

STATEMENT OF WORK

A. GENERAL INFORMATION

1. Title of Project: Installation/upgrade of Audio/Visual (A/V) equipment at VA VISN 22 Office. (Three conference rooms located at 300 Oceangate Suite 700 Long Beach, CA 90802.)
2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. Resources include but are not limited to equipment, labor, tools, parts, miscellaneous materials, permits, fees, supervision, supplies, transportation, and incidentals to complete the installation of the equipment requested, as well as training on the functionality and operation of such equipment.
3. Background: VISN 22 regional office has three rooms (“Casino Conference Room,” “Middle Conference Room,” and “Small Conference Room”) in which meetings and training are conducted on a frequent and regular basis. These activities include extensive use of multi-media technology for both in-house meetings and teleconferencing purposes. Existing equipment and technology is approximately 6-7 years old and either is no longer serviceable or is more cost-effective to upgrade/replace.
4. Performance Period: Contractor shall complete the work required under this SOW within 75 calendar days of award date unless otherwise directed by the Contracting Officer (CO). If contractor proposes an earlier completion date, and the VA accepts contractor’s proposal, the contractor’s proposed completion date shall prevail. Work at the VA site shall not take place on Federal holidays or weekends unless directed by the CO.
5. Type of Contract: Firm-Fixed-Price

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

For every task, the contractor shall identify in writing all associated costs by task, along with associated milestone dates. The contractor's subtask structure shall be reflected in the technical proposal and detailed work plan.

D. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this SOW.

Task 1: Casino Conference Room (Room 706)

DISPLAYS:

The Casino Conference Room (706) will be outfitted with two (2) large 80” LCD/LED 1080p wall-mounted displays, to be mounted side-by-side with a VTC camera mountable above or

between the displays. The 70" displays will be mounted on the front of the room as existing displays. The displays will accompany a near-end far-end video-conferencing image scenario with the ability to present content. One (1) 60" 1080p display will be added to the rear for overflow content.

System Elements

1. Two (2) 70" LED/LCD 1080p commercial displays
2. One (1) 60" LED/LCD 1080p commercial display
3. Three (3) tilt wall mounts

MATRIX SWITCHER:

A new modular matrix switcher will be designed and implemented for the Casino Conference Room. The switcher will consist of a variety of digital inputs/output cards that will be selectable for the connected media provided. The proper extended receiver boxes will be selected for the appropriate design and system functionality to extend the video signals to each display. Two (2) wall plate AV Connections will be provided with HDMI and VGA w/audio as a source selection. The new connection plates will be installed in existing connection plate locations.

System Elements

1. One (1) 8x8 matrix switcher
2. Three (3) HDBaseT Receivers
3. Two (2) wall plate transmitters
4. Seven (7) digital inputs cards
5. Four (4) digital outputs cards

AUDIO:

Audio sound will be distributed through fourteen (14) new 70-volt ceiling mounted speakers and one (1) one-channel 70-volt audio amplifier installed for the required audio. Speakers will be installed in the area of concern to maintain sound pressure. Three (3) 3-elements ceiling mounted microphones will be installed and configured to revolve around room configurations to capture near-end vocals for audio and video conferencing.

System Elements

1. Fourteen (14) 70-volt ceiling-mounted speakers
2. One (1) rack-mounted 70-volt amplifier
3. Three (3) 3-elements ceiling mounted microphones (above the conference area only)

AUDIO CONFERENCING:

Audio Teleconference (ATC) will also be designed into the new system. One (1) new digital sound processor will be installed and configured to function with the newly installed ceiling microphones. ATC will be designed to incorporate both incoming and outgoing vocals.

System Elements

1. One (1) 12x8 Digital sound processor with Telco POT

NOTE: This portion will be concurrently installed and integrated with Task 1 for the Casino Conference Room:

VIDEO CONFERENCE:

HD Video Conferencing (VTC) will be integrated to conduct remote distance communication by video and audio transmission over the Local Area Network. The VTC will be able to hold collaboration meetings and share content with other far-end sites. The VTC system will utilize the new displays for collaboration and presentation. One (1) 3-elements ceiling microphone will be placed and installed above the concern area to capture all near-site vocals. One (1) camera will be mounted above or between the 80" displays and one (1) toward the rear of the room.

System Elements

1. One (1) Video Conferencing unit
 2. Two (2) 1080p PTZ wall mounted cameras
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CONTROL:

The Casino Conference Room will have one (1) 8.7" wireless color touch panel for easy access of AV control, all to be controlled with one (1) integrated system control processor. All custom programming will be designed and programmed to customer's approval and system abilities. Other programming functions will include:

- Video conferencing controls/transport/camera control library
- Audio conference controls/transport
- Video source switching with audio (up 3-4)
- Media volume up/down for media only
- Display controls
- System power on/off (with confirmation pages)
- Advance user page (with matrix video switching)
- To include up to 5-7 pages of touch panel of GUI Design

System Elements

1. (1) Integrated system control processor
2. (1) 8.7" wireless colored touch panel
3. (1) Ex/ER wireless gateway
4. (1) Wireless table docking station

EQUIPMENT STORAGE:

All-new A/V rack-mounted equipment will be consolidated and housed in one (1) existing floor-standing rack. Contractor will provide necessary cooling fans for cabinet air flow for potential heat. Rack will be located in a closet.

System Elements

1. GFE floor-standing rack
2. Rack accessories

Task 2: Middle Conference Room (Room 701)

DISPLAYS:

The Middle Conference Room will be outfitted with two (2) large LCD/LED 1080P 70" displays, to be mounted side-by-side, with a VTC camera mountable above or between the displays. The displays will accompany a near-end far-end video-conferencing image scenario with the ability to present content.

System Elements

1. Two (2) 70" LED/LCD commercial displays
2. Two (2) tilt wall mounts

MATRIX SWITCHER:

An all-in-one matrix switcher is to be designed and implemented for the conference room. The fixed matrix switcher will consist of a variety of analog/digital inputs and outputs and will have the ability to select the noted presentation media source and/or content to the displays. The proper transmitter and receiver boxes will be selected for the appropriate design and system functionality.

System Elements

1. One (1) All-in-one Matrix Switcher
2. Two (2) HDMI & VGA with 3.5mm Table Connection (2x1)
3. Two (2) Display Receiver
4. One (1) GFE Dedicated PC.
5. One (1) GFE DTV

AUDIO:

Audio sound will be distributed through ten (10) new 70-volt ceiling mounted speakers and use the built-in audio power amplifiers which will be installed for the required audio. Speakers will be installed in the area of concern to maintain sound pressure. Two (2) 3-elements ceiling mounted microphones will be installed and configured to revolve around room configurations to capture near-end vocals for audio and video Conferencing.

System Elements

1. Ten (10) 70-volt ceiling-mounted Speakers
2. Two (2) 3-elements ceiling mounted microphones

AUDIO CONFERENCING:

Audio Teleconference (ATC) will also be designed into the new system. One (1) new Digital Sound Processor will be installed and configured to function with the newly installed ceiling microphones. ATC system will be designed to incorporate both incoming and outgoing vocals.

System Elements

1. One (1) 12x8 digital sound processor with Telco POT

NOTE: This portion will be concurrently installed and integrated with Task 2 for the Middle Conference Room:

VIDEO CONFERENCE:

HD Video Conferencing (VTC) will be integrated to conduct remote distance communication by video and audio transmission over the Local Area Network. The VTC will be able to hold collaboration meetings and share content with other far-end sites. The VTC system will utilize the new displays for collaboration and presentation. Three (3) 3-elements ceiling microphones will be placed and installed above the area of concern to capture all near-site vocals. One (1) camera will be mounted above or between the 70" displays.

System Elements

1. One (1) Video Conferencing unit
2. One (1) 1080p PTZ wall-mounted camera

CONTROL:

The Middle Conference Room will have one (1) 8.7" Wireless Color Touch Panel for easy access of AV control, all to be controlled with one (1) integrated system control processor. Custom programming will be designed and programmed to customer's approval and system abilities. Other programming functions will include:

- Video Conferencing Controls/Transports/Camera Control/Library
- Audio Conference Controls/Transports
- Video Source switching with audio
- Media volume up/down for Media only
- Display controls
- DTV Controls/Transports
- System Power on/off (with Confirmation pages)
- Advance user page (with Matrix video Switching)
- To include up to 3-4 Pages of Touch panel of GUI Design

System Elements

1. One (1) all-in-one integrated system control processor
2. One (1) 8.7" wireless colored touch panel
3. One (1) Ex/ER wireless gateway
4. One (1) wireless table docking station
5. One (1) Wall mounted Touch panel docking station

CREDENZA:

All new A/V rack-mounted equipment will be consolidated and housed in one (1) new media credenza with two equipment rack bays. The credenza will be located at the rear or front of the room. Contractor will also provide necessary cooling fans for cabinet air flow for potential heat.

System Elements

1. One (1) AV credenza 29"h-54"w-24"d
2. Two (2) rack bays
3. Rack power strips
4. Fans
5. Rack materials

Task 3: Small Conference Room (Room 733)

DISPLAYS:

The Small Conference Room will be outfitted with a total of two (2) large LCD/LED 1080P 60" displays, which will be mounted side-by-side with a VTC camera mountable above or between the displays. The displays will accompany a near-end far-end video-conferencing image scenario with the ability to present content.

System Elements

1. Two (2) 60" LED/LCD commercial Display
2. Two (2) Tilt Wall mounts

MATRIX SWITCHER:

An all-in-one matrix switcher is to be designed and implemented for the conference room. The fixed matrix switcher will consist of a variety of Analog/Digital inputs and outputs and will have

the ability to select the noted presentation media source and/or content to the displays. The proper transmitter and receiver boxes will be selected for the appropriate design and system functionality.

System Elements

1. One (1) All-in-one Matrix Switcher
2. One (1) HDMI & VGA with 3.5mm Table Connection (2x1)
3. Two (2) Display Receiver
4. One (1) GFE Dedicated PC

AUDIO:

Audio sound will be distributed through four (4) new 70-volt ceiling-mounted speakers and use the built-in audio power amplifiers that will be installed for the required audio. Speakers will be installed in the area of concern to maintain sound pressure. One (1) 3-elements ceiling mounted microphone will be installed and configured to revolve around room configurations to capture near-end vocals for Audio and Video Conferencing.

System Elements

1. Four (4) 70 Volt Ceiling mounted Speakers
2. One (1) 3-Elements ceiling mounted microphone

AUDIO CONFERENCING:

Audio Teleconference (ATC) will also be designed into the new system. One (1) new digital sound processor will be installed and configured to function with the newly installed ceiling microphones. ATC system will be designed to incorporate both incoming and outgoing vocals.

System Elements

1. One (1) 12x8 Digital sound processor with Telco POT

NOTE: This portion will be concurrently installed and integrated with Task 3 for the Small Conference Room:

VIDEO CONFERENCE:

HD Video Conferencing (VTC) will be integrated to conduct remote distance communication by video and audio transmission over the Local Area Network. The VTC will be able to hold collaboration meetings and share content with other far-end sites. The VTC system will utilize the new displays for collaboration and presentation. Three (3) 3-elements ceiling microphones will be placed and installed above the area of concern to capture all near-site vocals. One (1) Camera will be mounted above or between the 60" displays.

System Elements

1. One (1) video conferencing unit
 2. One (1) 1080p PTZ wall-mounted camera
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CONTROL:

The Small Conference Room will have one (1) 8.7" wireless color touch panel for easy access of AV control, to be controlled with one (1) integrated system control processor. All custom programming will be designed and programmed to customer's approval and system abilities. Other programming functions will include:

- Video Conferencing Controls/Transports/Camera Control/Library

- Audio Conference Controls/Transports
- Video Source switching with audio (up 3-4)
- Media volume up/down for Media only
- Display controls
- System Power on/off (with Confirmation pages)
- Advance user page (with Matrix video Switching)
- To include up to 3-4 Pages of Touch panel of GUI Design

System Elements

1. One (1) all-in-one integrated system control processor
2. One (1) 8.7” wireless colored touch panel
3. One (1) Ex/ER wireless gateway
4. One (1) wireless table docking station
5. One (1) wall-mounted touch panel docking station

CREDENZA:

All new A/V rack mounted equipment will be consolidated and housed in one (1) New Media Credenza with two equipment rack bays. The credenza will be located at the rear or front of the room. Contractor will also provide necessary cooling fans for cabinet air flow for potential heat.

System Elements

1. One (1) AV Credenza 29"h-54"w-24"d
2. Two (2) Rack Bays
3. Rack Power Strips
4. Fans
5. Rack Materials

E. EVALUATED OPTIONAL TASKS AND ASSOCIATED DELIVERABLES: N/A

F. SCHEDULE FOR DELIVERABLES

1. The contractor shall complete the Delivery Date column in Attachment A for each deliverable specified.
2. If for any reason any deliverable cannot be delivered within the scheduled time frame, the contractor is required to explain why in writing to the CO, including a firm commitment of when the work shall be completed.

This notice to the CO shall cite the reasons for the delay, and the impact on the overall project. The CO will then review the facts and issue a response, in accordance with applicable regulations.

G. 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.

H. REPORTING REQUIREMENTS: [TO BE DETERMINED BY COTR/CO]

I. TRAVEL

Travel costs incurred by the contractor will be borne by the contractor.

J. VA RESPONSIBILITIES

VA will: Provide adequate room for the installation of the proposed termination hardwired at the station and in the communications closets; provide a secured storage area inside the building for materials and tools; disassemble/move desks or other office furniture to provide contractor proper access to perform installation tasks; ensure the existing conduit/pathway is free and clear from defects. If it is not, VA will be responsible for making it free and clear; contractor may assist with making the existing conduit/pathway free and clear if requested by VA in the form of a written change order.

K. CONTRACTOR EXPERIENCE REQUIREMENTS

The VA will determine on a SR basis what positions are considered key personnel. The contractor shall identify, by name, the key management and technical personnel who will work under this task order at the time the work is being negotiated.

If a key person becomes unavailable to complete the SR, the proposed substitutions of key personnel shall be made only as approved directed by the Contracting Officer and the COTR. The VA will not dictate specific experience and education requirements of the employees initially proposed to perform the work stated herein. **The contractor shall submit a resume of qualifications to the COTR for key personnel and all other direct employees proposed for the project. All contractor employees will be approved by the COTR prior to bringing on duty.** If, at any time from date of award to the end of the contract, non-key Contractor personnel are no longer available, HES/HIS reserves the right to review qualifications of proposed replacement personnel and to reject individuals who do not meet the qualifications set forth in the TLO. Team personnel proposed by the contractor should possess some of the following knowledge and/or skills: **Design and implementation of high-performance communications solutions. Knowledge/experience in the areas of audio visual, structured communications, cabling, wireless, and network security.**

The contractor must notify VA in advance, and VA will approve or reject, proposed contractor key personnel for the performance of this contract. The contractor shall submit a resume of qualifications to the COTR for key personnel and all other direct employees proposed for the project. All contractor employees will be approved by the COTR prior to bringing on duty. If, at any time from date of award to the end of the contract, Contractor personnel are no longer available, the VA will approve the qualifications of proposed replacement personnel and will reject individuals who do not meet the qualifications set forth herein. The contractor must inform the VA COTR, Project Manager and/or Task Manager when personnel are removed from the contract for any reason. The Contractor shall remove any employee from the performance of this contract within five (5) workdays of receiving notice from the Contracting Officer that the employee's performance is unsatisfactory. All Contractor employees are subject to immediate removal from performance of this contract when they are involved in a violation of the law, VA security, confidentiality requirements and/or other disciplinary reasons.

- The contractor must inform the VHA COTR, and Project Manager/Task Manager when personnel are removed from the contract for any reason.

- If a key person becomes unavailable to complete the SR, the proposed substitutions of key personnel shall be made only if approved by the COTR and Project Manager.
- The contractor shall submit a resume of qualifications to the COTR for all direct employees proposed for the project. All Contractor employees will be approved by the COTR prior to bringing on duty.

The VA shall not be liable for further payment of any Contractor employee that VA requires the Contractor to remove from the performance of this contract. VA's payment liability, for unsuitable Contractor employees, ends five working days after Contractor's receipt of "removal request" for unsatisfactory performance and immediately for any violation of law, VA security, confidentiality requirements and/or other disciplinary action.

Time and Materials Task Orders

When anticipating a time and materials task order, describe the level of expertise that is required of contractor personnel. Take care only to require expertise that is commensurate with the current functional requirement. Also, ask the contractor to provide references of all work underway and completed over the last few years; that is of the same nature and level of effort as the anticipated work. Notice that it is recommended that references be sought for all work over the past few years. By requesting references from all of the contractor's clients, past and present, you remove the contractor's ability to eliminate bad references. This is a way to weed-out contractors who lack the needed expertise for your project.

Firm-Fixed-Price Task Orders

Typically, the VA does not mandate a particular level of expertise for firm-fixed-price task orders. The reason is that the VA specifies a functional end result for which the contractor proposes a firm-fixed-price. The contractor assumes all risk to provide the specified deliverable by the due date, with the proposed technical team, or may be charged liquidated damages. The better approach is to require the contractor to provide details of the proposed personnel's experience so that the VA can make a judgment as to whether the contractor has adequately staffed the project. Then, if the VA's evaluation team has an issue with the proposed team, the issue can be raised with the contractor during the pre-award phase of the acquisition process. If the VA concludes that the contractor's workforce is lacking the appropriate experience, we can reject the proposal.

L. 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 VA which have been generated by the contractor in the performance of this task order, are the exclusive property of the U.S. VA 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, draft deliverables, 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.

M. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

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 VA Office of Security and Law Enforcement prior to contract performance. This requirement is applicable to subcontractor personnel requiring the same access.

Attachment A to the Statement of Work

Schedule of Deliverables

Deliverable No.	Item	Quantity	Delivery Date
One	Task 1 (Casino Conf Room)	1	To be completed within <u>45</u> calendar days after award.
Two	Task 2 (Middle Conf Room)	1	To be completed within <u>60</u> calendar days after award.
Three	Task 3 (Small Conf Room)	1	To be completed within <u>75</u> calendar days after award.

NOTE: Either the Casino Conference Room or the Middle Conference Room is to be available for use at all times.