

DRAFT STATEMENT OF WORK
Cloud-based Archiving Document Services

1. BACKGROUND

The VA San Diego Healthcare System (VASDHS) at 3350 La Jolla Village Drive, San Diego, CA 92161 is part of the Desert Pacific Healthcare Network (VISN 22). It is a teaching hospital, providing a full range of patient services, with state-of-the art technology as well as education and research. The engineering department has increased pressure to complete more maintenance, repair, and improvement projects while delivering a high level of customer service. Without instant access to the right construction plans, updated As-Built drawings, Tentative Improvement (TI), and/or Operation and Maintenance (O&M) Manuals, hours of productivity will drop.

2. SCOPE

VASDHS requires a contractor to organize information including complete hyperlinking of Mechanical, Electrical, and Plumbing (MEP) as-built drawings.

The scope of work includes a cloud-based system that will be used as a tool to archive and hyperlink existing and future VASDHS drawing plans, Operations and Maintenance (O&M) Manuals, and warranty documents. The drawing plans and documents shall be accessible anytime with a handheld device and will minimize the use of paper documents.

3. SPECIFIC TASKS

- a. Contractor shall import approximately 1000 existing As-Built drawings of architectural, mechanical, plumbing, HVAC, electrical, Life Safety, and emergency shut off valves to the cloud-based system within the first year of period of performance with an inclusion of 100 documents per year for the following two (2) years.
- b. Contractor shall import approximately 500 existing O&M Manuals and warranty documents to the cloud-based system within the first year with an inclusion of 50 documents per year for the following two (2) years.
- c. Contractor shall analyze and organize all documents collected from VASDHS and associate related documents together so that hyperlinking and searching within the cloud-based mobile and desktop application is manageable.
- d. The cloud-based and desktop application shall have a dashboard that shows all hyperlinks.
- e. Contractor shall update the dashboard and hyperlinks within two (2) weeks after receipt of additional or new documents provided by VASDHS.
- f. Contractor shall provide eighty (80) access rights to the cloud-based and desktop app.
- g. VASDHS Facility Team shall be able to access existing As-Built drawings, O&M manuals, and warranties anytime, anywhere and on any device that has internet connection. The information will also be available for download for offline access.
- h. Contractor shall provide two (2) 65" SmartScreens to be utilized as a supplement in using the cloud-based and desktop app.

- The SmartScreens will have a desktop application already installed which will be utilized to access the dashboard.
- i. Contractor shall provide technical support via e-mail, chat, phone, and with a dedicated account representative.
- j. Contractor shall inform the VASDHS Engineering department of upcoming upgrades or service interruption approximately 24 hours in advance.
- k. Contractor shall destroy all digital copies of VASDHS data within 90 days after the expiration or termination of the contract.
- l. Contractor shall ensure the cloud-based system meets Security Level 1 requirement as stated in the Federal Information Processing Standard (FIPS) 140-2.

4. DELIVERABLES:

Contractor shall provide the following:

- a. Two (2) – 65” SmartScreens within two weeks after the start of the period of performance.
- b. All data saved in the cloud-based and desktop application must be transferred to an external saving device handed over to VASDHS at the end of the period of performance.

Place of Performance: VASDHS, 3350 La Jolla Village Drive, San Diego CA 92161