

PERFORMANCE WORK STATEMENT (PWS)

**DEPARTMENT OF VETERANS AFFAIRS
Office of Information & Technology
Office of Product Development
Planning & Analysis**

IT Training Summit Conference

Date: 02/10/2016

TAC-16-33779

PWS Version Number: 1.0

1.0 DESCRIPTION OF SERVICES

The Department of Veterans Affairs (VA), Office of Information & Technology, Office of Product Development, Planning & Analysis Competency (PAC) has a requirement for a four and one half (4.5) day event inclusive of date availability, guest rooms, a meeting space/function room with seating capacity for 350 people, adjacent breakout rooms and audio/visual support for an Information Technology (IT) Training Summit Conference.

2.0 APPLICABLE DOCUMENTS

Documents referenced or germane to this Performance Work Statement (PWS) are listed below. In the performance of the tasks associated with this PWS, 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://www1.va.gov/vapubs/>
8. VA Handbook 0710, "Personnel Suitability and Security Program", September 10, 2004, <http://www1.va.gov/vapubs/>
9. VA Directive 6102, "Internet/Intranet Services," July 15, 2008
10. 36 C.F.R. Part 1194 "Electronic and Information Technology Accessibility Standards," July 1, 2003
11. OMB Circular A-130, "Management of Federal Information Resources," November 28, 2000
12. 32 C.F.R. Part 199, "Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)"
13. An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule, October 2008
14. 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
15. Homeland Security Presidential Directive (12) (HSPD-12), August 27, 2004
16. VA Directive 6500, "Managing Information Security Risk: VA Information Security Program," September 20, 2012
17. VA Handbook 6500, "Risk Management Framework for VA Information Systems – Tier 3: VA Information Security Program," September 20, 2012
18. VA Handbook 6500.1, "Electronic Media Sanitization," March 22, 2010
19. VA Handbook 6500.2, "Management of Data Breaches Involving Sensitive Personal Information (SPI)", January 6, 2012

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20. VA Handbook 6500.3, "Assessment, Authorization, And Continuous Monitoring Of VA Information Systems," February 3, 2014
21. VA Handbook, 6500.5, "Incorporating Security and Privacy in System Development Lifecycle", March 22, 2010
22. VA Handbook 6500.6, "Contract Security," March 12, 2010
23. Project Management Accountability System (PMAS) portal (reference PWS References -Technical Library at <https://www.voa.va.gov/pmas/>)
24. OI&T ProPath Process Methodology (reference at <https://www.voa.va.gov/DocumentListPublic.aspx?NodeId=27>) NOTE: In the event of a conflict, OI&T ProPath takes precedence over other processes or methodologies.
25. Technical Reference Model (TRM) (reference at <http://www.va.gov/trm/TRMHomePage.asp>)
26. National Institute Standards and Technology (NIST) Special Publications
27. VA Directive 6508, VA Privacy Impact Assessment, October 3, 2008
28. VA Directive 6300, Records and Information Management, February 26, 2009
29. VA Handbook, 6300.1, Records Management Procedures, March 24, 2010
30. OMB Memorandum, "Transition to IPv6", September 28, 2010
31. VA Directive 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program, February 17, 2011
32. VA Handbook 0735, Homeland Security Presidential Directive 12 (HSPD-12) Program, March 20, 2014
33. OMB Memorandum M-06-18, Acquisition of Products and Services for Implementation of HSPD-12, June 30, 2006
34. 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
35. 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
36. OMB Memorandum, Guidance for Homeland Security Presidential Directive (HSPD) 12 Implementation, May 23, 2008
37. Federal Identity, Credential, and Access Management (FICAM) Roadmap and Implementation Guidance, December 2, 2011
38. NIST SP 800-116, A Recommendation for the Use of Personal Identity Verification (PIV) Credentials in Physical Access Control Systems, November 20, 2008
39. OMB Memorandum M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, May 22, 2007
40. NIST SP 800-63-2, Electronic Authentication Guideline, August 2013
41. Draft NIST Special Publication 800-157, Guidelines for Derived PIV Credentials, March 2014

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42. NIST Special Publication 800-164, Guidelines on Hardware-Rooted Security in Mobile Devices (Draft), October 2012
43. Draft National Institute of Standards and Technology Interagency Report (NISTIR) 7981 Mobile, PIV, and Authentication, March 2014
44. 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>)
45. VA Memorandum, VAIQ # 7011145, VA Identity Management Policy, June 28, 2010 (reference <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=514>)
46. IAM Identity Management Business Requirements Guidance document, May 2013, (reference <https://www.voa.va.gov/documentlistpublic.aspx?NodeID=514>)
47. Trusted Internet Connections (TIC) Reference Architecture Document, Version 2.0, Federal Interagency Technical Reference Architectures, October 1, 2013
48. OMB Memorandum M-08-05, "Implementation of Trusted Internet Connections (TIC)", November 20, 2007
49. OMB Memorandum M-08-23, Securing the Federal Government's Domain Name System Infrastructure, August 22, 2008
50. 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>)
51. Sections 524 and 525 of the Energy Independence and Security Act of 2007, (Public Law 110–140), December 19, 2007
52. Section 104 of the Energy Policy Act of 2005, (Public Law 109–58), August 8, 2005
53. Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," October 5, 2009
54. Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," January 24, 2007
55. Executive Order 13221, "Energy-Efficient Standby Power Devices," August 2, 2001
56. VA Directive 0058, "VA Green Purchasing Program", July 19, 2013
57. VA Handbook 0058, "VA Green Purchasing Program", July 19, 2013

3.0 PERFORMANCE DETAILS

3.1 PERFORMANCE PERIOD

The period of performance shall be 4.5 days, Monday through Friday, during the time period of (May 2, 2016 through May 27, 2016).

3.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed at the Hotel facility.

4.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall provide date availability, guest rooms, a meeting space/function room with seating capacity for 350 people, adjacent breakout rooms and audio/visual support.

The requirements are as follows:

4.1 AVAILABILITY- ROOM BLOCK PATTERN:

Monday, May TDB, 2016 -	350 room nights
Tuesday, May TDB, 2016 -	350 room nights
Wednesday, May TDB, 2016 -	350 room nights
Thursday, May TDB, 2016 -	350 room nights
Friday, May TDB, 2016 -	check out

The Government does not guarantee that all sleeping rooms will be booked.

4.2 GUEST ROOMS:

The Hotel shall have the guest room capacity to accommodate 350 people. The Guest rooms must be individual private sleeping rooms with toilet facilities. The Hotel shall be ADA (Americans with Disabilities Act) compliant and accommodate guests with service animals. Payment for guest rooms shall be the sole responsibility of each conference attendee. Lodging rates shall not exceed the prevailing federal government per diem rate for selected area per the Federal Travel Regulations (FTR). Guest rooms shall not be priced or awarded on this resultant contract.

4.3 MEETING SPACE/FUNCTION ROOM:

The Contractor shall provide a reception area for Monday evening, allowing space for a registration area to accommodate up to four (4) individuals. The Contractor shall provide that same registration area on Tuesday, outside of the meeting space/function room to accommodate up to four (4) individuals. The Contractor shall provide a meeting space/function room which comfortably seats approximately 350 people. The meeting room shall support audio/visual equipment (see below audio/visual requirements) and have Wireless High Speed Internet connectivity. The program will begin on Tuesday of the training week, at 7:00 a.m. and conclude on Friday of the training week, at 12:00

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Noon. The Contractor shall provide one (1) room with a phone line, local service only, to be used for conference support staff and storage.

4.4 BREAKOUT ROOMS:

The Contractor shall provide six (6) to eight (8) meeting rooms to accommodate up to 50/60 people each. The Breakout rooms shall support audio/visual equipment (see below audio/visual requirements). The Breakout rooms are required Tuesday, Wednesday and Thursday from 8:00 a.m. until 5:00 p.m.

4.5 AUDIO/VISUAL REQUIREMENTS:

The Federal Government reserves the right to bring their own projectors for use in the Breakout rooms.

4.5.1 Option: The Contractor shall include the price of renting the projectors for the Breakout Rooms as an option in their quote.

The audio/visual requirements are as follows:

4.5.2 Meeting Space/Function room (Tuesday thru Friday)

- 1 LCD projector with remote, 900 lumens
- Screen(s) (size and number to be determined by hotel)
- 1 Projection cart
- 1 Signal splitter (if necessary)
- 1 Mixer (size to be determined by hotel)
- 1 Podium w/ power source for laptop
- 1 Wireless presentation mouse w/laser
- Cables/cable package as needed
- 1 Podium microphone
- 1 Wireless Lavalier Microphone
- 3 Wireless Hand Held Microphones + floor stands
- 3 Tabletop Microphones
- 1 16-channel console
- Pipe/drape/backdrop as needed
- Set up/removal
- Audio engineer
- Necessary power to support all requirements

4.5.3 Breakout Rooms (Tuesday, Wednesday, Thursday)- (same for each of the 6-8 rooms):

6/8 Support packages:

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- Includes screens (sizes to be determined by hotel according to breakout room size)
- Assorted cables/power strips as needed
- Carts and skirts

6/8 Podiums w/microphones and mixers

6/8 Flipcharts w/markers & pads

Necessary power to support projectors and laptops

4.5.4 Miscellaneous Requirements:

Wireless Internet connection for each Breakout room and Meeting Space/Function room.

Easels for each Breakout room and Meeting Space/Function room (to post daily sessions)

4.6 ITEMS IMPORTANT TO THE EVENT:

The total event costs shall include meeting space/function room rental, audio/visual equipment rental, Internet connections, and Attrition Fees (either waived or maximum of 80%). Cancellation Fees are waived. Access to public transportation and Restaurants are located within walking distance of the hotel. Hotel to provide (to the extent possible) use of hotel shuttle services.

5.0 GENERAL REQUIREMENTS (NOT APPLICABLE)

The Certification and Accreditation (C&A) requirements do not apply and a Security Accreditation Package is not required.

5.1 ENTERPRISE AND IT FRAMEWORK (NOT APPLICABLE)

5.2 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS (NOT APPLICABLE)

5.3 METHOD AND DISTRIBUTION OF DELIVERABLES (NOT APPLICABLE)

5.4 PERFORMANCE METRICS (NOT APPLICABLE)

5.5 FACILITY/RESOURCE PROVISIONS (NOT APPLICABLE)