

**Department of Veteran Affairs  
Wade Park Medical Center Campus  
Install Wireless Access Points - General Areas  
Statement of Work (Project No:541-16-512)  
Date: 08/11/2016**

**A. General Information**

1. **Title of Project:** **Wade Park Campus Wireless Access Points Installation – General Areas**
2. **Scope of Work:** This SOW is for the installation of wireless infrastructure within following areas at the Wade Park campus detailed within the attached drawings.

- (1) Engineering Trailer
- (2) Learning Center floors : 1,2
- (3) Sub-basement (Main Bldg)
- (4) Basement (Main Bldg) Section A (Main) and Section B (Amb)
- (5) 1<sup>st</sup> Floor (Main Bldg): Section A (Main) and Section B (Amb care without ED Dept)
- (6) 2<sup>nd</sup> Floor (Main Bldg Section B (Amb Care Area only)
- (7) 3<sup>rd</sup> Floor (Main Bldg. Amb Care Area only)
- (8) 4<sup>th</sup> Floor (Main Bldg. Amb Care Area only)
- (9) 5<sup>th</sup> Floor (Main Bldg. Amb Care Area only)
- (10) Penthouse (Main Bldg)
- (11) 1<sup>st</sup> Floor (Cares Tower)

**Work Include**

- a. Install all CAT6 cabling ,wireless access point installation shown in attached drawings and installation services described in “ Item D-Deliverables “ inside SOW
  - b. The Vendor shall provide and install all CAT6 cabling in above ceiling using cable tray or J-hooks and hard ceiling inside rooms in conduit with less electrical interference route. Work also include provide patch panels, termination hardware, terminates all CAT6 cabling at all Access points and at patch panels in telecomm closet room per attached telecomm closet location list.
  - c. Configuration and testing will be completed by the vendor with oversight and acceptance by Cleveland Office of Information Technology.
  - d. The attached floor plans and install recommendations should be used for reference.
  - e. Cleveland Office of Information Technology will provide all hardware (access points, controllers and switches).
  - f. All installation work shall be comply by the current Building Industry Consulting Services International Standards (BICSI).
3. The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. **All work shall be completed off hrs, After 17:00 (5 PM) to before 07:00 (7AM),Monday through Friday, Saturday and Sunday.**
  4. **Background:** A detailed wireless site survey of all Wade Park Campus buildings was conducted in March of 2015 to determine the number of access points, install locations, labeling and wireless configuration. The purpose of the survey was to identify coverage requirements and the

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components required for a successful installation of access points to provide a seamless 802.11a/b/g/n/ac wireless network. The attachments to this SOW detail the number of access point's required, the models of access points to be used, the access point's installation location, and other required details.

5. Performance Period: The target for completion of all Wade Park Campus buildings is 180 days from Notice To Proceed (NTP). Lead time for background investigation and clearances required to perform services within Department of Veteran Affairs Wade Park Medical Center Campus should be taken into consideration when bidding this opportunity. Work at the Department of Veteran Affairs facilities shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).
6. Type of Contract: Firm Fixed Price
7. Place of Performance: All Department of Veteran Affairs Wade Park Medical Center Campus Buildings.

**B. Contract Award Meeting**

The contractor shall not commence performance on the tasks in this SOW until the CO has conducted a kick off meeting or has advised the contractor that a kick off meeting is waived.

**C. General Requirements**

1. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, and together with associated sub-milestone dates. The contractor's subtask structure shall be reflected in the technical proposal and detailed project management plan (PMP).
2. All written deliverables will be phrased in layperson language. Statistical and other technical terminology will not be used without providing a glossary of terms.
3. Training of All Department of Veteran Affairs Wade Park Medical Center Campus OI&T network support staff is to be provided by a certified Wireless Network certified trainers. Training methodologies used is to include both On the Job Training (OJT) methodologies, and formal classroom methodologies.
4. The vendor will provide the Department of Veteran Affairs Wade Park Medical Center Campus OI&T network support staff remote access support and telephone for a period of 180 days after acceptance of completed installation work and training.

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**D. Deliverables**

**a. Installation Services**

- **Cabling**
  - Installation of (Orange) patch cords (patch both ends, orange).
  - Installation of CAT6 wall plates.
  - Installation of CAT6 plenum drop jacks.
  - Installation of CAT6 48-port and or 24-port patch panels as appropriate.
  - Installation of CAT6 cabling (Blue).locations (EIA/TIA-568B approved) according to survey.
  - CAT6 certifications.
  - Mounting and connecting of access points.
  - Labeling of cable, jacks, patches, access points and associated equipment per OIT labeling guidelines.
  - Provide all consumables to include, mounting hardware, enclosures where required and accessories.
  - Provide all fire stopping where applicable and will comply with division 7 section “penetration fire-stopping” and EIA/TIA -599-a annex a.
  - All work shall be installed in compliance with the latest edition of the commercial building telecommunications wiring standard EIA/TIA, ANSI, ICEA, current Building Industry Consulting Services International (BICSI) standards. Applicable national electric code sections, Ohio building codes and OSHA standards.
  - All required plywood backboards are to be fire rated and not painted.
  - All pathways to be provided and installed.
  - Provide “as built” drawings (Microsoft Visio and AutoCAD) with 60 days of acceptance of completed installation work. (Acceptance by OIT and Engineering Required)
  - Installation of all conduit, outlet boxes, plaster rings, sleeves and cable trays.
  - Review with Engineering and OIT of tests and acceptance criteria insuring all cable point installation and /or changes meet acceptance criteria – BICSI standards.
- **Wireless Access Points Installation, Move, Remove and Design Changes**
  - Install, move, remove wireless access points per attached specifications.
  - Review test acceptance criteria insuring all wireless access point installation meet acceptance criteria.

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**E. ASSUMPTIONS**

- Vendor will provide appropriately skilled Cisco certified services personnel to complete all tasks, certifications and documentation required.
- Vendor will maintain current Building Industry Consulting Services International Standards in all cabling services provided. (BICSI)
- Environment is typical a hospital construction – Patient offices and administrative offices are divided by drywall, cubicles with typical partitions, conference rooms.
- Wireless support is not required for external use, or to support building-to-building connectivity
- Recommendations for any LAN or WAN equipment configurations are not required.
- Department of Veterans Affairs will assign a technical representative who will provide task assignment and daily direction to the awarded vendor. Assigned work shall be in keeping with the skill-set and expertise level of the requested resource. Management of project schedule, deliverables, and project completion criteria will be performed in coordination with the Department of Veterans Affairs technical representative.
- Department of Veterans Affairs will ensure that electrical power with the appropriate interface and current rating is provided prior to the date of installation.
- Department of Veterans Affairs will receive, sign for, inventory, and store all equipment at the customer-designated location prior to the start of the project.
- Department of Veterans Affairs will provide awarded vendor with a suitable work space that includes standard power, a phone with outside dial and long distance capability, and an Ethernet network connection that includes Internet connectivity. A full-time escort will be provided.

**F. CHANGES TO STATEMENT OF WORK**

Any changes to this SOW shall be authorized and approved only through written correspondence from the CO. A copy of each change will be kept in a project folder along with all other products of the project. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

**G. TRAVEL**

Travel costs must be detailed and included in vendor quote. No travel expenses will be reimbursed after award if not specified.

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## **H. SECURITY**

### **Information System Security**

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

The Department of Veterans Affairs Acquisition Regulation (Department of Veterans Affairs) security clause (cited below) must be included in all contracts:

Department of Veterans Affairs AR- 852.273-75 "SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES"

(a) The contractor and their personnel shall be subject to the same Federal laws, regulations, standards and Department of Veterans Affairs policies as Department of Veterans Affairs personnel, regarding information and information system security. These include, but are not limited to Federal Information Security Management Act (FISMA), Appendix III of OMB Circular A-130, and guidance and standards, from the Department of Veterans Affairs and from the Department of Commerce's National Institute of Standards and Technology (NIST). This also includes the use of common security configurations from Department of Veterans Affairs and from NIST's Web site at:

<http://checklists.nist.gov>

(b) To ensure that appropriate security controls are in place, Contractors must follow the procedures set forth in " Department of Veterans Affairs Information and Information System Security/PriDepartment of Veterans Affairs Requirements for IT Contracts" located at the following Web site: <http://www.iprm.oit.Department of Veterans Affairs.gov>."

### **Security Training**

All contractor employees and subcontractors under this contract or order are required to complete the Department of Veterans Affairs on-line Security Awareness Training Course and the Department of Veterans Affairs Privacy Awareness Training Course annually. Contractors must provide signed certifications of completion to the CO during each year of the contract. This requirement is in addition to any other training that may be required of the contractor and subcontractor(s).

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**Contractor Personnel Security**

All contractor employees who require access to the Department of Veterans Affairs' computer systems shall be the subject of a background investigation and must receive a favorable adjudication from the Department of Veterans Affairs Security and Investigations Center (07C). The level of background security investigation will be in accordance with Department of Veterans Affairs Directive 0710 dated September 10, 2004 and is a Department of Veterans Affairs and is available at: <http://www.Department of Veterans Affairs.gov/pubs/asp/edsdirec.asp> (Department of Veterans Affairs Handbook 0710, Appendix A, Tables 1 - 3). Appropriate Background Investigation (BI) forms will be provided upon contract (or task order) award, and are to be completed and returned to the Department of Veterans Affairs Security and Investigations Center (07C) within 30 days for processing. Contractors will be notified by 07C when the BI has been completed and adjudicated. These requirements are applicable to all subcontractor personnel requiring the same access. If the security clearance investigation is not completed prior to the start date of the contract, the employee may work on the contract while the security clearance is being processed, but the contractor will be responsible for the actions of those individuals they provide to perform work for the Department of Veterans Affairs. In the event that damage arises from work performed by contractor personnel, under the auspices of the contract, the contractor will be responsible for resources necessary to remedy the incident.

The investigative history for contractor personnel working under this contract must be maintained in the databases of either the Office of Personnel Management (OPM) or the Defense Industrial Security Clearance Organization (DISCO). Should the contractor use a vendor other than OPM or Defense Security Service (DSS) to conduct investigations, the investigative company must be certified by OPM/DSS to conduct contractor investigations.

**1. Background Investigation**

The position sensitivity impact for this effort (level of background investigation) will be determined through the use of the OPM's Position Designation Tool (PDAT):

<https://www.opm.gov/investigations/background-investigations/position-designation-tool/>.

**2. Contractor Responsibilities**

- a. The contractor shall bear the expense of obtaining background investigations. The background investigation will be conducted by the Office of Personnel Management (OPM). The contractor shall reimburse the Department of Veterans Affairs within 30 days for any background investigations related expense.

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- b. Background investigations from investigating agencies other than OPM are permitted if the agencies possess an OPM and Defense Security Service certification. The Vendor Cage Code number must be provided to the Security and Investigations Center (07C), which will verify the information and advise the contracting officer whether access to the computer systems can be authorized.
- c. The contractor shall prescreen all personnel requiring access to the computer systems to ensure they maintain a U.S. citizenship and are able to read, write, speak and understand the English language.
- d. After the contract is awarded and prior to contract performance, the contractor shall provide the following information, using Attachment B, to the CO:
  - (1) List of names of contractor personnel.
  - (2) Social Security Number of contractor personnel.
  - (3) Home address of contractor personnel or the contractor's address.
- e. The contractor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration from working under the contract.
- f. Failure to comply with the contractor personnel security requirements may result in termination of the contract for default.
- g. Further, the contractor will be responsible for the actions of all individuals provided to work for the Department of Veterans Affairs under this contract. In the event that damages arise from work performed by contractor provided personnel, under the auspices of this contract, the contractor will be responsible for all resources necessary to remedy the incident.”

**3. Government Responsibilities**

- a. The Department of Veterans Affairs Security and Investigations Center (07C) will provide the necessary forms to the contractor or to the contractor's employees after receiving a list of names and addresses.

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- b. Upon receipt, the Department of Veterans Affairs Security and Investigations Center (07C) will review the completed forms for accuracy and forward the forms to OPM to conduct the background investigation.
- c. The Department of Veterans Affairs facility will pay for investigations conducted by the OPM. In these instances, the contractor will reimburse the Department of Veterans Affairs facility within 30 days.
- d. The Department of Veterans Affairs Security and Investigations Center (07C) will notify the contracting officer and contractor after adjudicating the results of the background investigations received from OPM.
- e. The contracting officer will ensure that the contractor provides evidence that investigations have been completed or are in the process of being requested.

**I. CONFIDENTIALITY AND NONDISCLOSURE**

It is agreed that:

- 1. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by the Department of Veterans Affairs which has 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.
- 2. 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.
- 3. 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.



VA Wade Park Campus, Cleveland, OH					
Station ID	Facility	Address	Phone	Floor Plans	Facility Square Footage
541	Wade Park Main Hospital	10701 East Blvd. Cleveland, Ohio 44106	216-791-3800	Y	1,044,655
541	Engineering Trailer	10701 East Blvd, Cleveland , Ohio 44106	216-791-3800	Y	
541	Wade Park Learning Exchange	1551 East 105th Street Cleveland, Ohio 44106		Y	17,222
541	Wade Park Cares Tower Building	10701 East Blvd, Cleveland, OH 44106	216-791-3800	1st floor	

## ATTACHMENT B WADE PARK CAMPUS WIRELESS INFRASTRUCTURE INSTALLATION

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### SECURITY BACKGROUND INVESTIGATION INFORMATION

*(Submit after award and prior to contract performance)*

Complete this form after contract award if contractor employee does not possess a NACI clearance. The completed form must be sent directly to the Contracting Officer within ten days of award.

Vendor Name: \_\_\_\_\_ Cage Code No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

1. Was the employee prescreened?      \_\_\_\_\_ yes    or    \_\_\_\_\_ no
2. Is the employee a U.S. Citizen?      \_\_\_\_\_ yes    or    \_\_\_\_\_ no
3. Can the employee read, write, speak and understand English language?  
      \_\_\_\_\_ yes    or    \_\_\_\_\_ no

#### Information From Employee Requiring a Clearance

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                                      State                                      Zip Code