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SECURITY REQUIREMENTS

1 SECURITY

VA has adopted the medium level of protection of the *Interagency Security Committee (ISC) Security Design Criteria* (September 29, 2004) for all new mission critical facilities. Lessor shall comply with requirements in the Physical Security Design Manual for VA Facilities found at: <http://www.cfm.va.gov/til/PhysicalSecurity/dmpphysecmc.pdf>

The Lessor shall provide a level of security which prevents unauthorized entry to the space leased during non-duty hours and prevents loitering or disruptive acts in and around the space leased during duty hours. Utility areas shall be secure, and only authorized personnel shall have access. Emergency power backup is required for all alarm systems, CCTV monitoring devices, fire detection systems, entry control devices, lighting, etc. Perimeter fencing or other barriers may be required to restrict or control access from adjacent properties or roadways based on a Government Building Security Assessment.

Keyed locks, keycards or similar security measures shall strictly control access to mechanical areas, medical supplies, medical records and weapons storage rooms as applicable. Additional controls for access to keys, keycards, and key codes shall be strictly maintained under control of the VA.

The Lessor shall develop and maintain accurate HVAC diagrams and HVAC system labeling within mechanical areas. Roofs with HVAC systems shall also be secured. Roof access shall be strictly controlled through keyed locks, keycards, or similar measures. Fire and life safety egress shall be carefully reviewed when restricting roof access.

Exterior security lighting design shall provide the following minimum levels as measured in foot candles: building entrances (2.0FC); walkways (0.2FC); pedestrian entrances (2.0FC); parking lots (1.0FC); roadways (0.4FC); and roof surface (1.0FC).

The following are additional special requirements attributed to select room functions.

| | Door | Hardware | Walls | Ceiling | HVAC |
|---------|------------------------|--------------------|---|--|----------------------|
| Telecom | 1 3/4" Solid wood core | Storeroom function | (3) walls 3/4" painted plywood over drywall | Up and over prevention - openings not to exceed 100sq. In. | 24/7 constant volume |

Lessor shall provide a building security alarm system with alarm points on every exterior door and operable window, to include a motion detection system monitoring all main corridors. System shall be controlled via a digital module capable of activation via a user set alpha-numeric code and a master key. Separate and distinct systems shall be provided for each identified area. Access control barriers or devices must be in place to prevent unauthorized entry from reception areas, waiting rooms or main lobbies into clinical areas or individual work space. Alarmed conditions shall be monitored at a law enforcement agency or security organization central monitoring station capable of appropriate response to breeches. The Lessor shall provide a public address or intercom system throughout the building capable of broadcasting individual or mass notifications as necessary.

The Government reserves the right to provide or arrange to provide additional protective services consisting of law enforcement and security activities to ensure the safety of all visitors and occupants of Government space, to safeguard the Government's real and personal property, and to prevent interference with or disruption on all property under Government control. This may include, but is not limited to, security guard service, alarm systems or devices, security perimeter fencing or barricades, and CCTV surveillance systems monitored in real time at a central monitoring station.

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In cases of a building emergency, or where building security has been compromised or breached, the VA Field Office, Miami Police and Security Communications Center, and the on-site facilities personnel must be notified immediately by the Lessor and/or the Lessor's agent.

- 2** Identity Verification of Personnel – At the Government's expense, the Government reserves the right to verify identities of personnel with routine access to Government space. The Lessor shall comply with the agency personal identity verification procedures below that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201, as amended.

The Lessor shall insert this paragraph in all subcontracts when the subcontractor is required to have physical access to a federally controlled or access to a federal information system.

Lessor compliance with subparagraphs 1 through 4 below will suffice to meet the Lessor's requirements under HSPD-12, OMB M-05-24, and FIPS PUB Number 201.

- 2.1** The Government reserves the right to conduct background checks on Lessor personnel and contractor with routine access to Government leased space.
- 2.2** Upon request, the Lessor shall submit fingerprint charts and background investigation forms for each employee of the Lessor, as well as employees of the Lessor's contractors or subcontractor, who will provide building operating services requiring access to the Government's leased space for a period greater than 6 months. The Government may also require this information for the Lessor's employees, contractors, or subcontractors who will be engaged to perform alterations or emergency repairs in the Government's space.
- 2.3** The Lessor must provide Form FD-258, Fingerprint Chart (available from the Government Printing Office at <http://bookstore.gpo.gov>) and Standard Form 85P, Questionnaire for Public Trust Positions, completed by each person and return to the Contracting Officer (or the contracting officer's designated representative) within 30 days from receipt of the forms. Based on the information furnished, the Government will conduct background investigations of the employees. The contracting officer will advise the Lessor in writing if an employee fails the investigation, and effective immediately, the employee will no longer be allowed to work or be assigned to work in the Government's space.
- 2.4** Throughout the life of the lease, the Lessor shall provide the same data for any new employees, contractors, or subcontractor who will be assigned to the Government's space. In the event the Lessor's contractor or subcontractor is subsequently replaced, the new contractor or subcontractor is not required to submit another set of these forms for employees who were cleared through this process while employed by the former contractor or subcontractor. The Lessor shall resubmit Form FD-258 and Standard Form 85P for every employee covered by this paragraph on a 5-year basis.
- 3** Install a Security Camera System capable of providing exterior building perimeter monitoring. System shall include wall/column-mounted cameras to monitor all perimeters of the building. System shall include CRT monitors mounted above entry door of secondary entrances/exits. Secondary entrance monitors shall be capable of displaying images from camera surveying that perimeter. Monitors mounted at main entry shall be capable of monitoring all camera images. Cameras shall be low light sensitive and provide color images during daylight hours. No remote signal imaging is required. System shall include 5 day digital recording capability.
- 4** When video surveillance is installed, warning signs advising of twenty-four hour surveillance shall be posted.
- 5** Secure HVAC: Dedicated HVAC for Lobbies, Mailrooms, and Loading Docks – To prevent widespread dispersion of a contaminant released within lobbies, mailrooms, and loading docks, the associated HVAC systems shall be isolated and the areas maintained by a dedicate exhaust system at a negative pressure

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(relative to the rest of the building, but at a positive pressure relative to the outdoors. Physical isolation of these areas (well-sealed floor to roof-deck walls, sealed wall penetrations) is critical to maintaining the pressure differential and requires special attention to ensure airtight boundaries between these areas and adjacent spaces. A qualified HVAC professional can assist in determining if the recommended isolation is feasible for a given building. A modification to an existing system will likely require a re-evaluation of the existing HVAC system as well as potentially involving architectural and/or structural changes to the building. Any re-engineering of HVAC systems shall be estimated and costs identified to the Contracting Officer before beginning any proposed alterations. In addition, lobbies, mailrooms, and loading docks shall not share a return-air system. The Lessor shall provide lobby, mailroom, and loading dock ventilation systems' outside air intakes and exhausts with low leakage, fast acting, isolation dampers that can be closed to isolate their systems. Dedicated HVAC will be required for mailrooms only when the Government specifically requires a centrally-operated mailroom. Non-Government building tenants may share the mailroom. Where possible, the mailroom shall be adjacent to the loading dock to prevent the possible contamination of additional areas within the building. Any mailroom or area where mail is received and sorted, shall have posted the telephone number of the Lessor/Owner's building management/engineer and local emergency personnel for emergency notification. Mailrooms shall also have posted a copy of the general precautions for mail handling.

6 ADDITIONAL SECURITY REQUIREMENTS

6.1 CONFIDENTIALITY:

The lessor will ensure that all subcontractors and their employees will protect the confidentiality of all protected information and will be held liable in the event of breach of confidentiality. The lessor, its employees and any subcontractor employees shall comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191), Federal Privacy Act of 1974 (Public Law 93-379), Federal Regulations, VA, VHA regulations and all VA Medical Center Memorandums. Ensure that all lessor's personnel and/or subcontractors comply with the Privacy Act of 1974. Violations may be cause for termination of lease.

6.2 SECURITY REQUIREMENTS FOR LESSOR EMPLOYEES

Lessor's housekeeping employees who require access to Department of Veterans Affairs' facilities shall be the subject of a background investigation and must receive a favorable adjudication from the VA Office of Security and Law Enforcement prior to contract performance. If the investigation is not completed prior to the start date of the contract, the lessor shall be responsible for the actions of the individuals they provide to perform work for the VA.

6.2.1 Position Sensitivity – The position sensitivity has been designated as low risk.

6.2.2 Background Investigation – The level of background investigation commensurate with the required level of access is National Agency Check (NAC1) with written inquiries.

6.2.3 Lessor Responsibilities

6.2.3.1 The Lessor shall bear the expense of obtaining background investigations. The price for the NAC1 Low Risk assessment for fiscal year 2010 is \$231. If the investigation is conducted by the Office of Personnel Management (OPM), the Lessor shall reimburse the VA within 30 days.

6.2.3.2 Prior to award, the Lessor shall provide to the Contracting Officer the following:

- (1) Name(s) of housekeeping personnel;
- (2) Social security number(s) of housekeeping personnel;
- (3) home address of housekeeping personnel or the Lessor's address;
- (4) Housekeeping personnel date(s) of birth.

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The Contracting Officer will submit the above information to the VA Office of Security and Law Enforcement, North Little Rock, AR. The Office of Security and Law Enforcement will provide the necessary investigative forms to the Lessor's housekeeping employee(s), will coordinate the background investigations with OPM, and will notify the Contracting Officer and Lessor of the results of the investigation.

- 6.2.3.3 The Lessor shall submit, or have their employees submit, the required forms to the VA Office of Security and Law Enforcement within 30 days of receipt. The Lessor's housekeeping employee(s) shall forward the required paperwork to the following address: SIC/Contracting, 2200 Fort Roots Drive – Building 192, North Little Rock, AR 72114
- 6.2.3.4 The Lessor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration for working under the lease.
- 6.2.3.5 Failure to comply with the Lessor personnel security requirements may result in termination of the contract for default.
- 6.2.3.6 The VA Background Investigations website is: http://www1.va.gov/vabackground_investigations/. For further information, you may call Donna Landrum at the VA Office of Security and Law Enforcement at 501-257-4469.

6.3 PRIVACY TRAINING:

The housekeeping employees must receive VHA National Privacy Policy training within 30 days of the lease award. If they do not have access to VHA computer systems, this requirement is met by receiving VHA National Privacy Policy training, other VHA approved privacy training or contractor furnished training that meets the requirements of the HHS Standards for Privacy of Individually-identifiable Health Information as determined by VHA. Proof of training is required. You can take the VHA National Privacy Policy training at <https://www.ees-learning.net/librix/loginhtml.asp?v=librix> . Once you have completed the training, print out the certificate of completion, indicate what contract you are with and the location of your work and mail to the Contracting Officer 1201 NW 16th street, Miami, FL 33125.

7 BUILDING SECURITY:

- 7.1 Written work instructions are required to implement the requirement for building security.
- 7.2 The Contractor personnel shall be provided keys by the Contractors Supervisor or General Foreman at the start of each shift. Keys are to be returned to the Supervisor or General Foreman at the end of the work shift daily to allow access to all buildings and rooms/areas requiring cleaning.
- 7.3 The Government may choose to accompany Contractor personnel when in certain secured areas.
- 7.4 Keys provided to the Contractor shall not be duplicated nor removed from the premises. All keys not issued for the day shall be retained in the designated locked key box. Only Shift leaders will be issued a master key and it shall be in their possession while they are on duty.
- 7.5 The Contractor shall be responsible for immediately reporting the occurrence of a lost key to the COTR. The Government at the Contractor's expense (including re-keying all doors that were affected by the lost key) shall replace any keys lost by Contractor personnel. In the event a key(s) is lost or duplicated, the Government shall replace all locks and keys on that system and the total cost deducted from the monthly payment due the Contractor. If a key is lost, the Government shall replace the lock for that room(s) and the total cost deducted from the monthly payment due the Contractor.
- 7.6 Contractor employees shall not allow anyone use of any key in their possession. They shall not open locked rooms or areas to permit entrance by persons other than Contractor employees performing

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assigned duties. All rooms/areas unlocked for cleaning shall not be left unattended during the cleaning process and shall be locked by Contractor personnel after completion of cleaning duties.

7.7 MANUAL FIRE AND BURGLAR ALARM SYSTEMS:

- 7.7.1** Manual fire and burglar alarm systems shall be provided in accordance with NFPA Standard 101 (current as of the date of this SFO).
- 7.7.2** The fire and burglar alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances adopted by the jurisdiction in which the building is located.
- 7.7.3** Systems shall be maintained and tested by the Lessor in accordance with NFPA Standard 72, National Fire Alarm Code.
- 7.7.4** The fire and burglar alarm system wiring and equipment shall be electrically supervised and shall automatically notify the local fire department (NFPA Standard 72), police or approved central station.
- 7.7.5** Emergency power shall be provided in accordance with NFPA Standard 70, National Electrical Code, and NFPA Standard 72.