

## **STATEMENT OF WORK (SOW)**

### **Naval Special Warfare Multi-Purpose Canine Support**

#### **1. SCOPE**

1.1 Naval Special Warfare (NSW) *Multi-Purpose Canine* (MPC) requires experienced trainers to support and develop untrained canines and handlers into operationally ready assets. One Canine Lead Trainer, up to six Canine Trainers, and up to two Kennel Support personnel are required for this purpose. Trainers with significant capabilities and canine training background are required to provide robust training for new canines and handlers as both canines and handlers move through the training program. Kennel Support will create a safe living environment for the canines and consistent management and administration of kennel matters.

#### **2. OBJECTIVES**

2.1 The Multi Purpose Canine (MPC) Program utilizes specially trained canines to conduct special operations in support of Theater Combatant missions. This program requires a contractor with the capability of providing Special Operations Forces Multi-Purpose Canine handlers to train utilizing the latest methodologies in accordance with the Statement of Work and uses NSW's most recent guide, currently in draft. The contractor shall provide training to Government personnel, skilled canines, and be responsible for purchasing and supervising the selections of the dogs that would enter into the MPC Program.

#### **3. SCOPE**

3.1 The scope of this effort is to provide comprehensive training coverage for both East and West Coast MPC operations. The Contractor shall provide experienced capable trainers to include Canine Lead Trainer (CLT), Canine Trainers (CT) and Kennel Support services in accordance with this Statement of Work (SOW). There will be one CLT and six CT's, and two Kennel Support personnel.

3.2 This work also includes purchasing canines that meet the MPC Program requirements per the Canine Assessment and Selection Specification included as Attachment B.

#### **4. SPECIFIC REQUIREMENTS**

4.1 Work requires use of protective gear, (government will provide basic gear in accordance with Section 9 of the SOW), and observance of special safety precautions around the training and operational area by all personnel. The work environment is also subject to <sup>(b)(7)E, (b)(2)</sup>

<sup>(b)(7)E, (b)(2)</sup> The contractor is responsible to ensure all personnel are aware of safety requirements and for enforcing them. This extends to students under instruction.

4.2 The CLT will be a subject matter expert (SME) in all matters related to canine training and is responsible for the oversight of all CT's, kennel support and shall be the primary point of contact for matters regarding contract performance. As such the CLT shall be the primary advisor to the MPC Department Heads and the Contracting Officer Representative (COR). The CLT will advise the MPC Department Heads and the COR on the testing certification and recertification of canines.

4.3 The CTs shall provide training to MPC Teams in (b)(7)E

(b)(7)E . The CT to student ratio shall be 1:4 for the vast majority of training evolutions.

4.3.1 The Canine Trainers shall select and provide canines upon request (coordinated by the COR) and be responsible for supervising the training of all canines that enter into the NSW MPC program. Due to the variances in canine maturity and trainability, the Canine Trainers must be able to identify particular problems in (b)(7)E and develop a follow-on plan to address those issues.

4.3.1.1 The Canine Trainers shall be responsible for assisting the MPC Department Heads and the COR in the development of individual canine training plans and problem solving measures.

4.3.1.2 The Canine Trainers shall ensure all training records are appropriately filled out and subsequent evaluations are made to both the handler and the MPC Department Heads and the COR.

4.3.2 The Canine Trainers shall be responsible for supervising canine care, sanitation, and maintenance of kennel facilities.

4.3.3 Canine training at this level is physically demanding and CTs shall be physically fit to conduct the training curriculum as well as exercise support. Training may be conducted in inclement weather including moderate extremes of heat, cold, rain or snow. The contractor is responsible for ensuring all personnel are in adequate physical condition to perform their duties.

4.4 Contractor shall provide all kennel support to ensure a safe living environment for the canines. The kennel facilities shall be managed to include cleanliness, disinfected, and functionally operational at all times.

4.4.1 Kennel Support shall ensure the canines' daily intake of food and water is consistent with the animal's needs.

4.5 Contractor shall have established (b)(7)E, (b)(2)

(b)(2), (b)(7)E

(b)(7)E, (b)(2)

Contractor shall submit program for approval to the COR and shall adhere and meet the Government's Qualifications /Certification requirements.

4.6 The contractor shall ensure the safe operations of all training and immediately report incidents to the COR involving unsafe operations; serious injury, bodily harm or death resulting from training related incident.

4.7 Contractor is to provide at a minimum one year commercial warranty for each canine if applicable option CLINS are exercised.

## **5. PERSONNEL**

5.1 Personnel must meet the qualifications listed below.

5.1.1 CLT Must have a minimum of ten years experience within the past fifteen years directly involving the training and handling of detection (narcotics and/or explosives) and standard patrol dogs. Individual must also have experience with the training and employment of tracking dogs and demonstrate a thorough understanding of the Dutch Royal Police Dog Program KNPV, Schutzhund, and other working dog sports.

5.1.1.1 Five years experience within the past seven years in a management role with canine program responsibility. This should include the oversight of canine trainers and kennel personnel as well as student interaction.

5.1.2 CT Must have a minimum of five years experience within the past seven years in the training and handling of detection (narcotics and/or explosives) and standard patrol dogs. Individuals must also have experience with the training and employment of tracking dogs.

5.2 Kennel Support personnel must have a minimum of two years experience in kennel operations dealing with police or Military Working Dogs and possess project management skills.

5.3 Resumes submitted for Key Personnel must document with specific detail the knowledge, experience and accomplishments of the individual. All personnel are required to be eligible for a SECRET security clearance.

## **6 DUTIES AND RESPONSIBILITIES**

6.1 CLT Responsible for service continuity and consistency across the contractor personnel; both East and West Coasts. This provides an ability to seamlessly interchange canine teams within the NSW community.

6.1.1 CLT shall develop overarching training plans for canines and students with established goals and realistic time lines.

6.1.2 CLT shall ensure all Canine Trainers use consistent training procedures, schedule of events, and handler Tactics, Techniques, and Procedures in accordance with NSW's current MPC Operations Manual.

6.1.2.1 CLT shall assume the responsibilities of a CT when they are absent and canines remain at the kennel. This may include travel with a canine team.

6.1.3 CLT shall be the primary Point of Contact to the Multipurpose Canine Department Heads or COR in all aspects concerning the training and development of canines, handlers, and canine trainers. This will include advice on the testing, certification and recertification of canines and handlers before departing on overseas deployments.

6.1.3.1 CLT shall assist in planning and resolving any issues involving the canine trainers such as administrative, conduct, logistical, travel, or supply problems.

6.1.4 CLT shall test all canines prior to delivery and during training to ensure they meet standards of the Canine Assessment included as Attachment B and Selection Specifications and NSW's current MPC Operations Manual.

6.1.4.1 Responsible for continuity of thirty canines, and supervise, the initial training of all newly assigned canines and shall ensure all NSW MPC newly purchased canines are trained and developed in (b)(7)E

6.1.5 Contractor shall provide (b)(7)E, (b)(2) to MPC personnel (b)(7)E, (b)(2) during training events, canine selection, evaluations, certifications and demonstrations.

6.2 CT Personnel shall be responsible for the routine training of canines and handlers within the East

Coast and West Coast NSW MPC program. CT shall ensure that canines are ready for assignment to their perspective handler.

6.2.1 CT shall provide instruction to students in accordance with the NSW's MPC Operations Manual. Instruction topics include, but are not limited to, Health and Care of Military Working Dog<sup>(b)(7)E</sup> record keeping, and any unique techniques developed by the unit.

6.2.2 Required to prepare and/or give student briefings for safety briefs and training overviews via Microsoft programs such as PowerPoint, Excel or Word as needed to outside agencies, unit personnel, and Canine Handler Training Course personnel.

6.2.3 CT will participate in field instruction, training trips and exercises as well as refresher training.

6.2.4 Responsible for assisting in the selection and testing of dogs that would enter into the NSW MPC program.

6.2.5 Contractor shall ensure all data is maintained on the training of up to a total 24 canines and handlers within the east coast and west coast to include all necessary DoD and unit paperwork, records, or databases.

6.2.6 Contractor shall provide<sup>(b)(7)E, (b)(2)</sup> to MPC personnel<sup>(b)(7)E, (b)(2)</sup> during training events, canine selection, evaluations, certifications and demonstrations.

6.2.7 Contractor shall provide monthly or as needed schedule for reviews to the MPC Department Heads or COR with subsequent distribution to the canine handlers.

6.3 Kennel Support. Personnel are responsible for the management and performance of sanitation and maintenance of two multiple run kennel facilities located on the East and West Coasts. This includes both the inside and outside areas associate with the kennel.

6.3.1 Responsible for daily care of canines to include general exercise, watering, and feeding.

6.3.2 Responsible for requesting training equipment, kennel maintenance items, and food for all dogs on proper unit forms.

6.3.3 Shall provide<sup>(b)(7)E, (b)(2)</sup> (as needed) to MPC personnel and<sup>(b)(7)E, (b)(2)</sup> during training events, canine selection, evaluations, certifications and demonstrations.

## 7 MISCELLANEOUS

7.1 Contractor may be required to be a passenger on various military modes of transportation. Military modes of transportation include, but are not limited to:<sup>(b)(7)E, (b)(2)</sup>

7.2 The Government shall provide the appropriate safety equipment and any associated training that is required when utilizing each specific mode of transportation at no cost to the contractor.

7.3 All employees shall present a neat and clean professional appearance.

7.4 Contractor must manage coverage to ensure there are no gaps in services. Normal duty hours are 0800 - 1700 hours, with a 40 hour work week, Mon-Fri. This will include 1 hour for lunch. Hours may vary occasionally based on the needs of the organization. Contractor shall anticipate extended hours in

situations where there is a problem with a canine, if extra training is required for a canine, or if extra training or time is required to prepare for an exercise or deployment. Contractor will coordinate with the NSW MPC Department Heads and the COR to adjust work hours to meet the scope of contracted effort and needs of the organization.

7.4.1 The contractor may occasionally be required to adjust schedules to perform weekend or evening duties.

7.4.2 Contractor must notify the COR of any intended or unscheduled absence as it impacts program operations. Any planned absence greater than five continuous days require a substitute and coordination with the COR thirty days in advance.

7.4.3 Holidays. The government observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

7.5 If the contractor proposes any part-time personnel, associated details shall be included in the proposal.

7.6 Shoes shall cover the foot to meet safety requirements, open-toed shoes, or sandals, are prohibited. Contractor personnel are responsible for their own personal clothing.

## **8 VEHICLE AND EQUIPMENT OPERATION**

8.1 Contractor employees may be required to operate military vehicles and must adhere to NAVFAC P300 Instruction guide available at [https://portal.navy.mil/portal/page/portal/NAVFAC/NAVFAC\\_WW\\_PP/NAVFAC\\_HQ\\_PP/NAVFAC\\_SF\\_PP/NAVFAC\\_SF\\_TOPICS/SF\\_PITS/SEPTEMBER2003UPDATEP-300.PDF](https://portal.navy.mil/portal/page/portal/NAVFAC/NAVFAC_WW_PP/NAVFAC_HQ_PP/NAVFAC_SF_PP/NAVFAC_SF_TOPICS/SF_PITS/SEPTEMBER2003UPDATEP-300.PDF), or upon request.

8.1.1 All contractor personnel must hold a valid U. S. driver's license.

8.1.2 CTs must possess or obtain a civilian license to operate Class C or military vehicle equivalent within thirty days of contract award.

## **9. SAFETY AND PHYSICAL SECURITY**

9.1 Protective Gear. Contract employees shall wear special protective clothing when required, which shall be supplied by the NSW MPC. Basic gear for special operations will be provided by the Government.

9.1.1 Basic protective gear to include: <sup>(b)(7)E</sup>  
(b)(7)E

will be furnished by the Government.

9.2 The Government will provide space and facilities required for the performance of Canine Handler Training Course Training.

9.3 KEYS. The Government may issue keys to the contractor. If so, the contractor shall safeguard the keys from loss, theft, or destruction, and must display all keys assigned for scheduled and unscheduled keys control inspections.

9.4 Contractor shall safeguard all government equipment, information and property provided for contractor use. At the close of each day, shift, or work period, government facilities, equipment, and materials shall be secured.

## **10 DELIVERABLES**

10.1 Qualification and Certification Program within 30 days from Contract Award.

10.2 Student and Canine Training Plans within 10 working days of new student or canine reporting.

10.3 Exercise Lessons Learned Reports within 10 working days after the exercise.

10.4 Student Performance Data. The contractor will input student evaluations and training recommendations into an NSW owned database monthly

10.5 Canine Performance Data. The contractor will input canine evaluations and training recommendations into an NSW owned database monthly

10.5 Kennel Administration Report. Submit monthly detailed canine kennel activity and logistic requirements.

10.6 Canine Selection and Assessment report for each dog recommended for purchase, per Appendix B.

## **11 TRAVEL REQUIREMENTS**

11.1 A CT is required to accompany the MPC Handlers on training trips (unless substituted by the CLT). The number of trips, duration of trips, and location of trips below is an estimate.

### **11.2 CONUS**

Ft. Knox, KY – 1 week duration, 3 times per year

Ft. Chaffee, AR – (3 Trips) 1 week duration

Ft. Irwin, CA – (2 Trips) 1 week duration

Ft. Pickett, VA – (2 Trips) 1 week duration

Ft. AP Hill, VA – 1 week duration

Bridgeport, CA – 1 week duration

Riverside, CA (2 trips) 4 days

San Bernardino, CA (2 trips) 4 days

San Clemente Island, CA (3 trips) 14 days

Niland, CA (1 trips) 14 days

Fallon, NV – 1 week duration

Seymour, IN – (3 Trips) 1 week duration  
Tulsa, OK – 1 week duration  
Dade County, FL – (2 Trips) 1 week duration  
Yuma, AZ- (4 trips) 4 days  
Tooele, UT – (3 trips) 1 week duration

### 11.3 OCONUS

CENTCOM AOR – 2 week duration  
EUCOM AOR – 2 week duration, 2 times per year  
AFRICOM – 2 week duration  
PACOM – 2 week duration  
Eindhoven, Netherlands – (2 Trips) 1 week duration

11.4 Travel may require CTs or CLT to deploy to hostile environments up to three times per year. These deployments will be restricted to a Forward Operating Base (FOB) level, or larger, and under the force protection umbrella of the US/Coalition Forces. These teams will not be armed and will not deploy as part of operational missions. The purpose of these deployments is to provide additional/ follow-on training in theater. No known events require over thirty days in the CENTCOM AOR but given the nature of world events the Theater Business Clearance clauses will be included in the contract.

11.4.1 Compliance with travel restrictions and other force protection measures is required of all contracted employees. NSW will make every effort to provide a safe and secure environment for contracted employees; however, NSW, the US Government or host countries will not be responsible for accidents or insurgency activities aimed at disrupting operations.

## 12 SECURITY REQUIREMENTS:

12.1 Security. Security will be in accordance with the DD254 (Attachment C). All contractor personnel must be <sup>(b)(2)</sup> Contractor will require access to <sup>(b)(2)</sup> only at government facilities. Contractor may be authorized to <sup>(b)(2)</sup> level.

12.2 The contractor shall ensure that all employees, prior to starting work under this contract, have received OPSEC indoctrination.

## 13 OTHER UNIQUE REQUIREMENTS:

13.1 Defense Base Act Insurance. Contractor is responsible for maintaining Defense Base Act Insurance (DBA) coverage for the duration of this contract.

13.1 CLT and CT personnel shall be trained in <sup>(b)(7)E, (b)(2)</sup>  
<sup>(b)(7)E, (b)(2)</sup>  
<sup>(b)(7)E, (b)(2)</sup>  
<sup>(b)(7)E, (b)(2)</sup>