

Statement of Work
Atomic Clock (Self-Setting)
Department of Veterans Affairs
Southeast Louisiana Veterans Health Care System
2400 Canal Street, New Orleans, LA. 70119

November 16, 2015 Revised May 12, 2016

1. INTRODUCTION:

1.1 The overall purpose is to provide and install Atomic Clocks at Southeast Louisiana Veterans Health Care System (SLVHCS) 2400 Canal St, New Orleans, LA 70119.

2. SCOPE OF WORK:

2.1 The Contractor shall provide and install all listed equipment. All products must meet all salient characteristics defined in this section.

2.2 All equipment and installation must meet manufacturers and VA specifications.

2.3 The Contractor shall furnish all supplies, equipment, facilities and services required for delivery and installation of the supplies and equipment.

2.4 The Contractor is responsible for any missing parts and components not included in order to carry out the installation.

2.5 LOCATIONS:

Locations of each atomic clock shall be as shown on Attachment 2.

2.6.1 PRODUCTS / SALIENT CHARACTERISTICS

2.6.1.1 Type 1: Atomic Wall Clock (for patient areas), shall consist of a minimum 11-3/4"; brushed nickel-plated, analog; plexiglass front lens and is surrounded by a chrome, nickel-plated iron frame. The 11-3/4" clock also features silver hands for the minute and hour as well as a silver second hand. The face is white and the large numbers are in bold black. Radio-controlled clock modifies setting each day to that of the atomic clock, accurate to one second per million years. Clock will automatically adjust to Daylight Saving Time and operate on one 'AA' battery (not included); Manufacturer # 61001; Manufacturer: Lorell "or equal".

2.6.1.2 Type 2: Atomic Wall Clock (for public areas), JUMBO Digital Clock, MFR Part# CL030025, Warranty: Standard Warranty, Weight: 3.5LBs; Description: 13"L X 19"W, Atomic. Features a jumbo digital display visible from 30 feet; shows time, date, and temperature, from the very large 17-inch display (11" X 17"). Time can be displayed in 12 or 24 hours. Digital atomic wall clock receives radio signals from National Institute of Standards & Technology, in Boulder, CO. Automatically adjusts clock to the precise time; six selectable time zones (PST/MST/CST/EST/AST/NST) and DST function (daylight saving). Digital atomic wall clock shows temperature in C or F. Atomic digital wall clock also has a calendar, which displays month, date, and day of week. Digital atomic clock comes with pullout table stands for desktop. Low battery indicator. Runs on three each 'C' batteries, included. Marathon Watch Company Limited, "or equal".

2.6.1.3 Battery, 'AA', long-life.

2.7 DELIVERY AND INSTALLATION

2.7.1 DELIVERY

- 2.7.1.1 Contractor shall deliver all equipment to the Southeast Louisiana Veterans Health Care System (SLVHCS) Central Energy Plant building 2400 Canal St, New Orleans, LA 70119 on June 13, 2016.
- 2.7.1.2 Deliver materials to job in manufacturer's original sealed containers with brand name marked thereon.
- 2.7.1.3 Package to prevent damage or deterioration during shipment, handling, storage and installation. Maintain protective covering in place and in good repair until removal is necessary.
- 2.7.1.4 Deliver specified items only when the site is ready for installation work to proceed.
- 2.7.1.5 Store products in dry condition inside enclosed facilities.
- 2.7.1.6 Any government requested delayed delivery up to 90 days after initial award delivery date, shall be at no additional cost to the Government.
- 2.7.1.7 A pre-delivery meeting will be conducted 60 days prior to initial award delivery date for verification of delivery and installation dates.
- 2.7.1.8 Delivery and Installation will be coordinated through the COR.

2.7.2 INSTALLATION

- 2.7.2.1 Mounting application and installation/placement locations shall be coordinated with the contractor and Contract Officer Representative (COR).
- 2.7.2.2 Install all equipment to manufacturer's specifications maintaining Federal, and Local safety standards
- 2.7.2.3 Installation must be completed by June 30, 2017. All work shall be completed between 8:00 a.m. and 4:30 p.m. Monday – Friday. All federal holidays, excluded. Federal holidays are available at the [Federal Holiday OPM Site](#).
- 2.7.2.3.1 The installation should be completed in 6 phases as detailed below:
 - Phase one shall consist of Central Energy Plant & Inpatient Building (3 weeks), starting June 13, 2016
 - Phase two shall consist of Outpatient Building (6 weeks) starting June 20, 2016
 - Phase three shall consist of Transitional Living Building (2 weeks) starting August 1, 2016
 - Phase four shall consist of Diagnostic & Treatment Building (6 weeks) starting October 11, 2016
 - Phase five shall consist of Houses (1 week) starting Jan. 9, 2017
 - Phase six shall consist of Research Building (1 week) starting May 1, 2017
- 2.7.2.4 If there is an operational conflict with installation, night or weekend installation may be required. Government will provide a 72 hours' notice of change of installation hours.
- 2.7.2.5 The contractor shall coordinate all deliveries, staging areas, installations, and parking arrangements with the COR.
- 2.7.2.6 The Contractor shall remove all related shipping debris and cleanup any construction associated with delivery and installation of the specified items. Contractor shall remove all packaging from the SLVHCS premises. The Contractor shall be responsible for any damage to the building that occurs due to Contractor error or neglect.
- 2.7.2.7 Delivery and unloading shall be at the loading docks off Tulane Ave. between South Galvez and Rocheblave. Two Service Elevators shall be available for delivery of products. Elevators may be share with other contractors. Each elevator size shall have a 72" wide door opening X 97 ½" wide clear interior opening X 148" depth clear interior opening X 96" high clear opening. The contractor shall protect the interior of the elevator in order to prevent damage to the interior walls of the elevator.
- 2.7.2.8 Contractor shall reference Attachment 2 for building and room locations

2.8 SITE CONDITIONS

- 2.8.1 There shall be no smoking, eating, or drinking inside the hospital or on campus at any time.

3. INSPECTION AND ACCEPTANCE:

- 3.1 The Contractor shall conduct a joint inspection with the COR upon delivery of equipment.
- 3.2 Contractor shall provide dates of completion of punch list items and replacement parts and/or short ship items from the manufacturer(s).
- 3.3 The COR shall ensure all work is completed satisfactorily prior to acceptance. Disputes shall be resolved by the Contracting Officer.

4. DELIVERABLES:

4.1 Operation and Maintenance Manuals

4.1.1 Two complete sets of documentation as listed below shall be provided to the SLVHCS COR at the completion of installation.

4.1.2 Operator manuals, it is permissible to provide this in the form of a CD or DVD.

4.1.3 Complete Binders to include product brochures, specified fabric memos samples and technical recommendations for Maintenance and service of the solar shades system.

5. OPERATOR TRAINING:

5.1 Contractor shall provide On-site training of the clocks to the Users. Scheduling of operator training shall be coordinated with the SLVHCS COR after installation is complete.

6. PROTECTION OF PROPERTY

6.1 Contractor shall protect all items from damage. The Contractor shall take precaution against damage to the building(s), grounds and furnishings. The Contractor shall repair or replace any items related to building(s) or grounds damaged accidentally or on purpose due to actions by the Contractor.

6.2 The Contractor shall perform an inspection of the building(s) and grounds with the COR prior to commencing work. To insure that the Contractor shall be able to repair or replace any items, components, building(s) or grounds damaged due to negligence and/or actions taken by the Contractor. The source of all repairs beyond simple surface cleaning is the facility construction contractor (or appropriate subcontractor), so that building warranty is maintained. Concurrence from the VA Facilities Management POC and COR is required before the Contractor may perform any significant repair work. In all cases, repairs shall utilize materials of the same quality, size, texture, grade, and color to match adjacent existing work.

6.3 The Contractor shall be responsible for security of the areas in which the work is being performed prior to completion.

6.4 Contractor shall provide floor protection while working in all VA facilities. All material handling equipment shall have rubber wheels.

7. SECURITY REQUIREMENTS

7.1 The A&A requirements do not apply and a Security Accreditation Package is not required.

7.2 . 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.

7.3 CONFIDENTIALITY AND NON-DISCLOSURE

It is agreed that:

- a. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by the VA which have been generated by the contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the task order.
- b. The CO will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order presented to the

contractor shall be submitted to the CO for response.

- c. Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

7.4 SECURITY INCIDENT INVESTIGATION

a. The term “security incident” means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COTR and simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.

b. To the extent known by the contractor/subcontractor, the contractor/subcontractor’s notice to VA shall identify the information involved, the circumstances surrounding the incident (including to whom, how, when, and where the VA information or assets were placed at risk or compromised), and any other information that the contractor/subcontractor considers relevant.

c. With respect to unsecured protected health information, the business associate is deemed to have discovered a data breach when the business associate knew or should have known of a breach of such information. Upon discovery, the business associate must notify the covered entity of the breach. Notifications need to be made in accordance with the executed business associate agreement.

d. In instances of theft or break-in or other criminal activity, the contractor/subcontractor must concurrently report the incident to the appropriate law enforcement entity (or entities) of jurisdiction, including the VA OIG and Security and Law Enforcement. The contractor, its employees, and its subcontractors and their employees shall cooperate with VA and any law enforcement authority responsible for the investigation and prosecution of any possible criminal law violation(s) associated with any incident. The contractor/subcontractor shall cooperate with VA in any civil litigation to recover VA information, obtain monetary or other compensation from a third party for damages arising from any incident, or obtain injunctive relief against any third party arising from, or related to, the incident.

7.5 LIQUIDATED DAMAGES FOR DATA BREACH

a. Consistent with the requirements of 38 U.S.C. §5725, a contract may require access to sensitive personal information. If so, the contractor is liable to VA for liquidated damages in the event of a data breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract.

b. The contractor/subcontractor shall provide notice to VA of a “security incident” as set forth in the Security Incident Investigation section above. Upon such notification, VA

must secure from a non-Department entity or the VA Office of Inspector General an independent risk analysis of the data breach to determine the level of risk associated with the data breach for the potential misuse of any sensitive personal information involved in the data breach. The term 'data breach' means the loss, theft, or other unauthorized access, or any access other than that incidental to the scope of employment, to data containing sensitive personal information, in electronic or printed form, that results in the potential compromise of the confidentiality or integrity of the data. Contractor shall fully cooperate with the entity performing the risk analysis. Failure to cooperate may be deemed a material breach and grounds for contract termination.

- c. Each risk analysis shall address all relevant information concerning the data breach, including the following:

(1) Nature of the event (loss, theft, unauthorized access);

(2) Description of the event, including:

(a) date of occurrence;

(b) data elements involved, including any PII, such as full name, social security number, date of birth, home address, account number, disability code;

(3) Number of individuals affected or potentially affected;

(4) Names of individuals or groups affected or potentially affected;

(5) Ease of logical data access to the lost, stolen or improperly accessed data in light of the degree of protection for the data, e.g., unencrypted, plain text;

(6) Amount of time the data has been out of VA control;

(7) The likelihood that the sensitive personal information will or has been compromised (made accessible to and usable by unauthorized persons);

(8) Known misuses of data containing sensitive personal information, if any;

(9) Assessment of the potential harm to the affected individuals;

(10) Data breach analysis as outlined in 6500.2 Handbook, *Management of Security and Privacy Incidents*,

8. WARRANTY:

8.1 The contractor shall provide a one-year manufacturer's warranty on all parts and labor.

8.2 The warranty shall include all travel and shipping costs associated with any warranty repair.

9. LIST OF ATTACHMENTS:

PWS Attachment 1 – Site Plan

PWS Attachment 2 – Clock Building and Room Placement Installation