



PERFORMANCE WORK STATEMENT (PWS) DEPARTMENT OF VETERANS AFFAIRS

**Office of Information & Technology
Austin Information Technology Center (AITC)**

AITC Emergency/Non-Emergency Generators Repairs & Parts Contract

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1.0 BACKGROUND

The mission of the Department of Veterans Affairs (VA), Office of Information & Technology (OI&T), Austin Information Technology Center (AITC) is to provide benefits and services to Veterans of the United States. In meeting these goals, OI&T strives to provide high quality, effective, and efficient Information Technology (IT) services to those responsible for providing care to the Veterans at the point-of-care as well as throughout all the points of the Veterans' health care in an effective, timely and compassionate manner. VA depends on Information Management/Information Technology (IM/IT) systems to meet mission goals.

The AITC facilities department is responsible for ensuring the Data Center will not experience any power loss or outage under any circumstance, twenty-four hours a day and seven days a week. The AITC processes data that is considered a lifeline to Veterans. The AITC has invested millions of dollars in Uninterrupted Power Supply (UPS), batteries and generators systems to support this effort. The Contractor shall remotely monitor the system twenty-four hours a day and seven days a week and provide maintenance, repair and on-call services.

2.0 APPLICABLE DOCUMENTS

In the performance of the tasks associated with this Performance Work Statement, the Contractor shall comply with the following:

1. 44 U.S.C. § 3541, "Federal Information Security Management Act (FISMA) of 2002"
2. Federal Information Processing Standards (FIPS) Publication 140-2, "Security Requirements For Cryptographic Modules"
3. FIPS Pub 201-2, "Personal Identity Verification of Federal Employees and Contractors," August 2013
4. 10 U.S.C. § 2224, "Defense Information Assurance Program"
5. 5 U.S.C. § 552a, as amended, "The Privacy Act of 1974"
6. 42 U.S.C. § 2000d "Title VI of the Civil Rights Act of 1964"
7. VA Directive 0710, "Personnel Suitability and Security Program," June 4, 2010, <http://www.va.gov/vapubs/>
8. VA Handbook 0710, Personnel Suitability and Security Program, September 10, 2004, <http://www.va.gov/vapubs>
9. VA Directive and Handbook 6102, "Internet/Intranet Services," July 15, 2008
10. 36 C.F.R. Part 1194 "Electronic and Information Technology Accessibility Standards," July 1, 2003
11. Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," November 28, 2000
12. Sections 504 and 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998
13. Homeland Security Presidential Directive (12) (HSPD-12), August 27, 2004

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14. VA Directive 6500, "Managing Information Security Risk: VA Information Security Program," September 20, 2012
15. VA Handbook 6500, "Risk Management Framework for VA Information Systems – Tier 3: VA Information Security Program," March 10, 2015
16. VA Handbook 6500.1, "Electronic Media Sanitization," November 03, 2008
17. VA Handbook 6500.3, "Assessment, Authorization, And Continuous Monitoring Of VA Information Systems," February 3, 2014
18. VA Handbook 6500.5, "Incorporating Security and Privacy in System Development Lifecycle" March 22, 2010
19. VA Handbook 6500.6, "Contract Security," March 12, 2010
20. VA Directive 6508, VA Privacy Impact Assessment, October 3, 2008
21. VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program, February 17, 2011
22. VA Handbook 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program, March 20, 2014 OMB Memorandum M-06-18, Acquisition of Products and Services for Implementation of HSPD-12, June 30, 2006
23. OMB Memorandum 05-24, Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, August 5, 2005
24. OMB memorandum M-11-11, "Continued Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, February 3, 2011 OMB Memorandum, Guidance for Homeland Security Presidential Directive (HSPD) 12 Implementation, May 23, 2008
25. NIST SP 800-116, A Recommendation for the Use of Personal Identity Verification (PIV) Credentials in Physical Access Control Systems, November 20, 2008
26. OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, May 22, 2007
27. NIST SP 800-63-2, Electronic Authentication Guideline, August 2013
28. Draft NIST Special Publication 800-157, Guidelines for Derived PIV Credentials, March 2014
29. Draft National Institute of Standards and Technology Interagency Report (NISTIR) 7981 Mobile, PIV, and Authentication, March 2014
30. VA Memorandum, VAIQ #7100147, Continued Implementation of Homeland Security Presidential Directive 12 (HSPD-12), April 29, 2011 (reference <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=514>)
31. VA Memorandum, VAIQ # 7011145, VA Identity Management Policy, June 28, 2010 (reference Enterprise Architecture Section, PIV/IAM (reference <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=514>)
32. IAM Identity Management Business Requirements Guidance document, May 2013, (reference Enterprise Architecture Section, PIV/IAM (reference <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=514>)
33. Trusted Internet Connections (TIC) Reference Architecture Document, Version 2.0, Federal Interagency Technical Reference Architectures,

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- Department of Homeland Security, October 1, 2013, https://www.fedramp.gov/files/2015/04/TIC_Ref_Arch_v2-0_2013.pdf
34. VA Memorandum, VAIQ #7497987, Compliance – Electronic Product Environmental Assessment Tool (EPEAT) – IT Electronic Equipment, August 11, 2014 (reference Document Libraries, EPEAT/Green Purchasing Section, <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=552>)
 35. Sections 524 and 525 of the Energy Independence and Security Act of 2007, (Public Law 110–140), December 19, 2007
 36. Section 104 of the Energy Policy Act of 2005, (Public Law 109–58), August 8, 2005
 37. Executive Order 13514, “Federal Leadership in Environmental, Energy, and Economic Performance,” October 5, 2009
 38. Executive Order 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” January 24, 2007
 39. Executive Order 13221, “Energy-Efficient Standby Power Devices,” August 2, 2001
 40. VA Directive 0058, “VA Green Purchasing Program”, July 19, 2013
 41. VA Handbook 0058, “VA Green Purchasing Program”, July 19, 2013
 42. Clinger-Cohen Act of 1996, 40 U.S.C. §11101 and §11103
 43. NFPA (National Fire Protection Association) 110, “Standard for Emergency and Standby Power Systems”, January 1, 2013

3.0 SCOPE OF WORK

The Contractor shall provide project management, generator maintenance, weekly testing, load testing, inspection, emergency repairs, associated reports, and the procurement and installation of required parts.

4.0 PERFORMANCE DETAILS

4.1 PERFORMANCE PERIOD

The period of performance (PoP) shall be 12 months from date of award, with four options for 12 months.

Any work at the Government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO). Emergency services shall be directed by the Contracting Officer (CO). If required, the CO may designate the Contractor to work after normal work hours including holidays and weekends.

There are ten (10) Federal holidays set by law (USC Title 5 Section 6103) that VA follows:

Under current definitions, four are set by date:

New Year's Day	January 1
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Independence Day	July 4
Veterans Day	November 11
Christmas Day	December 25

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday.

The other six are set by a day of the week and month:

Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November

4.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed in VA AITC facilities located in 1615 Woodward Street, Austin, TX 78772. The following work may be performed at Contractor locations: processing parts and maintenance billing, coordination of repairs, coordination of load testing and ordering of parts, with prior approval of the Contracting Officer Representative (COR).

4.3 TRAVEL

The Government does not anticipate travel under this effort.

5.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

5.1 PROJECT MANAGEMENT

5.1.1 CONTRACTOR PROJECT MANAGEMENT PLAN

The Contractor shall deliver a Contractor Project Management Plan (CPMP) that lays out the Contractor's approach, timeline and tools to be used in execution of the contract. The CPMP should take the form of both a narrative and graphic format that displays the schedule, milestones, risks and resource support. The CPMP shall also include how the Contractor shall coordinate and execute planned, routine, and ad hoc data collection reporting requests as identified within the PWS. The initial baseline CPMP shall be concurred upon and updated in accordance with Section B of the contract. The Contractor shall update and maintain the VA PM approved CPMP throughout the period of performance.

Deliverable:

- A. Contractor Project Management Plan

5.2 GENERATOR ENVIRONMENT

The Contractor shall perform preventive maintenance and corrective maintenance on the Emergency Diesel Generator System (EDGS), including all Automatic Transfer Switches (ATS) on a weekly basis. In addition, emergency maintenance shall be performed to ensure the EDGS remains operational. The Contractor shall be responsible for maintaining the personnel list and ensuring the stationary diesel generator technician certifications are kept current. The Contractor provided Contractor Personnel Emergency Contact List shall include contact phone numbers. The list may be periodically checked for response.

Generators #1 through #6 include command and control center systems. The Contractor shall contact Cummins for maintenance of the command and control center hardware and software (includes transfer switches and switch gear Programmable Logic Controller (PLC) logic) whether the command and control equipment is under warranty or not.

Deliverables:

- A. Contractor Personnel Emergency Contact List

5.2.1 GENERAL GENERATOR MAINTENANCE

The Contractor shall provide maintenance on the following equipment and associated wiring:

- A. One Cummins (Generator #1) 750kW diesel generator set Model KTA38GS1 (with on-board Power Command digital paralleling system) with lead-acid starting batteries and charger, and other attached components including dampers.
- B. Two Cummins (Generators #2 and #3) 900kW diesel generator set Model 900DFJC (with on-board Power Command digital paralleling system) with lead-acid starting batteries and charger, and other attached components including dampers.
- C. One Cummins (Generator #4) 1000kW diesel generator set Model 1000DQFAD (with on-board Power Command digital paralleling system) with lead-acid starting batteries, battery charger, generator enclosure and other attached components including dampers.
- D. Three 400 amp Onan Model BT400 automatic transfer switches
- E. One 1000 amp Onan Model BT1000 automatic transfer
- F. One 3000 amp Onan BI automatic transfer switch
- G. Two emergency generator switchboards (EDAB and PSBD)

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- H. One 3000 amp emergency power system disconnects
- I. One 3000 amp utility power system disconnects
- J. Six 300-gallon day tanks with dual pumps, two aboveground fuel storage tanks and all related fuel pumps and piping.
- K. Veeder-root fuel monitoring system (this includes ordering and replacing paper as needed)
- L. Hydrogen Gas Detector, located in the UPS Battery Room (note – limited to testing only)
- M. Cummings power command center, which accesses the on-board power command system of each of the generators #1 through #4.

5.2.2 GENERATOR MAINTENANCE UNDER WARRANTY

Contractor maintenance for the Cummins generators 5 and 6 shall be performed in accordance with Cummins five (5) year Warranty as specified in Attachment 1 “Cummins Power generation Warranty Statements, Generator Sets, Commercial Standby Extended Warranty” throughout the warranty period. The Contractor shall ensure all replacement parts are Cummins Original Equipment Manufacturer (OEM) parts.

The Contractor shall provide maintenance on the following equipment and associated wiring:

- A. Two Cummins (Generators #5 and #6) 2250kW diesel generator set Model DQKAF-1332787 and DQKAF-1332805 (with on-board Power Command digital paralleling system) with lead-acid starting batteries, battery charger, generator enclosure and other attached components including dampers. Also, generators are controlled by Square D switch gear with Programmable Logic Controllers (PLC).
- B. One Cummins Power Command Paralleling Digital Master Control Stations (MCS) and remote computer (equipment located in room 160D).

After the warranty period, the Contractor shall continue to consult with Cummins in regards to maintaining the MCS. The Contractor shall maintain the replacement of parts for Generators 5 and 6 as performed for Generators 1 through 4. The Contractor shall consult with the COR for VA approval before proceeding with any maintenance or repair work.

The Generator #5 build date is 8/1/13.

The Generator #6 build date is 8/5/13.

5.3 GENERATOR MAINTENANCE

The Contractor shall perform a different level of maintenance and load testing on the AIRC EDGS generators over the course of the PoP to ensure that the generators are available and capable of performing at required load levels. In addition, the Contractor maintenance shall include facility electrical infrastructure (e.g., Electrical feeders, breakers, Data Center CLP Electrical Panels, Electrical Feeder/Electrical Breakers to Power Distribution Units/Remote Power Panels (PDU's/RPP's), Electrical Panel PBCCM in Rm. 160B & misc. switch gear). The following subsections define the type of maintenance and load testing, as well as the frequency of the functions to be performed by the Contractor. In addition, the Contractor shall record the status of the generators based on the maintenance and load testing performed. The Contractor shall document the maintenance activity performed in the following subtasks in a weekly Maintenance Report.

Deliverable:

- A. Maintenance Report

5.3.1 PREVENTIVE MAINTENANCE

The Contractor shall perform generator maintenance activities consisting of:

- A. Oil
 - 1. Drained and Replaced with New Oil and Dispose of old oil off-site.
- B. Replacement of Filters (Dispose of old filters off-site)
 - 1. Fuel Filter
 - 2. Air Filters
 - 3. Water Filters
 - 4. Oil Filters

The Contractor shall capture all the work performed (e.g., date oil and filter replaced on which generator) in the Maintenance Report specified in Section 5.3 "Generator Maintenance".

5.3.2 ODD-YEAR MAINTENANCE

On years ending in an odd number (e.g. 2017, 2019, etc.), the Contractor shall perform the following Odd Year Only Tasks and include the activities in the Maintenance Report:

- A. Replace all lead acid start batteries.
- B. Drain all coolant and replace with fresh, de-ionized water and new anti-freeze to provide protection down to -30 degree Fahrenheit. Contractor shall dispose of old coolant off-site.
- C. Replace all belts, hoses and hose clamps.

The Contractor shall include any Odd-Year Maintenance activities in the Maintenance Report specified in Section 5.3 "Generator Maintenance".

5.4 GENERATOR TESTING

The Contractor shall perform several types of tests on the AITC EDGS generators over the course of the PoP to ensure that the generators are available and capable of performing at required load levels. The following subsections define the type of testing and the frequency of the testing the Contractor shall be responsible to perform. In addition, the Contractor shall record the results of the testing and submit them to the COR as specified in the following subsections.

5.4.1 WEEKLY GENERATOR TESTING

On a weekly basis and in coordination with the COR, the Contractor shall perform weekly non-load generators run testing on Thursdays from 4:30pm CT to 6:00pm CT. The Contractor shall perform a 15 minute 'no-load' test of each generator system (do not interrupt power to the critical load) and document all findings, repairs and replacements in a Weekly Inspection Report. The inspection reporting requirements of this PWS must be completed for each individual generator; therefore, each generator shall have its own Weekly Inspection Report. The Contractor shall arrive at the AITC every Thursday between 4:30 PM CT and 4:45 PM CT to perform this requirement. Prior to commencing, the Contractor shall send out a text message from the Power Command PC to VA-AITC personnel notifying them at the start of the weekly testing. At the conclusion of the weekly testing, the Contractor shall send a text message from the Power Command PC to VA-AITC personnel notifying them that weekly testing has been completed and then clear all messages.

Maintenance shall be performed in accordance with the requirements included in the PWS and NFPA 110, "Standard for Emergency and Standby Power Systems". The Contractor shall add oil and coolant to the generator system as necessary and add water to the starting batteries as necessary.

The Contractor shall include in the Weekly Inspection Report a list of failed components and whether the components were replaced or repaired. The Contractor shall provide in the Weekly Inspection Report at a minimum the following data elements for each generator:

- A. System Operation Checks/Generator Run Test without Load in paralleling system
 - 1. Visual inspection of Generator enclosures (Good, Fair or Poor)
 - 2. Visual Inspection of Transfer Switch/Switch Gear Test (Good, Fair or Poor)
 - 3. Visual Inspection of Transfer Switch/Switch Gear Lamps (Good or Bad)
 - 4. Visual Inspection Transfer Switch/Switch Gear Housing (Good, Fair or Poor)
 - 5. Generator Performance in Accordance With Standard Generator Operations (Good, Fair or Poor)
 - 6. Visual inspection Control Panel (Good, Fair or Poor)
 - 7. Record Time Generator Takes to Come On-Line – From initiation of test to closing of output circuit breaker.
- B. Visual Inspection Damper Operations and Controls for Openings and Closings (Repair as necessary) (Good, Fair or Poor)

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C. Battery Checks:

1. Record Condition of starting batteries (Readings in Volts and Amps and rated as Good, Fair or Poor)
2. Record Float Charge (Pre-Start Readings in Volts and Amps and rated as Good, Fair or Poor)
3. Record Alternator Engine (A/T) While Generator is Running (Readings in Volts and Amps and rated as Good, Fair or Poor)
4. Terminals (Good, Fair or Poor)
5. Record Water Level (If Applicable) (Full or Low), add as required
6. Load Test (During Generator Engine Cranking) (Readings in Volts and Amps and rated as Good, Fair or Poor)
7. Record Specific Gravity (If Applicable) (Good, Fair or Poor)
8. Terminals (Good, Fair or Poor)
9. Battery Racks Cleaned (Yes/No)

D. Fuel System Checks :

1. Replace Filters as Required (Good, Fair or Poor)
2. Fuel Separator (Good, Fair or Poor)
3. Lines (Good, Minor or Moderate)
4. Solenoid (Good, Fair or Poor)
5. Record and Printout Fuel Tanks Levels (replace paper as necessary) (Reading in Gallons)
6. Pump (Good, Fair or Poor)
7. Visual Inspection of Crankcase Vent Tube Basin (Replace and repair as necessary (Good, Fair or Poor)

E. Cooling System/Block Heater Checks:

1. Filters (Good, Fair or Poor)
2. Heaters (Good, Fair or Poor)
3. Leaks (Good, Minor or Moderate)
4. Sample Taken (Yes/No and provide sample resolute)
5. Level (Full or Low), add as required
6. Hoses (Good, Fair or Poor)
7. Belts (Good, Fair or Poor)
8. Diesel Coolant Additive (DCA) (Yes/No)

F. Lubrication System Checks:

1. Level (Full or Low), add as required
2. Leaks (Good, Minor or Moderate)
3. Filter (Good, Fair or Poor)
4. Condition (Good, Fair or Poor)
5. Sample Taken (Yes/No and provide sample resolute)

G. Ignition System Checks:

1. Diesel Fuel Injection (Good, Fair or Poor)

H. Exhaust System Checks:

1. Leaks (Good, Minor or Moderate)
2. Turbo Charger (Good, Fair or Poor)
3. Condensation (Yes/No)

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4. Wet Stack (Yes/No)
 5. Flex Pipe (Good, Fair or Poor)
 6. Rain Cap (Good, Fair or Poor)
- I. Gauge Readings
1. Record AC leg Voltages
 - i. AB
 - ii. BC
 - iii. CA
 - iv. AN
 - v. BN
 - vi. CN
 2. Record AC Amps
 - i. A Φ
 - ii. B Φ
 - iii. C Φ
 3. Record Frequency (Hz)
 4. Record Oil Pressure (Pounds Per Square Inch [PSI])
 5. Record Engine Temperature (Fahrenheit)
 6. Record Hour Meter (Hours)
- J. Air Filter Checks:
1. Element (Good, Fair or Poor)
 2. Restrictions (Yes/No)
- K. Hydrogen Gas Detector Test (**Monthly**)
1. Verification that Alarm is Working; Use Test Button (Yes/No)
- L. Cleaning
1. Generators (Yes/No)
 2. Pads (Yes/No)
 3. Fuel pipes (Yes/No)
 4. Paint touch up (Yes/No)
 5. Battery racks (Yes/No)
 6. Starting battery tops (Yes/No)
- M. Final View Checks:
1. Unit Housing (Good, Fair or Poor)
 2. Decal (Good, Fair or Poor)
 3. System Auto Ready (Yes/No)
 4. Circuit Breaker On (Yes/No)
 5. ATS in Auto (Yes/No)
 6. Power Command PC Time Verified (Yes/No)
 7. All Indicator Lamps Illuminated (Good or Bad)
 8. Activate Test Button on All Diesel Fuel Pumps (Yes/No)
 9. Repair All Observed Leaks and Seepage (Yes/No)
 10. Door Closed (Yes/No)

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Items Requiring Corrective Action for Weekly Maintenance (Do not require COR approval):

- A. Leaks
- B. Replace Dead or Dull Lamps
- C. Paint Touch-Up
- D. Tightening of bolts and clamps
- E. Closed Door
- F. Tighten Battery Cables
- G. Top off Coolant
- H. Top off Oil
- I. Lubrication

The Contractor shall record the estimated labor and cost of any parts needing to be replaced (e.g., oil gasket) in the Estimate of Repair Cost Report. Upon review and approval by the COR the Contractor shall proceed with the repair.

Deliverables:

- A. Inspection Report
- B. Estimate of Repair Cost Report

5.4.2 GENERATOR FOUR (4) HOUR ANNUAL EARLY-YEAR and MID-YEAR LOAD TEST

- A. Load test for Generators #5 and #6 shall consist of the following:
 - 1. The Contractor shall provide a rented 4,000 kW Load Bank System (resistive and reactive).
 - 2. The load bank will be connected to the 5,000 A load bank Circuit Breaker T11 installed in GPSG #1 for load bank.
 - 3. The load bank 4,000 kW load will be added in stages until each generator is loaded to 4,000 kW.
 - 4. All necessary wiring for load bank testing with proper terminal connections shall be provided. The quantity of lugs based on parallel cables sized for generator capacity shall be provided for connection to the portable load bank.
 - 5. Perform annual full-load test using load bank in coordination with the COR. Response to all alarms on the generator and GPSG #1 shall be required by qualified technicians during this test. Contractor will repair any components that fail during the test that is supplied with the load bank system.
 - 6. The load bank shall be connected a minimum of 30 minutes prior to the scheduled start of the test. Inspect emergency generator system to ensure it is ready for the test to begin. Setup the monitoring equipment for trending all points during generator load test, download to disk, and provide a printout at the next weekly inspection.
 - 7. Perform a four-hour full-load test using load bank.

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8. Record the following parameters for generator and switchgear (DMS#2 system) (each phase of output) every 15 minutes during the full-load test: voltage, current, frequency, oil pressure, oil temperature, coolant temperature as a minimum. Also record fuel levels of day tanks and main tank every 15 minutes.
9. Inspect emergency generators system 15 minutes after shutdown of generators to ensure there are no leaks, etc. Repair all leaks observed.
10. Remove all materials from the site upon completion of each maintenance activity.
11. Verify that all switches, circuit breakers, disconnect, etc. are in their proper position for automatic operation of the emergency diesel generator system.

5.4.3 ANNUAL EARLY-YEAR LOAD TEST

Prior to the Annual Early-Year Load Test, the Contractor shall perform Generator Maintenance and coordinate with the COR. The Generator Maintenance, Odd year maintenance (if applicable), and Fluid Analysis sampling then the Load Test with the Infrared Scanning Test during the first and last hour of testing and Weekly Inspection activities throughout the load testing. Included in this task is the requirement to perform the same task defined in PWS Section 5.2.1.1, Weekly Inspection Reporting Requirements.

Contractor provided generator maintenance shall cover the entire VA AITC emergency power system, which includes all equipment as well as the interconnecting wiring and conduit. The Contractor shall provide a Maintenance Report specified in Section 5.3 "Generator Maintenance" for each generator recording the details of the maintenance performed as specified in the following subsections.

The Contractor shall perform the following four (4) hour annual load test, beginning on Saturday at midnight, using available building load during the month of April. This date/time may change and is dependent on approval by the COR. The Contractor shall arrive at the AITC between 11:00 PM CT and 11:15 PM CT to perform this requirement. The test shall be completed in accordance with the Annual Early-Year Load Test Reporting Requirements and the NFPA 110. The Contractor shall respond to all alarms on the EDGS and ATS's during this test, and repair or replace any components that fail during the test.

The Contractor shall receive COR approval before initiating repairs. The Contractor shall remove all materials from the site upon completion of this task. The Contractor shall perform the Annual Early-Year Load Test to include at a minimum the following data elements recorded every 15 minutes for each generator during the 4 hour load test:

- A. Systems Operation Checks for Generators and ATS
 1. Record Voltage
 2. Record Kilowatts (kW)
 3. Record Current (Amps)

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4. Record Frequency (Hz)
5. Record Oil Pressure (PSI)
6. Record Oil Temperature (Fahrenheit)
7. Record Coolant Temperature (Fahrenheit)
8. Record Fuel Levels of Day Tanks (Number of Gallons)
9. Record Fuel Levels of Main Tanks (Number of Gallons)
10. Record Percentage of Generator Rating (% of Load)

B. Post Load Checks (Conducted 15 minutes after shutdown of generators):

1. Repair Leaks as observed
2. Clean and Lubricate All Exhaust Flappers
3. Verify that all switches, circuit breakers, disconnect, etc. are in their proper position for automatic operation of the emergency diesel generator system.
4. Reset the Power Command trend log upon completion of the testing.

The Contractor shall record the observations made during generator inspections (e.g., leaking gasket) in Inspection Report as specified above in Section 5.4.1.

The Contractor shall record approximately every 30 minutes the results of each load test in the Annual Early-Year Load Test Report.

The Contractor shall record the estimated labor and cost of any parts that may need to be replaced (e.g., oil gasket) in the Estimate of Repair Cost Report as specified above in Section 5.4.1. Upon review and approval by the COR the Contractor shall proceed with the repair.

The Contractor shall perform a fluid lab analysis and infrared scanning as specified in the following subsections.

Deliverables:

- A. Annual Early-Year Load Test Report

5.4.3.1 FLUID LAB ANALYSIS

The Contractor shall provide a lab analysis of the crankcase oil and cooling water condition during maintenance phase prior to load testing. The Contractor shall record the analysis findings in a Crankcase Oil and Coolant Lab Analysis Test Result Report.

Deliverable:

- A. Crankcase Oil and Coolant Lab Analysis Test Result Report

5.4.3.2 INFRARED SCANNING

The Contractor shall perform two Infrared (IR) Scanning Tests and provide the test results. The first IR scan shall be performed during the first hour of the load test and the second test shall be performed during the last hour of the load test. The purpose of the

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IR Scanning is to detect loose electrical wire connections, switch gears and ATS switches and correct as necessary. The Contractor shall record the analysis findings in an IR Scanning Test Result Report.

Deliverable:

- A. IR Scanning Test Result Report

5.4.4 ANNUAL MID-YEAR LOAD TEST

The Contractor shall perform the following Annual Mid-Year Load Test for each generator during the projected month of October. This date/time may change and is dependent on approval by the COR. This annual task should always be coordinated with the COR a month in advance. The Contractor shall arrive at the AITC between 11:00 PM CT and 11:15 PM CT to perform this requirement. The Contractor shall respond to all alarms on the EDGS and ATS's during this test, and repair or replace any components that fail during the test. The Contractor must receive approval from the COR before initiating repairs.

The reporting requirements included in PWS Section 5.4.3 must be completed for each individual generator that the Annual Mid-year Load test has been performed and included in the Inspection Report.

Included in this task is the requirement to perform the same set of tasks defined in PWS Section 5.4.1, Weekly Generator Testing while under load. The Contractor shall provide a summary of the activities performed in the Annual Mid-Year Load Test Report, to include a list of all failed components, indicating whether those parts will be replaced or repaired. In the Annual Mid-Year Load Test Report, the Contractor shall at a minimum, include a recording of the following data elements every 15 minutes for each generator during the 4 hour load test:

- A. Systems Operation Checks for Generators and ATS
 - 1. Record Voltage
 - 2. Record Kilowatts (kW)
 - 3. Record Current (Amps)
 - 4. Record Frequency (Hz)
 - 5. Record Oil Pressure (PSI)
 - 6. Record Oil Temperature (Fahrenheit)
 - 7. Record Coolant Temperature (Fahrenheit)
 - 8. Record Fuel Levels of Day Tanks (Number of Gallons)
 - 9. Record Fuel Levels of Main Tanks (Number of Gallons)
 - 10. Record Percentage of Generator Rating (% of Load)
- B. Post Load Checks (Conducted 15 minutes after shutdown of generators):
 - 1. Repair Leaks as observed
 - 2. Clean and Lubricate All Exhaust Flappers

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3. Verify that all switches, circuit breakers, disconnect, etc. are in their proper position for automatic operation of the emergency diesel generator system.
4. Reset the Power Command trend log upon completion of the testing.

5.5 EMERGENCY REPAIRS/NON-EMERGENCY REPAIRS (T&M)

Historically, the AITC has required on an annual basis approximately three hundred and ten hours of services for emergency and non-emergency repairs. The Contractor shall contact the VA within 30 minutes of receiving an alarm notification. The Contractor shall be on site within (1) hour for any emergency maintenance situation. The one (1) hour response time starts when the call is placed and ends when the technician/mechanic arrives on-site. The Contractor shall provide the following:

- A. Emergency Repairs: Activities requiring immediate action to repair failed equipment which present an imminent risk to operations to the data center. Emergency repairs shall be required when there are less than three (3) generators in fully operational status. The maintenance on the EDGS and ATSS shall be performed in accordance with the requirements included in the PWS and NFPA 110.
- B. Non-Emergency Repairs: Activities requiring immediate action to repair failed equipment and which do not present an imminent risk to operations to the data center (e.g. leaky failed fuel pump gasket and all other generators are still able to operate). Parts are to be delivered within 30 days from day of notification of issue to the COR.

The Contractor shall record the failure type, cause, and corrective action taken for each issue in a Corrective Action Report. Historically, there have been between 1 and 3 reports issued annually. The report shall record the estimated labor and cost of any parts needing to be replaced (e.g., oil gasket). Upon review and approval by the COR the Contractor shall proceed with the repair.

Deliverable:

- A. Corrective Action Report

5.6 PARTS (T&M)

Replacement parts required to support Section 5.5 shall be provided by the Contractor in case of failure. Parts and labor required for the maintenance of Gen. #1 through #6 shall be covered under time & materials, which shall include facility electrical infrastructure (i.e. Electrical feeders, breakers, Data Center CLP Electrical Panels, Electrical Feeder/Electrical Breakers to PDU'S/RPP's, Electrical Panel PBCCM in Rm. 160B & misc. switch gear).

6.0 GENERAL REQUIREMENTS

6.1 ENTERPRISE AND IT FRAMEWORK

Not Applicable.

6.2 SECURITY AND PRIVACY REQUIREMENTS

6.2.1 POSITION/TASK RISK DESIGNATION LEVEL(S)

Position Sensitivity	Background Investigation (in accordance with Department of Veterans Affairs 0710 Handbook, "Personnel Suitability and Security Program," Appendix A)
Low / Tier 1	Tier 1 / National Agency Check with Written Inquiries (NACI) A Tier 1/NACI is conducted by OPM and covers a 5-year period. It consists of a review of records contained in the OPM Security Investigations Index (SII) and the DOD Defense Central Investigations Index (DCII), FBI name check, FBI fingerprint check, and written inquiries to previous employers and references listed on the application for employment. In VA it is used for Non-sensitive or Low Risk positions.
Moderate / Tier 2	Tier 2 / Moderate Background Investigation (MBI) A Tier 2/MBI is conducted by OPM and covers a 5-year period. It consists of a review of National Agency Check (NAC) records [OPM Security Investigations Index (SII), DOD Defense Central Investigations Index (DCII), FBI name check, and a FBI fingerprint check], a credit report covering a period of 5 years, written inquiries to previous employers and references listed on the application for employment; an interview with the subject, law enforcement check; and a verification of the educational degree.
High / Tier 4	Tier 4 / Background Investigation (BI) A Tier 4/BI is conducted by OPM and covers a 10-year period. It consists of a review of National Agency Check (NAC) records [OPM Security Investigations Index (SII), DOD Defense Central Investigations Index (DCII), FBI name check, and a FBI fingerprint check report], a credit report covering a period of 10 years, written inquiries to previous employers and references listed on the application for employment; an interview with the subject, spouse, neighbors, supervisor, co-workers; court records, law enforcement check, and a verification of the educational degree.

The position sensitivity and the level of background investigation commensurate with the required level of access for the following tasks within the Performance Work Statement are:

Position Sensitivity and Background Investigation Requirements by Task

Task Number	Tier1 / Low / NACI	Tier 2 / Moderate / MBI	Tier 4 / High / BI
5.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Tasks identified above and the resulting Position Sensitivity and Background Investigation requirements identify, in effect, the Background Investigation requirements for Contractor individuals, based upon the tasks the particular Contractor individual will be working. The submitted Contractor Staff Roster must indicate the required Background Investigation Level for each Contractor individual based upon the tasks the Contractor individual will be working, in accordance with their submitted proposal.

6.2.2 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

Contractor Responsibilities:

- a. The Contractor shall prescreen all personnel requiring access to the computer systems to ensure they maintain the appropriate Background Investigation, and are able to read, write, speak and understand the English language.
- b. The Contractor shall bear the expense of obtaining background investigations.
- c. Within 3 business days after award, the Contractor shall provide a roster of Contractor and Subcontractor employees to the COR to begin their background investigations in accordance with the ProPath template. The Contractor Staff Roster shall contain the Contractor's Full Name, Date of Birth, Place of Birth, individual background investigation level requirement (based upon Section 6.2 Tasks), etc. The Contractor shall submit full Social Security Numbers either within the Contractor Staff Roster or under separate cover to the COR. The Contractor Staff Roster shall be updated and provided to VA within 1 day of any changes in employee status, training certification completion status, Background Investigation level status, additions/removal of employees, etc. throughout the Period of Performance. The Contractor Staff Roster shall remain a historical document indicating all past information and the Contractor shall indicate in the Comment field, employees no longer supporting this contract. The preferred method to send the Contractor Staff Roster or Social Security Number is by encrypted e-mail. If unable to send encrypted e-mail, other methods which comply with FIPS 140-2 are to encrypt the file, use a secure fax, or use a traceable mail service.

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- d. The Contractor should coordinate the location of the nearest VA fingerprinting office through the COR. Only electronic fingerprints are authorized.
- e. The Contractor shall ensure the following required forms are submitted to the COR within 5 days after contract award:
 - 1) For a Tier 1/Low Risk designation:
 - a) OF-306
 - b) DVA Memorandum – Electronic Fingerprints
 - 2) For Tier 2/Moderate or Tier 4/High Risk designation:
 - a) OF-306
 - b) VA Form 0710
 - c) DVA Memorandum – Electronic Fingerprints
- f. The Contractor personnel shall submit all required information related to their background investigations (completion of the investigation documents (SF85, SF85P, or SF 86) utilizing the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP) after receiving an email notification from the Security and Investigation Center (SIC).
- g. The Contractor employee shall certify and release the e-QIP document, print and sign the signature pages, and send them encrypted to the COR for electronic submission to the SIC. These documents shall be submitted to the COR within 3 business days of receipt of the e-QIP notification email. (Note: OPM is moving towards a "click to sign" process. If click to sign is used, the Contractor employee should notify the COR within 3 business days that documents were signed via eQIP).
- h. The Contractor shall be responsible for the actions of all personnel provided to work for VA under this contract. In the event that damages arise from work performed by Contractor provided personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
- i. A Contractor may be granted unescorted access to VA facilities and/or access to VA Information Technology resources (network and/or protected data) with a favorably adjudicated Special Agreement Check (SAC) or "Closed, No Issues" (SAC) finger print results, training delineated in VA Handbook 6500.6 (Appendix C, Section 9), and, the signed "Contractor Rules of Behavior." However, the Contractor will be responsible for the actions of the Contractor personnel they provide to perform work for VA. The investigative history for Contractor personnel working under this contract must be maintained in the database of the Office of Personnel Management (OPM).
- j. The Contractor, when notified of an unfavorably adjudicated background investigation on a Contractor employee as determined by the Government, shall withdraw the employee from consideration in working under the contract.
- k. Failure to comply with the Contractor personnel security investigative requirements may result in loss of physical and/or logical access to VA facilities and systems by Contractor and Subcontractor employees and/or termination of the contract for default.

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- I. Identity Credential Holders must follow all HSPD-12 policies and procedures as well as use and protect their assigned identity credentials in accordance with VA policies and procedures, displaying their badges at all times, and returning the identity credentials upon termination of their relationship with VA.

Deliverable:

- A. Contractor Staff Roster

6.3 METHOD AND DISTRIBUTION OF DELIVERABLES

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007/2010, MS Excel 2000/2003/2007/2010, MS PowerPoint 2000/2003/2007/2010, MS Project 2000/2003/2007/2010, MS Access 2000/2003/2007/2010, MS Visio 2000/2002/2003/2007/2010, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF).

6.4 PERFORMANCE METRICS

The table below defines the Performance Standards and Acceptable Performance Levels for Objectives associated with this effort.

Performance Objective	Performance Standard	Acceptable Performance Levels
A. Technical Needs	<ol style="list-style-type: none">1. Shows understanding of requirements2. Efficient and effective in meeting requirements3. Meets technical needs and mission requirements4. Offers quality services/products	Satisfactory or higher
B. Project Milestones and Schedule	<ol style="list-style-type: none">1. Quick response capability2. Products completed, reviewed, delivered in timely manner3. Notifies customer in advance of potential problems	Satisfactory or higher
C. Project Staffing	<ol style="list-style-type: none">1. Currency of expertise2. Personnel possess necessary knowledge, skills and abilities to	Satisfactory or higher

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Performance Objective	Performance Standard	Acceptable Performance Levels
	perform tasks	
D. Value Added	1. Provided valuable service to Government 2. Services/products delivered were of desired quality	Satisfactory or higher

The Government will utilize a Quality Assurance Surveillance Plan (QASP) throughout the life of the contract to ensure that the Contractor is performing the services required by this PWS in an acceptable manner. The Government reserves the right to alter or change the surveillance methods in the QASP at its own discretion. **<VERIFY next statement and remove if not using the survey>** A Performance Based Service Assessment Survey will be used in combination with the QASP to assist the Government in determining acceptable performance levels.

6.5 FACILITY/RESOURCE PROVISIONS

The Government will provide office space, telephone service and system access when authorized contract staff work at a Government location as required in order to accomplish the Tasks associated with this PWS. All procedural guides, reference materials, and program documentation for the project and other Government applications will also be provided on an as-needed basis.

The Contractor shall request other Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR as the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The Contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.

VA may provide remote access to VA specific systems/network in accordance with VA Handbook 6500, which requires the use of a VA approved method to connect external equipment/systems to VA's network. Citrix Access Gateway (CAG) is the current and only VA approved method for remote access users when using or manipulating VA information for official VA Business. VA permits CAG remote access through approved Personally Owned Equipment (POE) and Other Equipment (OE) provided the equipment meets all applicable 6500 Handbook requirements for POE/OE. All of the security controls required for Government furnished equipment (GFE) must be utilized in approved POE or OE. The Contractor shall provide proof to the COR for review and approval that their POE or OE meets the VA Handbook 6500 requirements and VA Handbook 6500.6 Appendix C, herein incorporated as Addendum B, before use. CAG authorized users shall not be permitted to copy, print or save any VA information

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accessed via CAG at any time. VA prohibits remote access to VA's network from non-North Atlantic Treaty Organization (NATO) countries. The exception to this are countries where VA has approved operations established (e.g. Philippines and South Korea). Exceptions are determined by the COR in coordination with the Information Security Officer (ISO) and Privacy Officer (PO).

This remote access may provide access to VA specific software such as Veterans Health Information System and Technology Architecture (VistA), ClearQuest, ProPath, Primavera, and Remedy, including appropriate seat management and user licenses, depending upon the level of access granted. The Contractor shall utilize government-provided software development and test accounts, document and requirements repositories, etc. as required for the development, storage, maintenance and delivery of products within the scope of this effort. The Contractor shall not transmit, store or otherwise maintain sensitive data or products in Contractor systems (or media) within the VA firewall IAW VA Handbook 6500.6 dated March 12, 2010. All VA sensitive information shall be protected at all times in accordance with VA Handbook 6500, local security field office System Security Plans (SSP's) and Authority to Operate (ATO)'s for all systems/LAN's accessed while performing the tasks detailed in this PWS. The Contractor shall ensure all work is performed in countries deemed not to pose a significant security risk. For detailed Security and Privacy Requirements (additional requirements of the contract consolidated into an addendum for easy reference) refer to ADDENDUM A - Additional VA Requirements, Consolidated and ADDENDUM B - VA Information And Information System Security/Privacy Language.

6.6 GOVERNMENT FURNISHED PROPERTY

Not applicable

6.7 SHIPMENT OF DELIVERABLES OR EQUIPMENT

Inspection and acceptance shall be at *destination* and FOB shall be *destination* Ship to address is: 1615 Woodward Street, Austin, TX 78772 *Site POC*.

Special Shipping Instructions:

Prior to shipping, Contractor shall notify Site POCs, by phone followed by email, of all incoming deliveries including line-by-line details for review of requirements. Contractor shall not make any changes to the delivery schedule at the request of Site POC.

Contractors shall coordinate deliveries with Site POCs before shipment of generator hardware to ensure sites have adequate storage space.

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All shipments, either single or multiple container deliveries, will bear the VA IFCAP Purchase Order number on external shipping labels and associated manifests or packing lists. In the case of multiple container deliveries, a statement readable near the VA IFCAP PO number shall indicate total number of containers for the complete shipment (i.e. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

Packing Slips/Labels and Lists shall also include the following:

IFCAP PO #: _____ (i.e., 166-E11234 (the IFCAP PO number is located in block #20 of the SF 1449))

Total number of Containers: Package ____ of _____. (i.e., Package 1 of 3)

NOTE: VA XXX Initiative

ADDENDUM A – ADDITIONAL VA REQUIREMENTS, CONSOLIDATED

A1.0 Cyber and Information Security Requirements for VA IT Services

The Contractor shall ensure adequate LAN/Internet, data, information, and system security in accordance with VA standard operating procedures and standard PWS language, conditions, laws, and regulations. The Contractor's firewall and web server shall meet or exceed VA minimum requirements for security. All VA data shall be protected behind an approved firewall. Any security violations or attempted violations shall be reported to the VA Program Manager and VA Information Security Officer as soon as possible. The Contractor shall follow all applicable VA policies and procedures governing information security, especially those that pertain to certification and accreditation.

Contractor supplied equipment, PCs of all types, equipment with hard drives, etc. for contract services must meet all security requirements that apply to Government Furnished Equipment (GFE) and Government Owned Equipment (GOE). Security Requirements include: a) VA Approved Encryption Software must be installed on all laptops or mobile devices before placed into operation, b) Bluetooth equipped devices are prohibited within VA; Bluetooth must be permanently disabled or removed from the device, c) VA approved anti-virus and firewall software, d) Equipment must meet all VA sanitization requirements and procedures before disposal. The COR, CO, the PM, and the Information Security Officer (ISO) must be notified and verify all security requirements have been adhered to.

Each documented initiative under this contract incorporates VA Handbook 6500.6, "Contract Security," March 12, 2010 by reference as though fully set forth therein. The VA Handbook 6500.6, "Contract Security" shall also be included in every related agreement, contract or order. The VA Handbook 6500.6, Appendix C, is included in this document as Addendum B.

Training requirements: The Contractor shall complete all mandatory training courses on the current VA training site, the VA Talent Management System (TMS), and will be tracked therein. The TMS may be accessed at <https://www.tms.va.gov>. If you do not have a TMS profile, go to <https://www.tms.va.gov> and click on the "Create New User" link on the TMS to gain access.

Contractor employees shall complete a VA Systems Access Agreement if they are provided access privileges as an authorized user of the computer system of VA.

A2.0 VA Enterprise Architecture Compliance

The applications, supplies, and services furnished under this contract must comply with One-VA Enterprise Architecture (EA), available at <http://www.ea.oit.va.gov/index.asp> in force at the time of issuance of this contract, including the Program Management Plan and VA's rules, standards, and guidelines in the Technical Reference Model/Standards Profile (TRMSP). VA reserves the right to assess contract deliverables for EA compliance prior to acceptance.

A2.1. VA Internet and Intranet Standards

The Contractor shall adhere to and comply with VA Directive 6102 and VA Handbook 6102, Internet/Intranet Services, including applicable amendments and changes, if the Contractor's work includes managing, maintaining, establishing and presenting information on VA's Internet/Intranet Service Sites. This pertains, but is not limited to: creating announcements; collecting information; databases to be accessed, graphics and links to external sites.

Internet/Intranet Services Directive 6102 is posted at (copy and paste the following URL to browser): http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=409&FType=2

Internet/Intranet Services Handbook 6102 is posted at (copy and paste following URL to browser): http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=410&FType=2

A3.0 Notice of the Federal Accessibility Law Affecting All Electronic and Information Technology Procurements (Section 508)

(Based upon results of the Requiring Activity's "Section 508 Determination and Findings (D&F) for Purchase Requests" for this effort, this entire section may be removed and replaced with "Not Applicable" if it is determined that 508 compliance does not apply.)

On August 7, 1998, Section 508 of the Rehabilitation Act of 1973 was amended to require that when Federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology, that they shall ensure it allows Federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. Section 508 required the Architectural and Transportation Barriers Compliance Board (Access Board) to publish standards setting forth a definition of electronic and information technology and the technical and functional criteria for such technology to comply with Section 508. These standards have been developed and published with an effective date of December 21, 2000. Federal departments and agencies shall develop all Electronic and Information Technology requirements to comply with the standards found in 36 CFR 1194.

A3.1. Section 508 – Electronic and Information Technology (EIT) Standards

(Two standards listed below [§ 1194.31 Functional Performance Criteria and § 1194.41 Information, Documentation, and Support] always apply and should remain marked as "x". The requiring activity should un-mark any of the other remaining standards below that do not apply to this effort.)

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The Section 508 standards established by the Architectural and Transportation Barriers Compliance Board (Access Board) are incorporated into, and made part of all VA orders, solicitations and purchase orders developed to procure Electronic and Information Technology (EIT). These standards are found in their entirety at: <http://www.section508.gov> and <http://www.section508.gov/acquisition-regulations>. A printed copy of the standards will be supplied upon request. The Contractor shall comply with the technical standards as marked:

- ☒ § 1194.21 Software applications and operating systems
- ☒ § 1194.22 Web-based intranet and internet information and applications
- ☐ § 1194.23 Telecommunications products
- ☐ § 1194.24 Video and multimedia products
- ☒ § 1194.25 Self-contained, closed products
- ☒ § 1194.26 Desktop and portable computers
- ☒ § 1194.31 Functional Performance Criteria
- ☒ § 1194.41 Information, Documentation, and Support

A3.2. Equivalent Facilitation

Alternatively, offerors may propose products and services that provide equivalent facilitation, pursuant to Section 508, subpart A, §1194.5. Such offerors will be considered to have provided equivalent facilitation when the proposed deliverables result in substantially equivalent or greater access to and use of information for those with disabilities.

A3.3. Compatibility with Assistive Technology

The Section 508 standards do not require the installation of specific accessibility-related software or the attachment of an assistive technology device. Section 508 requires that the EIT be compatible with such software and devices so that EIT can be accessible to and usable by individuals using assistive technology, including but not limited to screen readers, screen magnifiers, and speech recognition software.

A3.4. Acceptance and Acceptance Testing

Deliverables resulting from this solicitation will be accepted based in part on satisfaction of the identified Section 508 standards' requirements for accessibility and must include final test results demonstrating Section 508 compliance.

Deliverables should meet applicable accessibility requirements and should not adversely affect accessibility features of existing EIT technologies. The Government reserves the right to independently test for 508 Compliance before delivery. The Contractor shall be able to demonstrate 508 Compliance upon delivery.

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Automated test tools and manual techniques are used in the VA Section 508 compliance assessment. Additional information concerning tools and resources can be found at <http://www.section508.va.gov/section508/Resources.asp>.

Deliverables:

- A. Final Section 508 Compliance Test Results

A4.0 Physical Security & Safety Requirements:

The Contractor and their personnel shall follow all VA policies, standard operating procedures, applicable laws and regulations while on VA property. Violations of VA regulations and policies may result in citation and disciplinary measures for persons violating the law.

1. The Contractor and their personnel shall wear visible identification at all times while they are on the premises.
2. VA does not provide parking spaces at the work site; the Contractor must obtain parking at the work site if needed. It is the responsibility of the Contractor to park in the appropriate designated parking areas. VA will not invalidate or make reimbursement for parking violations of the Contractor under any conditions.
3. Smoking is prohibited inside/outside any building other than the designated smoking areas.
4. Possession of weapons is prohibited.
5. The Contractor shall obtain all necessary licenses and/or permits required to perform the work, with the exception of software licenses that need to be procured from a Contractor or vendor in accordance with the requirements document. The Contractor shall take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this contract.

A5.0 Confidentiality and Non-Disclosure

The Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.

The Contractor may have access to Protected Health Information (PHI) and Electronic Protected Health Information (EPHI) that is subject to protection under the regulations issued by the Department of Health and Human Services, as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA); 45 CFR Parts 160 and 164, Subparts A and E, the Standards for Privacy of Individually Identifiable Health Information ("Privacy Rule"); and 45 CFR Parts 160 and 164, Subparts A and C, the Security Standard ("Security Rule"). Pursuant to the Privacy and Security Rules, the Contractor must agree in writing to certain mandatory provisions regarding the use and disclosure of PHI and EPHI.

1. The Contractor will have access to some privileged and confidential materials of VA. These printed and electronic documents are for internal use

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only, are not to be copied or released without permission, and remain the sole property of VA. Some of these materials are protected by the Privacy Act of 1974 (revised by PL 93-5791) and Title 38. Unauthorized disclosure of Privacy Act or Title 38 covered materials is a criminal offense.

2. The VA CO will be the sole authorized official to release in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. The Contractor shall release no information. Any request for information relating to this contract presented to the Contractor shall be submitted to the VA CO for response.
3. Contractor personnel recognize that in the performance of this effort, Contractor personnel may receive or have access to sensitive information, including information provided on a proprietary basis by carriers, equipment manufacturers and other private or public entities. Contractor personnel agree to safeguard such information and use the information exclusively in the performance of this contract. Contractor shall follow all VA rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations as enumerated in this section and elsewhere in this Contract and its subparts and appendices.
4. Contractor shall limit access to the minimum number of personnel necessary for contract performance for all information considered sensitive or proprietary in nature. If the Contractor is uncertain of the sensitivity of any information obtained during the performance this contract, the Contractor has a responsibility to ask the VA CO.
5. Contractor shall train all of their employees involved in the performance of this contract on their roles and responsibilities for proper handling and nondisclosure of sensitive VA or proprietary information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information shall be used for the profit of any party other than those furnishing the information. The sensitive information transferred, generated, transmitted, or stored herein is for VA benefit and ownership alone.
6. Contractor shall maintain physical security at all facilities housing the activities performed under this contract, including any Contractor facilities according to VA-approved guidelines and directives. The Contractor shall ensure that security procedures are defined and enforced to ensure all personnel who are provided access to patient data must comply with published procedures to protect the privacy and confidentiality of such information as required by VA.
7. Contractor must adhere to the following:
 - a. The use of "thumb drives" or any other medium for transport of information is expressly prohibited.
 - b. Controlled access to system and security software and documentation.
 - c. Recording, monitoring, and control of passwords and privileges.
 - d. All terminated personnel are denied physical and electronic access to all data, program listings, data processing equipment and systems.

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- e. VA, as well as any Contractor (or Subcontractor) systems used to support development, provide the capability to cancel immediately all access privileges and authorizations upon employee termination.
 - f. Contractor PM and VA PM are informed within twenty-four (24) hours of any employee termination.
 - g. Acquisition sensitive information shall be marked "Acquisition Sensitive" and shall be handled as "For Official Use Only (FOUO)".
 - h. Contractor does not require access to classified data.
8. Regulatory standard of conduct governs all personnel directly and indirectly involved in procurements. All personnel engaged in procurement and related activities shall conduct business in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality and with preferential treatment for none. The general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in VA/Contractor relationships.
9. VA Form 0752 shall be completed by all Contractor employees working on this contract, and shall be provided to the CO before any work is performed. In the case that Contractor personnel are replaced in the future, their replacements shall complete VA Form 0752 prior to beginning work.

A6.0 INFORMATION TECHNOLOGY USING ENERGY-EFFICIENT PRODUCTS

The Contractor shall comply with Sections 524 and Sections 525 of the Energy Independence and Security Act of 2007; Section 104 of the Energy Policy Act of 2005; Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," dated October 5, 2009; Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," dated January 24, 2007; Executive Order 13221, "Energy-Efficient Standby Power Devices," dated August 2, 2001; and the Federal Acquisition Regulation (FAR) to provide ENERGY STAR®, Federal Energy Management Program (FEMP) designated, low standby power, and Electronic Product Environmental Assessment Tool (EPEAT) registered products in providing information technology products and/or services.

The Contractor shall ensure that information technology products are procured and/or services are performed with products that meet and/or exceed ENERGY STAR, FEMP designated, low standby power, and EPEAT guidelines. The Contractor shall provide/use products that earn the ENERGY STAR label and meet the ENERGY STAR specifications for energy efficiency. Specifically, the Contractor shall:

- 1. Provide/use ENERGY STAR products, as specified at www.energystar.gov/products (contains complete product specifications and updated lists of qualifying products).
- 2. Provide/use the purchasing specifications listed for FEMP designated products at https://www4.eere.energy.gov/femp/requirements/laws_and_requirements/energy_star_and_femp_designated_products_procurement_requirements. The

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Contractor shall use the low standby power products specified at <http://energy.gov/eere/femp/low-standby-power-products>.

3. Provide/use EPEAT registered products as specified at www.epeat.net. At a minimum, the Contractor shall acquire EPEAT® Bronze registered products. EPEAT registered products are required to meet the technical specifications of ENERGY STAR, but are not automatically on the ENERGY STAR qualified product lists. The Contractor shall ensure that applicable products are on both the EPEAT Registry and ENERGY STAR Qualified Product Lists.

If the acquisition is NOT Lowest Price Technically Acceptable (LPTA) please insert the following language into paragraph 3 above (in black text): “The acquisition of Silver or Gold EPEAT registered products is encouraged over Bronze EPEAT registered products”.

4. The Contractor shall use these products to the maximum extent possible without jeopardizing the intended end use or detracting from the overall quality delivered to the end user.

The following is a list of information technology products for which ENERGY STAR, FEMP designated, low standby power, and EPEAT registered products are available:

1. Computer Desktops, Laptops, Notebooks, Displays, Monitors, Integrated Desktop Computers, Workstation Desktops, Thin Clients, Disk Drives
2. Imaging Equipment (Printers Copiers, Multi-Function Devices, Scanners, Fax Machines, Digital Duplicators, Mailing Machines)
3. Televisions, Multimedia Projectors

This list is continually evolving, and as a result is not all-inclusive.

**ADDENDUM B – VA INFORMATION AND INFORMATION SYSTEM
SECURITY/PRIVACY LANGUAGE**

APPLICABLE PARAGRAPHS TAILORED FROM: *THE VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY LANGUAGE, VA HANDBOOK 6500.6, APPENDIX C, MARCH 12, 2010*

B1. GENERAL

Contractors, Contractor personnel, Subcontractors, and Subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

B2. ACCESS TO VA INFORMATION AND VA INFORMATION SYSTEMS

N/A

B3. VA INFORMATION CUSTODIAL LANGUAGE

N/A

B4. INFORMATION SYSTEM DESIGN AND DEVELOPMENT

N/A

B5. INFORMATION SYSTEM HOSTING, OPERATION, MAINTENANCE, OR USE

N/A

B6. SECURITY INCIDENT INVESTIGATION

N/A

B7. LIQUIDATED DAMAGES FOR DATA BREACH

N/A

B8. SECURITY CONTROLS COMPLIANCE TESTING

N/A

B9. TRAINING

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N/A

Notes to the Contracting Officer

6.8 SUPPLEMENTAL INSURANCE REQUIREMENTS

In accordance with FAR 28.307-2 and FAR 52.228-5, the following minimum coverage shall apply to this contract:

(a) Workers' compensation and employer's liability: Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a Contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 is required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) General Liability: \$500,000.00 per occurrences.

(c) Automobile liability: \$200,000.00 per person; \$500,000.00 per occurrence and \$20,000.00 property damage.

(d) The successful bidder must present to the Contracting Officer, prior to award, evidence of general liability insurance without any exclusionary clauses for asbestos that would void the general liability coverage.

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(This section to be removed from PWS before solicitation)

TYPE OF CONTRACT(S)

- ☒ Firm Fixed Price
☐ Cost Reimbursement
☐ Labor-Hour
☒ Time-and-Materials -- For all parts and labor associated with emergency and non-emergency repair
☐ Other _____

SCHEDULE FOR DELIVERABLES

Note: Days used in the table below refer to calendar days unless otherwise stated. Deliverables with due dates falling on a weekend or holiday shall be submitted the following Government work day after the weekend or holiday.

Task	Deliverable ID	Deliverable Description
5.1.1	A	Contractor Project Management Plan Due Thirty (30) days after contract (DAC) and updated monthly thereafter. Electronic submission to: VA PM, COR, CO. Inspection: destination Acceptance: destination
5.2	A	Contractor Personnel Emergency Contact List Due the fifth day of each month throughout the period of performance (PoP). Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
5.3	A	Maintenance Report Due weekly on Thursdays throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
5.4.1	A	Inspection Report Due weekly on Thursdays throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
5.4.1	B	Estimate of Repair Cost Report Due the fifth day of each month throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination

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Task	Deliverable ID	Deliverable Description
5.4.3	B	Annual Early-Year Load Test Report Due semi-annually as specified by the VA throughout the PoP. Electronic submission to: VA COR Inspection: destination Acceptance: destination
5.4.3.1	A	Crankcase Oil and Coolant Lab Analysis Test Result Due the fifth day of each month throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
5.4.3.2	A	IR Scanning Test Result Report Due the fifth day of each month throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
5.5	A	Corrective Action Report Due 5 days after incident resolution throughout the PoP. Electronic submission to: VA PM, COR, CO Inspection: destination Acceptance: destination
6.2.2	A	Contractor Staff Roster Due 3 days after contract award and updated throughout the PoP. Electronic submission to: VA PM, COR, CO. Inspection: destination Acceptance: destination
A3.4	A	Final Section 508 Compliance Test Results Due 5 days after testing is completed Electronic submission to: VA PM, COR, CO. Inspection: destination Acceptance: destination

POINTS OF CONTACT

VA Program Manager:

Name: Paul Hoffman
Address: 1615 Woodward Street, Austin, Tx. 78772
Voice: 512-326-6504
Email: paul.hoffman@va.gov

Contracting Officer's Representative:

Name: Wesley Patton
Address: 1615 Woodward Street, Austin, Tx. 78772
Voice: 512-326-6868
Email: wesley.patton@va.gov

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Contracting Officer:

Name: Lateefah S. Parker

Address: 1701 Directors Blvd. Suite #600, Austin, TX 78744

Voice: 512-981-4424

Email: Lateefah.parker@va.gov

ADDITIONAL ITEMS

SPECIAL INSTRUCTIONS/REMARKS

(Include delivery instructions; required Delivery dates in terms of number of days after receipt of order (ARO) or days after contract (DAC); where is equipment going; mark for requirements (name of a person)/receiving contact; prior year PO#s, proposed payment provisions; Government furnished property; suggested contract clauses; other valuable information, etc., as applicable). Provide additional documentation if needed.

SPECIAL CLAUSES, ETC. TO BE INCLUDED IN THE SOLICITATION

(Choose Special Clause(s), etc., if applicable, by selecting the checkbox and modifying as necessary)

- ☐ Transition clause required? (Insert FAR clause, Continuity of Services, FAR 52.237-3)
- ☐ Intellectual Property/Technical Data Rights Clause required?
- ☐ OCI Clause required?
- ☐ Government Furnished Material/Equipment: CO should add a special clause to the contract citing the Title of the material/equipment, Identifier (Serial Number), Quantity, Purpose, and Date required by Contractor.
- ☐ BAA required **(for an OI&T Contract on behalf of VHA)?**

If the answer to Question 4 of the Security Checklist is a “yes” and the Contractor will provide a service, function, or activity **to OI&T, on behalf of VHA**, then it must be determined if protected health information (PHI) is disclosed or accessed, if so, a BAA is required. (The “Decision Tree for Business Associate Agreements” can be used by the requiring activity (with help from their OI&T Privacy Officer [Garnett Best/Rita Grewal] if needed) to determine if a BAA is required, see VHA Handbook 1605.05, Business Associate Agreements, Appendix A, (http://vaww.va.gov/vhapublications/ViewPublication.asp?pub_ID=3027)).

If it is determined that a BAA is required, the CO must, in eCMS, insert the BAA Document below as a “Clause” into Section D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS of the solicitation manually by performing the following instructions:

1. Open the below embedded “VA Subcontractor BAA with OI&T” Template file, insert a brief description of the services involved in the effort within the “Scope” Section, and the VA Program Manager information in the VA Signature

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block at the end of the form, replacing the <RED TEXT> within the template. Once complete, save the "Business Associate Agreement" file to your computer.

2. Create a solicitation document in eCMS
3. Click on the 'Content Manager' link and highlight Section D, Contract Documents, Exhibits, or Attachments.
4. Click on the "Insert" tab in the top left corner to insert an "External File" after the selected clause.
5. Upload the "Business Associate Agreement" file you saved to your computer.

The Business Associate Agreement file is the text of the eCMS VHA Clause 1605.05, tailored for the individual effort, and is essentially the Business Associate Agreement language itself, and needs to be seen by the bidders in the solicitation (if a BAA is required).



VA Subcontractor
BAA with OI&T

☐ **BAA required (for a Veterans Health Administration (VHA) Contract)?**

If the answer to Question 4 of the Security Checklist is a "yes" and the Contractor will provide a service, function, or activity **to VHA or on behalf of VHA**, then it must be determined if protected health information (PHI) is disclosed or accessed and if a BAA is required. The "Decision Tree for Business Associate Agreements" should be used by the requiring activity (with help from their Privacy Officer if needed [the VHA Privacy Service -Stephania Griffin/ Andrea Wilson can advise] to determine if a BAA is required, see VHA Handbook 1605.05, Business Associate Agreements, Appendix A, (http://vaww.va.gov/vhapublications/ViewPublication.asp?pub_ID=3027). If it is determined that a BAA is required, the CO must, in eCMS, insert the VHA clause 1605.05 into Section D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS of the solicitation. This can be accomplished by performing the following in eCMS:

1. Insert the 1605.05 clause through the Clause Library (or by answering "Yes, access to PHI is necessary and a BAA is required," to the Dialog Session question that asks, "Will the contractor require access to Protected Health Information to perform the functions or services required in this acquisition?")
2. After inserting the clause, double-click on the clause and use the "Fill-in" field in the "Scope" section to add a description of the service(s) being performed.
3. In the MS Word version of your solicitation, manually input "Contractor" throughout the document where it has been blanked out. The embedded file below shows the locations of the "blanks" (showing codes from eCMS

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in red instead of “blanks”) to assist you in adding the missing information properly. The eCMS VHA Clause 1605.05 text is the BAA itself and needs to be seen by the bidders if a BAA is required. **Note:** The actual Contractor’s Name will automatically populate in the appropriate sections of the BAA clause from the Data Values upon creation of the award document.



VHA 1605.05
BUSINESS ASSOCIAT

- ☐ Other _____
☐ Other _____

FOR TAC USE ONLY---SECURITY RELATED GUIDANCE

- ☒ ***(Always Checked for Services)*** Addendum B Security Requirement guidance to CO within Addendum B, Section B9 Training, Para. a) Sub Para. d,

Successfully complete any additional cyber security or privacy training, as required for VA personnel with equivalent information system access ***[to be defined by the VA program official and provided to the contracting officer for inclusion in the solicitation document – e.g., any role-based information security training required in accordance with NIST Special Publication 800-16, Information Technology Security Training Requirements.]***

- ☒ ***(Always Checked for Services)*** Contractor Rules of Behavior-Appendix D in Handbook 6500.6 – ***(CO to add to solicitation, CO to ensure Contractor signs document)***