

1.0 GENERAL

1.1 BACKGROUND

To foster growth and resilience in the U.S. commercial space ecosystem, the Office of Space Commerce (OSC) requires a deeper, evidence-based understanding of the ecosystem and the economic activity it generates. This includes the accuracy, coverage, and comparability of existing economic statistics and the metrics used to develop them. To address these needs, OSC is commissioning research to establish a government-verifiable baseline of metrics that can inform future quantitative evaluations and recurring measurement of the U.S. commercial space ecosystem.

The resulting measurement framework is intended to support defensible, grounded assessments that can inform federal policy and government decision-making, improve visibility into ecosystem conditions, and provide a consistent basis for understanding long-term economic trends.

1.2 PURPOSE

The purpose of this effort is to establish a defensible and repeatable basis for measuring the health and trajectory of the U.S. commercial space ecosystem. Prior private-sector, non-governmental, and historical U.S. Government efforts have sought to characterize the space economy, but these efforts have often relied on disparate metrics and one-time analytical approaches that limit comparability and longitudinal assessment.

This study will identify and justify a set of defined metrics that can support recurring federal assessment and provide policymakers with sustained insight into the growth, health, competitiveness, resilience, and emerging challenges of the ecosystem. Recommended metrics shall be capable of measurement using reliable and repeatable methods and shall provide meaningful insight into broader trends over time.

1.3 ASSESSMENT SCOPE AND ANALYTICAL FRAMEWORK

The Contractor shall provide research, analytical, and technical support to develop a comprehensive, repeatable, and evidence-based framework and recommended metric set for assessing the U.S. commercial space ecosystem. The framework shall enable the Government to evaluate the ecosystem's economic scale, growth, competitiveness, capacity, resilience, and long-term development over time.

For purposes of this SOW, the U.S. commercial space ecosystem includes commercial firms and the markets, resources, institutions, infrastructure, and other enabling actors that directly participate in or materially support U.S. commercial space activity. The analytical boundary shall include core space industries and, where supported by documented criteria and Government direction, relevant space-adjacent, space-enabled, and cross-sector economic activity.

The Contractor shall assess the ecosystem as an interconnected economic system and identify, evaluate, and recommend quantitative and qualitative metrics addressing, at a minimum:

- **Economic Activity and Business Growth:** revenue, output, value added, firm formation and survival, employment, market structure, business growth, and changes in the commercial industrial base.
- **Capital and Investment:** availability, sources, distribution, and accessibility of capital across company formation, commercialization, growth, and scale.
- **Market Access and Competitiveness:** domestic and international commercial activity, exports, customer diversity, market share, procurement and trade access, barriers to entry or expansion, and comparative indicators of U.S. competitiveness.

The Contractor may also identify, evaluate, and recommend quantitative and qualitative metrics addressing:

- **Workforce and Human Capital:** employment, skills demand, talent pipelines, workforce availability, geographic distribution, mobility, and alignment with current and projected industry needs.
- **Supply Chain, Industrial Capacity, and Infrastructure:** supplier capacity and concentration, domestic sourcing, critical dependencies, manufacturing capacity, infrastructure availability and utilization, and other indicators of industrial readiness and vulnerability.
- **Innovation and Commercialization:** research and development, technology transition, intellectual property, commercialization pathways, time-to-market, and relationships among research institutions, government programs, investors, and commercial firms.
- **Ecosystem Resilience and Connectivity:** geographic and supplier concentration, critical dependencies, institutional and cross-sector relationships, workforce and capital mobility, technology and information flows, and the ability to adapt to and recover from disruption.

The measurement framework shall distinguish among:

- **Economic activity measures**, describing the size and current economic activity of the ecosystem;
- **Economic outcome measures**, identifying changes in commercial or ecosystem conditions; and
- **Ecosystem condition and trajectory measures**, assessing underlying capacity, competitiveness, resilience, and long-term health.

For each assessment area, the Contractor shall identify appropriate metrics, data sources, indicators, benchmarks, and analytical limitations. The methodology shall address data availability, quality, comparability, and the risk of false precision and, where feasible, support longitudinal analysis and establishment of a repeatable baseline for future assessments.

The Contractor shall document all methodologies, definitions, assumptions, data sources, analytical boundaries, and inclusion and exclusion criteria, including the treatment of core space, space-adjacent, space-enabled, and cross-sector economic activity. The final framework and recommended metric set shall be submitted to the Government for review and approval.

1.4 OBJECTIVE

The objective of this effort is to produce a defensible, government-verifiable measurement framework and recommended set of metrics for assessing the size, growth, health, competitiveness, resilience, and capacity of the U.S. commercial space ecosystem. The framework and metric set shall be sufficiently defined and documented to form the basis for recurring U.S. Government empirical reporting beginning in FY2027.

This requires the Contractor to identify metrics already in use across private, non-governmental, and U.S. Government studies of the space economy and commercial space ecosystem; determine whether those metrics leave important methodological, statistical, accounting, or ecosystem-health questions unanswered; devise new metrics to close substantiated gaps; evaluate all candidate metrics - existing and newly proposed - against measurability, reliability, and trend-insight criteria; and deliver a final, public-releasable recommendation of a comprehensive metric set, with all sensitive or proprietary information segregated from the public-facing deliverable.

Success is defined as a measurement framework and metric set that OSC, or a designated federal partner, can adopt directly into a repeatable annual or recurring reporting process without requiring further foundational methodological development.

1.5 APPLICABLE DOCUMENTS

The following document is provided as a reference source for the Contractor in performing the work described in this SOW:

U.S. Bureau of Economic Analysis, New and Revised Statistics for the U.S. Space Economy, 2012–2023 (March 2025), available at
<https://apps.bea.gov/scb/issues/2025/03-march/0325-space-economy.htm>.

2.0 REQUIREMENTS

The Contractor shall perform the research tasks described in Sections 2.1 through 2.5 to satisfy the objective in Section 1.5. Each task builds on the deliverable of the prior task; the Contractor shall treat the evidentiary chain from Section 2.1 through Section 2.5 as continuous, and shall not perform any task's analysis independent of the deliverables produced under the tasks preceding it.

2.1 Task 1 — Metrics Identification and Compilation

2.1.1 The Contractor shall identify all metrics used in prior private-sector studies characterizing the size, growth, health, competitiveness, resilience, or capacity of the U.S. space economy or commercial space ecosystem.

2.1.2 The Contractor shall identify all metrics used in prior non-governmental (e.g., trade association, academic, non-profit) studies of the same subject.

2.1.3 The Contractor shall identify all metrics used in prior U.S. Government studies or reporting efforts of the same subject, including one-off or discontinued efforts.

2.1.4 The Contractor shall compile the metrics identified under 2.1.1–2.1.3 into a single annotated bibliography. Each entry shall include, at minimum:

- (a) the metric name and originating source/publication;
- (b) the source category (private-sector, non-governmental, or U.S. Government);
- (c) a description of what the metric purports to measure;
- (d) the data source(s) underlying the metric;
- (e) the update/reporting frequency, if any;
- (f) known limitations as documented by the originating source.

2.1.5 The Contractor shall document the search methodology used to identify metrics under 2.1.1–2.1.3 (databases, agencies, associations, and publications canvassed), delivered alongside the bibliography, so that completeness of coverage can be independently verified rather than asserted.

2.1.6 The bibliography required under 2.1.4 shall be delivered in a structured, sortable format (table or structured document), not narrative prose.

2.2 Task 2 — Identification of Gaps in Previous Metrics

2.2.1 The Contractor shall determine whether the metrics compiled under Section 2.1 leave any methodological, statistical, accounting, or ecosystem-health question unanswered with respect

to assessing the size, growth, health, competitiveness, resilience, or capacity of the U.S. commercial space ecosystem, consistent with the analytical boundaries established under Section 1.4.

2.2.2 For each gap identified under 2.2.1, the Contractor shall state the specific analytical question the existing metrics cannot answer, and shall identify the specific metric(s) or source(s) from Section 2.1 that fail to address it, with a stated reason (methodological, statistical, or accounting).

2.2.3 The Contractor shall categorize or prioritize gaps identified under 2.2.1 by significance to the overall assessment of ecosystem size, growth, health, competitiveness, resilience, or capacity; an undifferentiated list does not satisfy this requirement.

2.2.4 If the Contractor determines that no important gaps exist, the Contractor shall substantiate that determination with the same level of analytical rigor required for a positive finding under 2.2.2, including an explicit statement of the criteria used to reach that conclusion. A negative finding shall not be assumed by default or left unsubstantiated.

2.3 Task 3 — Identification of Potential New Metrics

2.3.1 Condition: This task applies only to gaps substantiated under Section 2.2. If Section 2.2 results in a substantiated finding of no important gaps, this task is not performed, and no metrics shall be devised under this section solely to generate deliverable content.

2.3.2 For each gap substantiated under Section 2.2, the Contractor shall devise a candidate metric intended to close that gap, or shall document a determination that no defensible metric can close it.

2.3.3 Each metric proposed under 2.3.2 shall be mapped one-to-one (or many-to-one) to the specific gap(s) from Section 2.2 it is intended to close.

2.3.4 Each metric proposed under 2.3.2 shall include a stated definition, a proposed data source or collection method, and a rationale explaining why it closes the associated gap. The

definition shall be specific enough that an independent analyst could operationalize the metric without further clarification from the Contractor.

2.4 Task 4 — Analysis of All Potential Metrics

2.4.1 The Contractor shall evaluate every metric under consideration — the full set compiled under Section 2.1 plus any metrics proposed under Section 2.3 — against each of the following three criteria, using a single evaluation methodology applied consistently across all metrics:

- (a) Measurability — whether the metric can be measured using a repeatable method, citing actual data availability and collection feasibility;
- (b) Reliability - whether the metric is a reliable indicator of the state of the U.S. commercial space ecosystem, addressing validity and consistency over time;
- (c) Trend insight — whether the metric provides insight into broader trends, addressing whether it supports longitudinal or cross-sector analysis.

2.4.2 The Contractor shall state the evaluation methodology used under 2.4.1 in advance of applying it, and shall apply it uniformly; selective application of criteria to reach a predetermined outcome does not satisfy this requirement.

2.4.3 Where a metric fails one or more criteria under 2.4.1, the Contractor shall state specifically why (e.g., data does not exist at the required frequency, methodology is not standardized across sources, the metric is a lagging rather than leading indicator). No metric evaluated under Section 2.1 or proposed under Section 2.3 shall be dropped from the analysis without a documented reason.

2.4.4 The Contractor shall deliver the evaluation required under 2.4.1–2.4.3 as a structured evaluation matrix (metric by criterion), not narrative description alone.

2.5 Task 5 — Recommendation and Final Report

2.5.1 The Contractor shall recommend a comprehensive set of metrics, drawn from the evaluation conducted under Section 2.4, that together form a sufficient basis for recurring

empirical reporting on the size, growth, health, competitiveness, resilience, and capacity of the U.S. commercial space ecosystem beginning in FY2027.

2.5.2 The recommendation under 2.5.1 shall explain why the recommended metrics function adequately as a set — i.e., what each contributes and how they complement one another — rather than restating the full list of metrics evaluated under Section 2.4.

2.5.3 Every metric recommended under 2.5.1 shall be traceable to its evaluation under Section 2.4 and, where applicable, to the gap-and-new-metric chain in Sections 2.2–2.3.

2.5.4 The Contractor shall segregate all privacy-protected, proprietary, or otherwise sensitive information from the final report required under this section. Any such information necessary to support the analysis shall be delivered in a separate, clearly marked, non-public document, not in the report intended for release.

2.5.5 The final report required under 2.5.1 shall be structured for public release: plain-language executive summary, methodology section, and recommendations section, requiring no further redaction prior to publication.

2.5.6 The Contractor shall maintain a running public-releasability determination throughout performance of Sections 2.1–2.4, rather than performing sensitive-information review as a single filtering step at the end of the effort.

3.0 CONTRACTOR PERSONNEL

3.1 QUALIFIED PERSONNEL

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

3.2 CONTINUITY OF SUPPORT

The Contractor shall ensure that the contractually required level of support for this requirement is maintained at all times. The Contractor shall ensure that all contract support personnel are present for all hours of the workday. If for any reason the Contractor staffing levels are not maintained due to vacation, leave, appointments, etc., and replacement personnel will not be provided, the Contractor shall provide e-mail notification to the Contracting Officer's Representative (COR) prior to employee absence. Otherwise, the Contractor shall provide a fully qualified replacement.

3.3 PROJECT MANAGER

The Contractor shall provide a Project Manager who shall be responsible for all Contractor work performed under this SOW. The Project Manager shall be a single point of contact for the Contracting Officer and the COR. The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to the Government as part of the Contractor's proposal. The Project Manager is further designated as *Key* by the Government. During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract. The Project Manager and all designated alternates shall be able to read, write, speak and understand English. Additionally, the Contractor shall not replace the Project Manager without prior approval from the Contracting Officer.

3.3.1 The Project Manager shall be available to the COR via telephone between the hours of 0900 and 1700 EST, Monday through Friday, and shall respond to a request for discussion or resolution of technical problems within 24 hours of notification.

3.4 EMPLOYEE IDENTIFICATION

3.4.1 Contractor employees visiting Government facilities shall wear an identification badge that, at a minimum, displays the Contractor name, the employee's photo, name, clearance-level and badge expiration date. Visiting Contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.

3.5 EMPLOYEE CONDUCT

Contractor's employees shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, etc.) when visiting or working at Government facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Department of Commerce. The Project Manager shall ensure Contractor employees understand and abide by Department of Commerce established rules, regulations and policies concerning safety and security.

3.6 REMOVING EMPLOYEES FOR MISCONDUCT OR SECURITY REASONS

The Government may, at its sole discretion (in coordination with the Contracting Officer where practical), direct the Contractor to remove any Contractor employee from NOAA facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove an employee.

4.0 OTHER APPLICABLE CONDITIONS

4.1 SECURITY

Contractor access to classified information is not currently required under this SOW.

4.2 PERIOD OF PERFORMANCE

The period of performance for this contract shall not exceed 180 calendar days from the date of award.

4.3 PLACE OF PERFORMANCE

The primary place of performance will be the Contractor's facilities.

4.4 TRAVEL

Contractor travel shall not be required for this requirement.

4.5 POST AWARD CONFERENCE

The Contractor shall attend a Post Award Conference with the Contracting Officer and the COR no later than 30 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract and review the Contractor's draft project plan. The Post Award Conference will be held at the Government's facility, located at the Herbert C. Hoover Building, 1401 Constitution Avenue, NW, Washington, DC, Room 68015, or via teleconference.

4.6 PROJECT PLAN

The Contractor shall provide a draft Project Plan at the Post Award Conference for Government review and comment. The Contractor shall provide a final Project Plan to the COR not later than 30 business days after the Post Award Conference.

4.7 PROGRESS REPORTS

The Project Manager shall provide a *monthly* progress report to the Contracting Officer and COR via electronic mail. This report shall include a summary of all Contractor work performed,

including a breakdown of labor hours by labor category, all direct costs by line item, an assessment of technical progress, schedule status, any travel conducted and any Contractor concerns or recommendations for the previous reporting period.

4.8 PROGRESS MEETINGS

The Project Manager shall keep the COR informed of Contractor progress throughout the period of performance and shall ensure Contractor activities remain aligned with NOAA objectives. At a minimum, the Project Manager shall meet with the COR monthly to review technical progress, deliverable status, schedule, risks, and issues requiring Government attention. Additional meetings may be requested by the COR as needed to present deliverables, exchange information, or resolve emergent technical issues. Meetings shall be conducted by teleconference or other Government-approved virtual platform unless otherwise agreed by the parties at no additional cost to the Government.

4.9 GENERAL REPORT REQUIREMENTS

The Contractor shall provide all written reports and data deliverables in electronic formats that are editable, accessible, and compatible with Government systems. Unless otherwise directed by the COR, narrative deliverables shall be submitted in Microsoft Word (.docx) and PDF formats, and structured data, tables, and evaluation matrices shall be submitted in Microsoft Excel (.xlsx) or comma-separated values (.csv) format, as appropriate. Final public-release deliverables shall be provided in an accessible electronic format consistent with the Section 508 requirements in Section 4.12.

4.10 INTELLECTUAL PROPERTY

Pursuant to FAR clause 52.227-14, OSC shall have unlimited rights in data produced under this contract, including but not limited to the final report, the comprehensive set of metrics, and other associated materials. Consistent with these rights, OSC may publicly release these materials. The contractor may elect to assign copyright in such materials to OSC; if the contractor retains copyright, the contractor shall comply with a request by the Contracting Officer to apply a standard open license providing public use rights to materials to be publicly released (either CC0 1.0 or CC BY 4.0).

The contractor shall not deliver any limited rights data except with the prior written approval of the Contracting Officer.

4.11 PROTECTION OF INFORMATION

Contractor access to information protected under the Privacy Act is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance with the law and Government policy and regulation.

Contractor access to proprietary information is required under this SOW. Contractor employees shall safeguard this information against unauthorized disclosure or dissemination in accordance

with the Privacy Act, OMB M06-16 (PII) and other pertinent laws and regulations governing the confidentiality of privileged information and Safeguarding Sensitive But Unclassified (SBU) (For Official Use Only) Information. The Contractor shall ensure that all Contractor personnel having access to business or procurement sensitive information sign a NOAA Non-Disclosure Agreement.

4.12 SECTION 508 COMPLIANCE

All electronic content and information and communication technology (ICT) deliverables produced under this SOW, including electronic documents, reports, spreadsheets, and public-release materials, shall conform to the applicable Revised Section 508 Standards in 36 CFR Part 1194, as amended. The Contractor shall ensure that applicable electronic document deliverables are accessible before submission and shall perform appropriate accessibility testing for Microsoft Office and PDF deliverables. The Government reserves the right to evaluate deliverables for conformance with applicable Section 508 requirements and may return nonconforming deliverables for remediation. The Contractor shall correct identified accessibility deficiencies within the period specified by the COR and at no additional cost to the Government.

5.0 GOVERNMENT TERMS & DEFINITIONS

Term / Acronym	Definition
BEA	Bureau of Economic Analysis
CC0 / CC BY 4.0	Creative Commons Zero / Creative Commons Attribution 4.0 International — standard open licenses referenced in Section 4.10 for public release of Contractor-produced materials
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
DOC	Department of Commerce
FAR	Federal Acquisition Regulation
FY	Fiscal Year

ICT	Information and Communication Technology
NDA	Non-Disclosure Agreement
NOAA	National Oceanic and Atmospheric Administration
OMB	Office of Management and Budget
OSC	Office of Space Commerce
PII	Personally Identifiable Information
SBU	Sensitive But Unclassified
SOW	Statement of Work
U.S. Government / USG	United

6.0 GOVERNMENT FURNISHED RESOURCES

The Government will not furnish any resources to the Contractor in support of this contract.

7.0 CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all facilities, materials, equipment and services necessary to fulfill the requirements of this contract, except for the Government Furnished Resources specified in Section 6.0.

8.0 GOVERNMENT ACCEPTANCE PERIOD

The COR will review deliverables prior to acceptance and provide the contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the COR will send an e-mail to the Contractor notifying it that the deliverable has been accepted.

8.1 Rejection Assessment

The COR will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the COR of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable and return it per delivery instructions.

8.2 DELIVERABLE REVIEW AND CORRECTION PERIODS

For interim technical deliverables submitted under Sections 9.1 through 9.4, the COR will have up to 10 business days from receipt to review the deliverable and provide comments, acceptance, or notice of deficiencies. The Contractor shall address Government comments and resubmit corrected interim deliverables within 5 business days unless otherwise agreed upon by the parties.

For the final report and associated deliverables submitted under Section 9.5, the Government will have up to 15 business days from receipt to conduct technical review and applicable pre-publication review and to provide comments, acceptance, or notice of deficiencies. The Contractor shall address Government comments and resubmit corrected final deliverables within a timeframe established by the COR, based on the nature and extent of the required revisions.

Government review of an interim deliverable shall not, unless otherwise directed by the COR, prevent the Contractor from initiating work on subsequent tasks when predecessor findings are substantially complete and sufficient to support continued analysis, consistent with Section 9.0.

8.3 OTHER REVIEW SCHEDULES

Review times and schedules not otherwise specified in Section 8.2 shall be agreed upon by the parties and documented in the final approved Project Plan. The Contractor shall be responsible for timely delivery to Government personnel within the agreed-upon review chain and shall coordinate with Government reviewers as necessary to maintain the established schedule.

9.0 DELIVERABLES

Deliverables under this effort fall into two categories. The first is the set of technical deliverables produced under Sections 2.1 through 2.5, each of which documents completion of a specific research task and informs the tasks that follow. The second is the set of contract administration deliverables that apply throughout the period of performance, regardless of technical task status, and provide the Government with continuing visibility into cost, schedule, progress, and performance.

The Contractor shall deliver each item in Sections 9.1 through 9.5 in accordance with the content and format requirements specified in the corresponding subsection of Section 2.0. The

Contractor shall deliver each item in Sections 9.6 through 9.8 in accordance with the schedule and content requirements of Sections 4.6 through 4.8, regardless of the status of any technical task.

The Contractor may initiate work on subsequent tasks when predecessor task findings are substantially complete and sufficient to support continued analysis. Such overlapping performance is permitted to support schedule efficiency and shall not alter the required traceability among Tasks 1 through 5. No final downstream deliverable shall be submitted without incorporating all applicable predecessor findings, Government comments and direction, and accepted revisions necessary to maintain analytical consistency and traceability across the full research effort.

9.1 BIBLIOGRAPHY AND SEARCH METHODOLOGY (TASK 1)

The Contractor shall deliver the annotated bibliography and accompanying search methodology documentation required under Section 2.1, in the structured format specified in Section 2.1.6, not later than 20 business days after contract/task order award.

9.2 GAP ANALYSIS (TASK 2)

The Contractor shall deliver the gap analysis required under Section 2.2, consisting of either the substantiated set of identified gaps or a substantiated finding that no important gaps exist, not later than 35 business days after contract/task order award.

The Contractor may initiate Task 2 analysis when the findings developed under Task 1 are substantially complete and sufficient to support continued analysis, consistent with Section 9.0. The deliverable shall incorporate all applicable predecessor findings and Government comments and direction available at the time of submission.

9.3 PROPOSED NEW METRICS (TASK 3, CONDITIONAL)

Where Section 2.2 results in one or more substantiated gaps, the Contractor shall deliver the proposed new metrics and gap-traceability mapping required under Section 2.3 not later than 50 business days after contract/task order award.

The Contractor may initiate Task 3 when the findings developed under Task 2 are substantially complete and sufficient to identify and characterize substantiated gaps, consistent with Section 9.0.

Where Section 2.2 results in a substantiated finding that no important gaps exist, this deliverable is not required. The Contractor shall document the inapplicability of Task 3 in the next applicable technical deliverable and shall proceed with Task 4 using the metrics compiled under Section 2.1.

9.4 METRIC EVALUATION MATRIX (TASK 4)

The Contractor shall deliver the structured evaluation matrix required under Section 2.4, covering the full set of metrics compiled under Section 2.1 and, where applicable, metrics proposed under Section 2.3, not later than 65 business days after contract/task order award.

The Contractor may develop the evaluation methodology and begin evaluating existing metrics while Tasks 2 and 3 are underway, provided that the final evaluation matrix incorporates all applicable metrics, substantiated findings, Government comments and direction, and revisions necessary to maintain analytical consistency and traceability across the research effort.

9.5 FINAL REPORT AND SENSITIVE INFORMATION ANNEX (TASK 5)

9.5.1 Draft Final Report

The Contractor shall deliver a draft public-release report containing the recommended measurement framework and metric set required under Section 2.5 not later than 80 business days after contract/task order award.

The draft final report shall reflect the complete analytical record developed under Tasks 1 through 4 and shall incorporate all applicable predecessor findings, traceability relationships, and Government comments and direction available at the time of submission.

The Government shall review the draft final report in accordance with the review period established in Section 8.2.

9.5.2 Final Public-Release Report

The Contractor shall deliver the final public-release report, incorporating applicable Government comments and required revisions, not later than 100 business days after contract/task order award, unless an alternative date is established by the COR based on the scope of required revisions or the Government pre-publication review process.

The final report shall not be considered accepted until it has satisfied applicable Government technical and pre-publication review requirements for public-release suitability.

9.5.3 Sensitive Information Annex

Where privacy-protected, proprietary, or otherwise sensitive information is necessary to support the analysis, the Contractor shall deliver the separate, clearly marked, non-public sensitive-information annex required under Section 2.5.4 concurrently with the final report required under Section 9.5.2.

The sensitive-information annex shall not contain information intended for inclusion in the public-release report and shall be handled in accordance with the applicable information-protection requirements of this SOW.

9.6 PROJECT PLAN

The Contractor shall deliver the draft and final Project Plan in accordance with Section 4.6.

9.7 PROGRESS REPORTS

The Contractor shall submit monthly progress reports in accordance with Section 4.7.

9.8 PROGRESS MEETINGS

The Contractor shall participate in a regular occurring set of progress meetings in accordance with Section 4.8

DELIVERABLES SUMMARY TABLE

Ref	Deliverable	Format	Due (from award)	Recipient	Governing Section
9.1	Annotated bibliography + search methodology documentation	Structured document/table	20 business days	COR	2.1.4–2.1.6
9.2	Gap analysis (substantiated gaps, or substantiated finding of none)	Structured document	40 business days	COR — decision point for Phase 2	2.2.2–2.2.4
9.3	Proposed new metrics + gap-traceability mapping (conditional)	Structured document/matrix	60 business days	COR	2.3.2–2.3.4
9.4	Metric evaluation matrix (measurability / reliability / trend insight)	Structured matrix	80 business days	COR — decision point for Phase 3	2.4.1–2.4.4
9.5a	Final public-release report with recommended metric set	Report — plain-language, public-release ready	130 business days	COR; subject to pre-publication review	2.5.1–2.5.3, 2.5.5
9.5b	Sensitive information annex (if any)	Separate, clearly marked non-public document	Concurrent with 9.5a	COR	2.5.4
9.6	Draft Project Plan (incl. proposed phasing)	Document, presented at Post Award Conference	At Post Award Conference	Government (Post Award Conference)	4.6

Ref	Deliverable	Format	Due (from award)	Recipient	Governing Section
9.6	Final Project Plan	Document	NLT 30 business days after Post Award Conference	COR	4.6
9.7	Monthly Progress Report	Electronic mail; includes labor hours by category, direct costs by line item, technical/schedule status, travel, phase status, concerns/recommendations	Monthly	Contracting Officer and COR	4.7
9.8	Progress Meeting	Teleconference or Government-approved virtual platform	Monthly; additional meetings as requested by the COR	COR	4.8