for armed license including a successful qualification course of fire conducted and certified prior to assignment to these posts. In addition, the Contractor shall ensure that prior to assigning an officer to a post; the officer will have received the appropriate training and can demonstrate the knowledge, skills, and abilities to effectively conduct operations for the assigned post. The following posts may be used for this purpose for a period of no more than 30 days unless otherwise noted or approved by the CO/COTR:

1. HQ Post 6.
2. HQ Post 9.

C. Phase-In

Upon award of the contract, the Contractor shall provide BPA with a final phase-in (transition) plan that will ensure necessary staffing, certifications, training, and continuity are accomplished in accordance with this SOW in order to maintain effective security operations while the transition to this SOW is implemented. BPA will review and approve the final transition plan prior to the start of the contract. At a minimum the plan shall address:

1. Staffing Levels
2. Process for transitioning predecessor employees
3. Recruitment of new employees
4. Strategy for providing post coverage during breaks and meal periods
5. Supervisory plan implementation
6. Roles of management and administrative personnel
7. Communication methods and protocols
8. Inventory and equipment including weapons and ammunition
9. Daily transition event calendar

The Contractor shall provide weekly transition status reports during the transition period to address the following items:

1. Staffing
2. Permits, Licenses, and Registrations
3. Personnel clearances
4. Transition events/milestones
5. Equipment and uniform purchases

D. Phase-Out

The Contractor shall provide a list of current employees with suitability and certification expiration dates and employee seniority list when requested by the COTR or CO. The Contractor shall provide personnel records, including but not limited to, training, medical, suitability, and security records to the successor Contractor at least 60 days prior to expiration of this contract.

B.5. CONTRACTOR FURNISHED TRAINING

The Contractor shall develop a Job Task Analysis (JTA) and identify general training needs as well as post-specific training needs under this contract. JTA's and post certification processes shall be fully established and utilized within 90 days of the award of the contract. JTA information shall be used to develop post certification training and an overall Annual Training Plan, which the Contractor shall provide annually to the COTR. The Contractor shall be responsible for providing pre-employment training as

necessary to ensure all requirements listed under B.4.A. "Armed Certifications and Credentials" and B.5.1. below are fulfilled prior to any officer being placed on duty with this contract. Post employment training is defined as proficiency training and certification conducted after initial employment. Post employment training shall be conducted in accordance with section B.5.2. Pre-employment and post employment training shall be conducted and certified/documented at no additional cost to BPA.

B.5.1. PRE-EMPLOYMENT TRAINING

Certification of completion of pre-employment training and licensing requirements for new hire employees shall be furnished to the COTR prior to the employee performing duties under this contract. This notification may be in the form of an official letter, memorandum, or E-mail to the COTR. All officers shall be required to complete the following training prior to assignment on post:

- A. Oregon State licensing requirements, including successful completion of a firearms qualification course of fire, shall be conducted and certified by the Contractor prior to using post employment and other training allotments identified in this contract.
- B. Orientation training and task performance demonstration certification regarding the proper use and techniques for handcuffing as well as proper use and techniques for OC/pepper spray. The training shall also address the use of application of handcuffs and OC/pepper spray at appropriate use of force levels. This training shall be performed by a trainer credentialed as an instructor for less-than-lethal/use of force through Oregon State certification, or through other certification means approved by the COTR (e.g. – master use of force instructor certification, etc.). At the option of the Contractor, orientation training for handcuffs and/or pepper spray may be waived if a new-hire security officer can provide documentation of training for handcuffs and/or pepper spray occurring within 6 months of hire related to a previously held security, military, or law enforcement position. Such documentation shall become a part of the security officer's training record for pre-employment training.
- C. Red Cross or equivalent certification for First Aid and CPR, to include use of automated external defibrillator (AED).
- D. Prior to assigning a new-hire to any post, the Contractor shall provide the employee sufficient training to ensure a general familiarization of all BPA Posts and SOP's. The Contractor shall also provide post training and certification sufficient to ensure that the officer assigned to a post is trained, knowledgeable of the SOP's for the respective post, and capable of performing all duties associated with the post. Initial security post certification shall be completed within 30 days of the new hire's initial post assignment. The Contractor shall also ensure that an officer assigned to a given post is familiar with the duties of other posts that have operational interdependencies.

B.5.2. POST EMPLOYMENT TRAINING AND OTHER TRAINING ALLOTMENTS

- A. Post Employment License and Certification Refresher
 1. The Contractor shall provide refresher training to ensure all officers remain certified and qualified under requirements stated in section B.4.A. "Armed Certifications and Credentials." This requirement includes approximately four (4) hours annual range training and successful completion of firearms qualification course of fire for the state in which the officer is licensed.
 2. American Red Cross or equivalent CPR and First Aid training shall be conducted as required to maintain certifications. AED training shall be conducted annually for all officers.
 3. Annual security post certifications for security officers shall be accomplished through a process developed by the Contractor and approved by the COTR. The intent of post certifications is to ensure security officers retain current knowledge, skills, and abilities to adequately perform in the roles they are assigned. Initial security post certifications shall apply for currently employed security officers being assigned to perform duties at a new security post.

B. Firearms Training (16 hours)

The training outlined in this section is required in order to develop and maintain the firearms skills of security officers and supervisors assigned to this contract. This 16-hour block of training shall not include pre-employment or remedial training for officers who fail to qualify per state requirements. For remedial training see "Remedial Training". To the extent possible, the Contractor shall incorporate applicable elements of established Department of Energy training for firearms.

1. Frequency of Training

Firearms training shall be conducted quarterly in four (4) hour blocks. The Contractor may combine up to two blocks of training to be conducted in a single quarter to provide skills development for current licensed and qualified officers assigned to this contract. To the extent possible, it is expected that firearms training will be conducted in regular intervals throughout the year in order to limit the degradation of firearms skills from year to year.

2. Live Fire Range Training

A comprehensive firearms safety briefing shall be provided to all officers prior to commencement of firearms training (refer to section B.7.1.B.). All officers shall be required to meet the following minimum firearms proficiency qualifications and training requirements.

- a. Using the state or other course of fire approved by the COTR, qualify one additional time, approximately 6 months after state required licensing is completed. This can be in conjunction with the quarterly live fire training. All qualifications and attempts will be documented pass or fail and the score on a permanent record and will be available to the COTR upon request.
- b. All officers shall attend not less than four hours of live fire range training approximately every 3 months (except as noted for combining two 4 hour blocks). One 4 hour block of training shall be in the form of Confrontation Simulation (ConSim) training, or other forms of training approved by the COTR.
- c. The Contractor may combine up to two (2) quarterly training blocks for a total of 8 hours of training to be conducted within one quarter for officers who may need a more focused, longer block of training (see B.5.2.B.1. "Frequency of Training"). This allowance may be used one time per officer per year for officers assigned to this contract needing such training. Upon request, the Contractor shall provide documentation to the COTR of all officers who receive quarterly combined training.
- d. Training hours may not be distributed from one officer to another.
- e. Each quarterly block of firearms training shall have clearly defined goals and objectives. Each officer will be required to demonstrate satisfactory understanding and ability to perform the objectives of the training. Officers will receive adequate coaching and instructor guidance during the training. The Contractor shall maintain a record documenting the goals and objectives of each quarterly training session and provide these to the COTR upon request. The COTR shall be notified in writing of the results of all officers that failed to demonstrate satisfactory skill levels with the elements of the provided training. During the quarterly training periods the focus of training may be on one or more of the below listed elements or additional elements proposed by the contractor and approved by the COTR.
 - (1) Use of cover
 - (2) Moving with a firearm
 - (3) Shooting on the move
 - (4) Low light shooting principles
 - (5) Decision scenarios/confrontation-simulation

C. Remedial Firearms Training

1. Failing State Licensing Qualification Course of Fire

If at any time an officer or supervisor fails the required state licensing qualification course of fire, either for license renewal or in conjunction with the six month requirement noted in B.5.2.B.2. "Live Fire Range Training", BPA will consider the officer as not in compliance with the provision listed in the Statement of Work B.4.A. "Armed Certification and Credentials." The Contractor shall notify the COTR as soon as practical of any officer who fails a qualification course of fire. The Contractor shall have a period of 45 days to conduct needed remedial training in order to bring the officer into compliance with this Statement of Work without additional cost to the Bonneville Power Administration. If the officer is not brought into compliance within the 45-day grace period the officer will no longer be eligible to be posted as a Security Officer on this contract. The COTR may waive this requirement or extend the grace period if the COTR believes it is in the best interest of BPA.

2. Failing to Meet Quarterly Firearms Training Objectives

Officers who fail to meet quarterly training objectives shall receive remedial training in order to meet those objectives. Prior to attempting a qualification course of fire the officer shall demonstrate satisfactory understanding and skill level with the subject objectives.

3. Unsafe Firearms Handling

Unsafe firearms handling, negligent discharge of weapon, or any other unsafe acts in conjunction with the handling, training or use of firearms shall be reported to the COTR as soon as circumstances allow. Incidents, such as an accidental discharge, shall have a thorough inquiry accomplished by the Contract Manager and in coordination with OSCO and the BPA Safety Office. A report of the inquiry, to include root cause, remedial actions, and any necessary remedial training shall be provided to the COTR detailing corrective actions to be taken by the contractor.

D. Defensive Tactics Training (8 Hours)

1. Frequency and Scope of Training

All officers shall attend 8 hours of defensive tactics training on an annual basis. The training shall consist of the following elements unless otherwise approved by the COTR.

- a. Handcuffing.
- b. OC/Pepper spray refresher.
- c. Take down and apprehension techniques to include force continuum scenarios.
- d. Verbal Crisis Intervention (verbal commands for taking suspects into custody).
- e. Weapons retention.
- f. Officer safety and survival.

E. Other Periodic Training (10 Hours)

Other periodic training may include, but is not limited to the following:

1. Vehicle inspections techniques, DOE or equivalent.
2. OSCO subject briefings as needed.
3. Re-familiarization of applicable emergency and alarm response procedures.
4. Report writing.
5. Post documentation familiarization.
6. NERC CIP requirements and/or procedures.
7. Other Security Officer procedures.

F. Individual training classes conducted by the Contractor shall include the development of a training plan. Class training plans shall be maintained by the Contractor and made available to the COTR

upon request. Upon award of the contract, the class training plan format shall be provided to the COTR for approval. The class training plan shall include the following information (or other information approved by the COTR):

1. Training purpose, scope, and objective.
2. Training methodology.
3. Training resource needs, to include identified instructors.
4. Training schedule.
5. Training curriculum.
6. Training evaluation criteria.
7. After actions report (AAR) upon completion of training. The AAR shall be used to evaluate the success of the training and identify follow-up actions needed.

B.5.3. ON THE JOB TRAINING/CAREER DEVELOPMENT

A. On The Job Training (OJT)

The Contractor shall furnish OJT sufficient to ensure that officers assigned to this contract are knowledgeable and capable of performing the duties associated with this contract. OJT is intended to represent an ongoing and consistent activity usually conducted by the security supervisor or Contract Manager. This training will address specific needs for conducting the various day to day activities associated with post duties. OJT must be relevant to successful accomplishment of the BPA security mission. OJT will not be considered training in relation to section B.5.2.E. and will generally be conducted at no additional cost to BPA. However, BPA may request some OJT performed outside of normal duty hours and considered "additional security services." The Contractor will maintain a record and roster of officers completing OJT. The Contractor will provide a certification statement of OJT upon request by the COTR. OJT shall include a review of the contractor's firearms safety training program, DOE Vehicle Inspection Procedures, and may include, but is not limited to, the following:

1. Post documentation review.
2. Additional vehicle inspection techniques.
3. X-ray and magnetometer techniques.
4. Information bulletins, instructions, post operations, Operations Bulletins, etc.
5. Safety information.
6. Supervisory/Management one-on-one training.
7. Security Officer procedures/post procedures.
8. Emergency procedures.
9. Hazardous materials.

B. Career Development

US DOE, BPA and the Contractor may, from time to time, make available certain training material and resources to officers assigned to this contract. Various security-related training courses that carry some accreditation with certain colleges may be included. Some of these courses will be correspondence, computer based CD (compact disk) or web-based. The Contractor shall, as much as practical, allow for the on post study and completion of these courses as long as it does not interfere with the function of the post. When it is not practical for the study to be accomplished on post, the material may be signed out or issued to officers assigned to this contract for home study. This is considered voluntary career development. Use of career development training materials while on post must have the prior approval of the Contract Manager.

B.5.4. CONTRACTOR REQUIRED TRAINING AND BRIEFINGS

The Contractor may require employees to attend briefings, meetings, training or seminars relating to the specific conditions of employment under which officers are employed with the Contractor. These may include information pertaining to employee performance appraisals, employee benefits, contractor policy, compensation policy, and other issues that arise from time to time. To the extent practical these may be accomplished while the employee is posted on duty. However, the contractor will exercise due diligence with respect to prudent and reasonable judgment regarding the degradation of the security mission.

B.6. CONTRACT EMPLOYEE REQUIREMENTS

The Contractor shall ensure that all persons employed in the performance of the contract, prior to assignment to duty meet or exceed the following minimum criteria:

- A. All employees must be U.S. citizens.
- B. All employees must be at least 21 years of age to meet Oregon and/or Washington State armed guard licensing requirements.
- C. All employees must possess a high school education or equivalency certificate.
- D. All employees shall be physically able to perform all assigned armed security officer duties, functions, and activities. Employees performing in armed security officer and security supervisor positions shall have the ability to do the following: stand on post for long periods of time (e.g. - an 8-hour shift with applicable breaks required by law); be able to work outdoors during inclement weather or other conditions; be able to walk uneven terrain during foot patrols; be able to legally and safely operate a motor vehicle; be able to lift up to 40 lbs. without assistance; be able to be certified to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED); be able to successfully pass firearms qualification and certification without physical assistance, including kneeling and other firing positions.
- E. The Contractor shall ensure that each employee hired to work in the capacity of security officer or security supervisor is given a physical examination without additional cost to the Government or the employee prior to assignment to this contract, and every two years after initial hire, to ensure officers and supervisors are physically able and medically fit to perform their respective duties. When requested by BPA, the contractor shall provide a list of current employees with the date of their last physical examination.
- F. The Contractor shall have a program in place to ensure a drug-free workplace for employees assigned to the BPA contract. In addition, the contractor's program shall include at a minimum, processes for the initial drug screening of new-hire employees and random screening for employees assigned to the BPA contract. Drug screening shall be a 5-panel drug test regimen. DOE will request initial drug screening for contract employees obtaining an initial security clearance. In addition, DOE may randomly request BPA to drug screen a contract employee who holds a DOE clearance. Under these circumstances, the Contractor shall be notified in writing of the request. The Contractor shall then arrange for the initial (for clearance purposes) or random drug screening of the employee through their own established testing facility that is federally qualified to conduct drug screening. A hard copy of the test result shall be made available to the CO upon request and, if necessary, forwarded to DOE for record of compliance.
- G. All employees shall speak English and be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and materials, and shall be able to compose reports which convey complete information in English. Security officers shall be able to understand and perform basic computer keyboard operations relative to the operation of word processing and e-mail software (e.g. - *MS Word* and *MS Outlook*) and the cardkey access systems utilized by BPA (currently ProWatch).
- H. While on duty with this contract, security supervisors or security officers shall not supervise or attend to any other contract or duties not directly related to the performance of this contract without the written consent and approval of the CO and Chief Security and Continuity Officer. Employees assigned to the contract will not be current government employees.
- I. Part time security officers and security supervisors can be used as follows provided the part time employee meets all requirements and training for the respective position they are covering:
 - 1. May be used in place of full time security officers or supervisors.
 - 2. May be used in emergencies in such cases as illness, higher threat levels, etc.
 - 3. May be used to fill in hours that cannot be otherwise covered by full time officers/supervisors.

J. Employee Background Checks

1. The Contractor shall provide at no additional cost to the government, a criminal history background check of all of its employees. The results of this check shall be forwarded to the COTR.
2. Personnel assigned to this contract will undergo HSPD-12 personal identity verification and background checks by BPA (refer to section B.2.A.). Persons not meeting adequate security background requirements as deemed by BPA will not be permitted to work this contract.
3. Security officers assigned to this contract must meet state criminal background check requirements for armed guard licensing within the state of Oregon.
4. Personnel assigned to this contract directly support North American Electrical Reliability Corporation Critical Infrastructure Protection (NERC CIP) standards (*Standard CIP 006, Cyber Security – Physical Security of Critical Cyber Assets*) and must undergo personnel risk assessments which BPA will conduct a minimum of every 7 years as outlined in requirements established in *Standard CIP 004, Cyber Security – Personnel & Training*.

B.7. DUTIES OF THE CONTRACTOR

A. General

The Contractor shall provide a highly qualified, stable and professional protective security force. The Contractor shall take immediate action to correct officer performance, discipline and deficiency issues. The Contractor shall ensure work force morale issues are addressed and resolved in a timely manner. The Contractor shall immediately report verbally and in writing to the COTR any termination of contract personnel and the cause for such termination. If a termination is known or projected in advance, the COTR shall be notified as soon as the Contractor is aware of the employee termination so the COTR may take necessary, timely administrative actions. The Contractor shall utilize a personnel retention program that, at a minimum, is aligned with industry standards in order to minimize security officer turnover rates and ensure continuity of operations.

B. Contractor Duties

1. The Contractor shall protect lives and shall, within the limits of security officer authority, prevent unauthorized use, loss, theft, trespassing, espionage and sabotage of government property, material, and equipment, and non-government property and equipment located at the BPA Headquarters.
2. The Contractor shall implement all regulatory or compliance-based requirements such as BPA policies and directives, GSA and FPS building policies and practices, procedures associated with NERC CIP and DOE, or other requirements as directed by BPA.
3. The Contractor shall provide security protection in situations such as, but not limited to, incidents involving drug abuse, alcoholism, emotionally disturbed persons, civil disturbance, adverse personnel actions and other incidents.
4. The Contractor shall conduct access control according to current BPA policy, GSA building policy and CFR's, and direction from BPA's OSCO.
5. The Contractor shall seek to prevent the occurrence of fires, explosions, and other catastrophes by close observation of buildings, machinery, vehicles, electrical equipment, and personnel to identify unsafe or potentially unsafe conditions, or activities. The Contractor shall also seek to prevent the commission of thefts, assaults, robberies, and other violent crimes.
 - a. In the event of a fire, the Contractor shall monitor phone calls and radio transmissions; provide directional assistance to responding emergency service providers; if needed, provide traffic control/cordon control at the location of the fire and shall assist with building evacuation and re-occupancy.

- b. The Contractor shall report all security incidents to OSCO and to the FPS when applicable. The Contractor shall develop and utilize a standardized security incident report form for the submission of written reports and shall use applicable forms supplied by FPS when necessary, unless otherwise directed by OSCO.
6. The Contractor shall patrol designated areas according to the posts duties described in sections B.10. and B.11.
7. “Designated Shifts” identified in the SOW are general guidelines and may be adjusted with approval from the COTR. The Contractor shall establish shift change procedures that accommodate the ingress and egress of employees and other activities in such a manner that will ensure posts remain adequately covered. The Contractor shall also be responsible for accommodating administrative needs such as arming and disarming times for officers.
8. The Contractor shall enforce BPA policies as described, and in a manner as required by the described post duties in this SOW, or as otherwise directed by OSCO.
9. The Contractor shall investigate security breaches and incidents that occur at the direction of OSCO. Security incidents involving criminal activity, threats, violence, property damage, or any other serious or suspicious activity shall be reported to OSCO and FPS as soon as it is safe and practical to do so. This includes notifications as needed to OSCO after hours through the designated Duty Officer. Security officer actions will be conducted in accordance with appropriate laws and in conjunction with established BPA policies.
10. The Contractor shall provide employee escort services on and off BPA property as directed by OSCO, the Contract Manager, or the security supervisor when employee safety issues arise or other circumstances exist that warrant this type of assistance.
11. The Contractor shall develop and maintain recall rosters to facilitate the contact of key management personnel and the recall of security personnel to duty in sufficient numbers to meet emergency situations arising at BPA facilities. Recall rosters shall be maintained in accordance with the Privacy Act of 1974. Recall rosters shall be protected in accordance with BPA Information Protection Program standards, including proper marking, control, and storage of such documents. Sharing of these documents shall be on a “need to know” basis. Recall rosters shall be submitted to the COTR prior to the start date of contract services and be shall be updated by the contractor and submitted to the COTR on a monthly basis.
12. The Contractor shall provide additional security personnel to provide security services for special events or emergency situations as needed and requested by BPA. These additional security services are not included as part of the inactive posts outlined in this SOW that may be activated during an increased threat level. Additional security services needed in each instance shall be for a minimum of 2 hours. To the extent possible, OSCO will provide advance notification via e-mail and/or phone call to the Contract Manager of any request for additional security services. OSCO shall provide the Contractor with specific security officer duties for each instance.
13. The Contractor shall supply an organization chart in writing to the CO and COTR. It will include the names of company officers, supervisors, managers, and other key organizational personnel assigned to the BPA HQ contract with their business contact information. As changes in staffing occur, the Contractor shall likewise provide updated organization charts to BPA.
14. No security officer or security supervisor shall be on duty for more than 12 consecutive hours or in excess of 60 hours per week unless approved by the COTR. The Contractor will allow for sufficient rest between periods of work.
15. The Contractor shall comply with all BPA policies to include Harassment Free Workplace and Standards of Conduct. BPA will provide these policies at the post-award orientation and will be circulated to and reviewed by all employees assigned to the contract. In addition, annual training required by BPA of all contract employees will be conducted. The Contractor shall coordinate this training with the COTR to ensure a method of completion that does not incur additional cost

impacts to the contract.

16. The Contractor shall manage all training processes and requirements in accordance with this SOW.
17. The Contractor shall maintain training records sufficient to demonstrate that officers assigned to this contract have met all requirements for licensing, training, and post assignment certification. These records shall reflect the specific nature, scope and detail of on-post training and certification. Training records shall be reviewable by the COTR upon request.
18. The Contractor shall develop and maintain post books containing operational information, including but not limited to:
 - a. Portions of the Statement of Work applicable to the post.
 - b. General Orders as outlined in the Statement of Work.
 - c. Post-applicable Standard Operating Procedures (SOP's), applicable CFR information, and other emergency plans applicable to the post.
 - d. Short term briefing information, alerts, orders etc.
 - e. Emergency call out lists (maintained under Privacy Act of 1974 and protected under BPA Information Protection Program standards).
 - f. When available, BPA provided maps and building schematics.
 - g. When available, operating instructions to include, but not limited to physical access control systems (PACs), card key readers, fire alarm panels, fire suppression systems, intrusion alarm systems, mechanical enunciator panels, and CCTV systems, and other operational equipment.
19. The Contractor shall conduct and document alarm system checks as directed by OSCO. Completed documentation shall be submitted to OSCO.
20. The Contractor shall ensure the proper safeguarding of information identified as sensitive, to include Official Use Only (OUO), Critical Information (CI), or Personally Identifiable Information (PII) in accordance with established BPA Information Protection Program standards.
21. The Contractor shall assist OSCO with evaluating the applicability of Protective Force requirements contained within applicable DOE Manuals that may be integrated into BPA's security program.
22. The Contractor shall have a retention plan to maintain a low turn-over rate of employees assigned to the BPA contract.

B.7.1. WEAPONS REQUIREMENTS

A. Weapons and Ammunition

1. Unless otherwise approved by the COTR, the duty weapon shall be the Glock 22, .40 caliber semi-automatic pistol with one loaded 15-round magazine. Armed security officers shall carry two additional 15-round magazines when on duty, unless otherwise approved by the COTR.
2. The Contractor shall provide duty weapons as indicated in B.7.1.A.1. above in a quantity to arm all officers on duty. A suitable quantity of spare weapons will be available in case of breakage or emergency and to enable the arming of posts identified in this SOW as being not currently activated.
3. Sufficient magazines shall be on hand for duty issue, training purposes, breakage and emergency.
4. Ammunition shall be kept in sufficient quantities for duty issue, periodic replacement and replacement due to defect.
5. Duty ammunition shall meet the same standards as that used by the nearest major law

enforcement agency. (For Example: Federal Protective Service, Portland Police Bureau, or Multnomah County Sheriff's Office.)

6. Duty ammunition shall be rotated to range ammunition at least annually, requiring new ammunition to be supplied for duty use.
7. Holsters shall be of a type (commonly referred to as a retention holster) designated to prevent access to the firearm by unauthorized persons.
8. All modifications and alterations to firearms require approval of the COTR. All modifications shall be performed by factory certified or DOE certified armorers.
9. All weapons shall be maintained in clean and serviceable condition.
10. Weapons shall be inspected at least annually by a factory or DOE certified armorer. Weapons inspections shall be documented and a copy of the documentation forwarded to the COTR.
11. Firearms shall be returned to the shift supervisor or a designated Weapons Safety Officer (WSO) at the end of each tour of duty. Prior to storing or re-issue of the firearm, the shift supervisor/WSO shall assess operational condition of the firearm.
12. All weapons shall be stored and locked in suitable lockers provided by the Contractor and approved by the COTR.
13. The Contractor shall develop and implement an accountability process each shift for weapons, ammunition, and other equipment such as, but not limited to, less than lethal weapons, radios, other operational equipment, etc.

B. Firearms Policy Requirements

The Contractor shall develop and submit for approval to the COTR a program plan for firearms safety that is specific to the use of firearms in the performance of the contract. This shall be provided by the Contractor as part of the Contractor's transition plan. Modifications to the firearms safety requirements must be approved by the COTR.

The Contractor shall assign a professionally qualified individual responsible for conducting self-assessments of the Firearms Safety Program on an ongoing basis. Assessments shall be conducted at least annually. The results of these assessments shall be documented on a standardized contractor supplied form listing date and time of assessment. Any findings shall be documented and shall be submitted to the COTR. The Contractor shall immediately correct any unsafe conditions discovered during an assessment, or any other time involving firearms safety. Any such conditions will be immediately brought to the attention of the COTR. Assessment documents will be made available to the COTR upon request.

1. The firearms safety program for this contract shall be approved by the COTR and shall address, as a minimum, the following:
 - a. A statement of policy and procedural outline relating to the safe use of firearms.
 - b. Procedures for the arming and disarming of officers for duty/relief of duty. This shall include loading and unloading supervision of duty weapons by trained Weapons Safety Officers (WSO's).
 - c. Procedures for inventory, accountability, and control of firearms by shift, as well as firearms maintenance and inspection, including a schedule that denotes the frequency of these activities.
 - d. Procedures for rotation/replacement/disposition of unserviceable weapons.
 - e. Procedures for ammunition accountability, storage, rotation, disposal, and inspection.
 - f. Policy for reporting accidents, incidents, unsafe conditions, and negligent discharges.
 - g. Policy for correcting and preventing accidents, incidents, unsafe conditions, and negligent discharges.
 - h. Firearms safety briefing procedure.

1. Firearm safety briefing form completed by each officer during each live fire range training session. These forms will be available for review by the COTR upon request.
 2. All security officers shall within ninety days of hire complete the online Department of Energy Firearms Safety Course. Records of the completion of this requirement will be available to the COTR for review.
- i. Training and qualification requirements for assigned WSO's who are appointed to arm and disarm officers at the commencement and completion of duty.

C. Firearms Instructors / Armorers

1. Firearms instructors may be security officers or supervisors assigned by the Contractor to conduct firearms training. Firearms instructors shall be certified by the state for which officers are being trained or instructed. The Contractor shall assess DOE Firearms Instructor training requirements and will work with OSCO to determine the feasibility of obtaining DOE Firearms Instructor certification. Guest or adjunct instructors may be utilized with the approval of the COTR. All guest instructors must submit a complete resume of qualifications, training and teaching experience to the COTR prior to involvement in the firearms program.
2. Armorers may be security officers or supervisors assigned by the Contractor to perform these duties. Armorers shall have completed factory training or DOE certification to inspect, modify, or repair firearms being utilized on the contract. The Contractor shall submit to the COTR proof of the armorers' qualifications prior to annual inspections, repairs, or modifications being completed.

D. Administrative Handling of Weapons

1. General

All administrative firearms handling shall be performed in a manner consistent with safe and accepted practices. Firearms shall be treated as if they were loaded at all times. There shall be no "dry firing" of any weapons during administrative handling, except, when the weapon is to be stored. The weapon shall be confirmed as unloaded in accordance with established procedures.

2. Loading and Unloading Weapons

Procedures for the loading and unloading of firearms shall be developed by the Contractor and approved by the COTR as part of the weapons safety program plan. Changes to procedures shall be submitted for approval by the COTR prior to implementation. Arming and disarming procedures shall be posted in plain sight at each designated arming station.

E. Less Than Lethal Weapons/Equipment

1. OC/Pepper Spray – All security officers shall carry OC/pepper spray in an approved holder located on their duty belt while on duty.
2. Handcuffs – All security officers shall carry a minimum of one set of handcuffs in an approved handcuff case located on their duty belt while on duty.
3. The Contractor shall provide and maintain sufficient quantities of these devices on hand to ensure issuance to all security posts. A suitable quantity of spare OC/pepper spray canisters and handcuffs shall be available in case of breakage or contingency operations.
4. New security officers shall receive appropriate orientation training and task performance certification on the proper use of applicable less than lethal devices prior to assuming any security post associated with this contract (refer to section B.5.1.).

B.8. COMPANY REPRESENTATIVES AND SUPERVISION

A. Qualifications of key personnel:

The Contractor shall identify, by name, the key management, supervisory, and instructor personnel who will work under this contract. Unless otherwise approved by the CO and COTR, requisite qualifications are as follows:

- Management/Contract Manager – Shall have a college degree and a minimum of four (4) years experience in the management of security services contracts.
- Supervisors – Shall have a background and experience that includes a minimum of 4 years associated with a security, military police, or law enforcement career. Refer to section B.8.C.2. for further requirements.
- Instructor – Shall have professional credentials consistent with performing in the capacity of an instructor. Credentials include state certification or accreditation, Department of Energy certification, or other certification approved by the CO and COTR. Additionally, instructors shall have a minimum of four years experience in a security, military, or law enforcement career.

B. Company Representative

The Contractor shall provide a Contract Manager who will be assigned to this contract. The Contract Manager shall be designated solely to the performance of this contract and will not be assigned to any other contracts. The Contract Manager shall be responsible to ensure that all requirements, deliverables (as noted in B.10., Article I, Table 1), and conditions of this contract are fulfilled. The Contract Manager shall be responsible for daily security operations of the protective force, shall collaborate with OSCO on security operations decisions, and shall be available to OSCO 24 hours per day, seven days per week. The Contract Manager may appoint a supervisor to act in place of the Contract Manager for temporary absences. OSCO will retain final oversight and decision-making authority over security operations.

1. The Contract Manager shall assist OSCO with the development of security procedures and policy associated with this contract.
2. The Contract Manager shall ensure proper discipline, appearance, conduct, professional bearing and demeanor are adhered to by all officers and supervisors assigned to this contract.
3. The Contract Manager is responsible for the overall operation of this contract.
4. The Contract Manager shall visit each security post and shift as needed to sufficiently ensure that all provisions of this Statement of Work are being consistently followed. It is the Contract Manager's responsibility to ensure the highest standards of conduct, appearance, performance, training, and customer service are being met at all times.

C. Supervisor

The Contractor shall provide supervision to ensure that the requirements of this contract are being met. Supervision shall focus on the day-to-day operations of the contract. Supervision shall also be the direct liaison to the Contract Manager and OSCO for security operations. It is expected that supervisors shall assist with training (post certification, OJT, etc.) as necessary to ensure that all security officers assigned to this contract are knowledgeable, proficient, and capable of performing their assigned duties. Supervisors are expected to maintain discipline and professionalism regarding their own conduct and the conduct of security officers assigned to the contract.

1. The Contractor shall provide a twenty-four hour per day, seven day per week supervisor. The supervisor shall be responsible for supervising officers performing duties at the Portland Headquarters at specified times as noted in section B.8.1.B. "Designated Coverage."
2. Supervisors shall have at least 4 years of experience in a similar position, unless otherwise

approved by the CO and COTR. Experience is that which demonstrates the knowledge, skills, and abilities necessary to successfully perform the duties of the Security Supervisor position including, but not limited to, the following:

- a. Resolution of security related issues.
 - b. Management of dynamic, evolving emergency or security incidents.
 - c. Liaison with law enforcement agencies, client personnel, and other customers.
 - d. Providing training for officers.
 - e. Other supervisory duties as assigned, including, but not limited to, administrative or other delegated duties required by the Contractor.
3. A BPA HQ security supervisor shall be responsible for supervising officers at the Portland Headquarters, 12 hours per day, Monday through Friday (except holidays). Unless otherwise approved by the COTR, hours of coverage will be as specified in section B.8.1.B. "Designated Coverage."
 4. Outside the hours outlined for a designated BPA HQ security supervisor in B.8.C.2 above, Post 2 shall perform the role of supervisor. The Contractor may coordinate with the COTR to have the security supervisor from the Ross Complex perform this function in lieu of Post 2. Duties of the Ross Complex security supervisor are outlined in the Statement of Work for the security services contract for Ross, Eugene Starr, and other BPA locations.
 5. It is permissible under this contract for shift supervisors to relieve security posts for designated break periods; however, this will only be permissible if no other alternative (e.g. - patrol, etc.) is available to do so.
 6. The supervisor shall inspect all officers/posts assigned at least once per shift. Each officer/post inspection will be entered in the Security Officer Report (SOR) and initialed by the inspecting supervisor. SOR's shall be made available to the COTR upon request. In the event of an emergency or temporary lapse in security officer coverage of a post, the supervisor may stand in while a suitable replacement is acquired.
 7. Alternate supervisors shall serve in the absence of a designated Shift Supervisor. The alternate supervisor must meet the criteria stipulated for "Supervisor."
 8. Supervisors shall be responsible for maintaining satisfactory standards of competency, conduct, appearance, and integrity and for taking disciplinary action as required with respect to security officers.

B.8.1. SECURITY SUPERVISOR PROCEDURES AND DUTIES

A. General Description

The supervisor is responsible for the necessary officer training and proper management and maintenance of all security posts listed in this SOW. The supervisor shall not supervise any security posts associated with other contracts. Shift Supervisor's shall be armed.

B. Designated Coverage

1. Monday through Friday, except holidays, from 0600 – 1800 hours, unless otherwise approved by the COTR, one supervisor shall be assigned to and responsible for the Portland Headquarters.
2. On Monday through Friday, from 1800 – 0600 hours, and on weekends and holidays, Post 2 may perform the role of supervisor for the Portland Headquarters, unless otherwise approved by the COTR.
3. If approved by the COTR, one supervisor may be assigned to cover the Portland Headquarters and the Ross Complex outside the hours of 0600 – 1800, Monday through Friday, and on weekends and holidays.

C. Supervisor Duties

At no time while on duty with this contract will any supervisor have other responsibilities not related to this contract. Supervisors will be responsible for the following:

1. Providing a formal briefing for security officers at the beginning of each shift. This shall include, but is not limited to, pertinent pass-down information, security alerts, or termination advisories.
2. Ensuring that posts remain staffed as required. Provide for a suitable replacement as needed.
3. Notifying the Contract Manager and OSCO if the supervisor is unable to provide coverage for a post.
4. Providing back-up assistance to security officers as needed. If additional assistance is needed, immediately contact OSCO and Federal Protective Service (FPS) if appropriate.
5. Ensuring they are familiar with the duties and responsibilities of the posts under their supervision.
6. Ensuring that post books at each post are kept current and that all officers are knowledgeable regarding information contained in the post book.
7. Conducting tests of security system equipment at the BPA Headquarters, in accordance with written plans and SOP's. A written report of the results of testing will be provided to OSCO.
8. Conducting Limited Scope Performance Tests (LSPT's), Alarm Response and Performance Tests (ARAPT's), and other security exercises as indicated in established plans and SOP's. This includes coordination with the Contract Manager and OSCO, if necessary, as well as documenting, maintaining, and tracking written evaluations associated with these performance tests and identifying any needed corrective actions.
9. Gathering, reviewing, and submitting security incident reports (Day Shift Supervisor) and forms prepared during the shift, to include preceding swing and graveyard shifts. The submission of reports and forms will be coordinated with the Contract Manager through the direction of the COTR. SOR's and other forms/reports will be filed as directed by the COTR.
10. Assessing documentation maintained by posts as indicated in this SOW to ensure accuracy and completeness. Ensuring documentation is maintained and submitted in accordance with directives established by OSCO. This includes, but is not limited to Security Desk Blotters, applicable visitor documents and logs, NERC CIP compliance documentation and records.
11. Coordinating with the Contract Manager to provide verbal briefings to the COTR, other OSCO staff, or the Chief Security Officer regarding significant security-related events. This briefing shall be accomplished at approximately 0800 M-F.
12. Ensuring that timely notification is made to the relevant Facilities Management office at Headquarters concerning buildings and/or grounds-related issues.
13. Ensuring that timely notification is made to the Contract Manager and OSCO Duty Officer, if necessary, regarding security incidents occurring after normal duty hours.
14. Conducting an inspection of each security officer prior to posting. This inspection shall include the minimum items:
 - a. Ensuring that personal appearance for security officers is acceptable in accordance with established policies. In addition, each security officer will be properly licensed and ensuring that all officers under his or her shift are equipped with the necessary inclement or warm weather garments; and finally, that all officers on duty possess a valid DOE/BPA identification badge for display.

- b. Ensuring that each officer is physically capable of performing their assigned duties (fit for duty). The Supervisor will not allow any security officer to stand post if he or she appears to be under the influence of alcohol, drugs, medication, or other intoxicants. The supervisor will not allow any security officer to stand post without sufficient rest.
- c. Ensuring that all security officers are current in their knowledge of SOP's associated with their duties.
- d. Ensuring that all security officers are informed of and understand the responsibilities of their assigned post.
- e. Providing a shift briefing regarding any relevant issues brought forward from previous shifts, such as post orders, special notices, access restrictions, etc.

B.9. GENERAL SECURITY OFFICER CONDUCT (General Orders, Section I)

All security officers assigned to this contract shall be held to the highest standards of professional conduct, appearance, and performance. BPA does not grant or authorize any use of force or exercise of authority not permitted under the laws governing the actions of security officers.

This section is applicable to the post descriptions as noted in section B.12. and will be included with each post book.

A. Use of Force

Security personnel shall, at all times, attempt to perform their duties with the minimum force necessary. Applicable laws regarding the use of force shall be observed at all times.

B. Literature

Only authorized reading material approved by the COTR or OSCO may be read on post. Newspapers, magazines, novels, or other personal reading material are not authorized.

C. Personal Audio/Video Equipment and Personal Cell Phones

Personal audio players, video players, and televisions are not authorized for use at any post. Personal cell phones shall not be used on post, during the performance of an officer's or supervisor's duties. Changes in the use of these types of equipment must be approved by the Contract Manager and COTR. The authorized use of any personal equipment will not interfere with the operation or professional appearance of the post.

D. Appearance

Security officers will present a professional appearance at all times with the uniform clean and pressed.

E. Socializing

While on post, security officers will maintain a professional and polite demeanor, but will not become engaged in lengthy, protracted or disruptive conversations with visitors, employees, guests, or other officers. If a guest, visitor or employee becomes distracting, the supervisor will be notified and the supervisor will notify the Contract Manager and OSCO.

F. Emergency

Security officers at all posts will take immediate action such as calling local law enforcement (to include FPS), fire department, and OSCO for assistance when a situation is discovered that presents an immediate danger to life and/or property. Threatening individuals, confirmed building intrusions, fire, broken water/oil lines are some examples. Other non-emergency matters are to be referred to the Contract Manager and OSCO for assistance.

G. Observance / Situational Awareness

All supervisors and security officers will maintain a high level of situational awareness and be observant for any suspicious activity. When feasible, officers shall attempt to identify suspicious personnel and observe and report any information that reasonably can be obtained such as:

- Name, address, or any other identifying information
- Physical description
- Vehicle description
- Vehicle license number
- Direction of travel
- Statements made by suspects or individuals
- Other information useful in an investigation

H. Demeanor

All security officers will maintain a polite and friendly demeanor while on post. It is understood that from time to time, an officer may need to use a command voice or assert officer presence in order to carry out their duties. Officers will not engage in disruptive or malicious conversations or behavior while on duty.

I. Arrests or restraints

Arrests and restraints shall be applied according to the laws of the state in which the incident occurs. Contractor employees will not sign civil or criminal complaints on behalf of BPA.

J. Officer Safety

Security officers shall exercise caution at all times and under all circumstances. The primary function of security officers is to observe and report incidents and suspicious activity. Officers will take appropriate actions as necessary, in accordance with the appropriate laws, to ensure the safety and security of client personnel and property. They will seek assistance from other security officers, FPS, local law enforcement, and OSCO when needed.

K. Officer Health and Wellness

Prior to assuming security duties, all security officers will ensure they have sufficient rest to safely perform their duties.

L. Security Officer Reports

All security officers will maintain a Security Officer Report (SOR) of activities during their assigned shift. This report shall be specific regarding times actions were taken and inspections conducted. The time and name of the supervisor making the supervisory inspection shall be recorded in this report. The report shall be submitted to OSCO at the start of the next regular work day for review, unless otherwise directed by the COTR. The written reports are not for general reading and are to be kept secure at all times. For designated posts, the Security Desk Blotter will be used in place of the SOR. Significant activities performed by the Security Supervisor will be entered on the appropriate Desk Blotter. Supervisors relieving officers for breaks or other reasons will make annotations on the relieved officer's SOR.

M. Communication

The primary means of communication for all posts and patrols shall be the hand-held or base station radio. Contractor-issued cellular phones and BPA landlines may be used as secondary means of communication when primary means of communication are not available.

B.10. DELIVERABLES AND PERFORMANCE

Article I, Table 1

Listing By Appearance In Statement Of Work

Section	Due Date	Subject	Destination	Other Information
A.5.A.10.	At Award	Weapons Storage Approval	COTR	
B.2.	At Award	Secret Security Clearance Initiated	Personnel Security Specialist	
B.2.B.1.	At Award	Certificate of Authority	COTR/CO	
B.2.B.2.	At Award	Certificate of Good Standing	COTR/CO	
B.2.B.3.	At Award	DOE Facility Security Clearance	COTR/CO	Executive Order 12829
B.2.B.4.	At Award	Foreign Owned or Controlled Interests	COTR/CO	SF 328
B.3.	90 Days After Start of Contract	SOP's	COTR	
B.3.D.	Quarterly	Officer Evaluation of SOP	COTR	Evaluation of assigned posts only
B.3.E.	As Updated	Updates to SOP	COTR	
B.4.C.	At Award	Phase-In Plan	COTR/CO	
B.5.	90 Days After Award of Contract	Security Post Job Task Analyses	COTR	
B.5.	At Award/Annually	Annual Training Plan	COTR	
B.5.1.	Prior to Officer Post Assignment/ Provide Documentation Upon Request	Certification of Pre Employment Training	COTR	
B.5.2.	Conduct as Required/ Provide Documentation Upon Request	Post-Employment Licensing and Certification Refresher	COTR	
B.5.2.B.2.a.	Upon Request	Documentation of Qualification Attempts	COTR	
B.5.2.B.2.c.	As Required	Combined Quarterly Training	COTR	
B.5.2.B.2.e.	Upon Request	Training Goals and Objectives	COTR	
B.5.2.B.2.e.	Completion of Quarterly Training	Results of Quarterly Training	COTR	
B.5.2.C.1.	As Required	Notification of Failure to Qualify	COTR	
B.5.2.C.3.	As Required	Report of Unsafe Act	COTR	
B.5.2.C.3.	As Required	Remedial Action Plan for Preventing Future Unsafe Acts	COTR	
B.5.2.F.	At Award	Class Training Plan Format	COTR	
B.5.2.F.	Upon Request	Class Training Plan	COTR	
B.5.3.A	Upon Request	OJT Report	COTR	
B.6.E.	Upon Request	Documentation of Medical Exam	COTR	
B.6.J.1.	Upon Assignment	Criminal History Check	COTR	Letter signifying acceptable results

B.7.A.	As Required	Written notification of employee termination	COTR	
B.7.B.5.b	As Required	Security Incident Reports	Security and Emergency Response /FPS	
B.7.B.11.	At Award of Contract and Updated Monthly	Company Key Personnel and Officer Recall	COTR	
B.7.B.13.	Prior to Award of Contract	Organizational Chart	COTR / CO	
B.7.B.17.	Upon Request	Training Records	COTR	
B.7.B.18.	Upon Request	Post Books	COTR	
B.7.B.19.	As Required	Security Alarm System Checks	COTR/Security System Administrator	
B.7.1.A.8.	As Required	Firearms Modification Approval	COTR	
B.7.1.A.10.	Upon Request	Weapons Inspections	COTR	
B.7.1.A.12.	Upon Request	Weapons/ Ammunition/ Equipment Accountability Records	COTR	
B.7.1.B.	At Award	Firearms Safety Program	COTR	
B.7.1.B.	Annually (Minimum)	Firearms Safety Program Assessments	COTR	
B.7.1.B.1.h.1.	As Required	Firearms Safety Briefing	COTR Upon Request	
B.7.1.B.1.h.2.	Within 90 Days of Being Assigned to Duty	DOE Web Based Firearms Safety Course	COTR Upon Request	
B.7.1.C.1.	As Required	Guest Firearms Instructors	COTR	
B.7.1.C.2.	As Required	Armorer's Qualifications	COTR	
B.7.1.D.2.	At Award	Firearm Load/Unload Procedures	COTR	
B.8.C.5.	As Required	Supervisory Post Checks	COTR	SOR
B.8.1.C.6., B.8.1.C.7., B.8.1.C.8., & B.8.1.C.9.	As Required	Post Books, Forms, Tests, Reports, SOR's, Compliance Documents	OSCO	
B.11.B.	As Required	Shift Schedule Changes	COTR	
C.1.A.	Complete as Required/ Review Upon Request	Performance Assurance Training Elements	COTR	
C.1.B.1.	Annually	Annual Self Assessment	COTR	
C.1.B.4.	14 Business Days After Assessment Completion	Annual Self Assessment Report	COTR	
C.1.C.3.	120 Days from Award of Contract	Performance Testing Methodology	COTR	
C.1.C.5.	Twice Monthly	Performance Tests (Security Exercises)	COTR	Conduct and document. Forward to COTR.

B.11. SHIFT AND POST REQUIREMENTS

A. General Information

The Contractor shall furnish security officers for the designated posts and shifts as described in section B.12., Portland Headquarters. When BPA deems necessary, the contractor shall furnish security officers for posts that are identified in the SOW, but are not normally active as identified in this SOW. The Contractor may submit alternative shift schedules to the COTR, and upon written approval, may implement the approved schedule. A copy of the specific post description and requirements as noted in the applicable sections shall be provided to each post for officer reference. Additionally, section B.9. "General Security Officer Conduct" and B.10.C. "General Post Requirements" will be provided to each post.

B. Shifts

Generally, posts that are described as 24 hours per day will be shifted as eight-hour posts. However, no officer will be posted for greater than 12 hours except as noted in section B.7.B.15. The Contractor shall ensure that each officer is given the opportunity to have 8-hours of rest between shifts. Exceptions for emergency circumstances will be evaluated for approval by the COTR.

1. Shift Examples

Shift One: 2300-0700
Shift Two: 0700-1500
Shift Three: 1500-2300

2. Shift Requirements

The Contractor shall have shifts designed to optimize security coverage throughout the workday and overnight hours. Shifts will be scheduled in such a manner to avoid lapses or voids in security coverage during the times of the day that employees are coming to work, breaking for lunch, or leaving the work place. Changes to shift requirements may be adjusted by the Contractor in coordination with the COTR and BPA needs. Changes will be evaluated for efficiencies of operation and any cost implications.

C. General Post Requirements (General Orders, Section II)

The following requirements apply to all posts unless otherwise noted. These requirements are subject to change by the COTR in coordination with the Contract Manager as procedures or BPA's needs change. These requirements must accompany each of the standard post descriptions and duties found in Section B.12.

1. Basic General Orders:

- a. I will take charge of my post and protect personnel for which I am responsible for until properly relieved.
 - b. I will report all violations of the orders I am instructed to enforce and call my superiors in any case not covered by instructions.
 - c. I will sound the alarm in any case of disorder or emergency.
2. Under the direction of the shift supervisor, security officers will obtain all necessary equipment prior to assuming the duties of their assigned post. Appropriate logs, forms and control rosters will be filled out noting the issuance of such equipment.
 3. All items in section B.9. "General Security Officer Conduct" shall be observed while officers are on shift.

4. Personnel assigned to this contract shall not consume alcohol, drugs, or other products that would negatively impact judgment or physical response as necessary to carry out the duties outlined in this contract. Personnel taking prescription drugs with drowsiness warnings, cautions regarding operating machinery, or driving a vehicle shall inform their supervisor and may be required to provide a medical release in order to assume their duties.
5. Security officers and supervisors expected to operate motor vehicles as part of their duties will be in possession of a valid state-issued driver's license at all times while operating such vehicles.
6. At all times while posted, security officers shall ensure that persons entering BPA controlled property and moving about BPA controlled property properly display appropriate identification.
7. If an employee refuses to display identification properly, the security officer shall immediately inform the shift supervisor, document the incident, and perform other actions in accordance with established SOP's. The Contract Manager and OSCO shall be notified immediately.
8. If the security officer perceives a threat to BPA property or personnel, the officer shall take appropriate actions to manage the threat. The Contract Manager and OSCO shall be notified immediately.
9. Security officers and supervisors are required to complete Security Incident Reports when directly or indirectly involved in a response, follow up to a response, or upon notification of a security incident. This includes incidents where the officer or supervisor is a witness.
10. Security officers and supervisors are expected to maintain notebooks to record information, assist in preparation of incident reports, and for possible use in court.
11. Security officers shall fill out a Security Officer Report (SOR) for each shift noting security officer activities. The SOR will note when the officer came on duty, patrolled specific areas, took breaks, lunch, or other information that will confirm appropriate security activity.
12. Security officers shall perform inspections of visitors' bags, briefcases, boxes, other hand-carried items, and vehicles upon entry as outlined by SOP's, or otherwise directed by OSCO.
13. Security officers shall enforce BPA security policies as noted in post duties, post orders, and BPA or Contractor provided SOP's as approved by OSCO.
14. Security officers shall be familiar with BPA bomb threat, medical, and fire response instructions. SOP's will be prepared to respond and assist, as required, during an emergency.
15. Security officers at entry points shall inform visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the Security Supervisor, FPS, the Contract Manager, and OSCO.
16. Security officers shall be familiar with designated NERC CIP controlled areas at the locations they are performing duties and will be familiar with access and response requirements for those areas.

B.12. SECURITY SERVICES AT THE BPA HEADQUARTERS

A. General

Standard security officer procedures as outlined in section B.11. shall apply to all HQ security posts. Shift hours may be adjusted through the approval of the COTR. All posts and patrols assigned to the BPA Headquarters shall be knowledgeable of building evacuation, shelter-in-place procedures, and other contingency procedures.

B. Parking Garage Entrance Bollard System Operation

Security officers will understand the safe operation of the garage entrance bollard system prior to their assignment to posts 1, 2, 8 or 9. No officer will operate the garage entrance bollard system unless properly trained and certified to do so. Training required to operate the bollard system will be conducted by security supervisors or training personnel in such a manner as to ensure adequate understanding of the safe operation of the system according to the policies and procedure established in this SOW and SOPs developed by the Contractor. Training for bollard system operation will be documented on the individual security officer's training record. Security officers required to operate the bollard system will demonstrate the ability to safely do so prior to assuming duties of the post. Procedures for operating the bollard system will be placed at each post that has the ability to operate such bollards.

C. BOLLARD SYSTEM OPERATING HOURS UNDER NON-EMERGENCY CONDITIONS

1. From the hours of 1800 – 0600, Monday through Friday, bollards will remain engaged in the UP position with the parking garage doors closed.
2. From the hours of 0600 – 1800, Monday through Friday, bollards will remain engaged in the DOWN position with the parking garage doors open.
3. During weekends and holidays, bollards will remain engaged in the UP position with the garage door closed at all hours.
4. OSCO may direct changes in use of the bollard system as needed.

B.12.1. HEADQUARTERS SECURITY POST 1

A. Description of Post

Post 1 is located at the security console located in the main lobby of the BPA Headquarters Building. Post 1 is a one-person post, operated by an armed, uniformed security officer 24 hours per day, 7 days per week. The security officer will be equipped with a portable radio, flashlight, and other equipment necessary to perform the required building security services. This officer will be trained and competent to operate the bollard system during normal and emergency operations according to section B.12. of this Statement of Work. The primary responsibility of this post is to monitor and control personnel access through the use of CCTV, cardkey physical access control systems (PACS), and manual processing procedures.

B. Designated Shifts

Generally, this post will operate 24 hours per day, seven days per week. The contract security provider shall normally have three shifts per day.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Monitor the CCTV and PACS for the BPA Headquarters. Check ID cards for access to the building in the absence of Post 6. Allow access after normal business hours only to persons with valid BPA or other approved identification, or, individuals or groups approved for access and authorized by OSCO. BPA and contractor personnel must present their ID badges to the lobby access portal to gain building access past Post 1. Guests of employees and all visitors are required to follow established procedures for visitor access. All persons entering the building are subject to screening.
3. Require all visitors and guests to be identified via government issued photo ID and to sign in and obtain a visitors badge. Ensure visitors and guests have been screened properly before entry.

4. Dispatch and monitor Headquarters security posts and patrols for various situations that may arise.
5. Maintain radio or alternate communications and conduct security status checks with posts and patrols assigned to the BPA Headquarters on an hourly basis during daylight hours and every 30 minutes during hours of darkness or increased security posture.
6. Monitor and respond in accordance with designated procedures to all building alarms for the Headquarters Complex. This includes door alarms, intrusion alarms, duress alarms, computer room alarms, and fire alarms. For the ProWatch system, this post will maintain an event log of alarm activity.
7. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that any individual is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the security supervisor, FPS, Contract Manager, and OSCO.
8. Process and maintain visitor access requests and administer visitor access procedures. Temporary badges will be issued for cleared visitors as well as BPA and contractor employees who do not have their ID badges. Prior to issuing a temporary local site specific only (LSSO) badge, appropriate procedures will be followed based upon the status of the individual (i.e. foreign national, escorted/unescorted access, etc.). Any BPA Temporary badge issued must be returned upon the employee or visitor's departure from the building.
9. Maintain the Headquarters Security Desk Blotter, listing security-related activity and information for a 24-hour time period. This blotter will be submitted for review as determined by OSCO. The Security Desk Blotter replaces the Security Officer Report (SOR) for this post.
10. Maintain communications with FPS via established procedures.
11. Maintain open communication with contract security officers for the 911 building regarding pertinent security incidents, events, or information which may impact the 911 building, personnel, or protective force.

B.12.2. HEADQUARTERS SECURITY POST 2

A. Description of Post

This post is a roving patrol that will encompass the Headquarters complex. This is a one-person post, operated by an armed, uniformed security officer 24 hours per day, 7 days per week for the duration of the contract. The security officer will be equipped with a portable radio, flashlight, and other equipment necessary to perform the required security services. This security officer will be trained and competent to operate the bollard system during normal and emergency operations according to section B.12. of this SOW. The primary responsibility of this post is to conduct security patrols of the interior of the Headquarters (905) building, the exterior of the East Side Federal Complex (905 and 911 buildings), and the surrounding area.

B. Designated Shifts

Generally, this post will be 24 hours per day, 7 days per week and shall normally have three shifts per day.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Conduct a minimum of two foot patrols each shift throughout the interior of the Headquarters

- building and the 911 building fitness center (BPA Club Fed) area on a random basis, unless otherwise directed by the security supervisor, Contract Manager, or OSCO. These patrols will be recorded on the SOR. Perform general security checks of all areas patrolled. During interior patrols, the officer will include checks of the four alarmed emergency exit doors in the Mezzanine Level of the Headquarters building that exit onto NE 9th Avenue. Particular attention will be given to sensitive areas such as JTS rooms and the Duty Scheduling Center (DSC) due to NERC CIP requirements associated with the DSC.
3. Conduct a minimum of two foot patrols per shift of the exterior of the Headquarters building and the 911 building (exterior area comprising the East Side Federal Complex) on a random basis, unless otherwise directed by the security supervisor, Contract Manager, or OSCO.
 4. Conduct patrols of internal Headquarters building parking levels in basement levels B-1, B-2, B-3, and B-4. During normal working hours, the security officer will notify the Parking Coordination Office, ext. 5741, of any observed parking violations.
 5. Conduct patrols as otherwise directed by the security supervisor, Contract Manager, or OSCO.
 6. Enforce building rules and regulations and perform other duties as directed by special orders, Operations Bulletins, or verbal instructions from security supervisors, the Contract Manager, and OSCO.
 7. Enter all incidents in the Security Officer's Report (SOR) and report all incidents and suspicious activity to Post 1 and/or the security supervisor through the most expeditious means possible. Provide written reports as required.
 8. Direct persons with lost and found items to OSCO, or take custody of items brought to the post and turn them in to OSCO.
 9. Respond to alarms as dispatched by Post 1, the security supervisor, Contract Manager, OSCO, or FPS. Request assistance if necessary. Log and report all alarm incidents on the SOR. Response to security alarms for the Duty Scheduling Center (DSC), JTS rooms, BMS room, or Personnel Security Office will be considered a priority
 10. Respond to other security-related events as directed by Post 1, the security supervisor, Contract Manager, or OSCO.
 11. Provide break relief or post assistance as directed.
 12. Perform patrols on a random basis in an effort to not establish a pattern.
 13. Perform other duties as assigned by the security supervisor, Contract Manager, or OSCO.
 14. Maintain radio contact with Post 1 during foot patrols to the extent possible.
 15. Ensure that the doors at the Headquarters building secure automatically in the ProWatch security system at 1800 hours on normal weekdays. After 1800 hours, this post will conduct a check of all exterior doors to ensure they are secure and the security system is working properly.
 16. Secure the west side pedestrian gate at 1800 hours during normal working days and at 0600 hours prop open both gate doors during normal working days, unless otherwise directed by the security supervisor, Contract Manager, or OSCO.

B.12.3. HEADQUARTERS SECURITY POST 3 (Currently not active)

A. Description of Post

This post is not active under normal circumstances and may be activated and manned for contingency operations, specific security conditions (SECONs), or other security needs. This post will not be occupied unless directed by OSCO. When activated, this shall be a one-person post manned by an armed,

uniformed security officer, up to 24 hours per day, 7 days per week. Specific duties and hours for this post will be described at the time it is activated.

B.12.4. HEADQUARTERS SECURITY POST 4 (Currently not active)

A. Description of Post

Same description as B.12.3. for Post 3.

B.12.5. HEADQUARTERS SECURITY POST 5

A. Description of Post

This post monitors access to the BPA Headquarters at the east entry. This is a one-person post, operated by an armed, uniformed security officer, normally 12 hours per day, Monday through Friday, excluding designated government holidays or as indicated by OSCO during higher security condition (SECON) status. The security officer will be equipped with a portable radio, magnetic wand, x-ray machine, magnetometer and other equipment necessary to perform the required security services. The primary responsibility of this post is to ensure all visitors and their hand-carried items entering the BPA Headquarters are properly screened prior to entering the facility.

B. Designated Shifts.

There will be one shift per day established for this post. The hours of this shift are generally 0600-1800. Hours of operation may be modified under approval of the COTR.

C. Post Duties.

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures. Functional checks of the magnetometer, hand-held wand, and x-ray machine will be conducted and documented in accordance with established procedures.
2. Identify visitors and determine their need to enter the facility.
3. Screen visitors by using the magnetometer (or hand-held magnetic wand). Screen hand-carried items in the possession of visitors by using the x-ray machine or visual inspection. Employees entering the BPA Headquarters may be subject to screening at the direction of OSCO. OSCO may introduce new equipment or technology for screening personnel entering the facility. Security officers will be properly trained on this equipment prior to use with verification of training annotated in the officer's individual training record.
4. Ensure that all persons entering the building from the lobby area have the appropriate identification badge and that they are wearing the badge in accordance with BPA/DOE directives. Existing regulations require the BPA ID badge to be worn on the upper torso, above the waist and conspicuously displayed. It is not permissible to conceal the badge or in any way obscure it.
5. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that any individual is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the security supervisor, FPS, Contract Manager, and OSCO.
6. React or respond to security incidents occurring in the lobby area of the Headquarters building that pose a threat to personnel and/or property.

B.12.6. HEADQUARTERS SECURITY POST 6

A. Description of Post

This is a one-person post occupied by an armed, uniformed security officer 12 hours per day, Monday through Friday, excluding holidays. The post is located in the lobby of the BPA headquarters building. The security officer is responsible for ensuring only authorized personnel enter the Headquarters facility by verifying the identification badges of all persons entering the building from the lobby and for ensuring that badges are being worn properly. In addition, this post will be capable of assuming the duties of Post 1 if necessary. This post may be unarmed in accordance with section B.4.B. "Exclusions". The primary responsibility of this post is to ensure that all persons entering the building from the lobby area have the appropriate identification badge and access authorization, the individual possessing the badge has been verified against the photo on the badge, and that they are wearing the badge in accordance with BPA/DOE directives.

B. Designated Shifts

Monday thru Friday, generally 0600 to 1800, except designated government holidays. Hours of operation may be modified under approval of the COTR.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Ensure that all persons entering the building from the lobby area have the appropriate identification badge (to include visitor badges), the individual possessing a badge has been verified against the photo on the badge, and that they are wearing the badge in accordance with BPA/DOE directives. Existing regulations require the BPA ID badge to be worn on the upper torso, above the waist and conspicuously displayed. It is not permissible to conceal the badge or in any way obscure it.
3. Respond to all instructions from Post 1, the shift supervisor, Contract Manager, or designated OSCO staff.
4. Request assistance when necessary from the Post 2 security officer during periods of heavy pedestrian traffic in the lobby.
5. Utilize any additional equipment that is introduced by OSCO for screening and/or verification of personnel entering the facility.
6. Observe Post 5 and provide assistance if necessary when prohibited items are identified during visitor screening.
7. React or respond to security incidents occurring in the lobby area of the Headquarters building that pose a threat to personnel and/or property.
8. Monitor personnel entering the building from the west entrance, ensuring that only authorized personnel enter the building and others are directed to Post 5 for screening.

B.12.7. HEADQUARTERS SECURITY POST 7

A. Description of Post

The Contractor must provide one uniformed security officer for this post generally 12 hours per day, Monday through Friday, excluding designated government holidays. This post is located on the pedestrian ramp between the motor pool and the loading dock double door entrance to building 905, BPA Headquarters building and the security officer must be mobile in the area of the BPA loading dock, during non duty hours. This post serves as a screening point for all personnel moving through the basement from building 911 to building 905 using the loading dock or the building 905 parking

garage ramp to the B2 level. The primary responsibility of this post is to ensure only authorized personnel gain access through this area and they are screened appropriately.

B. Designated Shift

This is a one-person post occupied by an armed, uniformed security officer generally 12 hours per day, Monday through Friday, excluding designated government holidays.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Ensure that all persons entering the 905 building from the 911 building have appropriate identification and that they are wearing their identification in accordance with BPA/DOE directives. Existing regulations require the identification to be worn on the upper torso, above the waist and conspicuously displayed. It is not permissible to conceal the identification or in any way obscure it.
3. Enforce building rules and regulations and perform other duties as directed by special orders, Operations Bulletins, or verbal instructions from security supervisors, the Contract Manager, and OSCO.
4. Enter all incidents in the Security Officer's Report (SOR) and report all incidents and suspicious activity to Post 1 and/or the security supervisor through the most expeditious means possible. The Contractor must provide security incident reports to BPA security management when requested by BPA Physical Security and as directed in any standard operating procedures.
5. After duty hours, maintain presence in the 905 loading dock area controlling access to the 905 BPA Headquarters building.

B.12.8. HEADQUARTERS COMPLEX SECURITY POST 8

A. Description of Post

This is a one-person post occupied by an armed, uniformed security officer generally 12 hours per day, Monday through Friday, excluding designated government holidays. This post is located on N.E 9th Street on the west side of the Headquarters building at the garage entry ramp. Along with Post 9, this post serves as the primary access control point for vehicular entry into the Headquarters garage. This officer will be trained and competent to operate the bollard system during normal and emergency operations according to section B.12. of this SOW. This officer will be equipped with all standard equipment plus a reflective vest and other equipment necessary to perform the required security services. The officer assigned to this post will be capable of assuming the duties of Post 9. The primary responsibility of this post is to ensure that only authorized personnel gain entry into the BPA Headquarters through the parking garage/basement area.

B. Designated Shift

Monday thru Friday, generally 0600 to 1800, except designated government holidays. Hours of operation may be modified under approval of the COTR.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Ensure that only authorized personnel gain entry into the BPA Headquarters parking garage/basement area. All individuals seeking access are required to have proper identification

for authorized unescorted access to enter the BPA Headquarters or 911 building.

3. Conduct general and emergency access control and prevent unauthorized intrusions.
4. Observe for unusual or suspicious activity, vehicles and items and immediately report all such activity to the Post 1, who, in turn, will make appropriate notifications to the security supervisor, FPS, Contract Manager, and OSCO.
5. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that any individual is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the security supervisor, FPS, Contract Manager, and OSCO.
6. Coordinate with Post 9 to conduct periodic exterior building patrols of the Eastside Federal Complex (905 and 911 buildings). When the Post 9 officer is unarmed in accordance with section B.4.B. "Exclusions," these patrols will be conducted only along the west side of the building, from NE Lloyd Blvd. to NE Holladay, with Post 8 keeping in visual contact with Post 9. When Post 9 is armed, these patrols shall extend to the full perimeter of the building as long as radio contact is properly maintained. The frequency of these patrols will be dictated by circumstances and may be adjusted by OSCO.
7. Assist Post 9 with conducting vehicle inspections according to current procedures as provided by OSCO. Assist Post 9 with screening non-badged individuals entering the garage with limited access (e.g. – authorized vendors and delivery personnel).
8. Utilize any additional equipment that is introduced by OSCO for the screening and/or verification of personnel entering the facility.

B.12.9. HEADQUARTERS COMPLEX SECURITY POST 9

A. Description of Post

This is a one-person post occupied by an armed, uniformed security officer generally 10 hours per day, Monday through Friday, excluding designated government holidays. This post is located on N.E 9th Street on the West side of the Headquarters building at the garage entry ramp. Along with Post 8, this post serves as the primary access control point for vehicular entry into the Headquarters garage. This officer will be trained and competent to operate the bollard system during normal and emergency operations according to section B.8. of this SOW. This officer will be equipped with all standard equipment plus a reflective vest and other equipment necessary to perform the required security services. The officer assigned to this post will be capable of assuming the duties of Post 8. This post may be unarmed in accordance with section B.4.B. "Exclusions". The primary responsibility of this post is to verify, process, inspect, control, and monitor visitor and delivery vehicular traffic entering the building via the basement ramp entry on NE. 9th Avenue.

B. Designated Shift

Monday thru Friday, generally 0600 to 1600, except designated government holidays. Hours of operation may be modified under approval of the COTR.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Verify, process, screen, control, and monitor visitor and delivery vehicular traffic entering the building via the basement ramp entry on NE. 9th Avenue.

3. Conduct vehicle and personnel screening according to current procedures as provided by OSCO. Permit access to delivery vehicles to the B-1 loading dock for discharging cargo according to current procedures as provided by OSCO. When necessary, assist trucks and other vehicles in backing up to the loading dock.
4. Ensure that only authorized personnel gain entry into the BPA Headquarters parking garage/basement area. All individuals seeking access are required to have proper identification for authorized unescorted access to enter the BPA Headquarters or 911 building.
5. Conduct general and emergency access control and prevent unauthorized intrusions.
6. Observe for unusual or suspicious activity, vehicles and items and immediately report all such activity to the Post 1, who, in turn, will make appropriate notifications to the Security Supervisor, FPS, Contract Manager, and OSCO.
7. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that any individual is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the security supervisor, FPS, Contract Manager, and OSCO.
8. Coordinate with Post 8 to conduct periodic exterior building patrols of the Eastside Federal Complex (905 and 911 buildings). When the Post 9 officer is unarmed in accordance with section B.4.B. "Exclusions," these patrols will be conducted only along the west side of the building, from NE Lloyd Blvd. to NE Holladay, keeping in visual contact with Post 8. When Post 9 is armed, these patrols shall be extended to the full perimeter of the building as long as radio contact is properly maintained. The frequency of these patrols will be dictated by circumstances and may be adjusted by OSCO.
9. Utilize any additional equipment that is introduced by OSCO for the screening and/or verification of personnel entering the facility.

PART C – SUPPORTING INFORMATION

C.1. PERFORMANCE ASSURANCE

The Contractor shall establish a performance assurance, or quality assurance, program that ensures personnel performing duties under this contract have the appropriate knowledge, skills, and abilities to perform work in both corporate and industrial security functions; personnel are screened to meet the highest level of integrity to perform security-related duties; personnel are able to meet extensive background checks and security clearance standards; personnel meet appropriate physical capability/readiness levels associated with security-related duties; personnel retention is addressed to maintain continuity of personnel and a low employee turnover rate. This performance assurance, or quality assurance, program may be a pre-existing program employed by the Contractor; however it must meet any additional specific requirements outlined within this statement of work. Upon award of the contract, the Contractor shall provide to the COTR documentation of their performance assurance, or quality assurance, program and how their program meets these elements.

Additional BPA-specific elements necessary for this contract are outlined below. The Contract Manager shall have the over-arching responsibility for ensuring all BPA-specific elements of the Performance Assurance Program outlined below are met.

A. Training Elements

1. Job Task Analysis (JTA)

- a. A JTA shall be developed for all security posts within 90 days of the award of the contract.
- b. JTA's shall be reviewed and updated a minimum of annually. Reviews shall be documented by the Contractor.
- c. The JTA will serve as the basis for individual security post training as well as security post certifications.

2. Security Post Certifications

- a. The Contractor shall develop methodology, requirements, documentation methods, and testing material to conduct initial security post certifications as well as annual (recurring) security post certifications to be implemented within 90 days of the award of the contract.
- b. At a minimum, initial security post certifications shall include task knowledge/task performance certification based on the applicable security post JTA as well as written testing. This shall apply for new hires and for existing security officers newly assigned to a security post.
- c. Annual security post certifications shall include a minimum of written testing for all security officers.
- d. Security post certification methodology shall be hierarchical and approved by the COTR.

B. Self Assessments

1. The Contractor shall conduct annual self assessments relating to security posts, post duties, and security training, security firearms training, and firearms safety. Self assessments will be conducted under the guidance of OSCO.
2. Self assessments will identify findings, if applicable, and corrective actions.
3. The Contractor shall track and follow-up on corrective actions in an effort to close identified findings.
4. The Contractor shall notify the COTR upon the initiation of a self assessment and shall provide to the COTR the written self assessment report within 14 business days of the assessment completion.

C. Performance Testing

1. The Contractor shall develop methodology in cooperation with OSCO to implement, document, and maintain performance testing (e.g. security exercises and limited scope performance tests) for the security force that can be carried out by any of the following: designated OSCO personnel, the Contract Manager, or designated security supervisors.
2. Performance testing methodology shall include an applicable safety plan and shall be approved by the COTR before implementation.
3. Performance testing methodology shall be finalized for approval within 120 days from the award of the contract.
4. Once finalized and implemented, written records of performance testing shall be forwarded to the COTR.
5. Performance testing shall be performed a minimum of twice a month and documented. Documentation shall include evaluation criteria/objectives, results, and corrective actions needed, if applicable.
6. FPS may conduct random performance tests of the BPA contract security force for the BPA Headquarters building. The Contractor shall provide full participation with FPS and OSCO when these types of tests are conducted.

C.2. DISCLOSURE OF INFORMATION

- A. Neither the Contractor nor any of its employees will disclose or cause to be disseminated any information concerning the operation of any BPA facility which could result in or increase the likelihood or the possibility of a breach of security or the activity therein, or interrupt the continuity of its operations. Disclosure of information relating to the services hereunder to any person not entitled to it and approved by OSCO, or failure to safeguard any sensitive or classified information that may come to the contractor, or any person under its control in connection with work under this contract, may subject the Contractor or its employees to criminal liability. (Refer to 18 USC 793, 798.)
- B. All inquiries, comments, or complaints arising from any matter observed, experienced, or acquired as a result of or in connection with the performance of this contract and the resolution of which may require the dissemination of official information, will be directed to the COTR. Deviations from or violations of any of the provisions of this subsection may result in contract termination for default. Contractor employees shall not make statements to the news media without the approval of the COTR.
- C. The Contractor shall follow all policies and procedures associated with information pertaining to the Privacy Act of 1974 and shall follow BPA Information Protection Program standards associated with Official Use Only (OUO) information, Critical Information (CI), or Critical Cyber Asset Protected Information (CCAPI).

C.3. PERFORMANCE EVALUATIONS

The CO and COTR shall meet with the Contractor in-person not less than annually to discuss results of BPA quality control findings and overall performance. The CO may request that the Contractor take additional steps to improve both, overall performance and adherence to submitted plans. Non-adherence to submitted plans may reflect negatively during annual performance evaluation and/or result in BPA taking other contractual remedies. BPA shall use performance evaluations as a factor to determine whether to exercise any available option and/or as a factor to determine whether to award any future contract(s).

UNIT 4.2 — STATEMENT OF WORK FOR ROSS COMPLEX, EUGENE STARR COMPLEX, AND MUNRO CONTROL CENTER

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PART A – GENERAL INFORMATION

A.1. INTRODUCTION

This Statement of Work is for the acquisition of armed security officer services at the Bonneville Power Administration's (BPA) Ross Complex, located in Vancouver, Washington; Eugene Starr Complex, located in The Dalles, Oregon; Munro Control Center in Mead, Washington; and other BPA facilities or properties as security needs arise.

BPA has determined that the services provided under this contract are commensurate with the duties of a Guard I (limited use of Guard I), Guard II, and Alarm Monitor as defined under the Protective Service Occupations category of the Department of Labor (DOL) document titled, "Service Contract Act Directory of Occupations." Therefore, services offered by the contractor must stipulate utilization of Guard I and Guard II personnel exclusively. Any employment of Guard I personnel during the performance of the contract other than that specified in the Statement of Work and allowed by the temporary waiver outlined in section B.4.B. *to Exclusions to Armed Certifications and Credentials* may be considered grounds for termination for default.

This Statement of Work (SOW) is for the sole use of the security services provider and Bonneville Power Administration in order to administer this security services contract. All information, procedures, requirements, instructions and descriptions of duties contained in the SOW shall be protected from unauthorized disclosure, distribution, copying, other duplication, electronic transmission, and any other form of unauthorized use. This SOW shall not be provided in part or in full to any person, company, agency, representative or any other element not directly connected with this contract without the express written consent of the Contracting Officer. This document is identified as Critical Information. Under BPA's Information Protection Guidance, it is not required to be marked; however, controlled distribution and information security protections are required.

A.2. BACKGROUND

The Bonneville Power Administration (*hereinafter referred to as "BPA"*) is a federal agency, under the U.S. Department of Energy, that markets wholesale electrical power and operates and markets transmission services in the Pacific Northwest. The wholesale electrical power marketed by BPA comes from 31 federal hydro projects in the Columbia River Basin, one nonfederal nuclear plant and several other small nonfederal power plants. BPA's customers include publicly owned and investor-owned utilities, as well as some large industries. BPA also sells or exchanges power with utilities in Canada and the Western United States. Revenue earned by BPA helps it fulfill public responsibilities that include low-cost and reliable power and investments in energy conservation and renewable resources. BPA also funds the region's efforts to protect and rebuild fish and wildlife populations in the Columbia River Basin.

As a major provider of electrical power throughout the northwest, BPA and its resources are designated as critical assets under the national energy infrastructure covered by Presidential Decision Directive 63 (PDD-63), issued by the Clinton administration in 1998. The original purpose of PDD-63 was to require federal agencies to ensure the continuity and viability of physical and computer-based systems essential for minimal functioning of the U.S. government and economy in case of a terrorist attack. Following the terrorist acts of September 11, 2001, PDD-63 was superseded by HSPD-7 (Homeland Security Presidential Directive No. 7), issued by President George W. Bush to update policies intended to protect the country from terrorist attacks.

Under HSPD-7, federal departments and agencies are required to develop methods and technologies to protect all critical infrastructures and key resources of the government and economic sector. The primary intent of HSPD-7 is to prevent the exploitation, incapacitation, or destruction of these infrastructures and resources. Accordingly, national resources such as BPA's hydro-electric grid are deemed critical to the economic prosperity, national defense, and quality of life of the United States. Therefore, BPA seeks a partnership with a security provider who is equipped and prepared to play a valuable role in helping BPA protect a vital portion of our nation's critical energy infrastructure.

A.3. PLACE OF PERFORMANCE

The Contractor shall perform security services at the Bonneville Power Administration's (BPA's) facilities at the following locations:

- A. BPA Ross Complex, located at 5411 NE Highway 99, Vancouver, Washington.
- B. Eugene Starr Complex, located in The Dalles, Oregon.
- C. Munro Control Center, located in Mead, Washington.
- D. Other locations as deemed necessary by BPA.

A.4. GOVERNMENT-FURNISHED MATERIALS AND EQUIPMENT

- A. Facilities, workstations, computers, printers, and other associated equipment will be provided for security officer and security supervisor use under this Contract.
- B. Maps, floor plans and procedures will be provided to the Contractor as needed for distribution to appropriate posts and personnel. The Contractor will be responsible for maintaining these materials in the post books. The contractor will protect this information in accordance with BPA Information Protection Program standards.

A.5. CONTRACTOR-FURNISHED MATERIALS AND EQUIPMENT

The Contractor shall furnish all training, personnel, uniforms, equipment, materials, and supervision to maintain the physical security of BPA buildings and employees located at locations where services are performed.

- A. The Contractor shall provide the following items of operational equipment:
 - 1. One hand-held portable public address system with batteries for each of the following locations: Ross and Eugene Starr.
 - 2. One hand-held, battery-operated spotlight with batteries for each of the following locations: Ross and Eugene Starr.
 - 3. Sufficient radio/cell phone equipment, to maintain contact with security officers and Facilities personnel at each of the following locations: Ross and Eugene Starr.
 - 4. Sufficient radio/cell phone equipment to maintain contact with deployed security officers.
 - 5. One (1) each 800 MHz capable hand held radio to be compatible with assigned frequencies as determined by BPA to be maintained at the local office and all security posts of the Ross Complex. Additionally, the contractor shall provide one handheld 800 MHz unit per each vehicle patrol at Ross. Additionally, a base station on the 800 MHz frequency shall be provided to Ross Post 9, Ross Post 2, and as other needs occur.
 - 6. A copy of Emergency Procedures and any call-out rosters for the Ross Complex, Eugene Starr Complex, and Park Place office complex shall be furnished by BPA and shall be maintained by the Contractor at each site. These documents shall be protected in accordance with BPA Information Protection Program standards.
 - 7. Vehicles
 - a. Ross Complex
 - i. Three Vehicles, two for patrol and one for supervision.
 - ii. All are to be 4-wheel drive, compact, extended cab pickup truck or SUV.
 - iii. Est. Mileage for patrol vehicles (2 each): 22,000 each, per year.
 - iv. Est. Mileage for supervisor vehicle: 35,000 Per year.
 - b. Park Place office complex (when post is activated)

- i. One vehicle for patrol duties.
 - ii. Mini Van, compact sedan, or similar.
 - iii. Est. Mileage: 7,000 miles per year.
 - c. Eugene Starr Complex
 - i. One vehicle for patrol use.
 - ii. 4-wheel drive, compact, extended cab pickup truck or SUV.
 - iii. Est. Mileage: 30,000 Per year
 - d. Spare Deployment Vehicle
 - i. Two spare vehicles shall be available at all times for emergency deployments to various BPA facilities or higher threat conditions. One spare vehicle may be used/located at Eugene Starr.
 - ii. 4-wheel drive, compact, extended cab pickup truck or SUV.
 - iii. Est. Mileage (2 each): 6,000 per year.
8. The color of the patrol vehicles shall be indicative with security or law enforcement-type vehicles. Doors on each side of the vehicles shall be marked as a security vehicle. In addition to other items deemed necessary by the Contractor, the vehicles will be equipped as follows:
- (a) Light bar with flashing amber lights and right and left side "alley" lights.
 - (b) Spot light (mounted or hand-held portable):
 - (c) Spare tire and tools.
 - (d) Traction devices or tires.
 - (e) Jumper cables.
 - (f) First Aid kit with protective gloves and medical waste receptacle.
 - (g) Emergency flares.
 - (h) Vehicle mounted radios.
 - (i) Fire extinguisher.
9. All vehicle proposals upon initial award of the BPA contract shall be approved by the COTR. Consideration for the selection of patrol vehicles shall include area inclement weather conditions, operating terrain, fuel economy, vehicle purpose, etc. Any exceptions, changes, or modifications to vehicle requirements during the contract shall be approved by the COTR and CO. Refer to Federal Standard 307 for further guidance.
10. Uniforms shall be of professional appearance, color-coordinated police/security style uniforms that are standard issue by the Contractor and worn by all security officers and security supervisors. The uniforms for security officers and security supervisors assigned to the Eugene Starr Complex or assigned for deployment purposes shall be a tactical uniform (e.g. – 5.11 Tactical Series or similar) in the color of Khaki.
11. The following items of clothing and equipment shall be issued to and placed in the care and custody of each employee. Adjustments or changes to these requirements must be approved by the COTR:
- a. Rain and cold weather gear as required.
 - b. A name tag that is professional in appearance with the first initial and last name of the officer to be worn in a consistent location on the uniform.
 - c. Duty belt with minimum level II retention holster, magazine pouch, handcuff pouch, and other equipment approved by the COTR.
 - d. Black security or police style duty boots or shoes. Tan security or police style duty boots may be issued for Eugene Starr uniforms and deployment uniforms. (See section I below for additional information on required boots.)
 - e. Black gloves. Tan gloves may be issued for Eugene Starr uniforms and deployment uniforms.
 - f. Whistle.
 - g. Security badge meeting requirements of Oregon and Washington laws.
 - h. Ballistic body armor meeting U.S. Department of Justice National Institute of Justice Standard 0101.03, Classification Type II-A.
 - i. Sufficient numbers of uniform pants, short sleeve shirts, and long sleeve shirts for each

- officer to maintain uniform cleanliness and professional appearance.
- j. Security/law enforcement style jacket, with high visibility security identification.
 - k. OC spray pouch.
 - l. All appropriate OSHA required safety equipment, such as, but not limited to, CPR protection equipment, latex safety gloves, etc. This includes applicable lace-up, over the ankle, rigid sole and heel safety toed boots meeting the ASTM F 2413-05, Class 75 with EH rating for electrical hazard protection for personnel working in energized areas or on deployment.
12. At a minimum, the following items of equipment shall be issued to security officers at the start of each shift. Additional items deemed necessary by the Contractor must be approved by the COTR:
- (a) Handcuffs and handcuff key.
 - (b) OC Spray.
 - (c) Flashlight.
 - (d) Glock 22 Pistol.
 - (e) Three fully loaded Magazines, one round for the chamber. Magazine capacity will be the maximum allowed by law.
 - (f) Radio or other means of communication as required.
13. The Contractor shall provide secure and lockable cabinets at each BPA location where the Contractor's weapons are stored. Information pertaining to weapons storage cabinets shall be submitted to the COTR for approval upon award of the contract.
14. The Contractor shall provide approved bullet containment devices at each BPA location where Contractor weapons are issued.
15. All Contractor-provided equipment shall be appropriately marked and identified as belonging to the Contractor.

A.6. FEDERAL HOLIDAYS

BPA observes the following Federal Holidays:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

A.7. ACRONYM DEFINITIONS

Acronyms:

HSPD: Homeland Security Presidential Directive

PACS: Physical Access Control Systems.

WSO: Weapons Safety Officer. A security officer or security supervisor who is knowledgeable, trained, and designated to oversee weapons issuing and arming/disarming of personnel for shift change purposes.

A.8. DOCUMENTATION

DOE Order Order 470.4b, Appendix B, Sections 1, "Facility Clearances and Registration," and 2 "Foreign Ownership, Control or Influence (FOCI)."

<https://www.directives.doe.gov/directives/0470.4-BOrder-b/view>

Executive Order 12829

<http://www.archives.gov/isoo/policy-documents/eo-12829.html>

HSPD-7

<http://www.dhs.gov/homeland-security-presidential-directive-7>

HSPD-12

<http://www.dhs.gov/homeland-security-presidential-directive-12>

NERC CIP Standard 006

<http://www.nerc.com/page.php?cid=2|20>

Oregon Department of Safety, Standards, and Training (Oregon DPSST)

<http://www.oregon.gov/DPSST/PS/pages/index.aspx>

Oregon Revised Statutes

<http://www.leg.state.or.us/ors/>

Privacy Act 1974

<http://www.justice.gov/opcl/privstat.htm>

Revised Code of Washington (RCW)

<http://apps.leg.wa.gov/rcw/>

SF 328

http://hss.doe.gov/HQSecOp/foreign_ownership/FOCI_SF328_INSTRUCTIONS.pdf
<http://www.gsa.gov/portal/forms/download/116246>

U.S. Department of Justice National Institute 0101.03 Classification Type II-A

www.ncjrs.gov/pdffiles1/nij/189633.pdf

Washington State Criminal Justice Training commission (WSCJTC)

<https://fortress.wa.gov/cjtc/www/>

Washington State Department of Licensing

<http://www.dol.wa.gov/business/securityguards/sggetarmed.html>

18 USC 793

<http://codes.lp.findlaw.com/uscode/18/l/37/793>

18 USC 794

<http://codes.lp.findlaw.com/uscode/18/l/37/794>

PART B – WORK AND SERVICE REQUIREMENTS

B.1 GENERAL REQUIREMENTS

The overall purpose of this contract is to provide an aggregate of approximately 58,096 hours of security officer services and approximately 8,736 hours of supervisory services annually for BPA's Ross Complex, Eugene Starr Complex, and other BPA facilities as addressed in this SOW. Additional security services, to include security officer deployments, may be requested by BPA for special events, higher threat conditions, emergency services, etc. It is projected that approximately 1,400 hours will be used annually for additional security services on an as-needed basis. Other administrative positions are described in section B.16. The security services under this contract include but are not limited to the following:

- Armed guard services.
- Protection of employees, facilities and property.
- Access control, including screening of visitors, vehicles, packages.
- Issuance of visitor badges and enforcement of BPA's ID badge policies.
- Alarm Monitoring Station - operation and monitoring of security alarm systems and CCTV systems across geographically dispersed locations. This also includes operation and monitoring of automated access controls.
- Observation of building and fire warning systems and HVAC system warning panels and controls.
- Incident and alarm response.
- Vehicle patrols of surrounding areas and interior and exterior foot patrols at designated locations.
- Application of compliance-based security requirements, to include maintenance of records associated with compliance requirements.
- A limited number of contract physical security specialists assigned to BPA's Physical Security Team to assist with Physical Security programs and development and implementation of compliance-based security processes and procedures.

The BPA Ross Complex is located at 5411 NE Highway 99 in Vancouver, Washington. The Ross Complex is situated on a 250 acre industrial compound consisting of 55 individual buildings with approximately 1,100 employees and contractors assigned. Functions associated with buildings on the Ross Complex include high voltage electrical power distribution, administrative offices, electrical control and dispatching center, auditorium, laboratories, oil pumps, shipping and receiving, storage, scales, gas station, welding and cutting shop, microwave equipment, hazardous waste storage, transformer repair, computers, flammables and herbicide storage, and solar power.

The Eugene Starr Complex, located in The Dalles, Oregon, consists of high voltage substations, equipment maintenance shops and other related support facilities on an 850 acre parcel of land approximately one mile south of The Dalles, Oregon.

The BPA Park Place office complex consists of one or more office buildings leased by BPA and other tenants in east Vancouver. Office space leased by BPA at the Park Place office complex changes as office space needs change within the agency. Patrol coverage for this facility is currently supported by security officers from the Ross Complex as outlined in this SOW.

BPA is currently projecting an expansion of its Munro Control Center, located in Mead, WA, in April of 2014. The completed expansion will result in the need for security services at this facility. It is estimated that approximately 10,816 guard hours will be needed at this facility when the expansion is completed. These additional guard hours will be requested by the Contractor through a Contract Modification. Refer to Part D of this Statement of Work for further information.

BPA's security force is comprised of numerous posts including stationary access control, vehicle inspection, visitor processing, alarm monitoring, and foot and vehicle patrols. Some posts will be twenty-four hours per day, seven days per week (24/7). The number, hours, and specific duties of these posts and positions are described in Sections B.12. through B.16.

BPA reserves the right to assess security post needs and requirements as the security environment, contingency operations, and security needs change for the agency. In doing so, BPA may elect to add, eliminate, or modify security posts, post duties, or post hours associated with this contract; or BPA may

activate security posts identified within this SOW that are currently identified as not active. Changes to security posting will be coordinated with the Contractor and the Contracting Officer and will be executed through a contract modification with the issuance of an updated SOW and signed by both the Contracting Officer and Contractor.

B.2. SECURITY CLEARANCE REQUIREMENTS

At a minimum, one of the contractor's principals and one supervisor shall have a DOE L (SECRET) security clearance or the L clearance in progress immediately following the award of the contract. After the effective date of the contract, either the cleared principal or a cleared supervisor shall be available on a 24-hour basis. Changes in Security clearance requirements will be addressed as needed. In general, BPA will coordinate with the Contractor to obtain DOE L clearances for a sufficient number of Security Supervisors as determined by the COTR. The Contractor will notify BPA immediately upon discovery of circumstances that would impact the security clearance of an employee.

- A. Prior to being issued a Department of Energy (DOE) identification badge, employees of the Contractor will be required to accomplish the appropriate Personal Identity Verification (PIV) documentation that is required under Homeland Security Presidential Directive 12 (HSPD-12). The PIV process will occur through the Personnel Security organization within BPA's Office of Security and Continuity of Operations (OSCO), who will supply the Contractor the necessary information and forms for this process. Employees of the Contractor will use the issued DOE ID badge for entry into the BPA Headquarters. Proximity cards may also be programmed and issued to security officers for access to other electronically controlled areas.
- B. Prior to award of this contract, the Contractor shall furnish to the Contracting Officer or COTR:
 - 1. A Certificate of Authority from the Corporate Division of the Oregon State Department of Commerce or Washington State Department of Commerce.
 - 2. A Certificate of Good Standing from the state in which the firm is incorporated.
 - 3. A facility security clearance from HQ, U.S. Department of Energy pursuant to Executive Order 12829.
 - 4. SF 328, Certificate Pertaining to Foreign Interests (or current form).
- C. The Contracting Officer (CO) will review the credentials of applicants proposed by the Contractor and reject any employee that, in the opinion of the Government, is not suitable for this contract. Under these circumstances, an appeals process will be provided to the Contractor.
- D. The Contractor shall follow all requirements described in DOE Order 470.4b, Appendix B, Sections 1, "Facility Clearances and Registration," and 2 "Foreign Ownership, Control or Influence (FOCI)."

B.3. STANDARD OPERATING PROCEDURES

The Contractor shall draft and provide to the COTR within 90 days after the start of this contract, Standard Operating Procedures (SOP's) for the Contractor's operational and administrative use. Standard Operating Procedures (SOP's) for the Contractor's operational and administrative use. BPA will provide information pertaining to procedures and policy in order to assist the Contractor with SOP development.

A. Contents of SOP

The following examples are provided for consideration but specific sections will be identified by OSCO and the Contract Manager.

- 1. Uniforms and standards of appearance.
- 2. Weapons and equipment issue, safety procedures and accountability.
- 3. Functions and duties of the security officers.
- 4. Security officer authority.

5. Apprehension policies and procedures.
6. Response to bomb threats or suspected IED.
7. Response to intrusion alarms.
8. Response to unauthorized individuals.
9. Response to discovery of prohibited items.
10. Response to fire alarms.
11. Customer Service and Diversity Awareness Training
12. Access requirements with ID badge, including visitors.
13. Response to robberies and other violent crimes.
14. Providing motorist assistance.
15. Providing escort services to employees.
16. Radio communications procedures.
17. Enforcement of BPA motor vehicle regulations.
18. Use of force.
19. Report writing.
20. Traffic accident investigation.
21. Disaster Preparedness (include building evacuation procedures and shelter in place).
22. Lost and found property.
23. Building/Gate Security Checks.
24. CCTV monitoring procedures.
25. Alarm monitoring/response procedures.
26. Federal security alert procedures and levels of alert.
27. Familiarization with current issued Post Orders, Access Restrictions (Security Alerts and Termination Advisories), Operations Bulletins, Special Notices, etc.
28. Vehicle inspection techniques and practices for detecting bombs or other dangerous materials.
29. Personnel screening procedures (inspection of personnel, hand carried items, etc.).

B. SOP Distribution

The Contractor shall maintain current copies of applicable SOP's at each site.

C. SOP Training and Familiarization

Prior to assignment to any post, the Contractor shall provide each new employee training sufficient to ensure a general familiarization of all BPA Posts and SOP's. The Contractor shall provide post specific training sufficient to ensure that the officer assigned to a post is thoroughly trained, knowledgeable of the post SOP's and capable of performing all duties associated with the post. The Contractor shall ensure that an officer assigned to a given post is also familiar with the duties of other posts that have operational interdependencies. Training will be recorded in individual Officer Training Manuals.

D. SOP Review Requirements

Unless otherwise directed by OSCO, the Contractor shall conduct quarterly reviews of officer knowledge and understanding of the SOP's for the post or posts which the officer is assigned. The reviews may be oral interviews, written exams, or practical demonstration/LSPT, or a combination of all three.

The Contractor shall maintain adequate records as noted in B.7.B.18. Results of quarterly evaluations shall be provided to the COTR upon request. These results may also be used to determine future training requirements.

E. SOP Updates

The Contractor shall conduct annual reviews of SOP's and shall maintain a record of these reviews. The Contractor shall provide the COTR with updates and changes to SOP's as they occur and will incorporate change recommendations or requirements involving security operations from OSCO.

B.4. CERTIFICATIONS AND CREDENTIALS

A. Armed Certifications and Credentials

BPA's security program utilizes armed security officers. The Contractor shall comply with the Revised Code of Washington, Washington State Criminal Justice Training Commission regulations, and the Washington Administrative Codes regarding the licensing of Private Security companies and security officers. Additionally, the Contractor shall fully comply with Oregon Revised Statutes, Oregon Department of Public Safety Standards and Training and Oregon Administrative Rules. Each armed security officer assigned to Washington facilities shall be licensed as a Washington Armed Private Security Guard. Each armed security officer assigned to Oregon facilities shall be licensed as an Oregon Armed Private Security Officer. Authorized Guard 1 (unarmed officers) shall be licensed as unarmed security officers in the state that the officer is assigned. All supervisors shall be licensed in both Oregon and Washington states as armed security officers. Each armed security officer assigned to the Eugene Starr Complex will be dual certified in both Oregon and Washington in order to support BPA deployments or operations. Other security officers may be dual-certified in order to support BPA deployments as indicated in section B.15., or other security needs, within BPA's service area. Security supervisors and security officers shall carry their licenses with them at all times while on duty. During the length of this contract, DOE Protective Force requirements will be assessed by the Contractor for feasibility of implementation when conducting self assessments as identified in section C.1. of this SOW.

B. Exclusions to Armed Certifications and Credentials:

This exclusion policy involves a temporary waiver of allowing licensed unarmed security officers to occupy designated posts while the administrative process for the armed license is completed. Under this policy, the contractor may use unarmed security officers only as specifically authorized by the COTR or designated representative from BPA's Office of Security and Continuity of Operations. It is expected that officers used under this exclusion policy will have completed all requirements for armed license including a successful qualification course of fire conducted and certified prior to assignment to these posts. In addition, the Contractor shall ensure that prior to assigning an officer to a post; the officer will have received the appropriate training and can demonstrate the knowledge, skills, and abilities to effectively conduct operations for the assigned post. The following posts may be used for this purpose for a period of no more than 30 days unless otherwise noted or approved by the CO/COTR:

1. Ross Post 2 day shift (Ross Complex Construction Services Building).
2. Park Place office complex Post 1. (Only if this post is activated by BPA. This currently is not an active post.)
3. Eugene Starr Complex Post 1, day shift only, not to exceed 45 days unless approved by the COTR.

B.5. CONTRACTOR FURNISHED TRAINING

The Contractor shall develop a Job Task Analysis (JTA) and identify general training needs as well as post-specific training needs under this contract. JTA's and post certification processes shall be fully established and utilized within 90 days of the award of the contract. JTA information shall be used to develop post certification training and an overall annual training plan, which the Contractor shall provide annually to the COTR. The Contractor shall be responsible for providing pre-employment training as necessary to ensure all requirements listed under B.4.A. *Armed Certifications and Credentials* and B.5.1. below are fulfilled prior to any officer being placed on duty with this contract. Post employment training is defined as proficiency training and certification conducted after initial employment. Post employment training shall be conducted in accordance with section B.5.2. Pre-employment and post-employment training shall be conducted and certified/documented at no additional cost to Bonneville Power Administration.

B.5.1. PRE-EMPLOYMENT TRAINING

Certification of completion of pre-employment training and licensing requirements for new hire employees shall be furnished to the COTR prior to the employee performing duties under this contract. This

notification may be in the form of an official letter, memorandum, or E-mail to the COTR. All officers shall be required to complete the following training prior to assignment on post:

- A. Oregon and/or Washington State licensing requirements, including successful completion of a firearms qualification course of fire, shall be conducted and certified by the Contractor prior to using post employment and other training allotments identified in this contract.
- B. Orientation training and task performance demonstration certification regarding the proper use and techniques for handcuffing as well as proper use and techniques for OC/pepper spray. The training shall also address the use of application of handcuffs and OC/pepper spray at appropriate use of force levels. This training shall be performed by a trainer credentialed as an instructor for less-than-lethal/use of force through Oregon or Washington State certification, or through other certification means approved by the COTR (e.g. – master use of force instructor certification, etc.). At the option of the Contractor, orientation training for handcuffs and/or pepper spray may be waived if a new-hire security officer can provide documentation of training for handcuffs and/or OC/pepper spray occurring within 6 months of hire related to a previously held security, military, or law enforcement position. Such documentation shall become a part of the security officer's training record for pre-employment training.
- C. Red Cross or equivalent certification for First Aid and CPR, to include use of automated external defibrillator (AED).
- D. Prior to assigning a new-hire to any post, the Contractor shall provide the employee sufficient training to ensure a general familiarization of all BPA Posts and SOP's. The Contractor shall also provide post training and certification sufficient to ensure that the officer assigned to a post is trained, knowledgeable of the SOP's for the respective post, and capable of performing all duties associated with the post. Initial security post certification shall be completed within 30 days of the new hire's initial post assignment. The Contractor shall also ensure that an officer assigned to a given post is familiar with the duties of other posts that have operational interdependencies.

B.5.2. POST EMPLOYMENT TRAINING AND OTHER TRAINING ALLOTMENTS

A. Post Employment License and Certification Refresher

1. The Contractor shall provide refresher training to ensure all officers remain certified and qualified under requirements stated in section B.4.A. *Armed Certifications and Credentials*. This requirement includes approximately four (4) hours annual range training and successful completion of firearms qualification course of fire for the state in which the officer is licensed.
2. American Red Cross or equivalent CPR and First Aid training shall be conducted as required to maintain certifications. AED training shall be conducted annually for all officers.
3. Annual security post certifications for security officers shall be accomplished through a process developed by the Contractor and approved by the COTR. The intent of post certifications is to ensure security officers retain current knowledge, skills, and abilities to adequately perform in the roles they are assigned. Initial security post certifications shall apply for currently employed security officers being assigned to perform duties at a new security post.

B. Firearms Training (16 hours)

The training outlined in this section is required in order to develop and maintain the firearms skills of security officers and supervisors assigned to this contract. This 16-hour block of training shall not include pre-employment or remedial training for officers who fail to qualify per state requirements. For remedial training see "Remedial Training". To the extent possible, the Contractor shall incorporate elements of established Department of Energy training for firearms.

1. Frequency of Training

Firearms training shall be conducted quarterly in four (4) hour blocks. The Contractor may combine up to two blocks of training to be conducted in a single quarter to provide skills

development for current licensed and qualified officers assigned to this contract. To the extent possible, it is expected that firearms training will be conducted in regular intervals throughout the year in order to limit the degradation of firearms skills from year to year.

2. Live Fire Range Training

A comprehensive firearms safety briefing shall be provided to all officers prior to commencement of firearms training (refer to section B.7.1.B.). All officers shall be required to meet the following minimum firearms proficiency qualifications and training requirements.

- a. Using the state or other course of fire approved by the COTR, qualify one additional time, approximately 6 months after state required licensing is completed. This can be in conjunction with the quarterly live fire training. All qualifications and attempts will be documented pass or fail and the score on a permanent record and will be available to the COTR upon request.
- b. All officers shall attend not less than four hours of live fire range training approximately every 3 months (except as noted for combining two 4 hour blocks). One 4 hour block of training shall be in the form of Confrontation Simulation (ConSim) training, or other forms of training approved by the COTR.
- c. The Contractor may combine up to two (2) quarterly training blocks for a total of 8 hours of training to be conducted within one quarter for officers who may need a more focused, longer block of training (see B.5.2.B.1. "Frequency of Training"). This allowance may be used one time per officer per year for officers assigned to this contract needing such training. Upon request, the Contractor shall provide documentation to the COTR of all officers who receive quarterly combined training.
- d. Training hours may not be distributed from one officer to another.
- e. Each quarterly block of firearms training shall have clearly defined goals and objectives. Each officer will be required to demonstrate satisfactory understanding and ability to perform the objectives of the training. Officers will receive adequate coaching and instructor guidance during the training. The Contractor shall maintain a record documenting the goals and objectives of each quarterly training session and provide these to the COTR upon request. The COTR shall be notified in writing of the results of all officers that failed to demonstrate satisfactory skill levels with the elements of the provided training. During the quarterly training periods the focus of training may be on one or more of the below listed elements or additional elements proposed by the Contractor and approved by the COTR.

- (1) Use of cover
- (2) Moving with a firearm
- (3) Shooting on the move
- (4) Low light shooting principles
- (5) Decision scenarios/confrontation-simulation

C. Remedial Firearms Training

1. Failing State Licensing Qualification Course of Fire

If at any time an officer or supervisor fails the required state licensing qualification course of fire, either for license renewal or in conjunction with the six month requirement noted in B.5.2.B.2. "Live Fire Range Training", Bonneville Power Administration will consider the officer as not in compliance with the provision listed in the Statement of Work B.4.A. "Armed Certification and Credentials." The Contractor shall notify the COTR as soon as practical of any officer who fails a qualification course of fire. The Contractor shall have a period of 45 days to conduct needed remedial training in order to bring the officer into compliance with this Statement of Work without additional cost to the Bonneville Power Administration. If the officer is not brought into compliance within the 45-day grace period, the officer will no longer be eligible to be posted as a

security officer on this contract. The COTR may waive this requirement or extend the grace period if the COTR believes it is in the best interest of BPA.

2. Failing to Meet Quarterly Firearms Training Objectives

Officers who fail to meet quarterly training objectives shall receive remedial training in order to meet those objectives. Prior to attempting a qualification course of fire, the officer shall demonstrate satisfactory understanding and skill level with the subject objectives.

3. Unsafe Firearms Handling

Unsafe firearms handling, negligent discharge of weapon, or any other unsafe acts in conjunction with the handling, training or use of firearms shall be reported to the COTR as soon as circumstances allow. Incidents, such as an accidental discharge, shall have a thorough inquiry accomplished by the Contract Manager and in coordination with OSCO and the BPA Safety Office. A report of the inquiry, to include root cause, remedial actions, and any necessary remedial training shall be provided to the COTR detailing corrective actions to be taken by the Contractor.

D. Defensive Tactics Training (8 Hours)

1. Frequency and Scope Of Training

All officers shall attend 8 hours of defensive tactics training on an annual basis. The training shall consist of the following elements unless otherwise approved by the COTR.

- a. Handcuffing.
- b. OC/Pepper spray refresher.
- c. Take down and apprehension techniques to include force continuum scenarios.
- d. Verbal Crisis Intervention (verbal commands for taking suspects into custody).
- e. Weapons retention.
- f. Officer safety and survival.

E. Other Periodic Training (10 Hours)

Other periodic training may include, but is not limited to the following:

1. Vehicle inspections techniques, DOE or equivalent.
2. Substation entry permit exam/walk through.
3. OSCO subject briefings as needed.
4. Re-familiarization of applicable emergency and alarm response procedures.
5. Report writing.
6. Post documentation familiarization.
7. NERC CIP requirements and/or procedures.
8. Other security officer procedures.

F. Individual training classes conducted by the Contractor shall include the development of a training plan. Class training plans shall be maintained by the Contractor and made available to the COTR upon request. Upon award of the contract, the class training plan format shall be provided to the COTR for approval. The class training plan shall include the following information (or other information approved by the COTR):

1. Training purpose, scope, and objective.
2. Training methodology.
3. Training resource needs, to include identified instructors.
4. Training schedule.
5. Training curriculum.
6. Training evaluation criteria.
7. After actions report (AAR) upon completion of training. The AAR shall be used to evaluate the success of the training and identify follow-up actions needed.

B.5.3. ON THE JOB TRAINING/CAREER DEVELOPMENT

A. On The Job Training (OJT)

The Contractor shall furnish OJT sufficient to ensure that officers assigned to this contract are knowledgeable and capable of performing the duties associated with this contract. OJT is intended to represent an ongoing and consistent activity usually conducted by a security supervisor or the Contract Manager. This training will address specific needs for conducting the various day to day activities associated with post duties. OJT must be relevant to successful accomplishment of the BPA security mission. OJT will not be considered training in relation to section B.5.2.E. and will generally be conducted at no additional cost to BPA. BPA may request some OJT performed outside of normal duty hours and considered "additional security services." The Contractor will maintain a record and roster of officers completing OJT. The Contractor will provide a certification statement of OJT upon request by the COTR. OJT shall include a review of the contractor's firearms safety training program and DOE Vehicle Inspection Procedures and may include, but is not limited to, the following:

1. Post documentation review.
2. Vehicle inspection techniques.
3. X-ray and magnetometer techniques.
4. Information bulletins, instructions, post operations, Operations Bulletins, etc.
5. Safety information.
6. Supervisory/Management one-on-one training.
7. Security Officer procedures/post procedures.
8. Emergency procedures.
9. Hazardous materials.

B. Career Development

US DOE, Bonneville Power Administration and the Contractor may, from time to time, make available certain training material and resources to officers assigned to this contract. Various security-related training courses that carry some accreditation with certain colleges may be included. Some of these courses will be correspondence, computer based CD (compact disk) or web-based. The Contractor shall, as much as practical, allow for the on post study and completion of these courses as long as it does not interfere with the function of the post. When it is not practical for the study to be accomplished on post, the material may be signed out or issued to officers assigned to this contract for home study. This is considered voluntary career development. Use of career development training materials while on post must have the prior approval of the Contract Manager.

B.5.4. CONTRACTOR REQUIRED TRAINING AND BRIEFINGS

The Contractor may require employees to attend briefings, meetings, training or seminars relating to the specific conditions of employment under which officers are employed with the Contractor. These may include information pertaining to employee performance appraisals, employee benefits, contractor policy, compensation policy, and other issues that arise from time to time. To the extent practical these may be accomplished while the employee is posted on duty. However, the Contractor will exercise due diligence with respect to prudent and reasonable judgment regarding the degradation of the security mission.

B.6. CONTRACT EMPLOYEE REQUIREMENTS

The Contractor shall ensure that all persons employed in the performance of the contract, prior to assignment to duty meet or exceed the following minimum criteria:

- A. All employees must be U.S. citizens.
- B. All employees must be at least 21 years of age to meet Oregon and/or Washington State armed guard licensing requirements.
- C. All employees must possess a high school education or equivalency certificate.

- D. All employees shall be physically able to perform all assigned armed security officer duties, functions, and activities. Employees performing in armed security officer and Security Supervisor positions shall have the ability to do the following: stand on post for long periods of time (e.g. - an 8-hour shift with applicable breaks required by law); be able to work outdoors during inclement weather or other conditions; be able to walk uneven terrain during foot patrols; be able to legally and safely operate a motor vehicle; be able to lift up to 40 lbs. without assistance; be able to be certified to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED); be able to successfully pass firearms qualification and certification without physical assistance, including kneeling and other firing positions.
- E. The Contractor shall ensure that each employee hired to work in the capacity of security officer or security supervisor is given a physical examination without additional cost to the Government or the employee prior to assignment to this contract, and every two years after initial hire, to ensure officers and supervisors are physically able and medically fit to perform their respective duties. When requested by BPA, the contractor shall provide a list of current employees with the date of their last physical examination.
- F. The Contractor shall have a program in place to ensure a drug-free workplace for employees assigned to the BPA contract. In addition, the contractor's program shall include at a minimum, processes for the initial drug screening of new-hire employees and random screening for employees assigned to the BPA contract. Drug screening shall be a 5-panel drug test regimen. DOE will request initial drug screening for contract employees obtaining an initial security clearance. In addition, DOE may randomly request BPA to drug screen a contract employee who holds a DOE clearance. Under these circumstances, the Contractor shall be notified in writing of the request. The Contractor shall then arrange for the initial (for clearance purposes) or random drug screening of the employee through their own established testing facility that is federally qualified to conduct drug screening. A hard copy of the test result shall be made available to the CO upon request and, if necessary, forwarded to DOE for record of compliance.
- G. All employees shall speak English and be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and materials, and shall be able to compose reports which convey complete information in English. Security officers shall be able to understand and perform basic computer keyboard operations relative to the operation of word processing and e-mail software (e.g. - *MS Word* and *MS Outlook*) and the cardkey access systems utilized by BPA (currently ProWatch).
- H. While on duty with this contract, security supervisors or security officers shall not supervise or attend to any other contract or duties not directly related to the performance of this contract without the written consent and approval of the CO and Chief Security and Continuity Officer. Employees assigned to the contract will not be current government employees.
- I. Part time security officers and security supervisors can be used as follows provided the part time employee meets all requirements and training for the respective position they are covering:
 - 1. May be used in place of full time security officers or supervisors.
 - 2. May be used in emergencies in such cases as illness, higher threat levels, etc.
 - 3. May be used to fill in hours that cannot be otherwise covered by full time officers/supervisors.
- J. Employee Background Checks
 - 1. The Contractor shall provide at no additional cost to the government, a criminal history background check of all of its employees. The results of this check shall be forwarded to the COTR.
 - 2. Personnel assigned to this contract will undergo Homeland Security Presidential Directive 12 (HSPD-12) personal identity verification and background checks by BPA (refer to section B.2.A. below). Persons not meeting adequate security background requirements as deemed by BPA will not be permitted to work this contract.

3. Security officers assigned to this contract must meet state criminal background check requirements for armed guard licensing within the states of Washington and/or Oregon.
4. Personnel assigned to this contract directly support North American Electrical Reliability Corporation Critical Infrastructure Protection (NERC CIP) standards (*Standard CIP 006, Cyber Security – Physical Security of Critical Cyber Assets*) and must undergo personnel risk assessments which BPA will conduct a minimum of every 7 years as outlined in requirements established in *Standard CIP 004, Cyber Security – Personnel & Training*.

B.7. DUTIES OF THE CONTRACTOR

A. General

The Contractor shall provide a highly qualified, stable and professional protective security force. The Contractor shall take immediate action to correct officer performance, discipline and deficiency issues. The Contractor shall ensure work force morale issues are addressed and resolved in a timely manner. The Contractor shall immediately report verbally and in writing to the COTR any termination of contract personnel and the cause for such termination. If a termination is known or projected in advance, the COTR shall be notified as soon as the Contractor is aware of the employee termination so the COTR may take necessary, timely administrative actions. The Contractor shall utilize a personnel retention program that, at a minimum, is aligned with industry standards in order to minimize security officer turnover rates and ensure continuity of operations.

B. Contractor Duties

1. The Contractor shall protect lives and shall, within the limits of security officer authority, prevent unauthorized use, loss, theft, trespassing, espionage and sabotage of government property, material, and equipment, and non-government property and equipment located at BPA facilities.
2. The Contractor shall implement all regulatory or compliance-based requirements such as BPA policies and directives, procedures associated with NERC CIP and DOE, or other requirements as directed by BPA.
3. The Contractor shall provide security protection in situations such as, but not limited to, incidents involving drug abuse, alcoholism, emotionally disturbed persons, civil disturbance, adverse personnel actions and other incidents.
4. The Contractor shall conduct access control according to current BPA policy and direction from OSCO.
5. The Contractor shall seek to prevent the occurrence of fires, explosions, and other catastrophes by close observation of buildings, machinery, vehicles, electrical equipment, and personnel to identify unsafe or potentially unsafe conditions, or activities. The Contractor shall also seek to prevent the commission of thefts, assaults, robberies, and other violent crimes.
 - a. In the event of a fire, the Contractor shall monitor phone calls and radio transmissions; provide directional assistance to responding emergency service providers; if needed, provide traffic control/cordon control at the location of the fire and shall assist with building evacuation and re-occupancy.
 - b. The Contractor shall report all security incidents to OSCO. The Contractor shall develop and utilize a standardized security incident report form for the submission of written reports, unless otherwise directed by OSCO.
6. The Contractor shall patrol designated areas according to the posts duties described in B.12. through B.16.
7. “Designated Shifts” identified in the SOW are general guidelines and may be adjusted with approval from the COTR. The Contractor shall establish shift change procedures that

accommodate the ingress and egress of employees and other activities in such a manner that will ensure posts remain adequately covered. The Contractor shall also be responsible for accommodating administrative needs such as arming and disarming times for officers.

8. The Contractor shall enforce BPA policies as described, and in a manner as required by the described post duties in this statement of work, or as otherwise directed by OSCO.
9. The Contractor shall investigate security breaches and incidents that occur at the direction of OSCO. Security incidents involving criminal activity, threats, violence, property damage, or any other serious or suspicious activity shall be reported to OSCO as soon as it is safe and practical to do so, as well as law enforcement if a crime is in progress. This includes notifications as needed to OSCO after hours through the designated Duty Officer. Security officer actions will be conducted in accordance with appropriate laws and in conjunction with established BPA policies.
10. The Contractor shall provide assistance, when directed by OSCO, to persons in need of aid within the vicinity of BPA facilities involving vehicle problems (e.g. – assistance with dead battery, flat tire, lock-outs) and incidents such as storms, hazardous road conditions, and other similar conditions.
11. The Contractor shall provide employee escort services on and off BPA property as directed by OSCO, the Contract Manager, or the security supervisor when employee safety issues arise or other circumstances exist that warrant this type of assistance. Escort services may include the limited transporting of employees and others in contractor-owned vehicles within and adjacent to BPA facilities as directed.
12. The Contractor shall develop and maintain recall rosters to facilitate the contact of key management personnel and the recall of security personnel to duty in sufficient numbers to meet emergency situations arising at BPA facilities. Recall rosters shall be maintained in accordance with the Privacy Act of 1974. Recall rosters shall be protected in accordance with BPA Information Protection Program standards, including proper marking, control, and storage of such documents. Sharing of these documents shall be on a “need to know” basis. Recall rosters shall be submitted to the COTR prior to the start date of contract services and be shall be updated by the contractor and submitted to the COTR on a monthly basis.
13. The Contractor shall provide additional security personnel to provide security services for special events or emergency situations as needed and requested by BPA. These additional security services are not included as part of the inactive posts outlined in this SOW that may be activated during an increased threat level and are not part of the security officer deployment to energized facilities as outlined in section B.15. Additional security services needed in each instance shall be for a minimum of 2 hours. To the extent possible, OSCO will provide advance notification via e-mail and/or phone call to the Contract Manager of any request for additional security services. OSCO shall provide the Contractor with specific security officer duties for each instance.
14. The Contractor shall supply an organization chart in writing to the CO and COTR. It will include the names of company officers, supervisors, managers, and other key organizational personnel assigned to this BPA contract with their business contact information. As changes in staffing occur, the Contractor shall likewise provide updated organization charts to BPA.
15. No security officer or security supervisor shall be on duty for more than 12 consecutive hours or in excess of 60 hours per week unless approved by the COTR. The Contractor will allow for sufficient rest between periods of work.
16. The Contractor shall comply with all BPA policies to include Harassment Free Workplace and Standards of Conduct. BPA will provide these policies at the post-award orientation and will be circulated to and reviewed by all employees assigned to the contract. In addition, annual training required by BPA of all contract employees will be conducted. The Contractor shall coordinate this training with the COTR to ensure a method of completion that does not incur additional cost impacts to the contract.
17. The Contractor shall manage all training processes and requirements in accordance with this

Statement of Work (SOW).

18. The Contractor shall maintain training records sufficient to demonstrate that officers assigned to this contract have met all requirements for licensing, training, and post assignment certification. These records shall reflect the specific nature, scope and detail of on-post training and certification. Training records shall be reviewable by the COTR upon request.
19. The Contractor shall develop and maintain post books containing operational information provided by BPA, including but not limited to:
 - a. Portions of the Statement of Work applicable to the post.
 - b. General Orders as outlined in the Statement of Work.
 - c. Post-applicable Standard Operating Procedures (SOP's) and other emergency plans applicable to the post.
 - d. Short term briefing information, alerts, orders etc.
 - e. Emergency call out lists (maintained under Privacy Act of 1974 and protected under BPA Information Protection Program standards).
 - f. When available, BPA provided maps and building schematics.
 - g. When available, operating instructions to include, but not limited to physical access control systems (PACs), card key readers, fire alarm panels, fire suppression systems, intrusion alarm systems, mechanical enunciator panels, and CCTV systems, and other operational equipment.
20. The Contractor shall conduct and document alarm system checks as directed by OSCO. Completed documentation shall be submitted to OSCO.
21. The Contractor shall ensure the proper safeguarding of information identified as sensitive, to include Official Use Only (OUO) Critical Information (CI), or Personally Identifiable Information (PII) in accordance with established BPA Information Protection Program standards.
22. The Contractor shall assist OSCO with evaluating the applicability of Protective Force requirements contained within applicable DOE Manuals that may be integrated into BPA's security program.
23. The Contractor shall have a retention plan to maintain a low turn-over rate of employees assigned to the BPA contract.

B.7.1. WEAPONS REQUIREMENTS

A. Weapons and Ammunition

1. Unless otherwise approved by the COTR, the duty weapon shall be the Glock 22 .40 caliber semi-automatic pistol with one loaded 15-round magazine, unless otherwise approved by the COTR. Armed security officers shall carry two additional 15-round magazines when on duty, unless otherwise approved by the COTR.
2. The Contractor shall provide duty weapons as indicated in B.7.1.A.1. above in a quantity to arm all officers on duty. A suitable quantity of spare weapons will be available in case of breakage or emergency and to enable the arming of posts identified in this SOW as being not currently activated.
3. Sufficient magazines shall be on hand for duty issue, training purposes, breakage and emergency.
4. Ammunition shall be kept in sufficient quantities for duty issue, periodic replacement and replacement due to defect.
5. Duty ammunition shall meet the same standards as that used by the nearest major law enforcement agency. (For Example: Portland Police Bureau, Vancouver Police Department, Clark County Sheriff's Office.)

6. Duty ammunition shall be rotated to range ammunition at least annually, requiring new ammunition to be supplied for duty use.
7. Holsters shall be of a type (commonly referred to as a retention holster) designated to prevent access to the firearm by unauthorized persons.
8. All modifications and alterations to firearms require approval of the COTR. All modifications shall be performed by factory certified or DOE certified armorers.
9. All weapons shall be maintained in clean and serviceable condition.
10. Weapons shall be inspected at least annually by a factory or DOE certified armorer. Weapons inspections shall be documented and a copy of the documentation forwarded to the COTR.
12. Firearms shall be returned to the shift supervisor or a designated Weapons Safety Officer (WSO) at the end of each tour of duty. Prior to storing or re-issue of the firearm, the shift supervisor/WSO shall assess operational condition of the firearm.
12. All weapons shall be stored and locked in suitable lockers provided by the contractor and approved by the COTR.
13. The Contractor shall develop and implement an accountability process each shift for weapons, ammunition, and other equipment such as, but not limited to, less than lethal weapons, radios, other operational equipment, etc.

B. Firearms Policy Requirements

The Contractor shall develop and submit for approval to the COTR a program plan for firearms safety that is specific to the use of firearms in the performance of the contract. This shall be provided by the Contractor as part of the Contractor's transition plan. Modifications to the firearms safety requirements must be approved by the COTR.

The Contractor shall assign a professionally qualified individual responsible for conducting self-assessments of the Firearms Safety Program on an ongoing basis. Assessments shall be conducted at least annually. The results of these assessments shall be documented on a standardized contractor supplied form listing date and time of assessment. Any findings shall be documented and shall be submitted to the COTR. The Contractor shall immediately correct any unsafe conditions discovered during an assessment, or any other time involving firearms safety. Any such conditions will be immediately brought to the attention of the COTR. Assessment documents will be made available to the COTR upon request.

1. The firearms safety program for this contract shall be approved by the COTR and shall address, as a minimum, the following:
 - a. A statement of policy and procedural outline relating to the safe use of firearms.
 - b. Procedures for the arming and disarming of officers for duty/relief of duty. This shall include loading and unloading supervision of duty weapons by trained Weapons Safety Officers (WSO's).
 - c. Procedures for inventory, accountability, and control of firearms by shift, as well as firearms maintenance and inspection, including a schedule that denotes the frequency of these activities.
 - d. Procedures for rotation/replacement/disposition of unserviceable weapons.
 - e. Procedures for ammunition accountability, storage, disposal, and inspection.
 - f. Policy for reporting accidents, incidents, unsafe conditions, and negligent discharges.
 - g. Policy for correcting and preventing accidents, incidents, unsafe conditions, and negligent discharges.
 - h. Firearms safety briefing procedure.
 1. Firearm safety briefing form completed by each officer during each live fire range training session. These forms will be available for review by the COTR upon request.

2. All security officers shall within ninety days of hire complete the online Department of Energy Firearms Safety Course. Records of the completion of this requirement will be available to the COTR for review.
- i. Training and qualification requirements for assigned WSO's who are appointed to arm and disarm officers at the commencement and completion of duty.

C. Firearms Instructors / Armorers

1. Firearms instructors may be security officers or supervisors assigned by the Contractor to conduct firearms training. Firearms instructors shall be certified by the state for which officers are being trained or instructed. The contractor shall assess DOE Firearms Instructor training requirements and will work with OSCO to determine the feasibility of obtaining DOE Firearms Instructor certification. All guest instructors must submit a complete resume of qualifications, training and teaching experience to the COTR prior to involvement in the firearms program.
2. Armorers may be security officers or supervisors assigned by the Contractor to perform these duties. Armorers shall have completed factory training or DOE certification to inspect, modify, or repair firearms being utilized on the contract. The Contractor shall submit to the COTR proof of the armorers' qualifications prior to annual inspections, repairs, or modifications being completed.

D. Administrative Handling of Weapons

1. General

All administrative firearms handling shall be performed in a manner consistent with safe and accepted practices. Firearms shall be treated as if they were loaded at all times. There shall be no "dry firing" of any weapons during administrative handling, except, when the weapon is to be stored. The weapon shall be confirmed as unloaded in accordance with established procedures.

2. Loading and Unloading Weapons

Procedures for the loading and unloading of firearms shall be developed by the Contractor and approved by the COTR as part of the weapons safety program plan. Changes to procedures shall be submitted for approval by the COTR prior to implementation. Arming and disarming procedures shall be posted in plain sight at each designated arming station.

E. Less Than Lethal Weapons/Equipment

1. OC/Pepper Spray – All security officers shall carry OC/pepper spray in an approved holder located on their duty belt while on duty.
2. Handcuffs – All security officers shall carry a minimum of one set of handcuffs in an approved handcuff case located on their duty belt while on duty.
3. The Contractor shall provide and maintain sufficient quantities of these devices on hand to ensure issuance to all security posts. A suitable quantity of spare OC/pepper spray canisters and handcuffs shall be available in case of breakage or contingency operations.
4. New security officers shall receive appropriate orientation training and task performance certification on the proper use of applicable less than lethal devices prior to assuming any security post associated with this contract (refer to section B.5.1.).

B.8. COMPANY REPRESENTATIVES AND SUPERVISION

A. Qualifications of key personnel:

The Contractor shall identify, by name, the key management, supervisory, and instructor personnel who will work under this contract. Unless otherwise approved by the CO and COTR, requisite qualifications are as follows:

- Management/Contract Manager – Shall have a college degree and a minimum of four (4) years experience in the management of security services contracts.
- Supervisors – Shall have a background and experience that includes a minimum of 4 years associated with a security, military police, or law enforcement career. Refer to section B.8.C.2. for further requirements.
- Instructor – Shall have professional credentials consistent with performing in the capacity of an instructor. Credentials include state certification or accreditation, Department of Energy certification, or other certification approved by the CO and COTR. Additionally, instructors shall have a minimum of four years experience in a security, military, or law enforcement career.

B. Company Representative

The Contractor shall provide a Contract Manager who will be assigned to this contract. The Contract Manager shall be designated solely to the performance of this contract and will not be assigned to any other contracts. The Contract Manager shall be responsible to ensure that all requirements, deliverables (as noted in B.12., Article I, Table 1), and conditions of this contract are fulfilled. The Contract Manager shall be responsible for daily security operations of the protective force, shall collaborate with OSCO on security operations decisions, and shall be available to OSCO 24 hours per day, seven days per week. The Contract Manager may appoint a supervisor to act in place of the Contract Manager for temporary absences. OSCO will retain final oversight and decision-making authority over security operations.

1. The Contract Manager shall assist OSCO with development of security procedures and policy associated with this contract.
2. The Contract Manager shall ensure proper discipline, appearance, conduct, professional bearing and demeanor are adhered to by all officers and supervisors assigned to this contract.
3. The Contract Manager is responsible for the overall operation of this contract.
4. The Contract Manager shall visit each security post and shift as needed to sufficiently ensure that all provisions of this Statement of Work are being consistently followed. It is the Contract Manager's responsibility to ensure the highest standards of conduct, appearance, performance, training, and customer service are being met at all times.

C. Supervisor

The Contractor shall provide supervision to ensure that the requirements of this contract are being met. Supervision shall focus on the day-to-day operation of the contract. Supervision shall also be the direct liaison to the Contract Manager and OSCO for security operations. It is expected that supervisors shall assist with training (post certification, OJT, etc.) as necessary to ensure that all security officers assigned to this contract are knowledgeable, proficient, and capable of performing their assigned duties. Supervisors are expected to maintain discipline and professionalism regarding their own conduct and the conduct of security officers assigned to the contract.

1. The Contractor shall provide a twenty-four hour per day, seven days per week supervisor. The supervisor shall be responsible for supervising officers performing duties at the Ross Complex and the Eugene Starr Complex at specified times as noted in section B.8.1.B. "Designated Coverage."
2. The Contractor may coordinate with the COTR to have the Security Supervisor from the Ross Complex assist with supervisory duties at the BPA Headquarters (Portland, OR) between the hours of 1800 – 0600, Monday through Friday, and 24/7 on weekends and holidays. Duties of the BPA Headquarters Security Supervisor are outlined in the Statement of Work for the security services contract for the BPA Headquarters.
3. An additional supervisor will be assigned to the Eugene Starr Complex as outlined in section B.14.

4. The Contractor shall provide supervisors who, under normal circumstances, will not be assigned to a security post.
5. It is permissible under this contract for shift supervisors to relieve security posts for designated break periods; however, this will only be permissible if no other alternative (e.g. - patrol, etc.) is available to do so.
6. The supervisor shall inspect all officers/posts assigned at least once per shift. Each officer/post inspection will be entered in the Security Officer Report (SOR) and initialed by the inspecting supervisor. SOR's shall be made available to the COTR upon request. In the event of an emergency or temporary lapse in security officer coverage of a post, the supervisor may stand in while a suitable replacement is acquired.
7. Supervisors shall have at least 4 years of experience in a similar position, unless otherwise approved by the CO. Experience is that which demonstrates the knowledge, skills, and abilities necessary to successfully perform the duties of the Security Supervisor position including, but not limited to, the following:
 - a. Resolution of security related issues.
 - b. Management of dynamic, evolving emergency or security incidents.
 - c. Liaison with law enforcement agencies, client personnel, and other customers.
 - d. Providing training for officers.
 - e. Other supervisory duties.
8. Alternate supervisors shall serve in the absence of a designated Shift Supervisor. The alternate supervisor must meet the criteria stipulated for "Supervisor."
9. Supervisors shall be responsible for maintaining satisfactory standards of competency, conduct, appearance, and integrity and for taking disciplinary action as required with respect to security officers.

B.8.1. SECURITY SUPERVISOR PROCEDURES AND DUTIES

A. General Description

The supervisor is responsible for the necessary officer training and proper management and maintenance of all security posts listed in this SOW. The supervisor shall not supervise any security posts associated with other contracts. Shift Supervisor's shall be armed.

B. Designated Coverage (unless otherwise approved by the COTR):

1. From 0600 – 1800 and from 1800 – 0600, Monday through Sunday, one supervisor shall be assigned to and responsible for the Ross Complex and the Park Place office complex.
2. If approved by the CO or COTR, one supervisor may be assigned to cover the Portland Headquarters and the Ross Complex outside the hours of 0600 – 1800, Monday through Friday, and on weekends and holidays.
3. Monday through Friday, except holidays, from approximately 0800 – 1600 hours, one supervisor shall be assigned to and responsible for the Eugene Starr Complex as identified in section B.14. Shift times may vary in order to perform the required supervisory functions at the Eugene Starr Complex.

C. Supervisor Duties

At no time while on duty with this contract will any supervisor have other responsibilities not related to this contract. Supervisors will be responsible for the following:

1. Providing a formal briefing for security officers at the beginning of each shift. This shall include,

- but is not limited to, pertinent pass-down information, security alerts, or termination advisories.
2. Ensuring that posts remain staffed as required. Provide for a suitable replacement as needed.
 3. Notifying the Contract Manager and OSCO if the supervisor is unable to provide coverage for a post.
 4. Providing back-up assistance to security officers as needed. If additional assistance is needed, immediately contact OSCO.
 5. Ensuring they are familiar with the duties of the posts under their supervision.
 6. Ensuring that post books at each post are kept current and that all officers are knowledgeable regarding information contained in the post book.
 7. Conducting tests of security system equipment at the Ross Complex, Park Place office complex, and the Eugene Starr Complex in accordance with written plans and SOP's. A written report of the results of testing will be provided to OSCO.
 8. Conducting Limited Scope Performance Tests (LSPT's), Alarm Response and Performance Tests (ARAPT's), and other security exercises as indicated in established plans and SOP's. This includes coordination with the Contract Manager and OSCO, if necessary, as well as documenting, maintaining, and tracking written evaluations associated with these performance tests and identifying any needed corrective actions.
 9. Gathering, reviewing, and submitting security incident reports (Day Shift Supervisor) and forms prepared during the shift, to include preceding swing and graveyard shifts. The submission of reports and forms will be coordinated with the Contract Manager through the direction of the COTR. SOR's and other forms/reports will be filed as directed by the COTR.
 10. Assessing documentation maintained by posts as indicated in this SOW to ensure accuracy and completeness. Ensuring documentation is maintained and submitted in accordance with directives established by OSCO. This includes, but is not limited to Security Desk Blotters, applicable visitor documents and logs, NERC CIP compliance documentation and records.
 11. Coordinating with the Contract Manager to provide verbal briefings to the COTR, other OSCO staff, or the Chief Security Officer regarding significant security-related events. This briefing shall be accomplished at approximately 0800 M-F.
 12. Ensuring that timely notification is made to the relevant Facilities Management office at Ross or Eugene Starr concerning buildings and/or grounds-related issues.
 13. Ensuring that timely notification is made to the Contract Manager and OSCO Duty Officer, if necessary, regarding security incidents occurring after normal duty hours.
 14. Evaluating inclement weather conditions on site and participating in after-hours conference calls, report-outs, or making notifications for the implementation of established inclement weather procedures.
 15. Conducting an inspection of each security officer prior to posting. This inspection shall include the minimum items:
 - a. Ensuring that personal appearance for security officers is acceptable in accordance with established policies. In addition, each security officer will be properly licensed and, as needed, ensuring that all officers under his or her shift are equipped with the necessary inclement or warm weather garments; and finally, that all officers on duty possess a valid DOE/BPA identification badge for display.
 - b. Ensuring that each officer is physically capable of performing their assigned duties (fit for duty). The Supervisor will not allow any security officer to stand post if he or she appears to

be under the influence of alcohol, drugs, medication, or other intoxicants. The supervisor will not allow any security officer to stand post without sufficient rest.

- c. Ensuring that all security officers are current in their knowledge of SOP's associated with their duties.
- d. Ensuring that all security officers are informed of and understand the responsibilities of their assigned post.
- e. Providing a shift briefing regarding any relevant issues brought forward from previous shifts, such as post orders, special notices, access restrictions, etc.

B.9. GENERAL SECURITY OFFICER CONDUCT (General Orders, Section I)

All security officers assigned to this contract shall be held to the highest standards of professional conduct, appearance, and performance. BPA does not grant or authorize any use of force or exercise of authority not permitted under the laws governing the actions of security officers. This section is applicable to the post descriptions as noted in sections B.12. through B.16. and will be included with each post book.

A. Use of Force

Security personnel shall at all times attempt to perform their duties with the minimum force necessary. Applicable laws regarding the use of force shall be observed at all times.

B. Literature

Only authorized reading material approved by the COTR or OSCO may be read on post. Newspapers, magazines, novels, or other personal reading material are not authorized.

C. Personal Audio/Video Equipment and Personal Cell Phones

Personal audio players, video players, and televisions are not authorized for use at any post. Personal cell phones shall not be used on post, during the performance of an officer's or supervisor's duties. Changes in the use of these types of equipment must be approved by the Contract Manager and COTR. The authorized use of any personal equipment will not interfere with the operation or professional appearance of the post.

D. Appearance

Security officers will present a professional appearance at all times with the uniform clean and pressed.

E. Socializing

While on post, security officers will maintain a professional and polite demeanor, but will not become engaged in lengthy, protracted or disruptive conversations with visitors, employees, guests, or other officers. If a guest, visitor or employee becomes distracting, the supervisor will be notified and the supervisor will notify OSCO.

F. Emergency

Security officers at all posts will take immediate action such as calling local law enforcement, fire department, and OSCO for assistance when a situation is discovered that presents an immediate danger to life and/or property. Threatening individuals, confirmed building intrusions, fire, broken water/oil lines are some examples. Other non-emergency matters are to be referred to the Contract Manager and OSCO for assistance.

G. Observance / Situational Awareness

All supervisors and security officers will maintain a high level of situational awareness and be observant for any suspicious activity. When feasible, officers shall attempt to identify suspicious personnel and observe and report any information that reasonably can be obtained such as:

- Name, address, or any other identifying information
- Physical description
- Vehicle description
- Vehicle license number
- Direction of travel
- Statements made by suspects or individuals
- Other information useful in an investigation

H. Demeanor

All security officers will maintain a polite and friendly demeanor while on post. It is understood that from time to time, an officer may need to use a command voice or assert officer presence in order to carry out their duties. Officers will not engage in disruptive or malicious conversations or behavior while on duty.

I. Arrests or restraints

Arrests and restraints shall be applied according to the laws of the state in which the incident occurs. Contractor employees will not sign civil or criminal complaints on behalf of BPA.

J. Officer Safety

Security officers shall exercise caution at all times and under all circumstances. The primary function of security officers is to observe and report incidents and suspicious activity. Officers will take appropriate actions as necessary, in accordance with the appropriate laws, to ensure the safety and security of client personnel and property. They will seek assistance from other security officers, local law enforcement, OSCO when needed.

K. Officer Health and Wellness

Prior to assuming security duties, all officers will ensure they have sufficient rest to safely perform their duties.

L. Security Officer Reports

All security officers will maintain a Security Officer Report (SOR) of activities during their assigned shift. This report shall be specific regarding times actions were taken and inspections conducted. The time and name of the supervisor making the supervisory inspection shall be recorded in this report. The report shall be submitted to OSCO at the start of the next regular work day for review, unless otherwise directed by the COTR. The written reports are not for general reading and are to be kept secure at all times. For designated posts, the Security Desk Blotter will be used in place of the SOR. Significant activities performed by the Security Supervisor will be entered on the appropriate Desk Blotter. Supervisors relieving officers for breaks or other reasons will make annotations on the relieved officer's SOR.

M. Communication

The primary means of communication for all posts and patrols shall be the hand-held or base station radio. Contractor-issued cellular phones and BPA landlines may be used as secondary means of communication when primary means of communication are not available.

B.10. DELIVERABLES AND PERFORMANCE

Article I, Table 1

Section	Due Date	Subject	Destination	Other Information
A.5.A.12.	Upon Award of Contract	Weapons Storage Approval	COTR	
B.2.	At Award	Secret Security Clearance Initiated	Personnel Security Specialist	
B.2.B.1.	At Award	Certificate of Authority	COTR / CO	
B.2.B.2.	At Award	Certificate of Good Standing	COTR / CO	
B.2.B.3.	At Award	DOE Facility Security Clearance	COTR / CO	Executive Order 12829
B.2.B.4.	At Award	Foreign Owned or Controlled Interests	COTR / CO	SF 328
B.3.	90 Days After Start of Contract	SOP's	COTR	
B.3.D.	Quarterly	Officer Evaluation of SOP	COTR	Evaluation of assigned posts only
B.3.E.	As updated	Updates to SOP	COTR	
B.5.	90 Days After Award of Contract	Security Post Job Task Analyses	COTR	
B.5.	Annually	Training Plan	COTR	
B.5.1.	Prior to Officer Post Assignment/ Provide Documentation Upon Request	Certification of Pre Employment Training	COTR	
B.5.2.	Conduct as Required/ Provide Documentation Upon Request	Post-Employment Licensing and Certification Refresher	COTR	
B.5.2.B.2.a.	Upon Request	Documentation of Qualification Attempts	COTR	
B.5.2.B.2.c.	As Required	Combined Quarterly Training	COTR	
B.5.2.B.2.e.	Upon Request	Training Goals and Objectives	COTR	
B.5.2.B.2.e.	Completion of Quarterly Training	Results of Quarterly Training	COTR	
B.5.2.C.1.	As Required	Notification of Failure to Qualify	COTR	
B.5.2.C.3.	As Required	Report of Unsafe Act	COTR	
B.5.2.C.3.	As Required	Remedial Action Plan for Preventing Future Unsafe Acts	COTR	
B.5.2.F.	Upon Award	Class Training Plan Format	COTR	
B.5.2.F.	Upon Request	Class Training Plan	COTR	
B.5.3.A	Upon Request	OJT Report	COTR	
B.6.E.	Upon Request	Documentation of Medical Exam	COTR	
B.6.J.1.	Upon Assignment	Criminal History Check	COTR	Letter signifying acceptable results

B.7.A.	As Required	Written notification of employee termination	COTR	
B.7.B.5.b	As Required	Security Incident Reports	Security and Emergency Response, FPS, COTR	
B.7.B.12.	At Award of Contract and Updated Monthly	Company key Personnel and Officer Recall	COTR	
B.7.B.14.	Prior to Award of Contract	Organizational Chart	COTR / CO	
B.7.B.17.	Upon Request	Training Records	COTR	
B.7.B.18.	Upon Request	Post Books	COTR	
B.7.B.19.	As Required	Security Alarm System Checks	COTR/Security System Administrator	
B.7.1.A.8.	As Required	Firearms Modification Approval	COTR	
B.7.1.A.10.	Upon Request	Weapons Inspections	COTR	
B.7.1.A.12.	Upon Request	Weapons/ Ammunition/ Equipment Accountability Records	COTR	
B.7.1.B.	Prior to Award of Contract	Firearms Safety Program	COTR	
B.7.1.B.	Annually (Minimum)	Firearms Safety Program Assessments	COTR	
B.7.1.B.1.h.1.	As Required	Firearms Safety Briefing	COTR Upon Request	
B.7.1.B.1.h.2.	Within 90 Days of Being Assigned to Duty	DOE Web Based Firearms Safety Course	COTR Upon Request	
B.7.1.C.1.	As Required	Guest Firearms Instructors	COTR	
B.7.1.C.2.	As Required	Armors Qualifications	COTR	
B.7.1.D.2.	Prior to Award of Contract	Firearm Load/Unload Procedures	COTR	
B.8.C.5.	As Required	Supervisory Post Checks	COTR	SOR
B.8.1.C.6., B.8.1.C.7., B.8.1.C.8., & B.8.1.C.9.	As Required	Post Books, Forms, Tests, Reports, SOR's, Compliance Documents	Security and Emergency Response	
B.15.B.	As Required	Shift Schedule Changes	COTR	
B.15.C.	As Needed	Contractor Non-Electrical Worker Card Access Permit	COTR	
C.1.A.	As Required	Performance Assurance Training Elements	COTR	
C.1.B.1.	Annually	Annual Self Assessment	COTR	
C.1.B.4.	14 Business Days After Assessment Completion	Annual Self Assessment Report	COTR	
C.1.C.3.	120 Days from Award of Contract	Performance Testing Methodology	COTR	
C.1.C.5.	Twice Monthly	Performance Tests (Security Exercises)	COTR	Conduct and document. Forward to COTR.

B.11. SHIFT AND POST REQUIREMENTS

A. General Information

The Contractor shall furnish security officers for the designated posts and shifts as described in sections B.12., Ross Complex, and B.14. Eugene Starr Complex. When BPA deems necessary, the Contractor shall furnish security officers for posts that are identified in the SOW, but are not normally active, such as posts identified in section, B.13. Park Place office complex or other such inactive posts identified in this SOW. The Contractor may submit alternative shift schedules to the COTR, and upon written approval, may implement the approved schedule. A copy of the specific post description and requirements as noted in the applicable sections shall be provided to each post for officer reference. Additionally, section B.9. "General Security Officer Conduct" and B.11.C. "General Post Requirements" will be provided to each post.

B. Shifts

Generally, posts that are described as 24 hours per day will be shifted as eight-hour posts. However, no officer will be posted for greater than 12 hours except as noted in section B.7.B.15. The Contractor shall ensure that each officer is given the opportunity to have 8-hours of rest between shifts. Exceptions for emergency circumstances will be evaluated for approval by the COTR.

1. Shift Examples

Shift One: 2300-0700
Shift Two: 0700-1500
Shift Three: 1500-2300

2. Shift Requirements

The Contractor shall have shifts designed to optimize security coverage throughout the workday and overnight hours. Shifts will be scheduled in such a manner to avoid lapses or voids in security coverage during the times of the day that employees are coming to work, breaking for lunch, or leaving the work place. Changes to shift requirements may be adjusted by the Contractor in coordination with the COTR and BPA needs. Changes will be evaluated for efficiencies of operation and any cost implications.

C. General Post Requirements (General Orders, Section II)

The following requirements apply to all posts unless otherwise noted. These requirements are subject to change by the COTR in coordination with the Contract Manager as procedures or BPA's needs change. These requirements must accompany each of the standard post descriptions and duties found in Sections B.12. through B.16.

1. Basic General Orders:

- a. I will take charge of my post and protect personnel for which I am responsible for until properly relieved.
 - b. I will report all violations of the orders I am instructed to enforce and call my superiors in any case not covered by instructions.
 - c. I will sound the alarm in any case of disorder or emergency.
2. Under the direction of the shift supervisor, security officers will obtain all necessary equipment, including firearms and ammunition, prior to assuming the duties of their assigned post. Appropriate logs, forms and control rosters will be filled out noting the issuance of such equipment.
 3. All items in section B.9. "General Security Officer Conduct" shall be observed while officers are on shift.

4. Personnel assigned to this contract shall not consume alcohol, drugs, or other products that would negatively impact judgment or physical response as necessary to carry out the duties outlined in this contract. Personnel taking prescription drugs with drowsiness warnings, cautions regarding operating machinery, or driving a vehicle shall inform their supervisor and may be required to provide a medical release in order to assume their duties.
5. Security officers and supervisors expected to operate motor vehicles as part of their duties will be in possession of a valid state-issued driver's license at all times while operating such vehicles.
6. At all times while posted, security officers shall ensure that persons entering BPA controlled property and moving about BPA controlled property properly display appropriate identification.
7. If an employee refuses to display identification properly, the security officer shall immediately inform the shift supervisor, document the incident, and perform other actions in accordance with established SOP's. The Contract Manager and OSCO shall be notified immediately.
8. If the security officer perceives a threat to BPA property or personnel, the officer shall take appropriate actions to manage the threat. The Contract Manager and OSCO shall be notified immediately.
9. Security officers and supervisors are required to complete Security Incident Reports when directly or indirectly involved in a response, follow up to a response, or upon notification of a security incident. This includes incidents where the officer or supervisor is a witness.
10. Security officers and supervisors are expected to maintain notebooks to record information, assist in preparation of incident reports, and for possible use in court.
11. Security officers shall fill out a Security Officer Report (SOR) for each shift noting security officer activities. The SOR will note when the officer came on duty, patrolled specific areas, took breaks, lunch, or other information that will confirm appropriate security activity.
12. Security officers shall perform inspections of visitors' bags, briefcases, boxes, other hand-carried items, and vehicles upon entry as outlined by SOP's, or otherwise directed by OSCO.
13. Security officers shall enforce BPA security policies as noted in post duties, post orders, and BPA or Contractor provided SOP's as approved by OSCO.
14. Security officers shall be familiar with BPA bomb threat, medical, and fire response instructions contained in the BPA Emergency Management Employee's Guide and SOP's and will be prepared to respond and assist, as required, during an emergency.
15. Security officers at entry points shall inform visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the Security Supervisor and to the Security Supervisor, Contract Manager, and OSCO.
16. Security officers shall be familiar with designated NERC CIP controlled areas, or other critical assets, at the locations they are performing duties and will be familiar with access and response requirements for those areas.

B.12. SECURITY SERVICES FOR THE ROSS COMPLEX

A. General

Standard security officer procedures as outlined in section B.3. shall apply to all Ross Complex security posts. Under the direction of OSCO, the Contractor shall establish procedures for monitoring

the ingress and egress of commercial vehicles, visitors and vendors to ensure that persons or vehicles travel only to their authorized destinations and exit the complex in a timely manner. This will be done through the maintenance of entry logs and visitor access procedures, as well as radio and telephone communications between the various posts, supervisors, BPA visitor/vendor sponsors, the Contract Manager, and OSCO as needed. Post hours will be performed as indicated unless adjusted by OSCO. Posts directly supporting response to NERC CIP designated areas, or other critical assets, will be familiar with the location of those areas, access requirements, and procedures for entry. All posts and patrols assigned to the Ross Complex shall be knowledgeable of building evacuation, shelter-in-place procedures, and other contingency procedures.

B.12.1. ROSS SECURITY POST 1

A. Description of Post

Post 1 is a one-person post, operated by an armed, uniformed security officer generally 10 hours per day, 5 days per week. The security officer will be equipped with the necessary equipment to perform the required building security services and will be familiar with the use of the ProWatch security system for access control purposes. Post 1 is located at the security console at the West entrance of the Dittmer Building. The primary responsibility of this post is to monitor and control access for the west entrance to the Dittmer building.

B. Designated Shifts

Generally, this post will operate 10 hours per day, 5 days per week Monday thru Friday, except holidays. Hours of operation shall be from 0600 to 1600.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Monitor the electronic verification of ID badges for authorized BPA and contract employees entering the Dittmer building through the physical access control system (PACS), which is currently the ProWatch system. Ensure established access procedures are followed by personnel as well as by BPA escorts hosting visitors.
3. Serve as a primary processing point for vendors requiring escorted access to the Dittmer building.
4. Direct other non-badged (external to BPA) visitors for the Dittmer building to enter through Post 4, located at the East entrance, unless otherwise directed by OSCO.
5. Issue appropriate visitor badges for vendors to the Dittmer building and temporary BPA/contractor employee badges following established SOP's.
6. Screen all vendors processing through this post for escorted entry to the Dittmer building for any dangerous weapons or prohibited items in accordance with established procedures. Prior to arriving at Post 1, weapons or contraband should have been declared/detected previously at Post 5. However, if it is determined that a weapon or other prohibited contraband is present, the officer shall react appropriately according to the circumstances presented, keeping officer and personnel safety in mind. The incident will immediately be reported to the Security Supervisor, Contract Manager, and OSCO.
7. Conduct inspections of hand-carried items being carried into or out of the Dittmer building by vendors and also for employees as directed by OSCO.
8. Ensure the designated card-reader entrance doors (west lobby doors) are unlocked and the lobby lights are turned on at 0600 or when otherwise directed.
9. Ensure the designated card-reader entrance doors (west lobby doors) are secure and functioning properly upon completion of shift on normal duty days. After 1800 hours, this post becomes the

primary entry point for the Dittmer building via card reader operation.

10. Utilize all equipment that is introduced by OSCO for access control or the screening of personnel entering the facility through this post. This includes the proper use of the Dittmer ProWatch system for monitoring electronic access verification to Dittmer.
11. Follow normal procedures established for Post 4 in the event that visitors are directed to process through this post.
12. Respond to PACS alarms associated with access control for the Dittmer building west entrance. Ensure that all alarm activity associated with this post is entered in the ProWatch Event Log. Entries will include alarm assessment, cause, and name of subject (if applicable).
13. Perform administrative duties by maintaining documentation such as security alerts, daily visitor logs for Dittmer, and any other documentation deemed necessary by the Contractor or OSCO. Conduct other administrative duties as assigned by the Contract Manager or OSCO.
14. Provide assistance to the Alarm Monitoring Station (AMS, Post 9) by monitoring CCTV systems for the Ross Complex.
15. Perform security procedures as directed by OSCO and/or the Contract Manager. Procedures for this post may be changed BY OSCO as circumstances dictate.

B.12.2. ROSS SECURITY POST 2

A. General Description of Post

Security Post 2 is primarily dedicated to the Construction Services Building (CSB, building Z-610). This post is occupied by an armed, uniformed security officer, but may be unarmed in accordance with section B.4.B. "Exclusions". This post combines a stationary post and foot/vehicle patrol during hours designated by OSCO. The security officer will be equipped as necessary to perform the security services required at this location. The officer assigned to this post will coordinate and communicate with other posts to ensure the smooth flow of traffic and to ensure vehicles, visitors, and vendors are traveling only to authorized destinations.

B. Designated Shifts:

This post will generally be manned as indicated below:

Shift 1: Perform a combination of stationary duties and foot patrol, generally from 0600 – 1400 hours, Monday through Friday except holidays. During these hours, the officer will be located at the CSB lobby security post.

Shift 2: Perform a combination of stationary duties, foot patrol, and vehicle patrol, generally from 1400 – 2200 hours Monday through Friday, except holidays.

Shift 3: Perform a combination of vehicle patrol and foot patrol, generally from 2200 – 0600, daily, to include holidays.

C. General Post Duties for Shift 1

This shift is designated as an armed post except as noted in section B.4.B. "Exclusions." This shift is primarily a stationary post located at the CSB main entry security desk. The primary responsibility of this post is to control access to the CSB building by ensuring that all personnel that enter the building have either an authorized DOE identification badge or a temporary access badge appropriately issued by security personnel. The assigned officer will also conduct random foot patrols throughout the building as identified in section B.12.2.E. and shall maintain a visible security presence within the building, thereby providing a sense of security to staff members. The officer will also conduct periodic foot patrols of the parking lot areas.

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Identify and process visitors. Conduct inspections of hand-carried items for visitors. This may be also directed for BPA employees at the direction of OSCO.
3. Provide assistance monitoring CCTV systems for the Ross Complex. However, the primary focus will be the CSB building and surrounding areas.
4. Ensure that card-key operated doors are functioning properly at the beginning of each shift. Place sign-in logs at the security desk by the entrance doors, and ensure that the doors remain appropriately secured throughout the day.
5. Investigate any alarm or malfunction condition related to the building. These situations will be reported to the Alarm Monitoring Station (Post 9) and the officer at this post will take any necessary corrective actions.
6. Conduct checks of the CSB Limited Area (LA), room 104, as directed by OSCO. Checks will be annotated on the security officer's SOR and the Security Container Check Sheet (SF Form 702) located at the LA.
7. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the Security Supervisor, Contract Manager, and OSCO.

D. General Post Duties for Shift 2 and 3

1. Continue duties associated with Shift 1 until 1800 hours (Shift 2). The primary responsibility for this post after 1800 hours consists of patrol duties.
2. Ensure that all doors are secure and that the card-reader access system is functioning correctly at 1800 hours.
3. Begin armed vehicle patrol of the East Ross Complex, generally at 1800 hours. Give specific attention to perimeter fencing and gates to prevent/detect intrusion. Patrol all facilities, buildings, and critical assets on the east end of the complex at random times. Conduct foot patrol checks consistent with sound security practices. After 1800 hours, when directed by the Security Supervisor, officers assigned to this post may assist in relief for breaks and lunches for officers assigned to other Ross posts.
4. Coordinate with Post 3 to conduct building and gate checks for the Complex. Annotate the checks on a building check sheet which is subsequently submitted to OSCO.
5. Conduct a minimum of one check per shift of the CSB Limited Area (LA), room 104, during non-duty hours. This check will be annotated on the security officer's SOR and the Security Container Check Sheet (SF Form 702) located at the LA.
6. Respond to investigate alarms as dispatched by the Alarm Monitoring Station (Post 9). Priority response will be given to any alarms associated with designated NERC CIP areas or critical assets on the Ross Complex.
7. The East Ross Complex area includes, but is not limited to the following:
 - a. High Voltage Spares Warehouse (Z-669)
 - b. TLM Shops (Z-691)
 - c. Construction Services Building (Z-610)
 - d. Storage buildings (Z-611, Z1296, Z-687)

- e. Northeast Storage
- f. Perimeter fences and gates
- g. Miscellaneous storage buildings and sheds

E. CSB Patrol

Other duties will include a minimum of two (2) patrols per shift of the interior and exterior (to include parking lot areas) of the Construction Services Building. Interior foot patrols will ensure all doors are secured and that there are no facility related emergencies (e.g. water leaks, etc.). Exterior patrols will include checking all parking lot areas for suspicious or criminal activity. OSCO may coordinate with the Contract Manager to modify the activity of the CSB Patrol for various circumstances.

B.12.3. ROSS VEHICLE PATROL POST 3

A. Description of Post

Post 3 is a one-person patrol, operated by an armed, uniformed security officer 24 hours per day, 7 days per week. The officer assigned to this post will coordinate and communicate with other posts to ensure the smooth flow of traffic and to ensure vehicles, visitors, and vendors are traveling to only their authorized destinations. The primary responsibility of this post is to provide patrol coverage for the Ross Complex.

B. Designated Shifts

This post will generally be manned in three 8-hour shifts as follows:

- Shift 1: 0000-0800
- Shift 2: 0800-1600
- Shift 3: 1600-2400

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Patrol the Ross Complex on a random basis. This will include external and internal patrols.
3. Observe for trespassers, building security issues, and fire and safety hazards that should be reported for correction.
4. Conduct perimeter checks, observing for fence line holes, damage, or suspected unauthorized entry. Record perimeter checks and any damaged locations in the Security Officer's Report and notify Post 9.
5. Assist authorized personnel in gaining access to the Ross Complex as needed. Authorized personnel are BPA employees or contractors possessing valid ID badges, or other pre-approved visitors and contractors. Annotate the SOR by entering individual's name and general circumstances.
6. Respond to assist Post 5 with traffic control at the main gate as needed. Respond to the main gate as needed after hours to assist with entry control when Post 5 is not manned and the gate is fully automated for access.
7. Coordinate with Post 2 to conduct building and gate checks for the Complex. Annotate the checks on a building check sheet which is subsequently submitted to OSCO.
8. Respond to alarms. Check the cause of intrusion alarms or fire alarms, request assistance, and reset intrusion alarms if appropriate. If the equipment is malfunctioning, notify Post 9. Assist as appropriate, but do not abandon other patrol duties. Record the activity in the SOR, and when necessary, complete an incident report. Priority response will be given to any evidence of

intrusion or unauthorized access to the CSB Limited Area (room 104), NERC CIP areas, or other critical assets.

9. Respond to other emergencies at the Ross Complex or Park Place office complex as required. Facilitate the entry of emergency vehicles and personnel when necessary. This may include controlling traffic and/or escorting emergency vehicles to the site of the emergency.
10. Provide assistance to other security posts on the Ross Complex as needed.
11. Coordinate patrols and security checks of the Park Place office complex with the Security Supervisor a minimum of once per shift. Patrols will include an interior check of the office suites as well as an exterior patrol and a patrol of parking structure.
12. Ensure Park Place office complex janitorial access cards stored at Two Park Place are secured in their designated lock box. Report discrepancies to OSCO and ensure an entry is made in the Security Desk Blotter.
13. Assist with conducting foot patrols of the interior and exterior of the Dittmer building at least once during each shift. This check will be recorded on the officer's SOR.
14. Observe for facility-related problems and notify Post 9 of discrepancies observed. Facility-related items include, but are not limited to, proper operation of automated gates, fence line damage, building damages or equipment failure, lighting outages, etc. Light poles not operating and fence line damage will be tagged by the patrol for recognition by Facilities Management.
15. Unlock and/or lock designated perimeter gates. This may include responding to Gates 6 or 16 to assist with an over-sized vehicle as necessary following the departure of the Post 6 officer.
16. Check the "Fog Test" laboratory area, the Technical Training building, and the line test and training area, the 345KV yard, Paul Johnson Substation, ABC parking lots, and NW Storage (areas not within the fenced Ross Complex).
17. Check the parking lots for security of parked vehicles. When patrol duties and time allows, perform random government vehicle checks for security and keys left in the vehicles.
18. Provide general traffic and parking control within the Complex boundaries in accordance with the Ross traffic and parking regulations.
19. Raise and lower the flags at the Dittmer building. Flags shall be raised at sunrise and lowered at sunset daily, or otherwise directed.
20. Monitor road conditions on the Complex. Notify the Security Supervisor and Post 9 AMS of inclement weather conditions.
21. Conduct patrols or checks as otherwise directed by the Security Supervisor, Contract Manager or OSCO.
22. Respond to assist BPA employees or contractors with vehicle problems, escorts to vehicles, etc.
23. Assist in relief for breaks and lunches for officers assigned to other Ross posts.

B.12.4. ROSS SECURITY POST 4

A. Description of Post

This is a one-person, fixed post occupied by an armed, uniformed security officer generally 12 hours per day, Monday through Friday, excluding holidays. The security officer will be equipped with the necessary equipment to perform the required building security services and will be familiar with the use of the ProWatch security system for access control purposes. Post 4 is located at the security console at the East entrance of the Dittmer Building. The primary responsibility of this post is to

monitor and control access for the East entrance to the Dittmer building, as well as manage and process visitors for the Dittmer Building and the Ross Complex in general. The officer assigned to this post will coordinate and communicate with other security posts and BPA hosts to ensure vehicles, visitors, and vendors are traveling only to authorized destinations.

B. Designated Shifts.

The hours of this post are generally Monday through Friday, 0600 – 1800 hours, except holidays.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Monitor the electronic verification of ID badges for authorized BPA and contract employees. Ensure appropriate procedures are followed by personnel authorized unescorted access and by BPA escorts hosting visitors to the Dittmer Building or Dittmer NERC CIP PSP (Dittmer Basement).
3. Process and manage Visitor Access Requests for the Ross Complex, the Dittmer Building, and the Dittmer NERC CIP PSP. This will include verifying that Foreign National (FN) visitors have been approved by OSCO.
4. Serve as the primary access and processing point for all non-badged (external to BPA) visitors for the Dittmer building and the Dittmer NERC CIP PSP following established SOP's.
5. Serve as an alternate processing point for vendors requiring escorted access to the Dittmer building or the Dittmer NERC CIP PSP (Post 1 is primary).
6. Issue visitor badges and temporary BPA/contractor employee badges following established SOP's.
7. Screen all non-badged (external to BPA) visitors to the Dittmer building for dangerous weapons or prohibited items in accordance with established procedures. Prior to arriving at Post 4, weapons or contraband should have been declared/detected at Post 5. However, if it is determined that a weapon or other prohibited contraband is present, the officer shall react appropriately according to the circumstances presented, keeping officer and personnel safety in mind. The incident will immediately be reported to the Security Supervisor, Contract Manager, and OSCO.
8. Conduct inspections of hand-carried items being carried into or out of the Dittmer building by visitors and employees as directed by OSCO.
9. Ensure that the east lobby doors are unlocked and the lobby display lights are turned on at 0600 or when otherwise directed. Also, turn on and inspect for proper function the walk-through metal detector, in accordance with established procedures.
10. Ensure that the east lobby doors are secured and the lobby display lights are turned off at 1800 hours or when otherwise directed.
11. Train to properly utilize all equipment that is introduced by OSCO for access control or the screening of personnel entering the facility through this post. This includes the proper use of the Dittmer ProWatch system for monitoring electronic access verification to the Dittmer building and Dittmer Building PSP.
12. Respond to alarms associated with the PACS for the Dittmer Building east entrance. Ensure that all alarm activity associated with this post is entered in the ProWatch Event Log. Entries will include alarm assessment, cause, and name of subject (if applicable).
13. Provide administrative support by maintaining documentation such as security alerts, daily

Dittmer visitor logs, and any other documentation deemed necessary by the Contractor or OSCO. Conduct other administrative duties as assigned by the Contract Manager or OSCO.

14. Be knowledgeable of building evacuation, shelter-in-place procedures, and other contingency procedures and assist Post 9 when necessary.
15. Perform security procedures as directed by the Security Supervisor, Contract Manager, or OSCO. Procedures for this post may be changed OSCO as circumstances dictate.

B.12.5. ROSS SECURITY POST 5

A. Description of Post

This is a one-person post operated by an armed, uniformed security officer generally 12 hours per day, Monday through Friday, excluding holidays. Post 5 is located at the main gate on North Road adjacent to District Office Building 1 (DOB-1). This post is the primary access point for employees and visitors to the Ross Complex. The primary responsibility of this post is to ensure that only authorized personnel gain access to the Ross Complex. The officer assigned to this post will coordinate and communicate with other security posts to ensure a smooth flow of traffic occurs and to ensure authorized vehicles, visitors, and vendors are traveling to their appropriate destinations. This post will routinely communicate with the primary visitor processing post (Post 4) in order to establish and or confirm the authorization of visitors.

B. Designated Shifts

This post will generally be manned in 12-hour shifts 0600 – 1800, Mondays through Fridays except holidays.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Primary responsibility is to ensure that only authorized personnel are permitted access to the Ross Complex through the main gate. This includes both vehicle and pedestrian traffic. Access will be permitted to BPA federal and contractor employees with valid identification badges.
3. Control access of visitors and their vehicles. Ensure all occupants of the vehicle have presented proper photo identification. Conduct vehicle inspections, visitor screening, issuance of visitor badges, and logging of all visitors in accordance with established procedures.
4. Conduct vehicle inspections in accordance with established procedures, or as directed by the Contractor Manager and approved by OSCO.
5. Permit access to individuals that are listed under the carpool program as directed by OSCO.
6. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the Security Supervisor, Contract Manager, and OSCO.
7. Personnel or vehicle entry procedures may be modified by OSCO as needed.

D. Vehicle Barriers and Security Procedures

1. Employee lane vehicle barriers, such as gate arms, shall remain operational at all times, or as otherwise directed by the Contract Manager or OSCO.

2. Visitor lane vehicle barriers shall be opened only after the visitor vehicle and the visitor(s) have been screened, determined to be free of contraband or prohibited items, have been verified for the visit and determined to be authorized to be on site. Verification of visitors may require coordination with Post 4 or OSCO.
3. Immediately after allowing entry of authorized visitor vehicles, all visitor vehicle barriers shall be returned to the secure position prior to commencement of further visitor processing.
4. Procedures for the use of vehicle barriers may be modified at the discretion of the Contract Manager and OSCO.

E. Vehicle Barrier and Security Procedures During Higher Threat Levels

1. All vehicle barriers shall remain active and engaged when higher threat conditions exist as directed by the Contract Manager or OSCO.
2. If a security officer or the on-duty Security Supervisor determines conditions exist that warrant vehicle barriers being maintained constantly in the active and engaged position, the Security Supervisor shall notify the Contract Manager and OSCO immediately.

B.12.6. ROSS SECURITY POST 6

A. Description of Post

This is a one-person post operated by an armed, uniformed security officer generally 8 hours per day, Monday through Friday, excluding holidays. This post is located at Gate 6 near the Investment Recovery Center (IRC). This post serves as the main entry point for commercial vehicles, delivery trucks, and other large vehicles. The primary responsibility of this post is to ensure that only authorized vehicles and personnel gain access through this gate and that they are screened appropriately. The officer assigned to this post will be adequately trained and familiar with vehicle inspection techniques and will be required to conduct inspections of large commercial vehicles, paying close attention and looking for suspicious items, contraband, dangerous weapons including explosives and bombs. The officer assigned to this post will coordinate and communicate with other security posts and/or BPA personnel (vendor points of contact) to ensure delivery authorization, ensure a smooth flow of traffic, and to ensure vehicles, visitors, and vendors are traveling to their authorized destinations.

B. Designated Shift

This post is to be manned generally one shift per day, generally from 0700 to 1500.

C. Post Duties

6. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
7. Ensure that only authorized vehicles and personnel gain access through gate 6 and that they are screened appropriately. Gate 6 is the only authorized entry for commercial delivery vehicles. This is a one-way gate and normally not authorized for exit purposes. Commercial vehicles entering through Gate 6 will normally be directed to exit through Gate 4, which is a one-way automated exit gate.
8. Direct non-commercial vehicles, visitors, and employees or contractors in passenger vehicles around the exterior of the complex to Post 5, the main gate, for entry. Other use of this gate for special circumstances may be directed by the Contract Manager or OSCO.
9. Close the south gate to incoming traffic during the inspection process once a vehicle is allowed entry into the inspection area. Allow processed and cleared inbound vehicles to pass through the north gate. Secure the north gate prior to allowing the next vehicle access through the south gate into the inspection area. This process should permit only one vehicle at a time in the sally port,

providing for officer safety and appropriate access control. The security officer at this post will inform all drivers that they must exit through Gate 4 and provide directions as needed.

10. Issue appropriate temporary access badges and maintain a visitor log to annotate the visitor/commercial operator, and other persons authorized to access through Gate 6. All commercial vehicle operators and drivers must have a valid drivers' license. All persons entering through this gate must be a U.S. Citizen, unless otherwise approved by OSCO. Passengers must have valid photo identification and insurance to be issued a temporary access badge and operate a motor vehicle on BPA property. Drivers and visitors will be instructed to relinquish the temporary access badge upon departure through Gate 4.
11. Allow large government vehicles whose drivers have valid BPA or other authorized government identification to utilize the gate without inspection unless specifically directed by OSCO.
12. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with site specific procedures. The security officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to the Security Supervisor, the Contract Manager, and OSCO.
13. Vehicle entry procedures may be modified by the Contract Manager and OSCO.

B.12.7. ROSS SECURITY POST 7

A.

Description of Post

This is a one-person post operated by an armed, uniformed security officer 11 hours per day, Monday through Friday, excluding holidays. This post is located at Gate 6 near the Investment Recovery Center (IRC) and Ross Road. This post serves as the main entry point for deliveries and BPA badged personnel going to the IRC and the Plant Services Building (PSB) shops. The primary responsibility of this post is to ensure only authorized vehicles and personnel gain access to BPA property through this gate and they are screened appropriately. The officer assigned to this post must adequately train and knowledgeable with vehicle inspection techniques and must conduct inspections of vehicles making deliveries to the IRC and to PSB shops, paying close attention and looking for suspicious items, contraband, dangerous weapons including explosives and bombs. The officer assigned to this post must coordinate and communicate with other security posts and/or BPA personnel (vendor points of contact) to ensure delivery authorization, ensure a smooth flow of traffic, and to ensure vehicles, visitors, and vendors are traveling to their authorized destinations.

B. Designated Shift

This post must be manned from 0630 to 1730, Monday through Friday, excluding holidays..

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Ensure that only authorized vehicles and personnel gain access through Gate 6 and they are screened appropriately. Gate 6 is the authorized entry for commercial delivery vehicles making delivery or pick up at the IRC or PSB shops. This is a two-way gate and is authorized for exit purposes.
3. Issue appropriate temporary access badges and maintain a visitor log to annotate the visitor/commercial operator, and other persons authorized access through Gate 6. All commercial vehicle operators and drivers must have a valid drivers' license. All persons entering through this gate must be a U.S. Citizen, unless otherwise approved by OSCO. Drivers and visitors must be

instructed to relinquish the temporary access badge upon departure through Gate 6.

4. Allow large government vehicles whose drivers have valid BPA or other authorized government identification to utilize the gate without inspection unless specifically directed by OSCO.
5. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation must be handled in accordance with site specific procedures. The security officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident must be immediately reported to the Security Supervisor, the Contract Manager, and OSCO.

Vehicle entry procedures may be modified by the Contract Manager and OSCO.

B.12.8. ROSS SECURITY POST 8

A. Description of Post

The Ross Complex vehicle patrol, security Post 8, is an armed, uniformed, one-person patrol on duty generally 10 hours per day, Monday through Friday, excluding government holidays. The primary responsibility of this post is to provide patrol coverage for the Ross Complex.

The officer assigned to this post will coordinate patrol coverage with the Post 3 security officer and communicate with other security posts to ensure a smooth flow of traffic and to ensure vehicles, visitors, and vendors are traveling to only their authorized destinations. This post may be required to assist in manning or breaking other posts.

B. Designated Shift.

This post will be manned one shift per day, generally from the hours of 0800 - 1800.

C. Post Duties.

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Patrol the Ross Complex on a random basis. This will include external and internal patrols.
3. Be especially observant during the course of patrols for trespassers, building security issues, fire and safety hazards that should. Report abnormalities in accordance with established procedures.
4. Conduct perimeter checks, observing for fence line holes, damage, or suspected unauthorized entry. Record perimeter checks and any damaged locations in the Security Officer's Report and notify Post 9.
5. Respond to alarms. Check the cause of intrusion alarms or fire alarms, request assistance, and reset intrusion alarms if appropriate. If the equipment is malfunctioning, notify Post 9. Assist as appropriate, but do not abandon other patrol duties. Record the activity in the SOR and when necessary, complete an incident report. Priority response will be given to any evidence of intrusion or unauthorized access to the CSB Limited Area (room 104), NERC CIP areas, or other critical assets.
6. Respond to other emergencies as required. Facilitate the entry of emergency vehicles and personnel. This may include controlling traffic and/or escorting emergency vehicles to the site of the emergency.
7. Assist in monitoring vehicular traffic entering and departing the Ross Complex.
8. Coordinate other patrol activities with Post 3 and the Security Supervisor, to include patrol coverage for BPA's Park Place office complex.

9. Assist in the break rotation or staffing of other Ross posts as designated by the Security Supervisor. As much as possible this post will provide continuous vehicle patrol of the Ross Complex.
10. Enter all incidents in the Security Officer's Report and provide written reports as required.
11. Respond to assist BPA employees or contractors with vehicle lock-outs, escorts to vehicles, etc.
12. Perform other duties as directed by the Security Supervisor, Contract Manager, or OSCO.

B.12.9. ROSS SECURITY POST 9 ALARM MONITORING STATION

A. This post falls under the U.S. Department of Labor, Wage Determination category of Alarm Monitor.

B. Description of Post

1. This post is located in the Alarm Monitoring Station (AMS) near the west entry to the Dittmer building. This generally is a one-person post, occupied by an armed, uniformed security officer 24 hours per day, 7 days per week. The security officer will be equipped with the equipment necessary to perform the required security services.
2. The primary responsibility of this post is to provide monitoring of security alarm systems that are **not** associated with BPA's NERC CIP sites, CCTV systems, and remote security systems at all hours and under all conditions. In addition to these duties, this post will be familiar with duties related to Post 10, providing backup for Post 10 when necessary. This will include monitoring designated NERC CIP sites and interacting with personnel regarding access control and security issues relating to those sites.

C. Designated Shifts

This post will generally be manned in three 8-hour shifts as follows:

Shift One: 0000 - 0800
Shift Two: 0800 - 1600
Shift Three: 1600 - 2400

D. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
2. Monitor security alarm systems, physical access control systems (PACS), and CCTV systems for the Ross Complex, to include the Federal Credit Union at the Plant Services Building, the Dittmer Building and Dittmer Control Center (in the absence of Post 10), Headquarters, and other field sites as determined by OSCO. This shall also include the monitoring of security systems and CCTV systems at the Eugene Starr Complex as outlined in established procedures as well as NERC CIP field sites in the absence of Post 10.
3. Utilize established procedures for responding to emergency situations or alarm activations. When necessary, the AMS officer will dispatch appropriate patrols and contact the Clark County Regional Communications Agency to request response from outside agencies for emergency situations at the Ross Complex or Park Place office complex. The Contract Manager and OSCO will be notified when outside agencies are contacted to respond.
4. Notify local law enforcement, the Contract Manager, and OSCO in the event of suspicious or criminal activities in accordance with Standard Operating Procedures.
5. Follow established procedures in response to alarms or other emergency situations occurring at field sites. When appropriate, contact the appropriate BPA Control Center (Dittmer or Munro).

6. Serve as a command and control/communications function for all posts and patrols. Dispatch patrols/security officers as needed to support daily security operations. Communicate information to patrols regarding any unusual or suspicious activity.
7. Conduct periodic radio checks of all security posts. Communications checks shall be made by radio every hour during daylight hours and every 30 minutes during hours of darkness. During increased threat levels, communications checks shall be conducted every 30 minutes. The frequency of communications checks may be changed by the Contract Manager or OSCO. Certain posts may communicate by cellular phone or landline when radio transmission is not possible.
8. Maintain the Security Desk Blotter, listing security-related activity and information for a 24-hour time period. Formatting or content of specific blotter entries may be added or changed by OSCO. The Security Desk Blotter will take the place of the SOR for this post.
9. Perform other administrative functions such as, but not limited to, maintaining hard copies and/or electronic copies of Security Checklists, Standard Operating Procedures, Security Alerts, Termination Advisories, Call-Down Lists, Incident Reports, and Duty Officer Schedules. When necessary, disseminate by e-mail Access Revocation Notices via established procedures. Record and maintain CCTV clips and generate CD-ROMs of security-related incidents. Write and submit incident reports when applicable.
10. Act as the primary point of contact for any Dittmer building access issues for employees and contractors after Post 1 and Post 4 has closed for the day, including on weekends and holidays.
11. Issue and collect keys to authorized personnel as determined by OSCO. This may include, but is not limited to, janitorial staff.
12. Record information pertaining to false and nuisance alarms for security systems in accordance with established procedures. Report problems with alarm system or CCTV system hardware or software in accordance with established procedures.
13. Assist with security system testing as directed.
14. Notify appropriate personnel during inclement weather in accordance with established procedures. Additional duties may include updating the BPA Emergency Information web site to reflect possible building closures or delayed openings.
15. Maintain communications with the BPA nurse at the Ross Complex and Park Place office complex, making notifications to the nurse for emergency medical situations during normal business hours. This may include cell phone or radio communications.
16. Be familiar with operating and sending emergency notifications through the designated Emergency Notification System (ENS).
17. Answer the Federal Crime Witness Hotline as directed by OSCO. Additionally, this post may be required to assist OSCO's Crime Witness Coordinator with specific administrative duties.
18. Perform other duties as assigned by the Contract Manager in coordination with OSCO.

B.12.10. ROSS SECURITY POST 10 ALARM MONITORING STATION (AMS) – NERC SYSTEMS

A. This post falls under the U.S. Department of Labor, Wage Determination category of Alarm Monitor.

B. Description of Post

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or efficiencies in accordance with established procedures.
2. This post is located in the Alarm Monitoring Station (AMS) near the west entry to the Dittmer

building. This is generally a one-person post, occupied by an armed, uniformed security officer 16 hours per day, Monday through Friday, excluding holidays. At BPA's discretion, the option to convert this post to 24 hours per day, 7 days per week, may be exercised. The security officer will be equipped with the equipment necessary to perform the required security services.

3. The primary responsibility of this post is to provide monitoring of NERC CIP security alarm systems, PACS, and CCTV systems under all conditions. This post serves as the primary point of contact with BPA personnel regarding access control and security of designated NERC CIP field sites and facilities. Additionally, this post will provide backup to the Post 9 AMS officer. In addition to these duties, this post serves as a primary point of contact for any Dittmer building NERC CIP PSP access issues for employees and contractors.

C. Designated Shifts

As a 16-hour post, this post will generally be manned in two 8-hour shifts as follows:

Shift One: 0600 - 1400
Shift Two: 1400 – 2200

D. Post Duties

1. Monitor security alarm systems and CCTV systems for all designated NERC CIP sites and facilities, to include the Dittmer building NERC CIP PSP (Dittmer Control Center).
2. Be familiar with all Post 9 duties and provide backup as necessary for monitoring non-NERC CIP sites. This includes the Ross Complex, the Federal Credit Union at the Plant Services Building, Headquarters, and other field sites as determined by OSCO. This shall also include the monitoring of security systems and CCTV systems at the Eugene Starr Complex as outlined in established procedures.
3. Utilize established SOP's and procedures for responding to emergency situations or alarm activations associated with NERC CIP sites. When necessary, Post 10 will dispatch appropriate patrols and contact the Clark County Regional Communications Agency to request response from outside agencies for situations at the Ross Complex. The Contract Manager and OSCO will be notified when outside agencies are contacted to respond.
4. Notify local law enforcement, the Contract Manager, and OSCO in the event of suspicious or criminal activities in accordance with Standard Operating Procedures.
5. Follow established procedures relating to NERC CIP sites and when appropriate, contact the appropriate BPA Control Center (Dittmer or Munro) in response to alarms or other emergency situations occurring at NERC CIP field sites.
6. Respond to ProWatch alarms associated with NERC CIP sites and follow established response procedures. Ensure that all alarm activity associated NERC CIP sites are entered in the ProWatch Event Log. Entries will include alarm assessment, cause, and name of subject (if applicable).
7. In the absence of Post 9, serve as a command and control/communications function for all posts and patrols. Dispatch patrols/security officers as needed to support daily security operations. Communicate information to patrols regarding any unusual or suspicious activity.
8. In the absence of Post 9, conduct periodic radio checks of all security posts. Communications checks shall be made by radio every hour during daylight hours and every 30 minutes during hours of darkness. During increased threat levels, communications checks shall be conducted every 30 minutes. The frequency of communications checks may be changed by the Contract Manager or OSCO. Certain posts may communicate by cellular phone or landline when radio transmission is not possible.

9. Maintain the NERC CIP Security Desk Blotter, listing security-related activity for NERC CIP sites for a 24-hour time period. Formatting or content of specific blotter entries may be added or changed by OSCO. This blotter will be submitted daily to OSCO and will replace the SOR for this post.
10. Perform other administrative functions associated with the monitoring of NERC CIP sites such as, but not limited to, maintaining electronic and hard copies of Weekly Alarm Mask Outage Log, NERC Physical Security Perimeter (PSP) Alternate Access Log, Call-Down Lists, NERC Reports, and Duty Officer Schedules. Record and maintain CCTV clips and generate CD-ROMs of NERC CIP security-related incidents. Write and submit incident reports as applicable.
11. Act as the primary point of contact for any Dittmer building PSP access issues for employees and contractors.
12. Record information pertaining to false and nuisance alarms for NERC CIP security systems in accordance with established procedures. Report problems with alarm system or CCTV system hardware or software in accordance with established procedures.
13. Assist with security system testing as directed.
14. Be familiar with operating and sending emergency notifications through the Emergency Notification System (ENS).
15. Perform patrols of the Dittmer building, Dittmer Control Center, and Dittmer building exterior when directed by the Contract Manager or OSCO. When possible and able to do so, Post 10 may act as the primary response element for security issues associated with the Dittmer building or Dittmer building PSP.
16. Perform other duties as assigned by the Contract Manager in coordination with OSCO.

B.13. BPA PARK PLACE LEASED OFFICE COMPLEX SECURITY POST 1

A. Description of Post

1. This post shall be a one person post occupied by an armed, uniformed security officer at the Park Place office complex, BPA leased office space, located at 7500 NE 41st Ave., Vancouver, WA 98662.
2. This post shall be manned 10 hours per day, Monday through Friday, except federal holidays or as otherwise directed by OSCO. This post must be manned by an armed officer.
3. The primary responsibility of this post is to monitor access of persons entering the BPA controlled areas and patrol the facility and adjacent public areas.
4. The Security Officer must arm/disarm at the Ross AMS following established procedures

B. Designated Shifts

This post will generally be manned during the 10 hours from 0700 – 1700 Monday through Friday, except designated federal holidays.

Additional hours may be added at the discretion of OSCO in coordination with the Contract Manager depending on threat level conditions.

C. Post Duties

1. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.

2. Perform thorough interior and exterior patrols of designated buildings as often as possible throughout the duration of the shift. The officer shall conduct vehicle patrols of the complex, parking areas, garages, etc. Interior patrols shall include random foot patrols of the various work areas of the buildings occupied by BPA. Attention will be given to stairwells, work areas, restroom facilities, lobbies and entrances. The officer is expected to interact with employees while performing their rounds, thus giving the employees a sense of active security operations.
3. Remain alert for unusual, suspicious, or unauthorized activities in, around, and throughout the Park Place office complex area. Respond and report these activities as needed.
4. Monitor personnel traffic entering, exiting, and inside buildings.
5. Monitor activities in the main lobbies of buildings to ensure safety and security of BPA work areas.
6. Respond to emergency situations involving the Park Place office complex. Ensure notification has been made to the BPA nurse for medical emergencies during normal business hours. This post must be familiar with emergency evacuation procedures for the Park Place office complex.
7. Verify identities of individuals entering BPA work areas as necessary. When necessary, remind BPA staff members to properly display their ID in accordance with established procedures. Report uncooperative personnel to the Contract Manager and OSCO.
8. Maintain communications with the AMS (Post 9) for the Ross Complex using Call Sign 3-1.

B.14. EUGENE STARR COMPLEX SECURITY POSTS 1, 2

A. General Information

Two security posts (Post 1 and Post 2) are assigned for the Eugene C. Starr Complex, located in The Dalles, Oregon. These posts will generally be manned by armed and uniformed security officers/supervisors. Exceptions to this will be for Post 1, which may be unarmed as allowed in section B.4.B. "Exclusions," but only during day shift hours while Post 2 is on duty as well. The unarmed status of Post 1 may not exceed 45 days without approval of the COTR.

A Security Supervisor will be assigned to the complex, on duty generally from 0800 to 1600 and will assume duties as either Post 1 or Post 2 in addition to performing supervisory duties. When Post 1 is occupied by an unarmed security officer, the Security Supervisor shall occupy Post 2.

All officers assigned to the Eugene Starr Complex will be trained and capable of operating the various security systems, CCTV systems, and remotely controlled gates. All officers assigned to the Eugene Starr Complex will also possess a valid Contractor's Access Permit, or other necessary permit, required for entering energized areas.

All officers assigned to the Eugene Starr Complex will be familiar with designated NERC CIP areas on the complex and access requirements associated with NERC CIP areas.

Under the direction of OSCO, the Contractor shall establish Standard Operating Procedures (SOP) specific to the Eugene Starr Complex. These procedures will facilitate compliance with BPA requirements and the operation of the security systems, CCTV systems, alarm response, operation of remotely controlled gates, and other systems as they are implemented. Vehicle inspections will be conducted in accordance with approved SOPs.

B. Post Descriptions

1. Post 1

The primary responsibility of this post is to monitor access to the Starr Complex via access control systems and CCTV systems, address alarms associated with security systems, remotely operate gates as needed, liaison with Starr Complex management and personnel, and dispatch

Post 2 (when posted). This post may be temporarily unarmed (Day Shift Only) in accordance with section B.4.B. to facilitate security officer licensing requirements.

2. Post 2

The primary responsibility of this post is to conduct vehicle patrols, building foot patrols, incident response, vehicle inspections, and visitor access control. This post is to remain mobile and visible as much as possible. When an unarmed officer is manning Post 1, this post will be occupied by the Security Supervisor.

C. Designated Shifts

1. Post 1

Generally posted 0800 – 1600, Monday through Friday, except holidays. This post is normally assumed by the Security Supervisor.

2. Post 2

24 hours per day, seven days per week and generally posted as follows:

Shift One: 0600-1400
Shift Two: 1400-2200
Shift Three: 2200-0600

D. Post Duties

1. Supervisor

- a. Serve as the primary point of contact regarding security related issues to the administrative and management staff at the complex.
- b. Perform functions such as standing post (Post 1 or Post 2), monitoring physical access and CCTV systems, and patrolling and responding to security incidents, other emergencies, or inspection of vehicles entering the complex as needed.
- c. Ensure compliance with all applicable portions of this statement of work as well as requirements for NERC CIP designated areas.
- d. Issue site specific temporary badges for visitors or employees who have forgotten their badge.
- e. Ensure all security incidents are reported to the Contract Manager, OSCO, and the complex management in a timely manner.
- f. Ensure Security Officer Reports and the daily Security Desk Blotter are accomplished in accordance with established directives.
- g. Assist, relieve, and train officers as needed.

2. Post 1

- a. Act as the primary post to monitor physical access and security-related activity via CCTV systems.
- b. Utilize established procedures for responding to emergency situations, alarm activations, suspicious activity, or criminal incidents. When necessary, dispatch Post 2 and contact the Wasco County Emergency Dispatch (911), to request response from outside agencies for situations at the Eugene Starr Complex. The Contract Manager and OSCO will be notified when outside agencies are contacted to respond.

- c. Respond as necessary to assist Post 2 in performing site-related duties or incident responses. Conduct patrols, access control, and assist as necessary for visitor access and vehicle inspections. Contact the AMS (Ross Post 9) prior to leaving this post to assist Post 2.
 - d. Maintain the Security Desk Blotter, listing security-related activity and information for a 24-hour time period. Formatting or content of specific blotter entries may be added or changed by OSCO.
 - e. Perform other administrative functions such as, but not limited to, maintaining hard copies and/or electronic copies of Security Checklists, Standard Operating Procedures, Security Alerts, Termination Advisories, Call-Down Lists, Incident Reports, and Duty Officer Schedules. When necessary, record and maintain CCTV clips and generate CD-ROMs of security-related incidents. Write and submit incident reports when applicable.
 - f. Record information pertaining to false and nuisance alarms for security systems in accordance with established procedures. Report problems with alarm system or CCTV system hardware or software in accordance with established procedures.
 - g. Maintain communications with Ross Post 9 (AMS) through procedures established for communications checks.
 - h. Perform other duties as assigned by the Contract Manager in coordination with OSCO.
3. Post 2
- a. Conduct random patrols throughout the complex (a minimum of one every three hours and no less than three patrols in an eight-hour shift).
 - b. Conduct building foot patrols and building checks.
 - c. Conduct vehicle inspections as applicable or directed.
 - d. Respond to suspicious activity as observed or directed by the Security Supervisor or as reported by employees.
 - e. Respond to and investigate alarms on the complex.
 - f. Assist Post 1 as required.
 - g. Report suspicious activity to the Security Supervisor, and if directed, to the Contract Manager, OSCO, and complex management. During shift two and shift three, after normal complex business hours, it may be necessary for this post to report directly to local law enforcement in the event of an emergency and then notify the Contract Manager and OSCO.
 - h. Attend to the CCTV and alarm systems during certain hours as directed by the Security Supervisor. Notify the AMS (Ross Post 9) when leaving these systems unattended for conducting patrols.

B.15. SECURITY OFFICER DEPLOYMENT TO ENERGIZED FACILITIES

- A. Security officers may be required to deploy to energized facilities (or other non-energized facilities) to provide security in the event of increased threats, criminal activity or if substantial BPA assets need to be protected.
- B. These instructions and requirements are primarily intended to address guidance regarding the deployment of security personnel to BPA energized facilities, but may also include aspects identified for non-energized facilities. Due to the number of facilities that BPA is responsible for, it would be impractical to have a Statement of Work to cover each facility. Therefore, this section of

the Statement of Work will serve as general instruction for the deployment of security officers with the understanding there may be some variations of duty and procedures depending on the specific facility to which security officers are deployed.

- C. For deployment to energized facilities, deployable security officers will generally be required to have a valid Contractor's Access Permit, or other necessary permit, for energized facility access. To obtain this permit, each deployable officer will be required to read the "Rules of Conduct Handbook," "Accident Prevention Manual," attend a briefing conducted by a Chief Substation Operator, pass a written test administered by the Chief Substation Operator, and Complete Substation Electrical Hazardous Awareness Training
- D. These requirements must be met according to BPA policies. Exceptions to deploying officers without the Access Permit certification will be reviewed on a case by case basis for approval by OSCO.
- E. All deployable security officers must meet NERC CIP requirements for unescorted access and movement inside a NERC CIP facility.
- F. All security officers will be familiar with the safety information outlined in this section. In addition, requirements contained in the deployed security officer post orders outlined below will be followed.
- G. Emergency and Non-Emergency Deployment

The deployment of contract security officers is expected only in situations arising from either a credible and serious threat to a BPA facility, personnel, or resources, in the event OSCO determines a high likelihood of criminal activity could occur at a BPA site, or when other activity potentially jeopardizes the BPA mission to provide electrical power. Additionally, there may be non-emergency deployments scheduled for crime prevention during activities such as construction projects. As directed by the CO, deployments outside of local areas where officers are assigned will be reimbursable under the Federal Travel Regulation (FTR).

H. NOTIFICATION

The Contractor may be notified in writing, via e-mail, or phone call of a pending deployment or a request may be made verbally if a deployment is needed immediately. This notification can come from the CO, COTR, or Chief Security Officer. This notification may also occur from designated physical security representatives within OSCO upon approval from the CO, COTR, Chief Security Officer.

I. TRAINING

1. Bonneville Power Administration will provide certification training regarding safety in and around energized facilities. The following information illustrates the required training, time to accomplish the training and frequency required. The Contractor shall maintain an up to date list of security officers who hold a current Contractor Access Permit. A copy of this list will be provided to the COTR upon request.
2. Initial training will include certification of select security officers for the Contractor Access Permit. Additionally, all officers are required annually, and upon deployment, to read and comply with the requirements of the SOW section B.15.L. Security Officer Safety While Deployed at Energized Facilities.
3. Additional annual follow-up training will include a review of the Rules of Conduct Handbook by all personnel holding a Contractor Access Permit. This training shall be documented by the Contractor.
4. OSCO will confer with the Contractor to determine an appropriate number of officers that are deployment ready.

J. Equipment

Deploying security officers will receive a deployment kit with items needed to perform the assigned deployment mission. In addition to other optional items, the kit will consist of the following items:

1. BPA furnished equipment to be returned to BPA:
 - a. If needed, TLM radio, charger, spare battery and use instructions including frequency assignments.
 - b. Appropriate keys or instructions on obtaining key at the site.
 - c. Maps or driving directions to the specific site.
 - d. Contact call-down information for the site and region.
 - e. White hardhats and "Rules of Conduct Handbook" study guide.
 - f. Local Law Enforcement Contacts.
 - g. Night vision equipment, if needed.
2. Contractor furnished equipment:
 - a. All normal duty gear including rain gear, and cold weather gear as needed.
 - b. Appropriate Vehicle.
 - c. Cellular Telephone.
 - d. Portable Arming Barrel, or equivalent, safe procedure.
 - e. Water as needed.
 - f. Other items deemed necessary by the Contractor or COTR.

K. POST DUTIES

1. Generally, this will be an armed post. The following procedures cover the arrival, patrol and departure of the deployed officer. These procedures may vary due to time of deployment, specific site requirements, weather, and other unpredictable factors. The Contractor shall comply with the post duties as indicated by OSCO. Deviations from post duties require approval from OSCO.
2. Upon arrival at an energized facility, the officer will contact the appropriate Control Center, either Dittmer or Munro, and will sign the substation logbook (if possible) and note the time of arrival. The officer will also contact the Ross AMS to notify of arrival on site.
3. If needed the officer will gear up with uniform and equipment.
4. Under normal circumstances for energized facilities, BPA will have a Substation Operator meet with the officer when the officer arrives if the deployment is to a field site. If this is not possible, the officer should follow the direction of OSCO through the on-duty Security Supervisor.
5. If directed to patrol the perimeter of the facility, this will be accomplished either by foot or by vehicle, whichever is most practical for the facility and conditions present. A patrol of the entire facility, including out-buildings, shops, offices and storage areas, will be accomplished if applicable and directed by OSCO. Patrols inside the perimeter fence of an energized portion of a facility will not be conducted unless coordinated through OSCO. Maintenance, warehouse and other non-energized areas may be patrolled by vehicle.
6. Depending on circumstances, the deployed officer may have access to the energized control house and/or other facilities; however, the officer will not enter the control room of a control house without the approval of the Substation Operator. Depending on where the restroom, telephone, and entry/exits may be, passage through the control room may be necessary. This situation would only apply for energized facilities.
7. If the officer must enter the control room inside the control house, extreme caution will be exercised to avoid contacting control switches, handles and other equipment. Additionally, equipment on the officer, such as pepper spray, firearm, radio, and handcuffs could

inadvertently catch or snag on control handles and switches. Officers will use due caution to avoid such contact.

8. If an intruder is discovered on site, the officer will attempt to control the situation in the safest manner possible. For energized facilities, potentially life-threatening hazards exist that preclude struggling with an intruder inside an energized area. Under no circumstances shall any officer pursue a suspect into an energized facility. If the intruder gains access to the energized yard and is non-compliant, the officer will immediately contact law enforcement for assistance and notify the appropriate Control Center as soon as it is safe to do so.
 9. If an intrusion into an energized area is suspected, the officer will contact law enforcement for assistance and notify the appropriate Control Center as soon as it is safe to do so. The officer will take a position of cover that allows for observation of the facility and await the arrival of law enforcement.
 10. Security Officer Reports (SOR's) will be kept noting the date and time of various patrol duties such as perimeter, building, or surrounding area checks. If the officer must leave the post during shift, there will be a record of the time and reason for the departure.
 11. At the end of shift, prior to departure, the officer will notify the appropriate Control Center, sign the substation log book (if possible), and note the time of departure if posted at an energized facility. For any deployment, the officer will notify the Ross AMS prior to departure at the end of the shift.
 12. The deployed security officer will maintain communication capability with the AMS (Ross Post 9) unless circumstances, such as the remote location of the facility, prevent the ability for communications.
- L. Security Officer Safety While Deployed to Energized Facilities. The following procedures are intended to establish guidance regarding the performance of security operations in and around BPA energized high voltage facilities.
1. Prior to deployment to an energized facility, this order will be reviewed by all deploying officers and a log or form will be signed acknowledging they have read and understand this order. The log or form will include printed name, date, signature of officer, and location deployed.
 2. A copy of the order, and the accompanying officer signature, will become a permanent record maintained by the Contractor. The record will be made available to OSCO and the Safety Office if requested.
 3. At least annually, all officers will be required to review this order. The contractor will document this review and provide a copy of the documentation to the COTR upon request.
 4. A copy of this order will be made part of the deployment kit.
- M. Officer Safety Considerations in Energized Facilities.
1. Suspects
 - a. Security Officers will not pursue suspects into an energized facility including the control house. To do so places the officer at an unacceptable risk due to the high voltages present in the energized facilities.
 - b. In the event it is suspected that the facility has been breached, the officer will immediately seek law enforcement assistance, notify the appropriate Control Center, either Munro or Dittmer, and take up a position which can offer the opportunity to observe and report as well as provide adequate officer safety.
 - c. If the officer is already in the energized facility conducting security patrol or other duties

and an intruder is discovered, the officer will attempt to safely control the situation with officer safety as the highest priority. He or she should not attempt to take an uncooperative suspect into custody, shall immediately seek law enforcement assistance, and when safe to do so notify the appropriate control center.

2. Discharge of Firearms

- a. Damaged high voltage equipment can cause lethal ground voltages which could cause the injury or death of personnel in the area. Electrical components such as transformers, circuit breakers and electrical transmission lines can cause a possibility of electrocution without actually touching the damaged component.
- b. Officers shall avoid discharging a firearm in, around or near an energized facility unless the circumstances are so grave that no other alternative exists.

B.16. OTHER KEY POSITIONS

The positions identified below in section B.16.2. through B.16.4. are considered to be essential to the work being performed hereunder. No diversion shall be made by the contractor without the written consent of the COTR. Final personnel selections shall be reviewed and approved by the COTR.

PART C – SUPPORTING INFORMATION

C.1. PERFORMANCE ASSURANCE

The Contractor shall establish a performance assurance, or quality assurance, program that ensures personnel performing duties under this contract have the appropriate knowledge, skills, and abilities to perform work in both corporate and industrial security functions; personnel are screened to meet the highest level of integrity to perform security-related duties; personnel are able to meet extensive background checks and security clearance standards; personnel meet appropriate physical capability/readiness levels associated with security-related duties; personnel retention is addressed to maintain continuity of personnel and a low employee turnover rate. This performance assurance, or quality assurance, program may be a pre-existing program employed by the Contractor; however it must meet any additional specific requirements outlined within this statement of work. Upon award of the contract, the Contractor shall provide to the COTR documentation of their performance assurance, or quality assurance, program and how their program meets these elements.

Additional BPA-specific elements necessary for this contract are outlined below. The Contract Manager shall have the over-arching responsibility for ensuring all BPA-specific elements of the Performance Assurance Program outlined below are met.

A. Training Elements

1. Job Task Analysis (JTA)

- a. A JTA shall be developed for all security posts within 90 days of the award of the contract.
- b. JTA's shall be reviewed and updated a minimum of annually. Reviews shall be documented by the Contractor.
- c. The JTA will serve as the basis for individual security post training as well as security post certifications.

2. Security Post Certifications

- a. The Contractor shall develop methodology, requirements, documentation methods, and testing material to conduct initial security post certifications as well as annual (recurring) security post certifications to be implemented within 90 days of the award of the contract.
- b. At a minimum, initial security post certifications shall include task knowledge/task performance certification based on the applicable security post JTA as well as written testing. This shall apply for new hires and for existing security officers newly assigned to a security post.
- c. Annual security post certifications shall include a minimum of written testing for all security officers.
- d. Security post certification methodology shall be hierarchical and approved by the COTR.

B. Self Assessments

1. The Contractor shall conduct annual self assessments relating to security posts, post duties, and security training, security firearms training, and firearms safety.
2. Self assessments will identify findings, if applicable, and corrective actions.
3. The Contractor shall track and follow-up on corrective actions in an effort to close identified findings.
4. The Contractor shall notify the COTR upon the initiation of a self assessment and shall provide to the COTR the written self assessment report within 14 business days of the assessment completion.

C. Performance Testing

1. The Contractor shall develop methodology to implement, document, and maintain performance

- testing (e.g. – security exercises and limited scope performance tests) for the security force that can be carried out by any of the following: designated OSCO personnel, the Contract Manager, the Training Program Administrator, or designated security supervisors.
2. Performance testing methodology shall include an applicable safety plan and shall be approved by the COTR before implementation.
 3. Performance testing methodology shall be finalized for approval within 120 days from the award of the contract.
 4. Once finalized and implemented, written records of performance testing shall be forwarded to the COTR.
 5. Performance testing shall be performed randomly, a minimum of twice a month and documented. The aggregate of tests conducted within a year shall include all facilities where security officers are present.
 6. Documentation shall include evaluation criteria/objectives, results, and corrective actions needed, if applicable.

C.2. DISCLOSURE OF INFORMATION

- A. Neither the Contractor nor any of its employees will disclose or cause to be disseminated any information concerning the operation of any BPA facility which could result in or increase the likelihood or the possibility of a breach of security or the activity therein, or interrupt the continuity of its operations. Disclosure of information relating to the services hereunder to any person not entitled to it and approved by OSCO, or failure to safeguard any sensitive or classified information that may come to the Contractor, or any person under its control in connection with work under this contract, may subject the Contractor or its employees to criminal liability. (Refer to 18 USC 793, 798.)
- B. All inquiries, comments, or complaints arising from any matter observed, experienced, or acquired as a result of or in connection with the performance of this contract and the resolution of which may require the dissemination of official information, will be directed to the COTR. Deviations from or violations of any of the provisions of this subsection may result in contract termination for default. Contractor employees shall not make statements to the news media without the approval of the COTR.
- C. The Contractor shall follow all policies and procedures associated with information pertaining to the Privacy Act of 1974 and shall follow BPA Information Protection Program standards associated with Official Use Only (OUO) information, Critical Information (CI), or Critical Cyber Asset Protected Information (CCAPI).

C.3. PERFORMANCE EVALUATIONS

The CO and COTR shall meet with the Contractor in-person not less than annually to discuss results of BPA quality control findings and overall performance. The CO may request that the Contractor take additional steps to improve both, overall performance and adherence to submitted plans. Non-adherence to submitted plans may reflect negatively during annual performance evaluation and/or result in BPA taking other contractual remedies. BPA shall use performance evaluations as a factor to determine whether to exercise any available option and/or as a factor to determine whether to award any future contract(s).

PART D – MUNRO CONTROL CENTER

D.1. MUNRO CONTROL CENTER AND SCHEDULING CENTER

BPA's Munro Control Center (MCC) and Munro Alternate Scheduling Center (MSC), co-located in Mead, Washington, is a major critical asset (Tier I) for the agency's ability to maintain electrical reliability and stability for the region. Due to the Tier I nature of this facility, physical protection strategies will include the addition of armed security services for this location. Part D to this SOW outlines the security services adopted as part of the protection strategy for this facility.

D.2. GENERAL REQUIREMENTS AND PERFORMANCE

- A. All portions of this SOW (Parts A through C) will apply to security services contracted for the MCC and MSC with the exception of sections B.12 – B.14 and B.16. Site specific post information is identified in section D.3 below.
- B. All officers assigned to MCC/MSD will be trained and capable of performing their duties as indicated in Section B.5., B.5.1. through B.5.4., and B.6. of this SOW. In addition, all applicable Deliverables and Performance identified in section B.10. shall be met by the Contractor.
- C. All officers assigned to the MCC/MSD will be familiar with designated NERC CIP areas located at the facility, access requirements associated with NERC CIP areas and documentation requirements associated with NERC CIP areas.
- D. Under the direction of OSCO, the Contractor shall develop prescribed Standard Operating Procedures (SOP's) specific to the MCC/MSD. These procedures will facilitate compliance with BPA requirements and the operation of the security systems, CCTV systems, alarm response, operation of remotely controlled gates, and other systems as they are implemented.

D.3. GENERAL POST AND GUARD HOUR REQUIREMENTS

A. General Information

Upon an agency activation of the MSD, it is assumed that BPA has sustained an event that would require emergency operations. MCC/MSD would then become the primary facility for controlling the electrical grid. This activity would then increase the operational importance and criticality of the facility. Therefore, the increased readiness posture warrants the level of security officer protection outlined in PART D of this SOW to ensure continuity of security for the facility as well as keeping consistent with the security posture employed for the Ross Complex Dittmer Control Center, which also is a major critical asset (Tier I) for the agency.

To support the security posture for this facility, MCC/MSD shall have two (2) operational security posts (Post 1 and Post 2). These posts will be manned by armed and uniformed security officers in accordance with the requirements outlined within this SOW. Specific Post information and duties are outlined in section B. and C. below.

B. Post 1, Munro Alarm Monitoring Station (AMS)

- 1. This post falls under the U.S. Department of Labor, Wage Determination category of Alarm Monitor.
- 2. Description of Post
 - a. This post shall be located inside the Munro Scheduling Center facility, alternate Alarm Monitoring Station (AMS). This shall be a one-person post, occupied by an armed, uniformed security officer 24 hours per day, 7 days per week. The security officer shall be equipped and trained as necessary to perform the required security services.
 - b. The primary responsibility of this post shall be to provide monitoring of security alarm systems that are associated with the Munro facility and BPA's NERC CIP facilities, to

include associated CCTV systems and remote security systems at all hours and under all conditions (similar to Ross Post 9 & 10). In addition, this post will be familiar with duties related to Ross Posts 9 and 10, providing backup for these posts when necessary. This post shall interact with personnel regarding access control and security issues relating to MCC/MSC as well as monitored field sites.

c. Designated Shifts

This post will generally be manned in three 8-hour shifts as follows:

Shift One: 2200 - 0600

Shift Two: 0600 - 1400

Shift Three: 1400 - 2200

3. Post Duties

- a. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.
- b. Monitor security alarm systems and CCTV systems for all designated NERC CIP sites and facilities, in addition to the MCC/MSC. Assess and document alarm activity according to established SOP's.
- c. Be familiar with all Ross Post 9 and Post 10 duties. Provide backup as necessary for monitoring facilities and sites that fall under the responsibility of Ross Post 9 and Post 10.
- d. Utilize established SOP's and procedures for responding to emergency situations or alarm activations, to include those alarms associated with NERC CIP facilities. When necessary, dispatch appropriate patrols and contact the local regional emergency communications agency (911) to request response from outside agencies for situations at the MSC/MCC complex. The Security Supervisor, Contract Manager and OSCO will be notified when outside agencies are contacted to respond.
- e. Notify local law enforcement, Security Supervisor, the Contract Manager, and OSCO in the event of suspicious or criminal activities in accordance with Standard Operating Procedures.
- f. Follow established procedures relating to NERC CIP sites and when appropriate, contact the appropriate BPA Control Center (Dittmer or Munro) in response to alarms or other emergency situations occurring at field sites.
- g. Respond to and document ProWatch alarms associated with NERC CIP sites and follow established response procedures. Documentation shall include alarm assessment, cause, name of subject (if applicable) and security status of site.
- h. Communicate with Post 2 as needed to support daily security operations for MCC/MSC. Communicate information to Post 2 regarding any unusual or suspicious activity.
- i. Conduct periodic communication checks with Post 2. Communications checks shall be conducted every hour during daylight hours and when necessary, every 30 minutes during hours of darkness. During increased threat levels, communications checks shall be conducted every 30 minutes. The frequency of communications checks may be changed by the Contract Manager or OSCO.
- j. Conduct communication checks with the Ross AMS. Communication checks shall be conducted hourly during non-duty hours to include weekends and holidays.
- k. Maintain the NERC CIP Security Desk Blotter, listing security-related activity for NERC CIP

sites for a 24-hour time period. Formatting or content of specific blotter entries may be added or changed by OSCO. This blotter will be submitted daily to OSCO and will replace the SOR for this post.

- l. Perform other administrative functions associated with the monitoring of NERC CIP sites such as, but not limited to, maintaining electronic and hard copies of Weekly Alarm Mask Outage Log, NERC Physical Security Perimeter (PSP) Alternate Access Log, Call-Down Lists, NERC Reports, and Duty Officer Schedules. Record and maintain CCTV clips and generate CD-ROMs of NERC CIP security-related incidents. Write and submit incident reports as applicable.
- m. Act as the primary point of contact for any MCC/MSC building PSP access issues for employees and contractors.
- n. Record information pertaining to false and nuisance alarms for NERC CIP security systems in accordance with established procedures. Report problems with alarm system or CCTV system hardware or software in accordance with established procedures.
- o. Assist with security system testing as directed.
- p. Be familiar with operating and sending emergency notifications through the Emergency Notification System (ENS).
- q. Perform alarm monitoring duties .
- r. Perform other duties as assigned by the Contract Manager in coordination with OSCO.

C. Post 2, Supervisor/Patrol

1. Description of Post

- a. During daytime duty hours this post shall be designated the a full-time Security Supervisor who is armed and uniformed 12 hours per day, 5 days per week, with the exception of federal holidays. The Security Supervisor shall be equipped and trained as necessary to perform required supervisory and security services functions overseeing security operations.
- b. The primary responsibility during non duty hours and days post is to conduct foot/vehicle patrol, incident/alarm response, visitor access control, vehicle inspection, and ensure only authorized personnel obtain access to the Munro complex including the Bell Maintenance Headquarters, Bell MHQ laydown yard, Bell Substation perimeter and the BPA federal property surrounding the MCC/MSC and Bell Complex.
- c. This post shall remain highly visible as much as possible when not performing supervisory duties. This post shall interact with personnel regarding access control, security issues, and daily security operations relating to MCC/MSC.
- d. Designated Shifts

The hours of this post are 24 hours a day 7 days a week.

2. Post Duties

- a. Perform supervisory duties in accordance with Section B.8.1. of this SOW as applicable to MCC/MSC.
- b. Conduct functional checks of all equipment and systems used on this post upon assuming duties. Report equipment malfunctions or deficiencies in accordance with established procedures.

- c. Conduct random foot patrols throughout the MSC/MCC building (one every four hours).
- d. Conduct exterior vehicle patrols (a minimum of one every six hours), to include the nearby Bell Substation and Maintenance Headquarters.
- e. Process and screen visitors entering the complex in accordance with established procedures.
- f. Conduct vehicle inspections as in accordance with established BPA requirements and current procedures established by the Contractor and approved by OSCO.
- g. Respond to and investigate alarms on the complex.
- h. Respond to suspicious activity as observed or dispatched, or as reported by employees.
- i. Assist Post 1 as required.
- j. Report suspicious activity to Post 1, the Contract Manager, OSCO, and complex management (if directed).
- k. Inform all visitors that firearms and dangerous weapons are prohibited and ask all visitors if they are carrying any firearms or other dangerous weapons. If it is determined that a visitor, or contractor is carrying a weapon or other prohibited contraband, the situation will be handled in accordance with established procedures. The officer shall not recommend any course of action regarding the disposition, storage or security of the subject weapon or contraband. The incident will immediately be reported to Post 1, the Contract Manager, and OSCO.
- l. Personnel or vehicle entry procedures may be modified by OSCO as needed.

D. Vehicle Barriers and Security Procedures

1. During normal duty hours, 0600 – 1800 on weekdays, the outer facility vehicle gate shall remain open, unless otherwise directed by the Contract Manager or OSCO, or if emergency conditions arise that warrant securing the outer gate. In such cases, Post 1, the Contract Manager and OSCO shall be advised immediately.
2. Outside of normal business hours, to include holidays, the outer vehicle gate shall be closed, requiring personnel to badge in for access.
3. The inner vehicle gate shall remain closed at all times, requiring personnel with authorized access to badge at a card reader to operate the gate.
4. Visitors will be issued a card by Post 2 to allow visitors to operate the gate after screening. The card provided to the visitor will also access the MCC/MSV visitor lobby.
5. The inner automated vehicle gate for the MCC area will remain closed at all times and will only be used by personnel with authorized access.
6. Procedures for the use of vehicle barriers may be modified at the discretion of the Contract Manager and OSCO.

E. Vehicle Barrier and Security Procedures During Higher Threat Levels

1. All vehicle barriers shall remain active and engaged when higher threat conditions exist as directed by the Contract Manager or OSCO.

D.4. GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT

Refer to section A.4. of this SOW.

D.5. CONTRACTOR FURNISHED MATERIALS AND EQUIPMENT

The Contractor shall furnish all training, personnel, uniforms, equipment, materials, and supervision to maintain the physical security of BPA buildings and employees located at locations where services are performed.

A. The Contractor shall provide the following items of operational equipment:

1. One hand-held portable public address system with batteries.
2. One hand-held, battery-operated spotlight with batteries for patrol use.
3. Sufficient radio/cell phone equipment, to maintain contact with security officers and Facilities personnel.
4. 800 MHz capable radios to be compatible with assigned frequencies as determined by BPA and maintained by the Contractor. Additionally, the contractor shall provide one vehicle-mounted 800 MHz unit per each vehicle permanently assigned to the MCC/MSC. A base station on the 800 MHz frequency shall be provided for Post 1 as well as hand-held radios sufficient for manning Post 2 as well as Post 1 should Post 1 need to evacuate or otherwise coordinate with the Dittmer AMS to leave their post for authorized reasons.
5. A copy of Emergency Procedures and any call-out rosters for the MCC/MSC shall be furnished by BPA and shall be maintained by the Contractor. These documents shall be protected in accordance with BPA Information Protection Program standards.
6. Vehicles
 - a. MCC/MSC Post 2
 - i. One Vehicle to be 4-wheel drive, compact, extended cab pickup truck or SUV, or similar.
 - ii. Est. Mileage for patrol: 30,000 per year.
 - b. The color of the patrol vehicle shall be indicative with security or law enforcement-type vehicles. Doors on each side of the vehicle shall be marked as a security vehicle. In addition to other items deemed necessary by the Contractor, the vehicle will be equipped as follows:
 - i. Light bar with flashing amber lights and right and left side "alley" lights.
 - ii. Spot light (mounted or hand-held portable):
 - iii. Spare tire and tools.
 - iv. Traction devices or tires.
 - v. Jumper cables.
 - vi. First Aid kit with protective gloves and medical waste receptacle.
 - vii. Emergency flares.
 - viii. Vehicle mounted radios.
 - ix. Fire extinguisher.
 - c. Consideration for the selection of patrol vehicles shall include area inclement weather conditions, operating terrain, fuel economy, vehicle purpose, etc. Any exceptions, changes, or modifications to vehicle requirements during the contract shall be approved by the COTR and CO. Refer to Federal Standard 307 for further guidance.
 - d. The Contractor shall maintain the ability to provide a temporary replacement vehicle for MCC/MSC support when the assigned vehicle is out of service at no additional cost.
7. Uniforms and equipment.

- a. Shall be consistent with sections A.5.A.9. through A.5.A.13. of this SOW.
- b. Flashlights issued by the contractor for use by security officers will be tactical in nature and conducive to weapons firing in low-light conditions.
- c. All Contractor-provided equipment shall be appropriately marked and identified as belonging to the Contractor.

B. Standard Operating Procedures (SOPs)

Refer to section B.3. of this SOW.

D.6. DISCLOSURE OF INFORMATION

Refer to section C.2. of this SOW.

D.7. TRANSITION

- A. Due to the nature of the MCC/MSO start-up and construction completion schedule, the transition will occur in three stages.
1. From July 15 to July 31, 2014, the focal point for Post 1 and Post 2 will be site familiarization and patrol coverage. Familiarization training shall be conducted by the Contractor as needed. An outline of training goals during this period shall be provided by the Contractor to be approved by the COTR.
 - a. Day time patrol (when construction personnel are present) – shall occur on the exterior of the construction zone.
 - b. Night time patrol (when construction personnel are not present) – shall occur on the interior of the construction zone.
 - c. Personal protective equipment (PPE) is not required to be worn, but must be readily available to enter any area where active construction is in progress.
 - d. Officers will be provided a temporary location for training or administrative needs.
 2. From August 1 to September 30, 2014, the MCC/MSO AMS will be occupied.
 - a. Post 1 will begin shadowing Ross AMS with ProWatch monitoring of BPA security systems for training.
 - b. Post 2 will continue supervisory training as well as training associated with ProWatch monitoring.
 - c. PPE shall be worn at all time while in the active construction area.
 3. As of October 1, 2014, the MCC/MSO AMS will be fully operational
 - a. Independent monitoring of security alarm systems shall be met by Munro AMS.
 - b. Security posts will be fully functional with officers/supervisors able to perform services independently.
- B. A Transition Lead shall be assigned by the Contractor to oversee the start-up of security operations at the MCC/MSO facility from August 1 to October 31, 2014. The Transition Lead will be responsible for the following:
1. Site familiarization for assigned officers and supervisors
 2. Site security operations and liaison efforts
 3. Operational training for assigned security officers and supervisors
 4. Logistical needs associated with site familiarization and operational training for assigned security officers and supervisors, as well as security operations
- C. Prior to the start of the Transition Lead services, the Contractor shall have all Contractor provided equipment in place and ready for use for security operations at MCC/MSO. Any deviation requests and a timeline for equipment to be in place and operational must be submitted for approval by the COTR.
- D. The Transition Lead shall be familiar with the SOW requirements, established BPA security operations and policies, supervisory duties, AMS duties, ProWatch, and historical BPA performance

expectations for this contract.

- E. The Transition Lead shall be in place for a period of 90 days. BPA will conduct a review with the Contractor Manager at 45 days from the start of the Transition Lead services to determine the progress of security operations and whether additional Transition Lead time, or other measures, are needed.
- F. The Transition Lead may be assigned by the Contractor utilizing current full-time or part-time supervisory personnel on the BPA Security Services contract and may do so on a rotational basis as needed.
- G. While performing the role of Transition Lead, the assigned personnel will not be tasked with other work associated with this contract or other contracts.
- H. The hours of duty for the Transition Lead shall generally be 8-hours per day, Monday through Friday. Times of duty for the Transition Lead may be adjusted based on training needs between day and night shift. Adjustments to times or days of duty will require the approval of the Contract Manager.
- I. No later than the start date of Transition Lead services, the Contractor shall provide BPA with a training plan for both the Munro AMS and supervisor personnel at MCC/MSC based on general Job Task Analysis (JTA) for AMS, patrol, and supervisory functions. The plan shall cover topical areas to be covered for site-specific and position-specific training, logistical needs/resources to conduct the training, and a training timeline from the beginning of the Transition Lead Services.
- J. A site-specific JTA for MCC/MSC security posts shall be completed no later November 15, 2014. (Refer to SOW section C.1.A.1.)
- K. Security Post Certification methodology, requirements, documentation methods, and testing material to conduct initial security post certifications as well as annual (recurring) security post certifications shall be implemented by December 15, 2014. (Refer to SOW section C.1.A.2.)

UNIT 5 — ANNUAL HOUR REQUIREMENT BY POST

Description	Estimated Annual Hour Requirement
<i>BPA Headquarters Complex, Guard II</i>	
Post 1, Lobby Console/Desk	8,760
Post 2, Patrol	8,760
Post 5, Lobby Screener	3,640
Post 6, Lobby Assistant/Backup	3,120
Post 7, 9/11 Building Entry	3,120
Post 8, Garage Entry 1	3,120
Post 9, Garage Entry 2	2,600
<i>BPA HQ Complex Totals</i>	<i>33,120</i>
<i>ROSS Complex, Guard II</i>	
Post 1, Dittmer West/Desk	2,600
Post 2, CSB Desk/Patrol	7,072
Post 3, Patrol	8,760
Post 4, Dittmer East Lobby/Desk	3,120
Post 5, Entry Control I, Main Gate	3,120
Post 6, Entry Control II, Delivery Gate	2,080
Post 7, Entry Control, Gate 6	2,772
Post 8, Patrol	2,600
<i>ROSS Complex, Guard II Totals</i>	<i>32,124</i>
<i>Park Place Complex, Guard II</i>	
Post 1, Desk/Patrol	2,600
<i>Park Place Complex, Guard II Totals</i>	<i>2,600</i>
<i>ROSS Complex, Alarm Monitor</i>	
Post 9, Alarm Monitoring Station I (AMS)	8,760
Post 10 Alarm Monitoring Station (AMS)	4,160
<i>Ross Complex, Alarm Monitor Totals</i>	<i>12,920</i>
<i>Eugene Starr, Guard II</i>	
Post 1, Celilo Lobby	2,080
Post 2, Celilo Lobby/Patrol	8,760
<i>Eugene Starr, Guard II Totals</i>	<i>10,840</i>
<i>Munro, Alarm Monitor</i>	
Post 1, Alarm Monitoring Station (AMS)	8,760
<i>Munro, Guard II</i>	
Post 2, Supervisor/Patrol	8,760