

Attachment C

Data Item Descriptions (DIDs)

SECTION C – STATEMENT OF WORK

This attachment contains the Data Item Descriptions (DIDs).

DATA ITEM DESCRIPTION	
1. TITLE: MONTHLY PROGRAM MANAGER'S REPORT	2. IDENTIFICATION NO(s): WLRFID001
3. DESCRIPTION/PURPOSE: TO INFORM THE CBP PROGRAM MANAGEMENT TEAM OF CURRENT EVENTS, PROGRESS TO DATE, PROGRAM RISKS, AND ACTION PENDING ITEMS. AS A MINIMUM, THE REPORT SHALL CONTAIN THE FOLLOWING: A. ACTIVITY SUMMARY B. MAJOR MILESTONES C. OPEN ACTION ITEMS D. PROGRAM RISKS E. EARNED VALUE MANAGEMENT STATUS F. MODIFICATION PROGRESS TO SCHEDULE PERFORMANCE G. MAJOR ACTIVITIES PLANNED FOR THE SUCCEEDING MONTH H. MONTHLY CONTRACTOR VARIANCE REPORTS (VAR) I. MONTHLY CONTRACT PERFORMANCE REPORT (CPR)	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID012 RISK MANAGEMENT PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
10. PREPARATION INSTRUCTIONS: THE REPORTING PERIOD CLOSSES ON THE LAST CALENDAR DAY OF THE MONTH AND THE REPORT IS DUE TO THE CBP PROGRAM MANAGER'S OFFICE ON THE FIFTEENTH (15 th) CALENDAR DAY OF THE SUCCEEDING MONTH. THIS REPORT SHALL BE PREPARED IN A NARRATIVE FORMAT SUITABLE FOR REPRODUCTION. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF. ELECTRONIC SUBMITTAL MAY BE MADE VIA E-MAIL TO THE COTR.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
1. TITLE: SYSTEM SAFETY ASSESSMENT REPORT	2. IDENTIFICATION NO(s): WLRFID002
3. DESCRIPTION/PURPOSE: THE SYSTEM SAFETY ASSESSMENT REPORT SHALL IDENTIFY AND ESTABLISH PROCEDURES AND SAFETY REQUIREMENTS TO PERFORM THROUGHOUT THE LIFE CYCLE OF THIS SYSTEM; INTEGRATION, UPGRADE, MODIFICATION, RESOLUTION OF DEFICIENCIES, OR TECHNOLOGY DEVELOPMENT TO INCLUDE OPERATIONAL AND MAINTENANCE NECESSARY TO REDUCE THE RISKS ASSOCIATED WITH THE CONTRACTOR'S OPERATIONAL EFFORT FOR THE WHTI LAND RFID SYSTEM. HAZARD REDUCTION PROCEDURES STIPULATED IN THE SYSTEM SAFETY ASSESSMENT REPORT ARE TO BE FOLLOWED SO THAT RISKS OF DEATH OR INJURY TO PERSONNEL, OR DAMAGE TO EQUIPMENT, ARE MINIMIZED.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID012 RISK MANAGEMENT PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
10. PREPARATION INSTRUCTIONS: THE SYSTEM SAFETY ASSESSMENT REPORT SHALL BE PREPARED IN NARRATIVE FORM FROM A PRELIMINARY HAZARD LIST AND PRELIMINARY HAZARD ANALYSIS. THE REPORT SHALL INCLUDE CORRECTIVE ACTIONS OR PROCEDURES TO BE FOLLOWED SUCH THAT CATEGORY I OR II HAZARDS HAVE A LESS THAN 1×10^{-4} PROBABILITY OF OCCURRENCE. THE CONTRACTOR'S PRELIMINARY HAZARD LIST AND PRELIMINARY HAZARD ANALYSIS SHALL BE INCLUDED IN THE SYSTEM SAFETY ASSESSMENT REPORT. A DRAFT SYSTEM SAFETY ASSESSMENT REPORT SHALL BE SUBMITTED TO CBP NO LATER THAN 30 CALENDAR DAYS AFTER CONTRACT AWARD. THE FINAL SYSTEM SAFETY ASSESSMENT REPORT SHALL INCLUDE ANY ADDITIONAL HAZARDS AND CORRECTIVE ACTIONS IDENTIFIED DURING RFID SYSTEM TESTING AND OPERATIONAL PERIODS. IT SHALL BE DELIVERED NO LATER THAN 90 CALENDAR DAYS AFTER GOVERNMENT ACCEPTANCE OF FIRST WHTI LAND RFID SYSTEM. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

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DATA ITEM DESCRIPTION	
1. TITLE: LOGISTICS SUPPORT PLAN	2. IDENTIFICATION NO(s): WLRFID003
3. DESCRIPTION/PURPOSE: THE LOGISTICS SUPPORT PLAN PROVIDES LOGISTICS INFORMATION NECESSARY TO SUPPORT THE WHTI LAND RFID SYSTEM MAINTENANCE AND SUPPORT EFFORT. THE PLAN SHALL DESCRIBE THE CONTRACTOR'S LOGISTICS SUPPORT EFFORT INCLUDING TASKS ASSOCIATED WITH SUPPLY SUPPORT PACKAGING, HANDLING, STORAGE AND TRANSPORTATION, FACILITIES TECHNICAL DOCUMENTATION, SYSTEM IT (COMPUTER) HARDWARE AND SOFTWARE, PERSONNEL, TRAINING, CONFIGURATION MANAGEMENT, MAINTENANCE AND SUPPORT PLANNING, SUPPORT EQUIPMENT, LIFE CYCLE COST PLAN, AND ANY OTHER CONTRACTOR PLANS TO ENSURE THAT THE WHTI LAND RFID SYSTEM IS FULLY SUPPORTED.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: THE LOGISTICS SUPPORT PLAN SHALL BE USED AS A CBP MANAGEMENT TOOL TO IMPLEMENT AND MANAGE THE LOGISTICS REQUIREMENTS FOR THE WHTI LAND RFID SYSTEMS MAINTENANCE SUPPORT EFFORT.	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
10. PREPARATION INSTRUCTIONS: PROVIDE LOGISTICS SUPPORT PLAN IN NARRATIVE FORM TO ACCURATELY REPRESENT LOGISTICAL SUPPORT PLANS AND REQUIREMENTS FOR THE WHTI RFID LAND BORDER SYSTEM MAINTENANCE AND SUPPORT EFFORT. PROVIDE A LOGISTICS SUPPORT/SUPPLY PLAN OUTLINE UPON CONTRACT AWARD. PROVIDE A FINAL LOGISTICS SUPPORT PLAN/SUPPLY PLAN 60 DAY AFTER RECEIPT OF CBP COMMENTS IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

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DATA ITEM DESCRIPTION	
1. TITLE: CONTRACTOR TEST PLAN AND PROCEDURES	2. IDENTIFICATION NO(s): WLRFID004
3. DESCRIPTION/PURPOSE: THE CONTRACTOR SYSTEM TEST PLAN SHALL CONSTITUTE A COMPREHENSIVE AND OVERALL OUTLINE OF THE CONTRACTOR'S INTENDED TEST ACTIVITIES, INCLUDING ACCEPTANCE TESTING ACTIVITIES. TO BE CONDUCTED FOR NEWLY DELIVERED WHTI RFID LAND BORDER SYSTEM OR UPON COMPLETION OF SYSTEMS UPGRADE / MODIFICATION EFFORTS. AS A MINIMUM, THE CONTRACTOR TEST PLAN SHALL CONTAIN THE FOLLOWING: TEST CONCEPT, THE REQUIREMENTS TO BE SATISFIED, THE METHODS, ELEMENTS, AND THE RESPONSIBLE INDIVIDUALS OR ORGANIZATIONAL ENTITIES ASSOCIATED WITH THE ACCOMPLISHMENT OF WHTI RFID LAND SYSTEMS TEST. SPECIFIC ATTENTION SHOULD BE GIVEN TO ENSURE SAFETY AND DEMONSTRATE THAT THE SYSTEM CONFORMS TO SPECIFICATIONS. SUBORDINATE DOCUMENTS AND PLANS USED TO IMPLEMENT OR ACCOMPLISH THE CONTRACTOR TEST PROGRAM, AS WELL AS DOCUMENTS AND FORMS USED TO RECORD RESULTS OF CURRENT AND PREVIOUS TESTING, SHALL BE INCLUDED AS PART OF THE TEST PLAN.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID005 WHTI LAND RFID SYSTEM TEST REPORTS	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
10. PREPARATION INSTRUCTIONS: THE CONTRACTOR WHTI LAND RFID SYSTEM TEST PLAN AND PROCEDURES SHALL CONTAIN THE PLANS, TEST APPROACH OR METHODS, AND SCHEDULES NECESSARY TO DEFINE AND CONTROL THE CONTRACTOR'S TEST PROGRAM. THE CONTRACTOR SYSTEM TEST PLAN SHALL IDENTIFY EACH ELEMENT OF THE SYSTEM, IDENTIFY THE REQUIREMENTS AGAINST THE ELEMENTS, IDENTIFY THE MEANS/FACILITIES TO BE USED TO DEMONSTRATE OR VERIFY PERFORMANCE, IDENTIFY SUMMARY LEVEL PASS/FAIL CRITERIA, AND REVIEW ACTIONS REQUIRED TO COMPLETE THE CONTRACTOR TESTING OF A PARTICULAR ELEMENT. THE PLAN SHALL CLEARLY DEMONSTRATE A LEVEL OF TESTING THAT SHOWS COMPLIANCE WITH GOVERNING SPECIFICATIONS AND PERFORMANCE REQUIREMENTS APPLICABLE TO THIS PROGRAM. THIS PLAN SHALL BE USED IN FINALIZING THE GOVERNMENT'S ACCEPTANCE TEST PROGRAM. THE CONTRACTOR TEST PLAN AND PROCEDURES SHALL BE PREPARED IN ACCORDANCE WITH CONTRACTOR STANDARD FORMAT. THE CONTRACTOR SYSTEMS TEST PLAN AND PROCEDURES SHALL BE SUBMITTED TO THE GOVERNMENT FOR APPROVAL 30 DAYS PRIOR TO THE INITIATION OF TESTING FOR SYSTEM UPGRADE OR MODIFICATION EFFORTS. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

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DATA ITEM DESCRIPTION	
1. TITLE: WHTI LAND RFID SYSTEM TEST ANALYSIS REPORTS	2. IDENTIFICATION NO(s): WLRFID005
3. DESCRIPTION/PURPOSE: THE TEST REPORT(S) SHALL PROVIDE DATA/TEST RESULTS CONCERNING WHTI RFID LAND BORDER SYSTEM TEST(S) CONDUCTED BY THE CONTRACTOR. THE TEST REPORT(S) SHALL CONTAIN SUMMARY INFORMATION SUCH AS THE TOTAL NUMBER OF TESTING PROBLEM REPORTS (TPRs) IDENTIFIED (OPENED), THE TOTAL NUMBER OF TESTING PROBLEM REPORTS CLOSED, THE TOTAL NUMBER OF TESTING PROBLEM REPORTS CANCELLED AND THE TOTAL NUMBER OF TESTING PROBLEM REPORTS DEFERRED. TEST REPORT (S) SHALL CATEGORIZE TPRS BY SEVERITY.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
	8. APPROVAL LIMITATIONS:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID004 TEST PLAN AND PROCEDURES	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
10. PREPARATION INSTRUCTIONS: CONTRACTOR SHALL PREPARE WHTI LAND RFID SYSTEM TEST REPORTS IN ACCORDANCE WITH CONTRACTOR STANDARD FORMAT AS APPROVED BY CBP. FORMAT OUTLINE SHALL BE SUBMITTED TO CBP FOR APPROVAL UPON CONTRACT AWARD FOR THE CONTRACTOR TEST OF THE WHTI LAND RFID SYSTEM. THE CONTRACTOR SHALL DELIVER THE REPORT(S), TO INCLUDE COMPLETED TEST PROCEDURES PREPARED UNDER DID WLRFID004, FOR EACH SYSTEM THIRTY (30) CALENDAR DAYS AFTER COMPLETION OF CONTRACTOR TESTING FOR THAT SYSTEM. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

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DATA ITEM DESCRIPTION	
TITLE: PROGRAM MANAGEMENT PLAN (PMP)	2. IDENTIFICATION NO(s): WLRFID006
3. DESCRIPTION/PURPOSE: THE PROGRAM MANAGEMENT PLAN SHALL DETAIL THE CONTRACTOR'S ORGANIZATION STRUCTURE; DEFINE THE CONTRACTOR'S PROGRAM MANAGEMENT SYSTEM PROCESSES AND PROCEDURES; INCLUDING APPROACH TO MANAGING THE SUBCONTRACTORS, AND IDENTIFY THE ROLES, AUTHORITY AND RESPONSIBILITIES OF SENIOR MANAGEMENT ASSIGNED TO THE WHTI RFID LAND BORDER SYSTEM. THE PMP SHOULD ALSO INCLUDE THE WBS AND THE PLANNED EVMS REPORTING APPROACH. THE PMP SHOULD ALIGN WITH THE CONTRACTOR'S CONFIGURATION PLAN TO ENSURE THAT THE PROCESSES AND PROCEDURES OF MANAGING ALL DATA FILES CONTAINING INFORMATION DEVELOPED FOR AND ASSOCIATED WITH THE DESIGN, DEVELOPMENT, INTEGRATION, INSTALLATION AND TESTING OF THE WHTI RFID LAND BORDER SYSTEM. THE PMP SHALL ALSO ALIGN WITH THE CONTRACTOR'S COMMUNICATION PLAN TO ENSURE THAT SENIOR MANAGEMENT IS COGNIZANT OF WHTI RFID LAND BORDER SYSTEM ACTIVITIES, RISKS, ISSUES AND SCHEDULE	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID011 CONFIGURATION MANAGEMENT PLAN DID WLRFID008 COMMUNICATIONS PLAN DID WLRFID012 RISK MANAGEMENT PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
11. PREPARATION INSTRUCTIONS: DELIVERY SHALL BE NO LATER THAN THIRTY DAYS AFTER CONTRACT AWARD. FOLLOWING GOVERNMENT REVIEW AND COMMENT, THE PMP SHALL BE REVISED AND PROVIDED BY THE CONTRACTOR AS A FORMAL DELIVERABLE. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

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DATA ITEM DESCRIPTION	
TITLE: PROJECT EXECUTION PLAN (PEP)	2. IDENTIFICATION NO(s): WLRFD007
<p>3. DESCRIPTION/PURPOSE:</p> <p>THE PROJECT EXECUTION PLAN SHALL OUTLINE AND DESCRIBE HOW THE PLANNED IMPLEMENTATION SCHEDULE OF THE WHTI RFID LAND BORDER SYSTEM SHALL BE MET. THE PEP SHALL PROVIDE THE OVERALL PROJECT OBJECTIVES AND GUIDANCE ON THE ROLES, RESPONSIBILITIES AND MANAGEMENT INTERACTIONS ASSOCIATED WITH SYSTEM IMPLEMENTATION. THE PEP SHALL DOCUMENT THE BASIC GUIDANCE FOR THE MANAGEMENT OF THE WHTI RFID LAND BORDER PROJECT. THE PEP SHALL PROVIDE BASIC PROJECT INFORMATION THAT IS SUFFICIENT FOR THE APPROVAL OF THE SYSTEM BASELINES. THE PEP SHALL BE A CONSIDERED A LIVING DOCUMENT THAT WILL BE REVIEWED AND UPDATED PERIODICALLY AS THE PROJECT PROGRESSES.</p> <p>THE MAJOR PURPOSES OF THE PEP ARE TO:</p> <p>A. DESCRIBE THE PROJECT OBJECTIVES</p> <p>B. ESTABLISH THE PROJECT SCOPE, SCHEDULE AND COST. NOTE THAT AS THE PROJECT PROGRESSES, THE SCHEDULE SHALL BE DRIVEN TO A LEVEL OF DETAIL THAT PERMITS THE TRACKING OF ALL ACTIVITIES SUCH AS EQUIPMENT PROCUREMENT, PROJECT REVIEWS, CONSTRUCTION, TESTING AND IMPLEMENTATION. DETAILED SCHEDULES SHALL BE CREATED AND MAINTAINED AT THE POE OR BORDER CROSSING LEVEL (FOR EXAMPLE, SAN YSIDRO, CA IS A SINGLE POE WITH NO BORDER CROSSINGS WHILE THE BLAINE, WA, POE CONSISTS OF TWO BORDER CROSSINGS) TO IDENTIFY ALL ACTIVITIES REQUIRED FOR GOVERNMENT ACCEPTANCE AND EARNED VALUE REPORTING.</p> <p>C. DEFINE BASELINE CHANGE CONTROL THRESHOLDS</p> <p>D. GUIDE THE TECHNICAL, MANAGERIAL AND ADMINISTRATIVE PARTICIPANTS ON THE PROJECT</p> <p>THE PEP SHALL ALSO PROVIDE TRANSITION INFORMATION. TRANSITION INFORMATION SHALL INCLUDE BUT NOT BE LIMITED TO, IMPLEMENTING THE EXISTING INSTALLED RFID AND LPR SYSTEMS IN THE CONTRACTOR'S OVERALL SCHEME OF THE PROJECT AND THE PREPARATION PLAN FOR SITES THAT MAY BE REFRESHED DURING THIS CONTRACT. WHERE RFID EQUIPMENT EXISTS AT DCL SITES AND/OR THE US VISIT SITES AND FOR THE PERCEPTICS NVP LPRS, THE TRANSITION PLAN SHALL IDENTIFY HOW THIS EQUIPMENT WILL BE TRANSITIONED UNDER WHTI.</p>	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP:	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
12. PREPARATION INSTRUCTIONS:	
DRAFT OUTLINE FORM SHALL BE PROVIDED WITHIN 5 DAYS OF CONTRACT AWARD. SHALL BE REVISED FOLLOWING THE INITIAL PROJECT SYSTEM REQUIREMENTS REVIEW MEETING THAT WILL BE HELD FOLLOWING THE AWARD.	

SECTION C – STATEMENT OF WORK

IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: COMMUNICATIONS PLAN	2. IDENTIFICATION NO(s): WLRFID008
3. DESCRIPTION/PURPOSE: THE COMMUNICATIONS PLAN SHALL ADDRESS THE METHODS USED TO COLLECT AND DISSEMINATE INFORMATION TO ALL WHTI RFID LAND BORDER SYSTEM STAKEHOLDERS, SUCH AS THE WHTI COTR, CBP MANAGEMENT, POE MANAGEMENT AND DHS MANAGEMENT. INFORMATION DISSEMINATED SHALL INCLUDE PROJECT RISKS, ISSUES AND SCHEDULED ACTIVITIES. THE COMMUNICATIONS PLAN SHALL ENSURE THAT ALL STAKEHOLDERS IDENTIFIED IN THE WHTI LAND RFID PROJECT COMMUNICATIONS MATRIX ARE INCLUDED IN THE DISSEMINATION OF INFORMATION. THE COMMUNICATIONS PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
	8. APPROVAL LIMITATIONS:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID006 PROGRAM MANAGEMENT PLAN DID WLRFID012 RISK MANAGEMENT PLAN	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
	13. PREPARATION INSTRUCTIONS: DRAFT OUTLINE SHALL BE PROVIDED UPON AWARD. FINAL COMMUNICATIONS PLAN SHALL BE PROVIDED 60 DAYS FOLLOWING RECEIPT OF CBP COMMENTS ON THE DRAFT OUTLINE THE COMMUNICATIONS PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: QUALITY CONTROL PLAN	2. IDENTIFICATION NO(s): WLRFID009
3. DESCRIPTION/PURPOSE: THE QUALITY CONTROL PLAN SHALL DEFINE AND SPECIFY ACTIVITIES, OBJECTIVES AND RESPONSIBILITIES TO ENSURE THE AGGRESSIVE DEPLOYMENT SCHEDULE IS MET. THE QUALITY CONTROL PLAN SHALL BE IN EFFECT DURING ALL PROJECT PHASES AND COMPLY WITH THOSE CONTROLS THROUGHOUT THE EXECUTION OF THE WORK. ELEMENTS OF A QUALITY CONTROL PLAN MAY INCLUDE: A. LISTING OF THE PROJECT STANDARDS OR CRITERIA DEVELOPED BY THE CONTRACTOR; B. IDENTIFICATION OF APPROPRIATE CHECKLISTS AND ITEMS THEREIN; C. PROJECT REVIEWS AT SPECIFIED MILESTONES; D. DOCUMENTATION REVIEWS AND INSPECTIONS. PLANS, SPECIFICATIONS, CALCULATIONS, REPORTS, AND OTHER ITEMS OR DOCUMENTS DELIVERED TO CBP FOR REVIEW SHALL BE CLEARLY ADDRESSED IN THE QUALITY CONTROL PLAN. THE QUALITY CONTROL PLAN SHALL CONTAIN APPROPRIATE TOOLS, LIKE CHECKLISTS, TO DEMONSTRATE THAT QUALITY CONTROL MEASURES WERE IMPLEMENTED TO ASSURE PRODUCT QUALITY. SUCH PLANS SHALL DESCRIBE HOW THE CONTRACTOR INTENDS TO PERFORM ITS OBLIGATIONS UNDER THE CONTRACT BY: A. CONTROLLING THE QUALITY OF SUPPLIES OR SERVICES; B. TENDERING TO THE GOVERNMENT FOR ACCEPTANCE ONLY THOSE SUPPLIES OR SERVICES THAT CONFORM TO CONTRACT REQUIREMENTS; C. ENSURING THAT VENDORS OR SUPPLIERS OF RAW MATERIALS, PARTS, COMPONENTS, SUBASSEMBLIES, ETC., HAVE AN ACCEPTABLE QUALITY CONTROL SYSTEM; AND D. MAINTAINING SUBSTANTIATING EVIDENCE THAT THE SUPPLIES OR SERVICES CONFORM TO CONTRACT QUALITY REQUIREMENTS, AND FURNISHING SUCH INFORMATION TO THE GOVERNMENT, AS REQUIRED; E. PROVIDING AND MAINTAINING AN INSPECTION SYSTEM OR PROGRAM FOR THE CONTROL OF QUALITY THAT IS ACCEPTABLE TO THE GOVERNMENT. THE CONTROL OF QUALITY BY THE CONTRACTOR MAY RELATE TO, BUT IS NOT LIMITED TO THE FOLLOWING: A. DRAWINGS, SPECIFICATIONS, AND ENGINEERING CHANGES, TO ENSURE THAT MANUFACTURING METHODS AND OPERATIONS MEET THE CONTRACT'S TECHNICAL REQUIREMENTS; B. TESTING AND EXAMINATION, TO ENSURE THAT PRACTICES AND EQUIPMENT PROVIDE THE MEANS FOR OPTIMUM EVALUATION OF THE CHARACTERISTICS SUBJECT TO INSPECTION; C. RELIABILITY AND MAINTAINABILITY ASSESSMENT (LIFE, ENDURANCE, AND CONTINUED READINESS); D. FABRICATION AND DELIVERY OF PRODUCTS, TO ENSURE THAT ONLY CONFORMING PRODUCTS ARE TENDERED TO THE GOVERNMENT; E. TECHNICAL DOCUMENTATION, INCLUDING DRAWINGS, SPECIFICATIONS, HANDBOOKS, MANUALS, AND OTHER TECHNICAL PUBLICATIONS; F. PRESERVATION, PACKAGING, PACKING, AND MARKING; AND G. PROCEDURES AND PROCESSES FOR SERVICES TO ENSURE THAT SERVICES MEET CONTRACT PERFORMANCE REQUIREMENTS.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID11 CONFIGURATION MANAGEMENT PLAN DID WLRFID006 PROGRAM MANAGEMENT PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
14. PREPARATION INSTRUCTIONS: THE QUALITY CONTROL PLAN SHALL BE DELIVERED 30 DAYS AFTER AWARD OF THE CONTRACT. THE QUALITY CONTROL PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE.	

SECTION C – STATEMENT OF WORK

IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: MAINTENANCE PLAN	2. IDENTIFICATION NO(s): WLRFID010
3. DESCRIPTION/PURPOSE: THE MAINTENANCE PLAN SHALL IDENTIFY RECOMMENDATIONS FOR SCHEDULED PREVENTIVE AND EMERGENCY MAINTENANCE/SERVICE, INCLUDING QUALITY CONTROL ACTIVITIES. THE MAINTENANCE PLAN SHALL ADDRESS HOW THE CONTRACTOR WILL PERFORM MAINTENANCE WHILE THE EQUIPMENT IS BOTH UNDER WARRANTY AND NOT UNDER WARRANTY. THE MAINTENANCE PLAN SHALL INCLUDE VERIFICATION STANDARDS FOR GOVERNMENT ACCEPTANCE OF COMPLETION OF MAINTENANCE ACTIVITIES. THE MAINTENANCE PLAN SHALL IDENTIFY PROCEDURES NECESSARY TO CHECK THE PERFORMANCE OF THE SYSTEM FOLLOWING MODIFICATION OR MAINTENANCE TO VERIFY EQUIPMENT CORRECTNESS AND PERFORMANCE. THE MAINTENANCE PLAN SHALL ALSO ADDRESS HOW ANY REQUIRED MODIFICATIONS\CHANGES TO THE SOFTWARE INTERFACES FOR THE RFID\LPR PACKAGING AND THE LPR BACKUP PROCESSING WILL BE PERFORMED.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
	7. APPLICATION/INTERRELATIONSHIP: DID WLRFID011 CONFIGURATION MANAGEMENT PLAN DID WLRFID10 QUALITY CONTROL PLAN
	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
15. PREPARATION INSTRUCTIONS: MAINTENANCE PLAN SHALL BE PROVIDED 60 DAYS FOLLOWING CONTRACT AWARD. THE MAINTENANCE PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: CONFIGURATION MANAGEMENT PLAN	2. IDENTIFICATION NO(s): WLRFID011
<p>3. DESCRIPTION/PURPOSE:</p> <p>THE CONFIGURATION MANAGEMENT PLAN SHALL DETAIL HOW THE CONTRACTOR WILL ESTABLISH AND MAINTAIN THE INTEGRITY OF WORK PRODUCTS (CONFIGURATION ITEMS) BY APPLYING PROCEDURES FOR CONFIGURATION IDENTIFICATION, CONTROL, AND AUDITS. THE CONFIGURATION MANAGEMENT PLAN SHALL DEFINE THE PRACTICES FOR MANAGING IDENTIFIED CONFIGURATION ITEMS (CIS) FOR THE WHTI RFID LAND BORDER SYSTEM. THE CONFIGURATION PLAN SHALL DESCRIBE THE PRACTICES TO BE FOLLOWED THROUGHOUT THE LIFE CYCLE OF CONFIGURATION ITEMS TO ENSURE THAT CHANGES TO WORK PRODUCTS ARE CONTROLLED, MONITORED, AND RECORDED, AND THAT THE INTEGRITY OF ALL ITEMS IS MAINTAINED. THE CONFIGURATION PLAN SHALL ADDRESS BOTH HARDWARE AND SOFTWARE CONFIGURATION ITEMS. IN ADDITION, ANY CHANGE MADE TO APPROVED CONFIGURATION ITEMS MUST ADHERE TO THE CBP OIT PSPO CHANGE MANAGEMENT PROCESS AND PROCEDURES.</p> <p>IF THE CONFIGURATION MANAGEMENT PLAN IDENTIFIES THE RESPONSIBILITIES AND PROCEDURES THAT HAVE BEEN DEVELOPED FOR USE BY SIMILAR PROGRAMS, THE PLAN MAY BE CONSIDERED FOR USE UPON REVIEW AND IF APPROVED APPLIED TO THIS CONTRACT.</p>	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
	7. APPLICATION/INTERRELATIONSHIP: DID WLRFID009 QUALITY CONTROL PLAN DID WLRFID006 PROGRAM MANAGEMENT PLAN
	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
<p>16. PREPARATION INSTRUCTIONS:</p> <p>THE CONFIGURATION MANAGEMENT PLAN SHALL BE PROVIDED FOR REVIEW BY THE GOVERNMENT 30 DAYS AFTER AWARD.</p> <p>THE CONFIGURATION MANAGEMENT PLAN SHALL ADHERE TO CBP OIT CONFIGURATION STANDARDS. THE CONFIGURATION MANAGEMENT PLAN CHANGE PROCESSES SHALL ADHERE TO THE CHANGE REQUEST PROCESS REFERENCED BY THE PSPO CHANGE MANAGEMENT PROCESS AND PROCEDURES.</p> <p>THE CONFIGURATION MANAGEMENT PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE.</p> <p>IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.</p>	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: RISK MANAGEMENT PLAN	2. IDENTIFICATION NO(s): WLRFID012
3. DESCRIPTION/PURPOSE: THE RISK MANAGEMENT PLAN SHALL DESCRIBE THE METHODOLOGY USED FOR IDENTIFYING, DOCUMENTING AND MANAGING PROJECT RISKS. THIS PLAN SHALL DETAIL THE POTENTIAL RISK AREAS FOR THE WHTI RFID LAND BORDER SYSTEM ACTIVITIES (TECHNICAL, ENGINEERING, SERVICES SUPPORT TO PLAN, MANAGE, DESIGN, FABRICATE, PROCURE, INTEGRATE, CONSTRUCT, INSTALL, TEST, TRAIN, DOCUMENT AND MAINTAIN SYSTEM INFRASTRUCTURE), ALONG WITH RECOMMENDED MITIGATION STRATEGIES. THE RISK MANAGEMENT PLAN SHALL DETAIL THE METHODS THE CONTRACTOR WILL USE TO IDENTIFY, ANALYZE, PLAN, TRACK, CONTROL AND COMMUNICATE WHTI RFID LAND BORDER SYSTEM RISKS. THE RISK MANAGEMENT PLAN SHALL ENSURE THAT ALL STAKEHOLDERS IDENTIFIED IN THE COMMUNICATIONS PLAN ARE INFORMED ABOUT WHTI RFID LAND BORDER PROJECT RISKS, MITIGATION, AND CONTROL(S).	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID008 COMMUNICATIONS PLAN DID WLRFID006 PROGRAM MANAGEMENT PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
17. PREPARATION INSTRUCTIONS: THE DRAFT RISK MANAGEMENT PLAN SHALL BE PROVIDED FOR REVIEW BY THE GOVERNMENT 30 DAYS AFTER AWARD. FINAL RISK MANAGEMENT PLAN SHALL BE PROVIDED 60 DAYS FOLLOWING RECEIPT OF CBP COMMENTS ON THE DRAFT. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: DESIGN GUIDE\SITE SURVEY DRAWINGS AND DATA	2. IDENTIFICATION NO(s): WLRFID013
3. DESCRIPTION/PURPOSE: THE DESIGN GUIDE SHALL PROVIDE DETAILS ON EXTERNAL BUILDING EQUIPMENT, SUCH AS POWER CONNECTIONS; NETWORK CONNECTIONS; WORKSTATION CONNECTIONS; IF REQUIRED, "TRAFFIC LIGHT" CONNECTIONS; RFID READER TO ANTENNA CONNECTIONS; AND LPR CONNECTIONS. WHERE REQUIRED, INTERNAL BUILDING DESIGN DETAILS SHALL BE PROVIDED. FOR EVERY POE, DETAILED, TO SCALE DRAWINGS SHALL BE PROVIDED FOR THE FOLLOWING: a. "AS IS" SITE SURVEY RESULTS FOR THE PASSENGER VEHICLE ENTRY LANES AT EACH POE (LANE, PRE-QUEUE, BOOTH, EQUIPMENT PLACEMENT, EXISTING BUILDINGS) b. FINAL IMPLEMENTATION DRAWINGS RESULTS FOR THE PASSENGER VEHICLE ENTRY LANES AT EACH POE (LANE, PRE-QUEUE, BOOTH, EQUIPMENT PLACEMENT, EXISTING BUILDINGS)	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP:	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
18. PREPARATION INSTRUCTIONS: THE PRELIMINARY SITE SURVEY AND PRELIMINARY DESIGN DRAWINGS FOR THE INITIAL 2 BORDER CROSSING SITES SHALL BE DELIVERED PRIOR TO THE PROJECT DOCUMENTATION CERTIFICATION REVIEW (PRELIMINARY DESIGN REVIEW). THIS INFORMATION IS REQUIRED IN A TIMELY MANNER TO DETERMINE THAT THE DESIGN IS ADEQUATE. FINAL IMPLEMENTATION DRAWINGS FOR THE INITIAL 2 BORDER CROSSING SITES SHALL BE DELIVERED FOLLOWING THE APPROVED FINAL DESIGN AND PRIOR TO CONSTRUCTION. FOR THE REMAINING POES/CROSSINGS, SITE SURVEY DRAWINGS/DESIGN GUIDES SHALL BE DELIVERED TO THE GOVERNMENT FOR REVIEW BY ALL POE/CROSSING STAKEHOLDERS (SUCH AS GSA AND THE PORT DIRECTOR). APPROVAL OF THE FINAL DESIGN FOR THE POE/CROSSING WILL BE DEPENDENT ON THE RESULTS OF THE REVIEW AND COMPLIANCE WITH THE APPROVED FINAL WHTI RFID LAND SYSTEM DESIGN. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: OPERATIONS AND MAINTENANCE PLAN	2. IDENTIFICATION NO(s): WLRFID014
3. DESCRIPTION/PURPOSE: THE OPERATIONS AND MAINTENANCE PLAN SHALL IDENTIFY MINOR ADJUSTMENTS, SUCH AS REPLACING A LIGHT BULB, REPLACING AN AIR FILTER OR DUSTING THAT MAY BE REQUIRED IN ORDER TO KEEP RFID AND LPR EQUIPMENT IN THE MOST EFFECTIVE OPERATIONAL STATUS. RECOMMENDED PROCEDURES FOR EACH MINOR ADJUSTMENT SHALL BE IDENTIFIED. THE OPERATIONS AND MAINTENANCE PLAN SHALL BE DESCRIPTIVE ENOUGH TO PERMIT GOVERNMENT PERSONNEL TO PERFORM ROUTINE TROUBLESHOOTING.	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP: DID WLRFID010 MAINTENANCE PLAN	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
19. PREPARATION INSTRUCTIONS: DRAFT OPERATIONS AND MAINTENANCE PLAN SHALL BE PROVIDED UPON INSTALLATION OF EQUIPMENT. FINAL OPERATIONS AND MAINTENANCE PLAN SHALL BE PROVIDED 60 DAYS FOLLOWING RECEIPT OF CBP COMMENTS ON THE DRAFT PLAN. THE OPERATIONS AND MAINTENANCE PLAN SHALL SUPPORT THE REQUIREMENTS OF THE CBP SYSTEM LIFE CYCLE. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: OPERATIONAL STATUS REPORTING	2. IDENTIFICATION NO(s): WLRFID015
3. DESCRIPTION/PURPOSE: OPERATIONAL STATUS REPORTS SHALL PROVIDE STATISTICAL DATA AT EITHER THE POE LEVEL OR FOR A GIVEN LANE AT A POE, FOR A REQUESTED TIME FRAME (WHERE TIME FRAME MAY BE A GIVEN DATE OR A BEGIN AND END DATE RANGE). AN OPERATIONAL STATUS REPORT SHALL PROVIDE DETAILS ON THE FOLLOWING: A. TYPE OF DOCUMENT READ (INDICATES IF THE RFID CHIP WAS READ OR IF THE DOCUMENT MRZ WAS READ) B. TYPE OF RFID READ (SUCH AS, DEPARTMENT OF STATE PASSPORT CARD, NEXUS CARD, SENTRI CARD; IN THE FUTURE, THIS TYPE OF RFID READ COULD BE ENHANCED TO INCLUDE FAST AND/OR U.S. STATE ENHANCED DRIVER'S LICENSES) C. TYPE OF RFID READ (SUCH AS THE MRZ ON AN EPASSPORT OR THE MRZ ON A DEPARTMENT OF STATE PASSPORT CARD) D. PERFORMANCE STATISTICS (AMOUNT OF TIME DURING NORMAL OPERATING HOURS THAT A LANE WAS INOPERABLE)	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
7. APPLICATION/INTERRELATIONSHIP:	8. APPROVAL LIMITATIONS:
	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
20. PREPARATION INSTRUCTIONS:	
OPERATIONAL STATUS REPORTS SHALL BE AVAILABLE ON A MONTHLY OR AN AS REQUESTED BASIS. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF.	

SECTION C – STATEMENT OF WORK

DATA ITEM DESCRIPTION	
TITLE: OPERATIONAL VEHICLE PRIMARY LANE MATERIAL INSPECTION AND RECEIVING REPORT	2. IDENTIFICATION NO(s): WLRFD016
3. DESCRIPTION/PURPOSE: THE MATERIAL INSPECTION AND RECEIVING REPORT SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION: <ul style="list-style-type: none"> • PORT OF ENTRY • PORT CODE • CROSSING LOCATION • UNIQUE LANE IDENTIFIER • EQUIPMENT/SOFTWARE BILL OF MATERIAL <ul style="list-style-type: none"> ○ ITEM # ○ STOCK/PART# ○ DESCRIPTION ○ QUANTITY ○ UNIT • ACCEPTANCE TEST DATE • ACCEPTED BY: • ACCEPTED DATE: • SIGNATURE OF GOVERNMENT ACCEPTANCE OFFICIAL • SUMMARY OF ACCEPTANCE TEST RESULTS 	4. APPROVAL DATE:
	5. OFFICE OF PRIMARY RESPONSIBILITY: CBP
	6. OFFICE OF COLLATERAL RESPONSIBILITY:
	8. APPROVAL LIMITATIONS:
7. APPLICATION/INTERRELATIONSHIP: CONFIGURATION MANAGEMENT TESTING MAINTENANCE PLAN	9. REFERENCES (MANDATORY AS CITED IN BLOCK 10)
	21. PREPARATION INSTRUCTIONS: OPERATIONAL VEHICLE PRIMARY LANE MATERIAL INSPECTION AND RECEIVING REPORT WILL BE PROVIDED FOR EACH LANE AT TIME OF GOVERNMENT ACCEPTANCE. A LANE SHALL BE DESIGNATE AS IN "MAINTENANCE" ONLY UPON GOVERNMENT ACCEPTANCE. IN ADDITION TO PAPER COPY, SUBMIT ELECTRONICALLY IN MS WORD AND ADOBE PDF

SECTION C – STATEMENT OF WORK

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WLRFID001	Monthly Program Managers Report	NA	NA	1P	1P, IE
WLRFID002	System Safety Assessment Report	1P	1P, IE	1P	1P, IE
WLRFID003	Logistics Support Plan	1P	1P, IE	1P	1P, IE
WLRFID004	Contractor System Test Plan and Procedures	1P	1P, IE	1P	1P, IE
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WLRFID006	Program Management Plan	1P	1P, IE	1P	1P, IE
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WLRFID012	Risk Management Plan	1P	1P, IE	1P	1P, IE
WLRFID013	Design Guide\Site survey Drawings and Data	1P	1P, IE	1P	1P, IE
WLRFID014	Operations and Maintenance Manual	1P	1P, IE	1P	1P, IE
WLRFID015	Operational Status Reports	NA	NA	1P	1P, IE
WLRFID016	Operational Vehicle Entry Primary Lane Material Inspection and Receiving Report	1P	1P	1P	1P, IE

PO = Program Office (PMO), OIT = Office of Information and Technology.

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PO copies shall be sent to:

(b) (6) (WHTI Program Manager)
 Office of Field Operations
 U.S. Customs and Border Protection
 Suite 5.4D
 1300 Pennsylvania Avenue, NW
 Washington, DC 20229

OIT copies shall be sent to:

(b) (6)
 U.S. Customs and Border Protection
 7400 Fullerton Road, Suite 105
 Springfield, VA 22135

SECTION C – STATEMENT OF WORK

Copies of submittal letters shall be sent to:

Mr. Chon Son
Procurement Division
U.S. Customs and Border Protection
Suite 1310
1300 Pennsylvania Avenue, NW
Washington, DC 20229