

Performance Work Statement
A History of Engineer Operations in World War I

1. GENERAL DESCRIPTION

The Office of History, Headquarters, U.S. Army Corps of Engineers (USACE) is preparing a series of relatively short survey histories on selected topics in the history of the USACE from the American Revolution to the present. The Contractor shall research and write a volume in that series focusing on Army engineer operations during World War I. The text shall be accompanied by informative and visually appealing photographs and maps that will help tell the story of Engineer operations during that turbulent history.

2. SCOPE OF SERVICES

The manuscript shall provide a concise history of Army engineer operations during the First World War. The history shall cover the entire conflict ranging from the preparation for war in the United States, to the deployment of engineer troops to Europe, and their activities in theater. The history shall cover organizational and policy issues, the engineer construction program in all aspects, and the role of engineers in combat operations.

Because the history will be relatively short, the author shall be selective, providing the reader with both an overview of engineer operations in Europe, as well as providing specific details on representative engineer operations and functions. The history shall be analytical, telling readers not only what the engineers did during the First World War, but also discussing the long-term legacy the war had on engineer doctrine, force structure, and equipment.

During the preparation of the manuscript the Contractor shall work closely with the editors of the comprehensive history and the Government Technical Point of Contact (Technical POC) for the contract. The history to be researched and written under this task order shall be an analytical and comprehensive synthesis relying largely on printed primary and secondary sources. Extensive, archival research, other than that required to obtain photographs and other images, should not be necessary and the Contractor shall coordinate with the editors and Technical POC before undertaking in-depth primary research.

3. CONTENT

The Contractor shall cover the following general topics at a minimum:

- a. Prologue – A short overview of the U.S. Army Corps of Engineers at the onset of World War I.

- b. Organization, Recruitment, and Training - The evolution of the engineer force structure and the officer and enlisted training the Corps developed for both trench and open warfare. This section shall include an overview of the establishment of Camp Humphries in Alexandria, Virginia.
- c. Engineers in the Services of Supply – This section should address the engineer’s role in developing the transportation and logistics network needed to support U.S. in Europe forces including the construction and operation of roads, railroads, port facilities, warehouses, supply depots, and barracks. The activities of forestry units, as well as the role of Army engineers in power generation, water supply, and mapping activities should also be addressed.
- d. Engineers in Combat – An overview of Army engineers in combat with particular emphasis on operations at St. Mihiel and the Meuse-Argonne.
- e. Epilogue – A summary and analysis of Army engineer operations in World War I with particular emphasis on how the Army engineer operations in the First World War created the engineer’s concept of operations that provided the foundations for the doctrine, training, and equipment used in World War II.

4. RESEARCH

The research is to be largely in published primary and secondary sources. Published primary sources may include congressional reports, hearings, and records; USACE reports; newspapers; and published reports of other agencies. Important published and unpublished sources include the following:

- Relevant volumes in the official history of World War I
- Relevant secondary histories of the topics outlined above
- Memoirs, oral history interviews, personal papers, and other first-person accounts of participants in the campaigns and other relevant engineer activities
- Unit histories
- Reports and other materials in the research collections of the Office of History, Headquarters, USACE, and similar sources in the U.S. Army Center of Military History

5. MAJOR WORK TASKS

- a. Prepare outline and research proposal
- b. Prepare detailed outline
- c. Collect photographs and prepare captions and credits
- d. Prepare supporting information for charts, graphs, and maps
- e. Prepare draft manuscript

- f. Prepare final manuscript
- g. Prepare list of key index terms

6. SCHEDULE

- a. Within five days of award, the Contractor shall meet with the Technical POC at the Office of History, Headquarters, USACE in Alexandria, Virginia, to receive additional guidance. Additional telephone calls and meetings with the Technical POC and with the editors of the history will be held at the request of any of the parties involved. All telephone calls and meetings are considered part of this order, and no additional payment will be provided for participating in them.
- b. Within 35 days of award, the Contractor shall prepare and submit to the Office of History a preliminary outline and research proposal as well as a schedule for completion of the history. The outline shall include a subject breakdown and indicate major themes. The research proposal shall contain the Contractor's research plans and a preliminary bibliography of works to be consulted. The Office of History's comments on the outline and bibliography will be returned to the Contractor within 15 days of receipt.
- c. Within four months of award the Contractor shall submit a detailed that outlines the entire history, provides significant amount of information on each topic to be addressed, and includes a preliminary bibliography. The outline is a key step between research and writing, for it allows the Contractor to compile and arrange their research, thereby demonstrating the Contractor's understanding of the material and allowing the Technical POC the opportunity to alter the Contractor's research methodology or historical focus before writing begins.
- d. A draft manuscript, including footnotes and bibliography, shall be submitted to the Office of History not later than 12 months after the date of award. This draft will be returned to the Contractor within 30 days of receipt.
- e. The entire revised manuscript shall be resubmitted to the Office of History within 30 days of receipt of the Office of History's comments. The Office of History will complete its review of the revised draft within 30 days of receipt and will send comments to the Contractor. If further revisions or corrections are required, the Contractor will have 30 days after receipt of the Office of History's comments to complete and return them.

7. FORMAT AND ORGANIZATION OF MANUSCRIPT

The draft and final manuscript shall contain at a minimum the following elements:

- a. Title page;
- b. Acknowledgements;
- c. Author's preface, including a short, separate paragraph containing biographical information about the author;
- d. Table of contents with chapter titles;
- e. A minimum of 100 photographs to illustrate the text. The images shall be provided in separate digital files complete with a table listing the appropriate captions and credits. Hard copy images will be scanned as 600 dpi TIFF files and provided to the government electronically. The Contractor shall provide digital images at a minimum resolution of 300 pixels per inch (ppi) at 5x7 inches, resulting in a minimum file size of approximately 1.6 megabytes. The Contractor shall also write the appropriate captions and credits for all of the images provided. The Contractor shall also secure releases, where necessary, for all of the images.
- f. The information necessary to produce the charts, graphs, and maps to accompany the manuscript. The cost of preparing the charts, graphs, and maps shall be the responsibility of the government.
- g. Text with endnotes (endnotes should be put at end manuscript, double-spaced);
- h. Glossary, if necessary;
- i. Bibliography.

8. FINAL PRODUCT

a. The final manuscript shall be submitted on 8.5 by 11-inch white bond paper using 12-point type and 1 inch margins. The manuscript shall be double-spaced using Microsoft Word software. The text shall be clean and clear. The entire narrative shall be approximately 120 typed pages double-spaced pages, not counting photographs, charts, graphs, maps, endnotes and bibliography. The narrative shall be descriptive and analytical and shall conform in matters of format, style, and grammar to the latest edition of A Manual for Writers of Term Papers, Theses, and Dissertations (University of Chicago Press) as modified by the Office of History "Style Sheet" prepared for the comprehensive history. Additional guidance will be available from Technical POC. The Contractor shall deliver the final manuscript to the Technical POC.

b. The final manuscript shall also be delivered in digital form in Microsoft Word format.

c. All copies of documents, including illustrations, collected during the research are the property of the Government and will be turned over to the Office of History upon completion of the history.

9. EQUIPMENT AND MATERIALS

All equipment and materials shall be provided by the Contractor. The Office of History will provide access to official files and documents in its possession. The Office of History will also provide the Contractor with access to its copying and scanning equipment.

10. PUBLICATION DATA

All publications and other data furnished by the Government in support of this task order shall remain the property of the Government and shall be returned to the Technical POC upon completion of services. All information and data generated in the course of accomplishing this order will become the property of the U.S. Government.

11. CONTRACTOR PERSONNEL QUALIFICATIONS AND EXPERIENCE

The Contractor must have a Ph.D. in history and at least ten years experience researching and writing military history. To qualify, a wide-ranging knowledge of American military history is required. Writing experience will be based on the number and quality of historical publications completed.

12. PERIOD OF PERFORMANCE: The period of performance for this order is 12 months from the date of contract award.

13. USE OF INFORMATION COLLECTED

The Contractor shall not use the information collected during this task order for any purpose prior to the public release of the printed material without the prior written consent of the Contracting Officer or the Technical POC.

14. SECURITY REQUIREMENTS

All contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks or background investigation and to meet installation/facility access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise

authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any installation or facility change, the Government may require changes in contractor security matters or processes.

All new contractor employees will complete Level I OPSEC Training within 30 calendar days of their reporting for duty. Additionally, all contractor employees must complete annual OPSEC awareness training. The contractor shall submit certificates of completion for each affected contractor and subcontractor employee, to the COR or to the contracting officer (if a COR is not assigned), within 5 calendar days after completion of training. OPSEC awareness training is available at the following websites: <https://www.iad.gov/ioss/> or <http://www.cdse.edu/catalog/operations-security.html>; or it can be provided by the RA OPSEC Officer in presentation form which will be documented via memorandum.

The Contractor must pre-screen Candidates using the E-verify Program (<http://www.uscis.gov/e-verify>) website to meet the established employment eligibility requirements. The Vendor must ensure that the Candidate has two valid forms of Government issued identification prior to enrollment to ensure the correct information is entered into the E-verify system. An initial list of verified/eligible Candidates must be provided to the COR no later than 3 business days after the initial contract award.

15. Local Security Policy. All contractor employees who require physical access to government controlled facilities or logical access to government information and or information systems are subject to a fitness determination and appropriate vetting. To assist in the vetting process, the contractor must submit a notice of visit form for each employee who will perform work on the contract, including at the minimum, the name, social security number and date of birth of each employee performing work on the contract that need physical and or logical access.

Documents containing personally identifiable information may only be submitted via encrypted email, by first class mail or it may be hand carried to the security office. Notice of visits must be submitted through the government contracting officer representative (COR) or technical representative who will deliver them to the security office. All notice of visits must be received three business days in advance of the contractor reporting for work.

The contractor will work through the COR or technical representative for the contract who will serve as the liaison between the security office and the contractor. Contractor employees who are not sponsored by a government employee will not be granted access to any facilities under HECSA control nor will HECSA security approve logical access to information systems if a notice of visit containing either the DOD ID number or the social security number is not provided to the security office.

Contractor personnel who do not require a common access card may be granted physical access based on favorable results of an NCIC III records check. Contractors who

need a common access card must have the minimum of a favorably adjudicated NACI. If no investigation is on file the CAC will not be issued until a favorable FBI fingerprints check is received by the security office and the NACI has been initiated in PSIP. HECSA Security will initiate all NACI investigations. Contractors who require access to classified information must be performing work on a classified contract and the contract company is responsible for initiating all required investigations for the appropriate security clearance.

If an employee has been the subject of a previous favorably adjudicated investigation, it may be reciprocally accepted if there has not been a two year break in service and there is no presence of new and potentially unfavorable information that casts doubt about the subject's suitability. When a background check is reciprocally accepted but is more than 5 years old, the security office may initiate an NCIC III check to ensure no new unfavorable information exists.

Contractor employees whose access to classified information has been suspended or revoked will not be authorized logical access to government information systems IAW AR 25-2 paragraph 4-14 b (2) until that investigation is favorably adjudicated. These personnel will also not be allowed unescorted access to government facilities until the investigation has been favorably adjudicated by the Command Security Manager. OPM Final Credentialing Standards allow agencies to deny a CAC or PIV card to any individual who has had their access to classified information denied or revoked. Further due process is not required in these situations. The contractor must provide employees who can be cleared to perform work and must immediately provide replacement employees for those who cannot be cleared.

Submission Instructions for Request for Quotations – History of Engineer Operations in World War I:

1. Your quotation shall consist of two parts:

Part I - Price quotation with a breakdown by labor category, labor rate, number of hours, and other charges as appropriate for the following Contract Line Items (CLINs):

<u>CLIN</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Amount</u>
0001	History of Engineer Operations in World War I	1	JOB	\$_____
0002	Contractor Manpower Reporting (See information below)	1	JOB	\$_____

NOTE: Contractor Manpower Reporting Requirements: Contractors are required to report all contractor labor hours (including subcontractor labor hours) required for performance of services under the contract via the Enterprise-wide Contractor Manpower Reporting Application (eCMRA), a secure data collection website at <http://www.ecmra.mil/>. Reporting inputs will be for labor executed during the period of performance during each Government Fiscal Year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

Part II - Resume of proposed personnel demonstrating the qualifications and experience requirements in Paragraph 11 of the PWS and a writing sample.

2. If your firm is interested in this requirement, please review the PWS and submit your quotation via email to jesusa.g.labial@usace.army.mil **no later than September 19, 2014, 3:00 P.M. EDT.**