PERFORMANCE WORK STATEMENT (PWS)
for N4523A-26-SIMACQ-PSNS-52-0009 Tracking JML 6174-3515)

KEYSIGHT (OEM) (7ZXR5)
ISO 17025 CALIBRATION FOR
MODEL 85036B Standard Mechanical Calibration Kit, Range: DC to 3 GHz, Type -N, 75 Ohm
SERIAL #: [redacted]
PSNS FILE #: [redacted]
for
Puget Sound Naval Shipyard and Intermediate Maintenance Facility (N4523A)
Calibration Lab (Shop 52)

Part 1
General Information

1. **GENERAL:**

This is a non-personnel services contract to provide repair and calibration for Puget Sound Naval Shipyard and Intermediate Maintenance Facility (N4523A) Calibration Lab (Shop 52) Owned KEYSIGHT (7ZXR5)

MODEL 85036B Standard Mechanical Calibration Kit, DC to 3 GHz, Type -N, 75 Ohm
SERIAL #: [redacted]
PSNS FILE #: [redacted]

The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.1 Description of Services/Introduction:

The contractor shall provide all personnel, equipment, supplies, facilities, tools, materials, supervision, and other items and non-personal services necessary, to perform a repair and calibration to bring the Government Furnished Equipment (GFE) equipment up to Original Equipment Manufacturer (OEM) specifications.

This is for Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) (N4523A) Calibration Lab (Shop 52) Owned, model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted] as listed in the GFE Attachment.

The contractor shall not sub-contract or farm-out the calibration of Keysight model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted] as listed in the GFE Attachment to third party entities unless approved by the Puget Sound Naval Shipyard SME listed in paragraph 3.1 or their designated representative. If necessary, the contractor can sub-contract the repair of submitted PSNS & IMF Equipment to third party entities. However, if and when repairs are done by the third party entity, the repair of the equipment is required to be returned its OEM specifications. Subsequently, the repair and calibration must be performed by a contractor facility as listed in paragraph 3.4 or be approved by the Puget Sound Naval Shipyard SME listed in paragraph 3.1 or their designated representative.

When calibrations/repairs are completed, the contractor will provide return shipment of items with calibration certificates to Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS & IMF) (N4523A) Calibration Lab (Shop 52).

1.2 Background:

PSNS & IMF Calibration Lab's KEYSIGHT (7ZXR5) model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted] will require calibration.

1.3 Objectives:

Perform calibration services for PSNS & IMF Calibration Lab's model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted] at the contractor facility.

1.4 Scope:

The service that the contractor shall accomplish/provide is to repair and ISO 17025 calibration services for PSNS & IMF Calibration Lab's model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted]

If contractor deems the PSNS & IMF Calibration Lab's submitted model 85036B Standard Mechanical Calibration Kit serial #: MY61410024 PSNS FILE #: E31838 unable to calibrate (or unrepairable) due to product life support issues or repair costs vs. replacement if item. Contractor will contact the Technical Subject Matter Expert (SME) [redacted] or ASME [redacted] and inform them of the issue via email and then they will determine the proper disposition of the equipment. When calibration service is performed, Contractor will provide details of the repair information and associated calibration certificate(s) on an item to Puget Sound Naval Shipyard & Intermediate Maintenance Facility 1400 Farragut Avenue, [redacted], Bremerton, WA 98314 Attn: [redacted]

The Government can make copies and distribute the calibration certificate(s).

If Contractor upgrades the firmware on the equipment as part of the repair service, Contractor retains all intellectual property rights to the firmware upgrade including but limited to source codes, trade secrets rights, copyrights and patent rights

1.4.1 Type of Contract:
The government will award an individual service contract which includes a base period of performance (28 JUL 2026 TO 26 SEP 2026), and with an option to extend the contract (if needed).

1.4.2
The contractor shall accomplish/provide an ISO 17025 calibration services for PSNS & IMF Calibration Lab (Shop 52) Owned Equipment (ref: GFE). The calibrations shall be valid for at least 12 months or greater from the completion date of the calibration service.

1.4.2.1
If the contractor upgrades the firmware on the equipment as part of the repair service, Contractor retains all intellectual property rights to the firmware upgrade including but limited to source codes, trade secrets rights, copyrights and patent rights

1.4.3
If and when the contractor deems a piece of PSNS & IMF Calibration Lab (Shop 52) Owned Equipment un-calibratable or unrepairable due to product life support issues or repair costs vs. replacement if item. A contractor's contract representative will contact via email, the COR, SME, and AMSE listed in paragraph 3.1, or their designated representative and inform them of the issue. The COR along with the SME and/or their designated representative will determine the proper disposition of the equipment

1.4.4
When the contractor is required to perform an on-site calibration and a repair is necessary, the repair action shall be accomplished if:
- The repair action will take less than an hour in time
- The technician has the required parts on-site at the time
- The repair can be completed prior to the end of the scheduled visit.
- If the parts are not on-site, but can be obtained through a supply source, the arrival of parts would need to be in time to complete all repairs and calibrations prior to the end of the scheduled visit.

1.4.5
If contractor cannot effectively provide adequate (see paragraph 1.4.4) repairs while on site, then they will provide the Government with a reasonable scheduled time to come back on-site to finish the calibration and repair the equipment back to manufacturer specifications.

1.5 Period of Performance:

The period of performance (POP) for PSNS & IMF Calibration Lab's model 85036B Standard Mechanical Calibration Kit serial #: [redacted] PSNS FILE #: [redacted] shall be 28 JUL 2026 TO 26 SEP 2026

1.6. Quality Control:
The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The associated certificates will be returned with PSNS & IMF Calibration Lab's model 28 JUL 2026 TO 26 SEP 2026 after completed ISO 17025 calibration service. After acceptance of the quality control plan, the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.6.1 Quality Assurance:
The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.7 Location:

1.7.1 Place of Performance:

The work to be performed under this contract will be performed at the appropriate contractor designated facility

1.7.2 Hours of Operation: The contractor is responsible for conducting business, between the hours of 0720 – 1602 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.7.3 Recognized Holidays: [Contractor is not required to perform service on recognized holidays)

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	
Juneteenth	Thanksgiving Day
Independence Day	Christmas Day

1.8 Security Requirements:

1.8.1 Physical Security Requirements: Material will be shipped to cog contractor facility for repair and calibration. No on-site work, All references and deliverable items associated with this work are unclassified. The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use.

1.9 Special Qualifications: N/A

1.10 Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, Contracting Officers Representative (COR), and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.11 Contracting Officer Representative (COR): The (COR) will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.12 Key Personnel:

1.12.1 Key Personnel (Government): The following personnel are considered key personnel by the government:

1.12.1.1 Identification of Contracting Officers Representative (COR)

[redacted] // Contracting Officers Representative // [redacted] // [redacted] // FAX: [redacted]

1.12.1.1 Identification of Technical Subject Matter Expert (SME) and Alternate SME (ASME)

[redacted] (SME) // Standards Manager Code [redacted] // PH: [redacted] // FAX: [redacted]
[redacted] (ASME) // Technical Manager Code [redacted] // PH: [redacted] //FAX: [redacted]

1.12.2 Key Personnel (contractor designated representative for off-site calibration/repairs for PSNS and IMF):

1.12.2.1 Identification of Contractor Employees:
The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be identified in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 8 am to 3 pm, Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons

1.13 Contractor Travel: N/A

1.14 Other Direct Costs: N/A

1.15 Data Rights: The Government has unlimited rights to all documents/material produced under this contract. All documents and materials, to include the source codes of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.16 Organizational Conflict of Interest: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.17 Phase In /Phase Out Period: N/A

PART 2
DEFINITIONS & ACRONYMS

2. **DEFINITIONS AND ACRONYMS:**

2.1. DEFINITIONS:

ISO/IEC 17025 is for use by laboratories in developing their management system for quality, administrative and technical operations. Laboratory customers, regulatory authorities and accreditation bodies may also use it in confirming or recognizing the competence of laboratories

2.1.1. CONTRACTOR.
A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. CONTRACTING OFFICER.

A person with authority to enter into, administer, or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. CONTRACTING OFFICER'S REPRESENTATIVE (COR).
An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. DEFECTIVE SERVICE.
A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. DELIVERABLE.
Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.1.6. KEY PERSONNEL.
Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. PHYSICAL SECURITY.
Actions that prevent the loss or damage of Government property.

2.1.8. QUALITY ASSURANCE.
The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9. QUALITY ASSURANCE Surveillance Plan (QASP).
An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10. QUALITY CONTROL.
All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.11. SUBCONTRACTOR.
One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.12. WORK DAY.
The number of hours per day the Contractor provides services in accordance with the contract.

2.1.12. WORK WEEK.
Monday through Friday, unless specified otherwise.

2.2. <u>ACRONYMS</u>: .

ACOR	Alternate Contracting Officer's Representative
AFARS	Army Federal Acquisition Regulation Supplement
AR	Army Regulation
CCE	Contracting Center of Excellence
CFR	Code of Federal Regulations
CONUS	Continental United States (excludes Alaska and Hawaii)
COR	Contracting Officer Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial-Off-the-Shelf
DA	Department of the Army
DD250	Department of Defense Form 250 (Receiving Report)
DD254	Department of Defense Contract Security Requirement List
DFARS	Defense Federal Acquisition Regulation Supplement
DMDC	Defense Manpower Data Center
DOD	Department of Defense
FAR	Federal Acquisition Regulation
HIPAA	Health Insurance Portability and Accountability Act of 1996

ISO	common short name for the International Organization for Standardization; also see ISO International Standards Organization
ISO/IEC	International Organization for Standardization/International Electrotechnical Commission
KO	Contracting Officer
NIST	National Institute of Standards and Technology
OCI	Organizational Conflict of Interest
OCONUS	Outside Continental United States (includes Alaska and Hawaii)
ODC	Other Direct Costs
PIPO	Phase In/Phase Out
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QAP	Quality Assurance Program
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QCP	Quality Control Program
TE	Technical Exhibit

PART 3
GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

3.1. Services:

Note: GOVERNMENT SUBJECT MATTER EXPERT:

Note: GOVERNMENT SUBJECT MATTER EXPERT(S):

Technical Subject Matter Expert (SME):
[redacted]
Standards Manager Code [redacted]
PH: [redacted]0
FAX: [redacted]
Email: [redacted]

Alternate Technical Subject Matter Expert (ASME):
[redacted]
Technical Manager Code [redacted]
PH: [redacted]
FAX: [redacted]
Email: [redacted]

Contracting Officer Representative (COR):
[redacted]
Shop [redacted] Planner, Calibration Lab
PH: [redacted]
FAX: [redacted]
Email: [redacted]

3.2 Facilities: N/A

3.3 Utilities: N/A

3.4 Equipment: N/A

3.5 Material:
Listed on GFE Module Attachment (Keysight) [redacted] 5 Tracking JML [redacted]

PART 4
CONTRACTOR FURNISHED ITEMS AND SERVICES

4. CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:

4.1 General:

The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.

4.2 Secret Facility Clearance: NA

4.3. Materials:

The Contractor shall furnish their own tools, test equipment, and ancillary equipment needed to complete the work described in Part 5, Specific Tasks.

4.4. Equipment:

The Contractor shall furnish their own tools, test equipment, and ancillary equipment needed to complete the work described in Part 5, Specific Tasks

PART 5
SPECIFIC TASKS

5. SPECIFIC TASKS:

5.1. Basic Services.

The contractor (aka KEYSIGHT (OEM) (7ZXR5)) shall provide services to perform an ISO 17025 CALIBRATION FOR MODEL 85036B Standard Mechanical Calibration Kit, SERIAL #: [redacted], PSNS FILE #: [redacted] for Puget Sound Naval Shipyard and Intermediate Maintenance Facility (N4523A) Calibration Lab (Shop 52).

Along with the service (ISO 17025 calibration) that the contractor shall accomplish/provide for PSNS & IMF Calibration Lab's model 85036B Standard Mechanical Calibration Kit, SERIAL #: [redacted], PSNS FILE #: [redacted] modules as listed in the GFE Attachment. The contractor's calibration(s) shall be valid for at least 12 months from the completion date of the calibration service. The Contractor is solely responsible for the quality of services provided. Contractor shall provide assessment report to SME. Contractor will provide SME with written report of discrepancies.

Contractor shall return the KEYSIGHT (7ZXR5) model 85036B Standard Mechanical Calibration Kit, SERIAL #: [redacted], PSNS FILE #: as listed in the GFE Attachment) to Puget Sound Naval Shipyard through a shipping company (with package tracking means available) of their choice to the following address:

PUGET SOUND NAVAL SHIPYARD & IMF
1400 FARRAGUT AVE
[redacted]
BREMERTON, WA 98314
ATTN: [redacted]

Contractor shall return or ship all government owned equipment (GFE) to Puget Sound Naval Shipyard through a shipping or freight company (with tracking means available) of their choice and provide tracking documentation to
the COR [redacted]
the SME [redacted]
and the ASME [redacted] or to the following address:

PUGET SOUND NAVAL SHIPYARD & IMF
1400 FARRAGUT AVE
[redacted]
BREMERTON, WA 98314
ATTN: [redacted]

5.2. Task Heading: N/A

PART 6
APPLICABLE PUBLICATIONS

6. APPLICABLE PUBLICATIONS (CURRENT EDITIONS)

6.1.
The Contractor must abide by all applicable regulations, publications, manuals, and local policies and procedures. As well as local, state and federal laws and their local calibration and repair procedures as well as ISO/IEC 17025:2017 "General requirements for the competence of testing and calibration laboratories "

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. ATTACHMENT/TECHNICAL EXHIBIT LIST:

7.1 Attachment 1/Technical Exhibit 1 – Performance Requirements Summary: See below)

TECHNICAL EXHIBIT 1

Performance Requirements Summary

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

Performance Objective (The Service required—usually a shall statement)	**Standard**	**Performance Threshold** (This is the maximum error rate. It could possibly be "Zero deviation from standard")	**Method of Surveillance**
PRS # 1. The contractor shall provide services such that calibrated/repaired equipment functions as intended.	The contractor provides 100% compliance	Zero deviation from standard	*Contractor shall provide assessment report to COR*
PRS # 2 Contractor shall maintain close liaison and good communication with government.	Any problems or questions encountered by either party are addressed within 24 hours (1 business day)	Zero deviation from standard	*Provide COR with written report of discrepancies*
PRS # 3 Contractor shall provide final condition report assessment.	The contractor provides 100% compliance	Zero deviation from standard	*Via email Provide COR final assessment condition report*

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule: N/A

7.3 Attachment 3/Technical Exhibit 3 – Estimated Workload Data: N/A