

**FATHOM ENGINE**

by HorizonX LLC

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# Fathom Engine

## Contract Execution Intelligence Report

PREPARED FOR

**Apex Federal Solutions**

CONTRACT

**Information Management and Information Access Support Services**

GENERATED

**June 12, 2026**

**SDVOSB**

CERTIFIED  
HorizonX LLC

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All analysis is based on the uploaded document only. Results are directional assessments and will vary based on organizational factors and market conditions. This report does not constitute legal, financial, regulatory, or accounting advice. HorizonX LLC handles all client data per its Privacy Policy at horizonxllc.com. This report was prepared using Fathom Engine, an AI-assisted contract execution intelligence platform developed by HorizonX LLC.

# Executive Scorecard

74

EXECUTION RISK SCORE

**Elevated**

Audit Readiness: 82/100 · Fathom Confidence: 88/100

**EXECUTION RISK**

**Elevated**

This contract carries significant execution complexity. Establish detailed tracking systems and dedicated compliance oversight immediately.

**DOCUMENT**

A03+DRAFT+PWS\_+IDIQ\_3.5.26.pdf

**CONTRACTING ORGANIZATION**

Washington Headquarters Services (WHS) – Executive Services Directorate (ESD)

**CONTRACT VALUE**

—

## Top Risk Factors

- Mandatory TOP SECRET Facility Security Clearance (FCL) with SCI storage and DCSA-certified networks at award.
- Strict compliance with HRRDR/DOE certifications for declassification tasking.
- Liability for unauthorized destruction or alienation of Federal records under 18 U.S.C. 2701.

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SAMPLE

01

## Contract Overview

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# 01. Contract Overview

**CONTRACT TITLE**

Information Management and Information Access Support Services

**CONTRACT NUMBER**

—

**CONTRACTING ORGANIZATION**

Washington Headquarters Services (WHS) – Executive Services Directorate (ESD)

**CONTRACT TYPE**

Indefinite Delivery - Indefinite Quantity (IDIQ)

**PERIOD OF PERFORMANCE**

2027-02-17 to 2032-02-16

**TOTAL CONTRACT VALUE**

—

**PLACE OF PERFORMANCE**

National Capital Region (Pentagon, Mark Center, Suffolk Building, NDC College Park)

**CONTRACTING OFFICER**

To be identified at award

## Key Personnel Requirements

- Qualifications identified at task order level
- Historical Records Restricted Data Reviewers (HRRDR) certification (where applicable)
- Technical proficiency in SharePoint Online and Microsoft Power Platform
- Expert knowledge in COTS/GOTS automation solutions (AI/ML/RPA)

**FATHOM CONFIDENCE SCORE**

88 / 100

The Fathom Confidence Score reflects contract clarity and obligation completeness. It is not a validated performance metric.

SAMPLE

02

## Execution Risk Assessment

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## 02. Execution Risk Assessment

### Execution Risk Score: 74/100 — Elevated

Note: Higher score = higher risk. Elevated means most complex/risky.

The Execution Risk Score reflects the complexity and obligation density of this contract. It is not a guarantee of execution outcomes.

#### EXECUTION RISK

#### Elevated

This contract carries significant execution complexity. Establish detailed tracking systems and dedicated compliance oversight immediately.

### Scoring Factors

- Contract complexity — ELEVATED: Spans 13 distinct functional tasks ranging from declassification to AI/ML technology integration.
- Number of deliverables — MODERATE: High volume of operational reporting, declassification reviews, and specific PWS task outputs.
- Reporting burden — ELEVATED: Includes bi-weekly COR meetings, semi-annual briefs, and detailed meeting minutes for all COR-directed sessions.
- Compliance requirements — ELEVATED: Intense security requirements including TS/SCI FCL, SCIF management, and strict NARA records compliance.
- Timeline pressure — MODERATE: 30-day window for QCP; continuous 24/7 accountability for correspondence task (Task 10) during shutdowns.
- Key personnel dependencies — ELEVATED: Requires niche certifications (HRRDR/DOE) and TOP SECRET/SCI eligibility, creating high recruitment/retention risk.

### Top 3 Execution Risk Factors

- Mandatory TOP SECRET Facility Security Clearance (FCL) with SCI storage and DCSA-certified networks at award.
- Strict compliance with HRRDR/DOE certifications for declassification tasking.
- Liability for unauthorized destruction or alienation of Federal records under 18 U.S.C. 2701.

SAMPLE

03

## Deliverables Register

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## 03. Deliverables Register

### Quality Control Plan (QCP) [Critical]

Comprehensive plan ensuring performance complies with PWS standards and Technical Exhibit 1.

Due: 30 days post-award · Frequency: Once; updates within 5 days of change

Format: Electronic Mail · Submission: Email to CO and COR

### Meeting Information Report [Standard]

Report for all COR-directed meetings including presentation materials, attendees list, and summary.

Due: Per meeting occurrence · Frequency: As needed

Format: Electronic · Submission: Email to COR

### Monthly Status Report (MSR) [High]

Summarizes performance, metrics, and task-specific progress.

Due: Monthly · Frequency: Monthly

Format: Electronic · Submission: Email

### Historical Records Restricted Data Reviewers (HRRDR) Certification [Critical]

Evidence of DOE certification for applicable personnel.

Due: Upon request · Frequency: Every 3 years

Format: Digital Copy · Submission: Portal/Email

*Disclosure: These recommendations are strategic frameworks based on contract analysis. Implementation should be reviewed and validated by qualified operational and technical leadership prior to deployment.*

*Disclosure: Tool and platform references are illustrative only. HorizonX LLC has no financial relationship with referenced vendors and makes no warranty of fitness for any specific use.*

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## Reporting Requirements Schedule

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## 04. Reporting Requirements Schedule

### **Bi-Weekly Contract Status & TIGHT TURNAROUND**

Frequency: Every two weeks · Format: Meeting/Discussion

Recipient: COR

Due dates: Recurring

### **Semi-Annual Contract Status Brief**

Frequency: Every six months · Format: Briefing Material

Recipient: ESD Leadership

Due dates: Bi-annual

SAMPLE

05

## Compliance Obligations

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## 05. Compliance Obligations

### **PWS 1.13.1 Security Requirements [HIGH PRIORITY]**

Plain language: Must have TS Facility Clearance with SCIF and DCSA-certified network at time of proposal.

Documentation needed: FCL verification, SCIF accreditation, DCSA network certification.

Common mistakes: Applying without the necessary local SCIF capacity within 30 miles of the Pentagon.

### **18 U.S.C. 2701 (Records Management) [HIGH PRIORITY]**

Plain language: Unlawful destruction of federal records carries criminal fines and penalties.

Documentation needed: NARA training logs, destruction authorization forms (written COR consent).

Common mistakes: Deleting drafts or emails without verifying disposition schedules.

### **PWS 5.12 & 5.13 Section 508 [HIGH PRIORITY]**

Plain language: Electronic content must be accessible to people with disabilities.

Documentation needed: VPATs, accessibility audit reports.

Common mistakes: Deploying SharePoint dashboards that aren't screen-reader compatible.

*Disclosure: This assessment identifies compliance patterns only and does not constitute regulatory, legal, or compliance counsel.*

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## Clause Explainer

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## 06. Clause Explainer

### **FAR 52.227-14 (Rights in Data) & COMMONLY MISUNDERSTOOD**

Plain English: The government owns almost all data and software you create for this project.

Contractor must: Mark contractor-owned proprietary data clearly if bringing existing IP to the table.

If not complied with: Loss of intellectual property rights or trade secrets.

### **FAR 31.205-46 (Travel Costs)**

Plain English: Travel is reimbursed at government rates, but local travel (within 50 miles) is not reimbursed.

Contractor must: Ensure commute and local meeting travel is priced into the labor rates.

If not complied with: Financial loss for the contractor as local travel costs will be rejected.

*Disclosure: Clause explanations are provided for informational purposes only and do not constitute legal advice. Consult qualified legal counsel for contract interpretation.*

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07

## Key Milestones Timeline

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## 07. Key Milestones Timeline

- **Earliest Possible Ordering Period Start** 2027-02-17  
Start of the 5-year IDIQ ordering period.
- **DCSA-certified Secret network operational** 2027-08-17  
Required within 6 months of award (estimate based on PoP start).

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08

## Risk Flags

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## 08. Risk Flags

### Facility Distance Restriction [Operational - Elevated]

Why: Contractor facility MUST be within 30 miles of the Pentagon.

Mitigation: Validate Apex Federal Solutions' current facility location; factor in relocation costs if outside the radius.

### Infrastructure Scalability [Financial - Elevated]

Why: A03 Draft requires a Top Secret Closed Area storing 6 million pages—this is a massive physical requirement.

Mitigation: Assess physical space and specialized staffing costs against the \$100K-\$500K historical range to ensure the project is viable.

### Government Shutdown Performance [Operational - Moderate]

Why: Task 10 (Correspondence) requires support during government shutdowns.

Mitigation: Ensure Labor/Hours and funding are structured to support 'Excepted' status personnel.

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09

# Audit Readiness Framework

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## 09. Audit Readiness Framework

### Audit Readiness Score: 82/100

The Audit Readiness Score reflects the documentation and evidence framework required by this contract. It is not a guarantee of audit outcomes.

#### Evidence Required

##### Written COR consent for any record disposition (PWS 1.12.3)

Auditor focus: Prevention of alienation/unauthorized destruction of records.

##### HRRDR/DOE Training Logs (PWS 1.12.4)

Auditor focus: Verification that declassification analysts are legally certified to review restricted data.

#### Storage & Retention

All deliverables belong to the government. Retention on contractor systems is prohibited unless authorized. 18 U.S.C. 2701 governs criminal liability.

#### Common Audit Findings

- Inadequate marking of contractor status on correspondence
- Missing DOE refresher training (3-year cycle)
- Improper local travel expense billing

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# Subcontractor Obligation Tracker

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## 10. Subcontractor Obligation Tracker

Likely required for specialized technical (AI/ML) or high-volume physical storage requirements.

### Small Business Utilization Goals

- SDVOSB participation (Apex as Prime satisfies this)

### Required Subcontracting Reports

- OCI Mitigation Plan — Due: Immediate upon awareness

### Compliance Checkpoints

- Privity of contract remains with Prime only
- Flow-down of TS/SCI and SCIF requirements
- Records management training for sub-personnel

### Flow-Down Clauses

- FAR 52.227-14
- FAR Subpart 9.5 (OCI)
- DFARS Security Requirements

### Consequences of Missing Goals

- Poor CPARS rating
- Potential loss of set-aside eligibility

*Disclosure: Subcontracting recommendations are strategic frameworks based on contract analysis. Consult legal and compliance counsel before finalizing subcontracting arrangements.*

## Next Step

Ready to operationalize this contract? Connect with the HorizonX team to align program management, compliance, and delivery resources.

[hello@horizonxllc.com](mailto:hello@horizonxllc.com)  
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