

Statement of Work
Police Task Chairs
Department of Veterans Affairs
Southeast Louisiana Veterans Health Care System
2400 Canal Street, New Orleans, LA. 70119

June 28, 2016

1. INTRODUCTION:

1.1 The overall purpose is to provide and install Police Task Chairs 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 furniture. All products must meet all salient characteristics defined in this section.

2.2 All furniture 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 furniture.

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

2.5 Locations of each Police Task Chairs for the Diagnostic and Treatment Building, Outpatient Building, Transitional Living Building, Concourse, Visitor Parking Garage and Employee Parking Garage shall be as shown on SOW Attachments 2-7. NOTE: Finishes must be field verified before order is placed. Contractor shall label all Police Task Chairs per room.

2.6 PRODUCTS / SALIENT CHARACTERISTICS:

2.6.1 The suggested manufacturer is Global Saxon or equal.

2.6.2 The Police Task Chairs is intended for Diagnostic and Treatment Building, Outpatient Building, Transitional Living Building, Concourse, Visitor Parking Garage and Employee Parking Garage

2.6.3 The Police Task Chairs shall be High Back, Heavy-Duty Multi-Tilter ergonomic chair including fully adjustable swing away folding arms, gun and radio recesses in the back, pneumatic height adjustment, sliding seat pan and adjustable back.

- Overall Size: 27.5" wide X 21.5 max. to 19" min. depth
- Armrest clearance 24" (+/- 1")
- 4" (+/- 1") Pneumatic height adjustment
- Base: Plastic 5- Star, 26.5" (+/- .5")
- Seat: Sliding set depth adjustment with Dual Cushion Ultracel Foam Seat
- Arms: Swing away folding arms with a variety of width adjustments; Armrest – Self Skin Urethane
- Back: Heavy Duty Padded Back; Vertical back height ratchet adjustment, back support upright shall be 3" (+/- .5") wide; Ballistic nylon outer back and inside back insets that are resistant to impact damage.
- Approved for 24 hours, 7 days a week of use.
- Weight Capacity: 350lbs.

Diagnostic and Treatment Building

2.6.3.1 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Hard

Outpatient Building

2.6.3.2 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Soft

Transitional Living Building

2.6.3.3 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Soft (2); Hard (1)

Concourse Building

2.6.3.4 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Soft

Visitor's Parking Garage:

2.6.3.5 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Hard

Employee Parking Garage:

2.6.3.6 Police Task Chair CHTS-OP:

- ---Vinyl Upholstery: Allante Color: A38E1 – Dark Pewter
- ---Frame and Base Color: Black
- ---Casters: Hard

2.7 DELIVERY AND INSTALLATION

2.7.1 DELIVERY

2.7.1.1 Contractor shall deliver all furniture to the Southeast Louisiana Veterans Health Care System (SLVHCS) at the Central Energy Plant building 2400 Canal St, New Orleans, LA 70119 starting on October 3, 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 Reserved.

2.7.1.8 Delivery and Installation will be coordinated through the COR.

2.7.1.9 Delivery space and path of travel may be considered a construction zone. Contractor must follow all OSHA required safety regulations. All OSHA required Personal Protective Equipment (PPE) shall be worn including, but not limited to, hard hat, safety glasses and safety vests. PPE is not provided by the Government.

2.7.1.10 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.

2.7.1.11 Reference Attachment 1, SITE MAP, for building locations and travel distance for delivery and installation. The travel distance from the loading dock to the front of the campus is approximately 1,100 Linear Feet.

2.7.1.12 All Police Task Chairs must be fully assembled prior to delivery to SLVHCS property.

2.7.1.13 SLVHCS does not have the ability to accept drop shipments. There will be no staging and/or storage at the SLVHCS loading dock or warehouse. All products shall be delivered from the loading dock directly to the installation location

2.7.2 INSTALLATION

2.7.2.1 Contractor shall install Police Task Chairs according to manufacturer's written instructions to assure proper operation and clean all surfaces after installation, according to manufacturer's written instructions.

2.7.2.2 Install all furniture to manufacturer's specifications maintaining Federal, and Local safety standards

2.7.1.3 All Police Task Chairs must be fully assembled prior to delivery to SLVHCS property.

2.7.2.4 Installation must be completed by October 7, 2016. All work shall be completed between 7:30 a.m. and 4:00 p.m. Monday – Friday. All federal holidays, excluded. Federal holidays are available at the Federal Holiday OPM Site.

2.7.2.5 The installation should be completed in 1phase as detailed below:

2.7.2.6 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.

2.7.2.7 The contractor shall coordinate all deliveries, staging areas, installations, and parking arrangements with the COR.

2.7.2.8 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.

2.7.2.9 Contractor shall reference Attachments 2 -7 for buildings, room locations and caster types.

2.8 SITE CONDITIONS

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

3. INSPECTION AND ACCEPTANCE:

3.1 The Contractor shall conduct a joint inspection with the COR upon delivery of furniture.

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, and technical recommendations for maintenance of Police Task Chairs.

5. OPERATOR TRAINING:

5.1 Contractor is not required to provide on-site training of the Police Task Chairs.

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 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 personnel regarding information and information system security.

7.2 SECURITY CLAUSE

"A&A requirements do not apply--Security Accreditation Package is not required".

7.3 VA INFORMATION CUSTODIAL LANGUAGE

a. Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data - General, FAR 52.227-14(d) (1).

b. VA information should not be co-mingled, if possible, with any other data on the contractors/subcontractor's information systems or media storage systems in order to ensure

VA requirements related to data protection and media sanitization can be met. If co-mingling must be allowed to meet the requirements of the business need, the contractor must ensure that VA's information is returned to the VA or destroyed in accordance with VA's sanitization requirements. VA reserves the right to conduct onsite inspections of contractor and subcontractor IT resources to ensure data security controls, separation of data and job duties, and destruction/media sanitization procedures are in compliance with VA directive requirements.

c. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from VA, or gathered/created by the contractor in the course of performing this contract without prior written approval by the VA. Any data destruction done on behalf of VA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements as outlined in VA Directive 6300, Records and Information Management and its Handbook 6300.1 Records Management Procedures, applicable VA Records Control Schedules, and VA Handbook 6500.1, Electronic Media Sanitization. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the VA Contracting Officer within 30 days of termination of the contract.

d. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose and dispose of VA information only in compliance with the terms of the contract and applicable Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information or information systems after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies in this contract.

e. The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.

f. If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

g. If a VHA contract is terminated for cause, the associated BAA must also be terminated and appropriate actions taken in accordance with VHA Handbook 1600.01, Business Associate Agreements. Absent an agreement to use or disclose protected health information, there is no business associate relationship.

- h. The contractor/subcontractor must store, transport, or transmit VA sensitive information in an encrypted form, using VA-approved encryption tools that are, at a minimum, FIPS 140-2 validated.
- i. The contractor/subcontractor's firewall and Web services security controls, if applicable, shall meet or exceed VA's minimum requirements. VA Configuration Guidelines are available upon request.
- j. Except for uses and disclosures of VA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose VA information only in two other situations: (i) in response to a qualifying order of a court of competent jurisdiction, or (ii) with VA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, VA information and information systems to the VA contracting officer for response.
- k. Notwithstanding the provision above, the contractor/subcontractor shall not release VA records protected by Title 38 U.S.C. 5705, confidentiality of medical quality assurance records and/or Title 38 U.S.C. 7332, confidentiality of certain health records pertaining to drug addiction, sickle cell anemia, alcoholism or alcohol abuse, or infection with human immunodeficiency virus. If the contractor/subcontractor is in receipt of a court order or other requests for the above mentioned information, that contractor/subcontractor shall immediately refer such court orders or other requests to the VA contracting officer for response.

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.

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. However, it is the policy of VA to forgo collection of liquidated damages in the event the contractor provides payment of actual damages in an amount determined to be adequate by the agency.

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); VA information, obtain monetary or other

(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, as appropriate; and

(11) Whether credit protection services may assist record subjects in avoiding or mitigating the results of identity theft based on the sensitive personal information that may have been compromised.

d. Based on the determinations of the independent risk analysis, the contractor shall be responsible for paying to the VA liquidated damages in the amount of \$37.50 per affected individual to cover the cost of providing credit protection services to affected individuals

consisting of the following:

- (1) Notification;
- (2) One year of credit monitoring services consisting of automatic daily monitoring of at least 3 relevant credit bureau reports;
- (3) Data breach analysis;
- (4) Fraud resolution services, including writing dispute letters, initiating fraud alerts and credit freezes, to assist affected individuals to bring matters to resolution;
- (5) One year of identity theft insurance with \$20,000.00 coverage at \$0 deductible; and
- (6) Necessary legal expenses the subjects may incur to repair falsified or damaged credit records, histories, or financial affairs.

7.6 CONFIDENTIALITY AND NONDISCLOSURE

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.

7.7 REFERENCE (S):

1. VA Affairs Handbook 6500, Risk Management Framework for VA Information Systems – Tier 3: VA Information Security Program, 10 Mar 2015.
2. Memo: VA Maintenance/Installation (Warranty) Contracts (VAIQ 7058822), 24 Mar 2011.
3. Veterans Affairs Handbook 6500.6 Contract Security, 12 Mar 2010.
4. HIPPA Privacy Rule (See 45 CFR 164, 502(a)(1))
5. Memo: Contractors Excepted from Background Investigations and Screenings, 8 Feb 2007

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:

SOW Attachment 1 – Site Plan

SOW Attachment 2 –Police Task Chairs – Diagnostics and Testing

SOW Attachment 3 –Police Task Chairs – Outpatient Building

SOW Attachment 4 –Police Task Chairs – Transitional Living Building

SOW Attachment 5–Police Task Chairs – Concourse

SOW Attachment 6 -Police Task Chairs – Visitor Parking Garages

SOW Attachment 7 - Police Task Chairs – Employee Parking Garages