

Performance Work Statement (PWS)

Initial Outfitting, Transition, and Activation Services

for the

VA Pacific Islands Healthcare System ALOHA Lease Project Multi-Specialty Outpatient Clinic

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Performance Work Statement (PWS)

Initial Outfitting, Transition, and Activation Services

VA Pacific Islands Healthcare System - ALOHA Lease Project Multi-Specialty Outpatient Clinic

Vision Statement

The ALOHA Major Lease Project Multi-Specialty Clinic is fully operational and ready to serve Veterans on Day One in accordance with the activation schedule.

1 Introduction

The Veterans Administration (VA) Pacific Islands Healthcare System is constructing a new major lease Multi-Specialty Outpatient Clinic (MSOC). The VA Pacific Islands Healthcare System requires comprehensive initial outfitting, transition, and activation (IOT&A) services to ensure the MSOC is ready to serve veterans in accordance with the activation schedule.

Activation is defined as the process of identifying, planning, managing, and executing the logistical and operational requirements to bring a new medical center into full planned operations. The VA Pacific Islands Healthcare System has assigned VHA staff to an Activation Team which is responsible for managing the Activation Project and ensuring the MSOC is in full planned operations on Day One (the first day clinical services are scheduled to be available to Veterans). The IOT&A contractor will support the Activation Team in meeting its responsibilities to activate the new MSOC.

1.1 Mission

VHA's mission is to "Honor America's Veterans by providing exceptional health care that improves their health and well-being." This requirement supports VHA's mission by providing contractor support services to help bring the new medical center into full planned operations and provide health care services to Veterans.

1.2 Background

The VA Pacific Islands Healthcare System is in the process of undertaking a new major lease project which will deliver a new MSOC for VA. This project proposes to lease a new, approximately 69,000 net usable square foot (NUSF) MSOC in the Ewa Plain area of Oahu, HI. The ALOHA lease, as it is called, would include approximately 466 parking spaces for visitors, patients and staff and provide Primary Care, Mental Health, Dental, Pain Clinic, Physical and Occupational Therapy, Prosthetic, Laboratory and Pathology, Pharmacy, and advanced imaging services to Veterans in an appropriately-sized, state-of-the-art, energy efficient health care facility. In addition, the proposed facility would include approximately 4,500 NUSF for the National Teleradiology Program (NTP). By leveraging a standardized Teleradiology system and electronic medical records, this program would serve the entire VA system to provide remote diagnostic image readings of Magnetic Resource Imaging (MRI), X-Ray, and Computed Tomography (CT) scans. This lease would consolidate operations of the current Leeward clinic

(approximately 5,000 NUSF) with the West Oahu VA Vet Center, a Veterans Benefits Administration (VBA) office and the Hawaii Office of Veterans Services into one facility.

The ALOHA lease project is being managed by the VA Construction and Facilities Management (CFM). The MSOC is currently in the 30% design phase with construction commencing in November 2019. The current projected Day One date is August 1, 2020. The location of the new clinic has yet to be determined but it is estimated it will be approximately 3 to 7 miles from the current facility. Please see PWS Exhibits A and B for a conceptual floor plan and list of functional areas. The MSOC will not have patient beds.

1.3 Scope

The scope of this contract includes all necessary planning and IOT&A services required by the VA Pacific Islands Healthcare System to ensure the clinic is activated in accordance with the activation schedule. The Contractor shall perform all necessary activities in accordance with the PWS. Tasks include project management services; transition planning services; furniture, fixtures, and equipment (FF&E) planning services; design services; acquisition support services; warehousing services; testing services, delivery and installation services; training services; activation support services; and final turnover, close-out, and post occupancy evaluation services.

1.4 Period of Performance

The period of performance (POP) shall be from date of award through February 28, 2021.

2 General Requirements

The Contractor shall be responsible for performing the tasks in this PWS in a manner to ensure the clinic is activated in accordance with the activation schedule and is operational and ready to serve Veterans on Day One. The contractor shall provide all labor, materials, tools and equipment, transportation, supervision, services, supplies, and coordination as necessary to provide IOT&A services for the VA Pacific Islands Healthcare System for work described herein. The Contractor may make recommendations to the Government in accordance with the tasks required in this PWS. However, all decisions are the direct responsibility of the Government. All work shall be accomplished in compliance with applicable local, state and federal codes, and VA specifications.

2.1 Non-Personal Services

This is a non-personal services contract. A non-personal services contract is a contract under which the Contractor personnel providing the services are not subject to government supervision or control, either by the contract's terms or by the manner of its administration. The Contractor is responsible for the supervision and direction of its employees.

2.2 Business Relations and Communications

The contractor shall successfully integrate and coordinate all activity needed to execute this requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, and timely identification of issues, as necessary. The contractor is responsible for the effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Authority, Administration, and Management

The following subsections specify requirements for contract management and personnel administration.

2.3.1 Contract Authority

A Contracting Officer's Representative (COR) will be designated for this contract. The Contractor shall only accept instruction from the Contracting Officer or the designated COR. The COR is authorized to act as an official representative of the Contracting Officer. CORs are authorized to act within the limitations specified herein and in accordance with written restrictions specifically imposed under the terms of the contract/task order and by the Contracting Officer. The COR's authority for this contract/order shall extend to the following: inspection and acceptance or rejection of the work and approval and certification of invoices. The COR will be the primary Government point of contact for the Contractor regarding general "tasking" requirements, deliverables, and other requirements under this PWS. Coordination of routine technical matters with project members shall be accomplished through the COR.

The Contractor shall only accept instruction from the Contracting Officer or the designated COR, and only perform work that is under contract. CORs do not have the authority to direct changes in scope, price, terms and conditions of the contract or task order. CORs do not have the authority to execute modifications to the contract or task order which require the signature of the Contracting Officer to bind the Government by contract in terms of a proposed change.

2.3.2 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The Contractor is responsible for the management of its own contract and its subcontractors (if any).

2.3.3 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer this requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall identify a single point of contact between the Government and contractor personnel.

2.3.4 Personnel Administration

The contractor is responsible for the administration of its personnel involved in this effort. The contractor shall provide personnel management, administration, and support as required (e.g. supervision, timekeeping, travel arrangements, pay, leave processing). The contractor must maintain continuity between contractor personnel providing services under this PWS and the contractor's corporate offices. The Contractor is responsible for ensuring its employees meet the safety, security, and training requirements of this PWS (see PWS Section 4).

NOTE: Contractor employees working at the VA Pacific Islands Healthcare facility are required to provide proof of a negative tuberculosis (TB) test.

2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. The Contractor may add subcontractors to its team after notification to and approval by the Contracting Officer. As part of its proposal, the Contractor shall provide to the Contracting Officer a list of all subcontractors. New subcontractors must be approved in advance by the Contracting Officer to verify the proposed subcontractor's eligibility to perform work under federal contracts. As subcontractors are added and/or deleted, the Contractor shall provide an updated list to the Contracting Officer within two business days of such change.

2.5 Contractor Personnel, Disciplines, and Specialties

The Contractor shall provide the necessary personnel, resources, and infrastructure to manage, perform, and administer the contract. The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience.

2.5.1 – Key Personnel

The personnel identified herein are considered essential to the work being performed. In the event changes to key personnel are required during the performance of this contract, replacement key personnel must meet or exceed the experience and qualifications of the individual the contractor included in its proposal submittal. Prior to substituting, removing, replacing, or diverting any key personnel, the Contractor shall notify the Contracting Officer 10 working days in advance. The Contractor shall submit to the Contracting Officer the resume of the replacing individual that demonstrates skills and background at least equivalent to those of the individual the contractor included in its proposal. The Contracting Officer will evaluate the replacing person's resume to determine the experience and qualifications of the replacement are equal or exceed those of the person's resume submitted with the contractor's proposal for that position.

For the purposes of this contract, key personnel are listed below with minimum qualifications as identified in the solicitation:

- a) Project Manager (on site)
 - i. Certified PMP
 - ii. Experience in activating healthcare facilities
 - 1. Federal healthcare facility activation experience preferred
 - 2. VA healthcare facility activation experience preferred
 - iii. Experience in working on OCONUS (other than continental US) projects
- b) Senior Transition Planner
 - i. Federal healthcare experience
 - ii. Experience in activating healthcare facilities preferred
- c) Senior Designer
 - i. Experience in healthcare facility design
 - ii. NCIDQ Certification
- d) Lead Acquisition Specialist
 - i. Experience developing procurement packages for federal projects,

1. Experience with federal healthcare facility activation projects preferred
 2. VHA acquisition experience preferred
- e) Warehouse Supervisor
- i. Experience warehousing in a healthcare environment

2.5.2 Employee Identification

All Contractor Employees working at the VA Pacific Islands Healthcare System shall wear company identification to distinguish themselves as Contractor Personnel. When conversing with Government personnel during business meetings and over the telephone, Contractor Employees shall identify themselves as such. Where practicable, Contractor Employees occupying space within a Government facility should identify their workspace area with their name and company affiliation. Contractor Employees conversing with other contractors or vendors shall identify themselves as Contractor Personnel.

2.6 Location and Hours of Work

This PWS requires work to be performed at the VA Pacific Islands Healthcare System located at 459 Patterson Rd. Honolulu, HI 96819 (located at Tripler Army Medical Center). This is a secure military installation and contractor employees working at the facility will require badges (see PWS Section 4). Normal workdays are Monday through Friday except US Federal Holidays, which can be found at <https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/federal-holidays/>. Normal working hours are 7:30 AM to 4:00 PM. Longer work hours and weekend work may be required near critical milestone dates. Work shall not take place after normal working hours, on weekends, or on Federal holidays unless approved by the COR. Work will also be performed at the MSOC location after the facility is constructed.

2.7 Travel

The Government anticipates travel under this effort to perform the tasks associated with the effort, as well as to attend program-related meetings throughout the period of performance. Travel required to perform the work identified in this PWS shall be priced on a cost-reimbursable with a not-to-exceed amount as indicated on the pricing schedule. Travel to other VHA locations is not anticipated.

Travel requires advanced concurrence by the COR (see PWS Exhibit C Travel Approval Form).

All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the COR, and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance FAR Subpart 31.205-46. The applicable travel regulations to FAR Subpart 31.205-46 is the Federal Travel Regulation (FAR31.205-46(a)(2)(i)) which is available at <https://www.gsa.gov/graphics/ogp/FTR2011-02Complete.pdf>.

In accordance with VA Financial Policies and Procedures Volume XIV - Chapter 7, Contractor travel within the local commuting area (within 50 miles of the employee's residence) will not be reimbursed.

2.7.1 Allowable Travel Costs

In accordance with FAR 31.205-46, costs incurred by Contractor personnel on official company business pursuant to performance on this contract are allowable, subject to the following limitations.

Allowable: Costs shall be allowable only if the following information is documented (see PWS Exhibit C - Travel Approval Form).

(i) Date and place of the expenses,

(ii) Purpose of the trip, and

(iii) Name of person on the trip and that person's title or relationship to the contractor.

Reasonable charge: Costs incurred for lodging, meals, and incidental expenses (as defined in the FTR) shall be considered reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel. In special or unusual situations, actual costs more than the above-reference maximum per diem rates are allowable if such amounts do not exceed the higher amounts authorized for Federal civilian employees as permitted in the FTR (see FAR 31.205-46(a)(3)). Costs more than the per diem rate are only allowable if all the conditions specified at FAR 31.205-46(a)(3) are met.

Documentation to support actual costs incurred shall be in accordance with the contractor's established practices subject to the limitations in FAR Subpart 31.205-46. A receipt is required for each expenditure of \$75.00 or more.

Transportation: Costs for transportation may be based on mileage rates, actual costs incurred, or on a combination thereof, provided the method used results in a reasonable charge. The Contractor shall include documentation with the travel invoice to verify the amount invoiced.

Airfare: In accordance with FAR 31.205-46(a)(7)(b), Airfare costs more than the lowest priced airfare available to the contractor during normal business hours are unallowable unless an exception specified at FAR 31.205-46(a)(7)(b) applies. In addition to the airfare receipt, the Contractor shall submit documentation with the travel invoice to verify the selected airfare is the lowest price airfare available. To be allowable, airfare costs that are more than the lowest price airfare available must document and justify the applicable conditions.

Lodging, meals, and incidental expenses: Costs for lodging, meals, and incidental expenses will be based on per diem, actual expenses, or a combination thereof, provided the method used results in a reasonable charge. The use of per diem rates is preferred for meals and incidental expenses. Per diem rates can be found at <https://www.gsa.gov/portal/category/26429>. An appropriate downward adjustment of per diem rates is expected on partial travel days (e.g. First and last day of travel). The FTR first and last day of travel rates can be found at <https://www.gsa.gov/portal/content/101518>. The Contractor is not required to use the FTR first and last day of travel rates, however the adjusted per diem rates must result in a reasonable charge. The contractor may use FedRooms (<https://www.fedrooms.com/>) to book lodging. FedRooms provides FTR compliant hotel rooms for government contractors on official government business with rates at or below per diem rates.

2.8 Invoicing

The first billing period shall run from the date of award to the last day of the month in which award was made. Thereafter, the billing period shall start at the beginning of each month and end with the last day of each month. The Contractor shall not submit an invoice until after the billing period has ended. The Contractor shall submit invoices for approval, including all back-up data (see below), to the COR, Contracting Officer, and assigned Contract Specialist via email for review prior to electronically submitting the invoice for payment.

Invoice back-up data at a minimum will include a schedule-of-values (SOV) and a project status report. The project status report shall include a list of the deliverables submitted during that billing period. The SOV and project schedule submitted with the invoice shall cover the same billing period as the invoice. The SOV and project status report shall provide sufficient documentation that the work being billed for has been completed. Upon receipt of an accurate and complete invoice with back-up data, the COR will return an approved copy to the Contractor within five business days.

If the invoice is incomplete or inaccurate, the COR will return the unapproved invoice to the Contractor for correction within five business days.

The Contractor shall submit approved invoices for payment following the mandatory electronic invoicing procedures below.

The VA Financial Services Center (FSC) is VA's payment office. FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

Vendor e-Invoice Set-up Information - Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to FSC for payment processing, free of charge. If you have questions about the e-invoicing program or Tungsten, please contact FSC at the phone number or email address listed below:

Tungsten e-Invoice set-up information: 877-489-6135

Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com

FSC e-Invoice Contact Information: 877-353-9791

FSC e-Invoice email: vafscshd@va.gov

More information on the FSC electronic invoicing process can be found at <http://www.fsc.va.gov/einvoice.asp>.

3 Performance Requirements

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 Project Management Services.

The Contractor shall support the VA Pacific Islands Healthcare System Activation Team by providing project management for the activation project as identified in this PWS. The Contractor shall utilize Project Management Institute (PMI) best practices to manage cost, schedule, quality, risk, and resources. The Contractor's Project Manager shall not be reassigned without notification to the contracting officer. The Project Manager must be fulltime on site and lead all design meetings, user group meetings, executive briefs, installation activities and project closeout.

The Contractor shall support the VA Pacific Islands Healthcare System Activation Teams project management responsibilities. The VA Pacific Islands Healthcare System Activation Team is responsible for coordinating the Activation Project Schedule with the Construction Schedule.

This entails coordination with the VA Office of Construction and Facilities Management (CFM), the Construction Contractor, the Office of Information & Technology, Contracting Office(s) involved, and other programs/experts as required. The Contractor shall provide support by coordinating with the above offices as necessary to develop and maintain the Activation Project Schedule with critical construction, IT, and any other applicable milestones dates that impact the activation of the MSOC. All coordination communication that impacts the project schedule shall be documented.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Uses PMI best practices for project management.

AQL: PMI best practices are used 100% of the time to the extent possible under the circumstances.

Deliverables

A001 Subcontractor Listing

A004 Staff Roster

3.1.1 Project Schedules and Reports.

The Contractor shall support the VA Pacific Islands Healthcare System Activation Teams planning, scheduling, and reporting requirements. The Activation Team is responsible for developing an Activation Project Management Plan which includes significant task details, critical path information, responsibilities, and costs. The Activation Team is also responsible for developing an Activation Integrated Master Plan/Schedule which integrates activation activities with the information technology project/schedule, and the construction project/schedule. In managing the Activation Project Schedule (APS) and Activation Integrated Master Project Schedule (AIMS), the Contractor shall advise the Government of suspense dates that need to be met by the Government and/or Government Contractors to ensure on-time execution such as, but not limited to, delivery dates for items purchased by the Government, information that the Contractor needs from the Government to complete the requirements of this PWS, and certain AIMS milestone dates. The Contractor is responsible for tracking these dates and keeping the parties informed. However, the Contractor is not responsible for enforcing dates or ensuring work is completed on schedule to the extent the dates and/or work are not a requirement of the Contractor as described herein. The Contractor shall report in a timely manner any schedule deviations to the Activation Team, Contracting Officer and Contracting Officers Representative (COR). Upon the Government's acceptance of the schedule deviation, the Contractor shall prepare and submit for approval a revised Master Project Schedule.

In the event a schedule deviation impacts the period of performance of this contract, the Contractor shall provide in writing to the Contracting Officer the reason for the delay, associated points of contact, and a request for extension. Extension requests must detail the amount of additional time required and are not automatically granted.

The Contractor shall document lessons learned throughout the project in the monthly status report. The contractor shall prepare a summary of lessons learned at the conclusion of the project.

Project schedules, project reports, and plans shall be posted on the Contractor's SharePoint-like site. Schedules project reports shall be updated monthly to reflect all schedule changes since the last published schedule. Plans shall be updated as required. Updating shall be completed monthly and the revised schedules and updated reports posted on the SharePoint-like site by the second Wednesday of each month, unless otherwise agreed upon by the COR. Schedule updating may be required at more frequent intervals during times of heightened or time-sensitive contract activities. Revisions to schedules since the last update shall be clearly identified. In addition, electronic copies of the schedule detailing schedule updates shall be submitted to the VA COR and via email.

The Contractor shall provide digital copies of all final project schedules, reports, and plans on disc (or other agreed upon delivery method) at the conclusion of the project to the Contracting Officer (CO) and the Contracting Officer Representative (COR).

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Timely: Schedules, reports, and plans are made available to the Government in accordance with the deliverable schedule.

AQL: Deliverables are submitted on time 100% of the time

b) Standard: Complete: Deliverables contain required information as described in PWS Section 5 - Deliverables.

AQL: No more than 10% of required information is missing on initial (draft) submittal. 100% of required information is in final submission.

Deliverables

A002 Work Breakdown Structure (WBS)
A003 Contractor Human Resources and Staffing Plan
A006 Project Management Plan
A007 Responsibility Assignment Matrix
A008 Project Communication Plan
A009 Risk Management Plan
A010 Quality Control Plan
A011 Activation Project Schedule
A012 Activation Integrated Master Schedule (AIMS)
A013 Schedule of Values
A014 Monthly Project Status Report
A016 Project Change Management Log
A017 VA Staffing Plan
A018 VA Activation Project Communication Plan

3.1.2 SharePoint-like Site for Information Sharing.

The Contractor shall maintain and develop a SharePoint-like site for project documentation and information sharing. All project documentation shall be posted on a searchable SharePoint-like website for information sharing and project documentation. Documents shall be compatible with systems utilized by the medical facility and easily accessible with files downloadable by all parties. The database shall meet "for official use only" (FOUO) and sensitive but unclassified information handling requirements.

The SharePoint-like site shall be organized in a logical manner. Deliverables shall be clearly identified as either submittals for review or final versions that have been approved by the Government. When applicable, revisions shall be clearly marked with the revision number and date.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Timely: SharePoint-like site contains project documentation required to date

AQL: Required documentation is made available on the SharePoint-like site within one week of creation or distribution 90% of the time. All required documentation is made available within two weeks of creation or distribution.

b) Standard: Effective: SharePoint-like site is searchable with accessibility provided to key stakeholders

AQL: No more than 5 complaints per month regarding the functionality of the site or the availability of the documents. All complaints are resolved within one week.

3.1.3 Meeting Facilitation Services.

The Contractor shall schedule meetings with key stakeholders and appropriate personnel (to be identified by the Government). Where meeting frequency is not specified herein, the Contractor shall establish the meeting frequency in manner that ensures the ability to meet the requirements of the PWS. Meetings include project status meetings, Concept of Operations (CONOPs) meetings, planning meetings, information management meetings, and any additional meetings as deemed necessary by the Contractor to meet the requirements of this PWS. The Contractor shall prepare meeting agendas which shall be distributed to attendees 24 hours prior to the subject meeting. The Contractor shall prepare meeting minutes. Meeting minutes shall document the purpose of the meeting, discussions, and decisions reached. When applicable, meeting minutes shall include "due-outs" to include a description of the item, the responsible individual(s), and due date. Meeting minutes will be distributed to attendees for review and approval.

The Contractor shall organize and conduct user-group meetings with key stakeholders and working groups across the facility to the extent required to adequately manage this activation project. Key stakeholders include Activation Team Members (e.g. Activation Program Manager, Chief Facilities Management and Engineering Services, Biomed Engineer, Facility Planner, Public Affairs Officer, Information Technology Manager, Activation Coordinator, Activation Project Scheduler, Nursing Activation Lead, Physician Activation Lead, Safety and Security Service Chief, etc.), program support staff from facilities, Chief of Logistics, Medical Maintenance, the Construction Contractor, sub-Contractors, specialty consultants, designers, and other project-related Government and Medical Staff and subject matter experts as necessary.

At a minimum, each department will constitute a working group. The Contractor may identify additional ad hoc groups as necessary. The Contractor shall guide groups to consensus by identifying requirements, facilitating group discussions, and documenting decisions as a part of the documentation of meeting minutes. The Contractor shall facilitate the groups to assess, analyze, recommend, and document solutions as developed jointly by the Contractor and the stakeholders and/or group members.

Project status meetings shall cover, at a minimum, changes to schedule, risk, status of current action items and estimated completion. Project status meetings are to occur every two weeks, with increased frequency anticipated closer to key milestone dates.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Comprehensive: Contractor facilitates required meetings necessary to accomplish the tasks in this PWS

AQL: 100%

Deliverables

A019 Meeting Minutes

3.1.4 Annual Contract Reporting Requirements.

The contractor shall complete service contract reporting requirements annually no later than October 31 of each year during the performance of this contract. Refer to clause FAR 52.204-15 - Service Contracting Reporting for Indefinite-Delivery Contracts.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Compliant

AQL: 100% compliant with FAR Clause 52.204-15

b) Standard: Timely

AQL: 100% - completed no later than October 31 each year.

Deliverables

A020 Annual Service Contracting Reporting

3.1.5 Management of Contract Security Requirements.

The Contractor shall manage the security requirements of this contract as detailed in Section 4 of this PWS. The Contractor is responsible for ensuring its employees complete the security requirements as applicable to perform work under this contract. Additional information can be found at the VHA Service Centers website at

<http://vaww.va.gov/VHASERVICECENTER/Security.asp> and on PWS Exhibit D - Security Process Overview.

Performance Standards

a) Standard: Timely: Security items such as forms, eQIP, trainings are completed and submitted within the allotted time.

AQL: Each employee submits/completes security items within the allotted time 95% of the time.

b) Standard: Compliant: Contractor ensures no employees are permitted to work on tasks until they have obtained the appropriate security clearance.

AQL: 100% compliance with security requirements.

Deliverables

A021 Employee Security Clearance Documents

A022 Employee Security Training Certificates

A023 Documentation of Negative TB Tests

3.2 Transition Services.

Transition Planning includes developing Concepts of Operations (CONOPs), strategic communication (STRATCOM) plans, transition plans, Day-in-the-Life, and other planning as necessary to develop a plan for the successful activation of the project. Transition planning shall be documented in the Transition Plan. The purpose of the Transition Plan is to provide the roadmap for day one operations in accordance with the activation schedule.

CONOPs is a document describing the characteristics of a proposed system/process from the viewpoint of an individual who will be using that system/process. It is used to communicate the quantitative and qualitative system/process characteristics to all stakeholders. CONOPs should begin at project conception, evolve with space planning/Program for Design (PFD) development and be continuously refined through planning, design, outfitting and transition. The Contractor shall develop and document Macro, Micro, Information Technology/Information Management (IT/IM), and Transition CONOPs for the departments involved in the activation project to the extent necessary to facilitate the transition. The Contractor shall meet with key stakeholders involved in processes relative to the applicable CONOPs. The contractor will help the department/group assess current operations, define new operations, record and assist with gaining medical facility approval of business practices on new conditions in space, equipment, staffing, and operations. The contractor shall assume each department will require 2 in-depth meetings with follow-up coordination.

At a minimum, the following Macro CONOPs shall be developed: departmental adjacencies; staff, patient, and visitor flow; patient transport; on-stage vs. off-stage (e.g. lobby, elevators corridors); logistical support (e.g. linen, supplies waste, deliveries); ancillary support; infection control; and security.

Micro CONOPs should define how specific operational units conduct business. Micro CONOPs should continue to be refined throughout construction. Micro CONOPs shall be developed for the departments being impacted by the activation project.

IT/IM CONOPS should define requirements and determine infrastructure required to support low voltage systems (medical and non-medical).

The Contractor shall facilitate stakeholders in identifying and documenting objectives, goals, strategies, and tactics for accomplishing strategic communication to staff, other stakeholders, and the public. The Contractor shall identify high-level STRATCOM objectives and processes. Examples of high-level STRATCOM processes include communications within the transition working groups, leadership decisions, staff communication, public communication, etc. STRATCOM shall also address communications relating to the activation project between the Activation Contractor, Construction Contractor, and CFM. STRATCOM processes shall be documented in the Transition Governance Plan.

Transition CONOPs will build upon STRATCOM and other CONOPs and detail how to transition from current state to the required future state at the new facility. Transition CONOPs shall support the schedule development and acquisition, installation, and occupancy timelines. The

Contractor shall provide detailed transition CONOPs by functional area. The Contractor shall identify key requirements and constraints that will empower or impede decision making processes, approvals, or the ability to manage well the activation activities. The Contractor shall make recommendations for improvement where constraints, impediments, or other problems are identified. This information shall be documented in the Transition Plan.

The Contractor shall develop and lead Day-in-the-Life exercises for the departments involved in the activation in accordance with the approved transition plan.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Comprehensive: Governance Transition Plan provides a clear roadmap for Day One operations of 126OP Phase I in line with the activation schedule

AQL: No more than 5% of required information is missing on initial (draft) submittal. 100% of required information is in final submission.

b) Standard: Complete: Governance Transition Plan contains all required CONOPs, STRATCOM, and other necessary planning documents.

AQL: No more than 5% of required information is missing on initial (draft) submittal. 100% of required information is in final submission.

Deliverables

A018 VA Activation Project Communication Plan

A024 Transition Plan

A025 Macro CONOPs

A026 Micro-CONOPs

A027 STRATCOM Plan

A028 IT/IM CONOPs

A029 Transition CONOPs

A030 Day in the Life Plan

3.3 Design and Planning Services.

The Contractor shall provide design support services for furniture, fixtures, equipment (FF&E), artwork, and low-voltage systems. Design support services include developing a basis of design for the FF&E, laying in FF&E for each work area on floor plans, design reviews, developing 3D designs of space with FF&E, and preparing cut sheets for FF&E and artwork. The Contractor shall document requested and approved changes to FF&E in a change management log.

VA Pacific Islands Healthcare System is utilizing Attainia software to manage its FF&E for this activation project. VA Pacific Islands Healthcare System is in the process of validating FF&E (room content list) for this project to approximately 75%. "Validating" in this sense means a generic item has been identified but a specific manufacturer and model has not yet been identified.

VA Pacific Islands Healthcare System (through Attainia Contractor support) will validate and "approve" in the Attainia database clinical equipment to 95% to include manufacturer and model (but not salient characteristics for procurement packages). "Approve" in this sense means the manufacturer and model has been selected, but not the salient characteristics of the item. The

IOT&A Contractor will be responsible for finalizing furniture, fixtures, and artwork with end users with the purpose of moving the items from "validated" to "approved" in the Attainia database.

The Attainia Contractor (a separate VA Contractor) will be responsible for maintaining the Attainia database.

The IOT&A Contractor will be responsible for identifying salient characteristics for all FF&E with the end users and providing to the Attainia Contractor the required documentation for documentation in the Attainia database. This also ties in to the acquisition support services required under this PWS as the end-user identified salient characteristics will be included in "brand name or equal" procurement packages. A completed Justification and Approval (J&A) form will be required to be included in any procurement packages for any items that require a specific manufacturer or model.

The Contractor will need to coordinate the selection of the construction contractor (CC) provided items.

The Attainia Contractor will maintain the Attainia database. The IOT&A Contractor will coordinate with Attainia and provide required FF&E documentation to Attainia to enter information in the database. See PWS Exhibit E FF&E Responsibility Matrix and PWS Exhibit F - FF&E List.

Currently the VA has contracted with Attainia to enter FF&E information into the Attainia database and maintain the database for this activation project. If determined to be beneficial to the Government, the IOT&A Contractor may take over all or part of Attainia's role in this project. The specific level of effort will be defined at the task order level. If required to enter information into the Attainia system, the Contractor shall utilize the Attainia system (license provided by the Government) such as creating, updating, and providing monthly the room-by-room master equipment list (MEL).

The Contractor shall develop the initial design based upon the FF&E list (PWS Exhibit F). The contractor will lay into the drawings provided by the VA all the FF&E based upon the equipment list and program for design information. The drawings provided by VA may be limited to walls and mechanical, electrical, and plumbing (MEP) locations. Upon completion of the Contractor's initial design (to include all furniture, equipment, medical equipment, artwork, desktop technology equipment, copiers, printers, fax machines, etc.) the Contractor shall review for code and work flow efficiency. In addition, the Contractor shall call out in each room all utility conflicts and recommended resolutions. Items shall be color-coded on the drawings (i.e. reuse = red, construction contractor provided = black, IOT&A installed = blue) for easy identification.

After the initial layouts have been completed, the Contractor shall send the drawings and room equipment lists to the COR for government review and comment. The Government will have 14 days to review and comment and will return the drawings to the Contractor to update.

User group meetings shall be scheduled approximately 7 days after the Government provides the Contractor its comments to the initial design. At the user group meetings, the Contractor and Government stakeholders will go through each room and discuss the layout and equipment designed in each room. The Contractor shall advise the Attainia POC to attend and participate in these meetings. Any corrections will be made at this meeting along with an update of salient characteristics for the furniture, fixtures, and equipment so that the Basis of Design can be completed. Estimation is one day charrettes for each department. Once completed, a sign-off from the Contracting Officer's Representative (COR) will close the effort.

The contractor shall verify the as-designed MEP will support the new design and identify any potential issues related to required utilities for planned furniture, fixtures, and equipment. The contractor shall verify the design meets with applicable state, local, and federal requirements (e.g. ADA, OSHPD). The Contractor shall notify the COR of any discrepancies. A gap analysis will be performed where discrepancies are identified between CONOPS, requirements, and infrastructure provided in accordance with the construction documents, with facilitation towards workable solutions. The contractor shall develop finish selections to complement the interior design package provided by the Government. These selections shall be presented in a finalized color board.

The Contractor shall develop the artwork package. Artwork involves a detailed design process which includes selection of the artwork, sizing, and placement. Each piece of art shall be matted and framed. The design shall include the selection of the artwork, matting, glazing, and framing. Each piece of art shall be individually placed and mounted using approved security mounting. The design effort shall consider all types of artwork to include, but is not limited to, donated art, recognition walls, purchased art, commissioned art, original art, installation/security, and matting/framing. Each piece of art should only be used once in the facility. The Contractor shall provide an artwork placement plan and artwork cut sheets.

The Contractor shall present at a minimum two complete design submittals prior to sign-off by the Government. Refer to PWS Section 5, Deliverables for detailed information regarding the requirements of each design submittal.

The Contractor shall provide cut sheets for all FF&E items except clinical equipment cut sheets which are to be provided by the Attainia Contractor. The Contractor will be required to update the cut sheets as appropriate if options and accessories change the provided cut sheet and/or change design requirements. The Contractor shall utilize VA-SEPS Joint Service Number (JSN) nomenclature in accordance with the VA BIM Guide (available at www.cfm.va.gov/til/bim/BIMGuide/modreq.htm) for all unique ID numbering. The cut sheets shall identify the basis of design item and shall show appropriate VA-SEPS JSNs. New JSN requests and JSN searches can be conducted at <https://ms1691.facilities.health.mil/milstd1691/#/>.

The Contractor shall develop a ROM to include estimated costs for storage, delivery, and installation. The Contractor shall develop a Warranty Management Plan for FF&E items.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

- a) Standard: Comprehensive: Design services are performed in accordance with the PWS.
AQL: 100% departmental sign-off
- b) Standard: Timely: Deliverables are delivered in accordance with the deliverable schedule.
AQL: 90% of deliverables are submitted on or before the due date.
- c) Standard: Complete: Deliverables contain the required information.
AQL: 95% of required information is included

Deliverables

A031 FF&E Cut Sheets
A032 Artwork Cut Sheets
A033 Design Review Report
A034 FF&E Layouts

A035 3-Dimensional Design Renditions
A036 Artwork Placement Plan
A037 Design Submittal 1
A038 Design Submittal 2
A040 Rough Order of Magnitude (ROM)
A041 Room-by-Room Master Equipment List (MEL)
A042 FF&E Change Management Log

3.4 Acquisition Services

The Contractor shall develop the Acquisition Plan for the activation project. The Acquisition Plan shall identify, at a minimum, long lead time items, number of packages, and estimated timelines for procurement by package group. The Contractor shall ensure employees performing acquisition services are well-versed in federal acquisition regulations prescribed by the FAR (Federal Acquisition Regulation) and VAAR (Veterans Affairs Acquisition Regulation). NOTE: The number of acquisition packages has not been defined. The development of procurement packages will be defined/awarded under a separate task order.

The Contractor shall develop procurement packages for items to be procured based on information provided by end users during user group meetings. The Contractor shall use the Procurement Package Checklist (PWS Exhibit G) to determine package completeness. The Procurement Package shall include a completed Procurement Package Checklist and all documentation needed in accordance with the completed checklist. Minimum procurement package requirements are as follows:

- VA Form 2237 Procurement Request
- Completed Procurement Package Checklist (PWS Exhibit G)
- Completed Market Research Form (PWS Exhibit H)
- Completed Handbook 6500.6 Attachment A with appropriate signatures (PWS Exhibit I)
- Cut Sheet(s)/Specification Sheet(s)
- Complete description of the Governments requirement (e.g. item description, quantity, basis of design to include model and salient characteristics (as defined in VAAR 811.001) for "or equal quotes
- Estimate of cost
- Delivery requirements (e.g. warehouse address, required delivery date range, warehouse points of contact)
- Vendor installation/delivery requirements (e.g. instructions for coordinating delivery with warehouse POCs, special requirements for installation)
- Additional items may be needed depending on the procurement package. These include, but are not limited to a Statement of Work, Justification and Approval (J&A) document for other than full competition, and other relevant attachments.

The Contractor shall submit the VA Form 2237 and all package documents produced as required by this section to the contracting office via FORCE, which can be accessed at <http://vaww.ecms.va.gov/CARE/> on any computer that has VA network access. An eCMS account is required. Contractor employees performing this function will require a PIV card (refer to PWS section 4 for background check requirements). Contractor employees performing this function shall review the training slides located on the FORCE site as well as any additional FORCE training as required.

The Contractor shall determine if any items are available through sources listed on the National Acquisition Center Contract Catalog Search Tool (CCST), available at <https://www.va.gov/nac>. If an item is available through a CCST listed source, that information shall be documented on the market research form. Items available through a mandatory source should be grouped, when possible, into one package.

For items not available through a mandatory source, the Contractor shall group items into procurement packages in a manner which enables maximum competition among sources listed in priority order at VAAR 819.7004 Contracting Order of Priority when possible (i.e. SDVOSBs, VOSBs, other Economically Disadvantaged Small Businesses, and then Other Than Small Businesses). The Contractor is responsible for providing complete and accurate procurement packages. Procurement packages must be approved by a Contracting Officer at the Contracting Office that is responsible for procuring the items/service in the acquisition package.

Contractor employees shall identify themselves as such when communicating with vendors when conducting market research. Contractor employees shall not give the impression that they are obtaining quotes on behalf of the government when obtaining estimated prices for market research. Contractor employees shall not communicate with vendors regarding an open solicitation. All communication with vendors regarding an open solicitation shall be through the Contracting Office responsible for the solicitation.

The Contractor shall work with the Contracting Office in the event of incorrect or damaged items are received.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Timely: Deliverables are submitted in accordance with the delivery schedule

AQL: 95% of deliverables are submitted on or before the due date.

b) Standard: Complete: Deliverables include required information

AQL: No more than 10% of required information is missing on initial (draft) submittal. 100% of required information is in final submission.

Deliverables

A044 Project Acquisition Plan

A045 Acquisition Schedule

A046 Procurement Packages

3.5 Warehousing Services.

The Contractor shall provide comprehensive warehousing services. The Contractor shall provide warehousing (to include the provision of the warehouse space) for the FF&E that will be staged prior to installation and as needed during the activation process. All items must be

stored in such a way as to not damage items or void manufacturer warranties. It is the Contractors responsibility to determine warehouse size requirements.

Warehousing services include tracking, receiving, documenting, reporting, and storing all identified FF&E. Please note, government acceptance is an inherently governmental function. Therefore, government acceptance of items delivered to the warehouse must be done by the Government personnel. Upon government acceptance of the items delivered to the warehouse, the items become government furnished property (GFP) to the contractor for work to be performed under this contract.

The Contractor shall document receipt of items and provide proof of receipt (shipping documents such as bills of lading) to the Logistics office daily. The Contractor shall have the ability to report all assets stored in the warehouse in an inventory log with daily updates provided as items are delivered to the medical facility. This inventory log shall be updated and loaded to the SharePoint site daily. The file name of the inventory log shall include the date. Old inventory logs are to be maintained on the SharePoint site for reference. The inventory log will be utilized to track GFP.

For computers and medical equipment (to be identified by the Government) the contractor shall enter receiving information into an Excel or similar format that the Government can use to upload the data into its inventory management system (Maximo or AMES/MERS).

Warehouse requirements:

The warehouse must be within 25 miles of the facility.

The warehouse must have a sprinkler system, security system, racking, loading docks, and a climate control area.

The Contractor shall provide appropriate insurance to protect the VA in case of loss or damage to VA property stored at the warehouse.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Complete: Deliverable has required information.

AQL: Warehousing plan contains at least 95% of the required information upon initial submission. Plan is supplemented with remainder of required information within two weeks of initial submission.

b) Standard: Comprehensive: Contractor provides warehousing services in accordance with the PWS and approved warehouse plan.

AQL: No more than five complaints each month. All complaints are resolved within one week.

Deliverables

A047 Warehousing Plan

A048 Proof of Receipt

A049 Inventory Log

3.6 Delivery, Installation, Testing, and Training Services.

The Contractor shall provide delivery, installation, testing, and training services. The Contractor shall develop and provide a Delivery, Installation, Testing, and Acceptance Plan and schedule.

The plan shall document how the Contractor plans to accomplish the delivery, installation, testing, and acceptance requirements of this PWS to ensure the activation of the facility in accordance with the activation schedule. Delivery, installation, and testing milestones shall be identified and tracked on the activation project schedule and the activation integrated master schedule.

The Contractor shall provide delivery services of warehoused items to the new facility in accordance with the approved delivery, installation, testing, and acceptance plan. Installation of all items shall be in accordance with manufacturer instructions. The Contractor shall install all FF&E except for those items designated by the Government to be installed by the manufacturer/vendor or general contractor (reference PWS Exhibit F).

The Contractor is responsible for providing building protection to protect the facility during the installation process. Building protection shall be in accordance with the process detailed in the approved Installation Plan. The Contractor is advised that this will be a leased facility and the awarded lessor may require its own contractors to perform repairs. This information will be provided after the lessor has been determined and will be in any relevant task orders.

The Contractor is responsible for removing all trash and debris generated during the installation process (e.g. removing debris off-site). If the Contractor plans to use on-site dumpsters, the Contractor must submit a laydown plan for dumpsters delivered. The laydown plan should be included as part of the delivery, installation, testing, and acceptance plan. The COR will be responsible for coordinating the laydown plan with the CFM Resident Engineer.

Government acceptance of installation services will occur after installation of items is complete. For items that the Government does not accept due to installation issues by the Contractor or when acceptance is contingent upon additional work by the Contractor, the Contractor shall provide a punch list and a punch list schedule to the COR.

The Government will identify items that require biomed checks/testing. The Contractor shall provide testing services as required for equipment that requires certification prior to use. Verification of testing shall be provided to the COR.

The Contractor shall provide training for items in accordance with the approved training plan.

Refer to Section 5 - Deliverables of this PWS for the Deliverable Schedule, which provides additional information regarding each deliverable.

Performance Standards

a) Standard: Timely: Items are delivered in accordance with the AIMS milestone dates for deliveries.

AQL: 95% of items are delivered in accordance with the schedule. Items not initially delivered in accordance with AIMS milestone dates shall be delivered not later than two weeks past the AIMS milestone date.

b) Standard: Accurate: Items are installed in accordance with the manufacturer's requirements.
AQL: 100%

c) Standard: Accurate: Items are delivered and installed in the correct locations.
AQL: 100%

d) Standard: Complete: Required testing of medical equipment is completed in accordance with the approved delivery and installation plan.
AQL: 100%

- e) Standard: Complete: Training is completed in accordance with the approved training plan.
AQL: 95%
- f) Standard: Timely: Deliverable are submitted in accordance with the delivery schedule.
AQL: 95%
- g) Standard: Complete: Deliverables include required information
AQL: Deliverables include 95% required information upon initial submission. Plan is supplemented with remainder of required information within two weeks of initial submission.

Deliverables

A050 Delivery, Testing, Installation and Acceptance Plan

A051 Training Plan

A052 Pre-delivery Inspection Form

A053 Medical Equipment and Computer Inventory Data

3.7 Activation Support Services

The Contractor shall provide full engineering planning, maintenance, coordination and support services including (but not limited to) computer workstation support (e.g. cabling, IT, comms, data), electrical, mechanical, plumbing, heating ventilation and cooling services, any associated utility shut-downs/turn-ons/tag-outs, systems installation, maintenance, modification, servicing, and any associated equipment integration to existing and future utility installations.

This work will include tasks that do not fall under the construction contractor's contract but are tasks that will be necessary to activate the facility. This work will be defined at the task order level. Moreover, additional solicitation provisions and contract clauses (i.e. construction related provisions and clauses) may be incorporated at the task order level depending on the nature of the work as described in the defined requirement.

Performance Standards

- a) Standard: Comprehensive

AQL: Services are performed in accordance with the task order requirements.

3.8 Final Turnover, Close-out, and Post Occupancy Evaluation Services.

The Contractor shall provide all management, materials, tools, supervision, labor, and equipment to facilitate the final turnover of the facility, applicable documents, and closeout of the activation project. The Contractor shall provide for the facilitation of full post occupancy evaluation (POE) services for the project or for participation in POE activities as needed.

At a minimum, the Contractor shall:

Identify and support management of any post-move issues; log vendor claims and direct issues/claims needing resolution to the contracting officer; provide the contracting officer final "Lessons Learned" documentation; facilitate project files/history transfer; and place all documents in electronic format, on a Contractor-provided SharePoint site (includes but is not limited to cut sheets, plans, reports, and invoice documents).

At the end of the project all documents shall be transferred to the VA's existing SharePoint if possible. Where direct transfer is not feasible (e.g., project dashboards, etc.), the Contractor shall provide electronic reports and screenshots. If it is not possible for the Contractor to transfer project documents to the VA's SharePoint, project documents shall be provided on CD

for turnover to the COR. If there are documents that do not lend themselves to placement into electronic format, these documents shall remain with the facility as property of the Government.

Performance Standards

a) Standard: Deliverables are submitted in accordance with the delivery schedule.

AQL: Initial submittal of deliverables are submitted in accordance with the delivery schedule 100%. Deliverables include 95% required information upon initial submission. Deliverables requiring correction are supplemented with remainder of required information within two weeks of initial submission.

Deliverables

A015 Final Project Lessons Learned

A054 Project Documentation Transfer

4 Special Requirements

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

4.1 Security and Safety

This section describes the security and safety for this effort. The following sub-sections provide details of various considerations on this effort. (Note: C&A requirements do not appl. A Security Accreditation Package is not required.)

4.1.1 Position/Task Risk Designation Level(s)

The following position sensitivity classifications and background investigation requirements are in accordance with the Department of Veterans Affairs 0710 Handbook "Personnel Security Suitability Program" Appendix A:

Position Sensitivity Low: National Agency Check with Written Inquiries (NACI)

A NACI is conducted by OPM and covers a 5-year period. It consists of a review of records contained in the OPM Security Investigations Index (SII) and the DOD Defense Central Investigations Index (DCII), FBI name check, FBI fingerprint check, and written inquiries to previous employers and references listed on the application for employment. In VA it is used for Non-sensitive or Low-Risk positions.

Position Sensitivity Moderate: Moderate Background Investigation (MBI)

An MBI is conducted by OPM and covers a 5-year period. It consists of National Agency Check (NAC) records [OPM SII, DCII, FBI name check, and an FBI fingerprint check], a credit report covering a period of 5 years, written inquiries to previous employers and references listed on the application for employment, an interview with the subject, law enforcement check, and a verification of the educational degree.

Position Sensitivity High: Background Investigation (BI)

A BI is conducted by OPM and covers a 10-year period. It consists of a review of NAC records [OPM SII, DCII, FBI name check, and an FBI fingerprint check report], a credit report covering a period of 10 years, written inquiries to previous employers and references listed on the application for employment; an interview with the subject, spouse neighbors, supervisor, and co-workers; court records, law enforcement check, and a verification of the educational degree.

The Government is required to identify the appropriate background investigation level (NACI, MBI, or BI) by PWS task using the Position Designation Automated Tool (PDT) at the US Office of Personnel Management Website at:

<http://www.opm.gov/investigate/resources/position/index.aspx>. The position sensitivity and the level of background investigation commensurate with the required level of access for the following tasks within the Performance Work Statement are listed in Attachment A.

The tasks identified in Attachment A and the resulting Position Sensitivity and Background Investigation requirements identify, in effect, the Background Investigation requirements for Contractor individual, based upon the tasks the Contractor individual will be working.

The submitted Contractor Staff Roster must indicate the required Background Investigation Level for each Contractor individual based upon the task the Contractor individual will be working, in accordance with their submitted proposal.

4.1.2 Contractor Personnel Security Requirement Responsibilities

- (1) The Contractor shall prescreen all personnel requiring access to the computer systems to ensure they maintain the appropriate Background Investigation, and are able to read, write, speak, and understand the English language.
- (2) The Contractor shall bear the expense of obtaining background investigations.
- (3) Within 3 business days after award, the Contractor shall provide a roster of Contractor and Subcontractor employees to the COR to begin their background investigations. The staff roster shall contain each Contractor and Subcontractor employee's full name, full social security number, date of birth, place of birth, and individual background investigation level requirement.
- (4) The Contractor should coordinate the location of the nearest VA fingerprinting office through the COR. Only electronic fingerprints are authorized.
- (5) For a Low Risk designation, the following forms are required to be completed: OF-306 and DVA Memorandum - Electronic Fingerprints. For Moderate or High Risk designations, the following forms are required to be completed: VA Form 0710 and DVA Memorandum - Electronic Fingerprints. These should be submitted to the COR within 5 business days after contract award.
- (6) The Contractor employee will receive an email notification from the Security and Investigation Center (SIC) through the Electronics Questionnaire for Investigations Processing (e-QIP) identifying the website link that includes detailed instructions regarding completion of the investigation documents (SF85, SF85P, or SF86). The Contractor employee shall submit all required information related to their background investigations utilizing e-QIP.
- (7) The Contractor employee is to certify and release the e-QIP document, print and sign the signature pages, and send them to the COR for electronic submission to the SIC. These should be submitted to the COR within 3 business days of receipt of the e-QIP notification email.
- (8) The Contractor shall be responsible for the actions of all personnel provided to work for VA under this contract. In the event that damages arise from work performed by Contractor personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
- (9) A Contractor employee may be granted unescorted access to VA facilities and/or access to VA Information Technology resources (network and/or protected data) with a favorably adjudicated Special Agreement Check (SAC) or "Closed, No Issues" (SAC) finger print results, completion of training delineated in VA Handbook 6500.6 (Appendix C, Section 9), and the signed "Contractor Rules of Behavior." However, the Contractor will be responsible for the actions of the Contractor personnel they provide to perform work for the VA. The investigative history for Contractor personnel working under this contract must be maintained in the database of the Office of Personnel Management.

(10) The Contractor, when notified of an unfavorably adjudicated background investigation on a Contractor employee as determined by the Government, shall withdraw the employee from consideration in working under the contract.

(11) Failure to comply with the Contractor personnel security investigative requirements may result in termination of the contract for default.

4.2 Negative TB Check

Contractor employees working on-site at the medical facility are required to have proof of negative tuberculosis (TB) checks. Documentation of vaccinations shall be provided to the COR.

4.3 Government Furnished Space and Property

VA Pacific Islands Healthcare will provide office space for the IOT&A contractors Project Manager and two additional contractor personnel (three total). Office space will include desks, computers, phones, access to a plotter, and access to a copier/fax/printer/scanner.

VA Pacific Islands Healthcare will provide a government computer, printer, and scanners for inventorying items at the contractor's warehouse facility. All FF&E items delivered to and received at the Contractor's warehouse will become Government Furnished Property until said items are delivered, installed, and accepted by the Government. FAR Clause 52.245-2 - Government Property Installation Operation Services (April 2012) applies to these items.

4.3.1 Other Government Furnished Information

VA will provide access to an Attainia license to manage the project's FF&E. VA will provide access to the facility's equipment inventory system (Maximo). VA will provide access to VA specific systems/networks as required for execution of the task via remote access technology (e.g. Citrix Access Gateway (CAG), site-to-site VPM, or VA Remote Access Security Compliance Update Environment (RESCUE). This remote access will provide access to VA specific software such as Veterans Health Information System and Technology Architecture (Vista), ClearQuest, proPath, Primavera, and Remedy, including appropriate seat management and user licenses. Please note, contractor employees using VA specific systems/networks will require a PIV (refer to PWS Section 4.1).

All procedural guides, reference materials, and program documentation for the project and other Government applications will also be provided on an as-needed basis. The Contractor shall request other Government documentation deemed pertinent to the work accomplishment directly from the Government officials with whom the Contractor has contact. The Contractor shall consider the COR the final source for needed Government documentation when the Contractor fails to secure the documents by other means. The contractor is expected to use common knowledge and resourcefulness in securing all other reference materials, standard industry publications, and related materials that are pertinent to the work.

4.6 Quality

This section describes the Quality Control components for this effort. The following sub-sections provide details of various considerations on this effort.

4.6.1 Quality Control

The Contractor shall develop a Quality Control Plan (QCP). The QCP shall be submitted with the Contractor's proposal for review. The QCP shall document how the Contractor will maintain an effective quality control program to ensure services are performed in accordance with the contract and this PWS. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The Contractor's QCP is how the Contractor assures himself/herself that the work complies with the requirement of the contract.

The finalized QCP will be accepted by the Government at the time of the award. The Contracting Officer may notify the Contractor of required modifications to the plan during the period of performance. The Contractor then shall coordinate suggested modifications and obtain acceptance of the plan by the Contracting Officer. Any modifications to the program during the period of performance shall be provided to the Contracting Officer for review no later than 10 working days prior to effective date of the change. The QCP shall be subject to the Government's review and approval. The Government may find the QCP "unacceptable" whenever the Contractor's procedures do not accomplish quality control objective(s). The Contractor shall revise the QCP within 10 working days from receipt of notice that QCP is found "unacceptable."

4.6.2 Quality Assurance Surveillance Plan (QASP)

The Government will monitor the Contractor's performance under this PWS in accordance with the Government's QASP. The Government reserves the right to alter or change the surveillance methods in the QASP at its own discretion. A Performance Based Service Assessment Survey will be used in combination with the QASP to assist the Government in determining acceptance performance levels.

5 Deliverables

The contractor shall provide deliverables as described in the PWS. Deliverables shall be specified by the government. Format and delivery schedule for deliverables are identified in the PWS. For deliverables with a schedule yet to be determined, a mutually agreed upon schedule and/or format will be determined during the performance period. The agreed upon date must not delay the project schedule and must be tracked in the Integrated Master Schedule for verification. Deliverables with a schedule and/or format to be determined are identified as "TBD" in the PWS.

Reports and documents delivered by the Contractor in performance of this contract will be considered "technical data" as defined in the applicable "Rights in Data" clause of the contract.

All documentation shall reflect the latest version number, unless specifically directed otherwise by the Government. All documentation shall be prepared in accordance with standard industry practices, ensuring electronically produced documents, which reflect logical flow of material, tables of contents, indices, and page numbering.

The Contractor shall deliver documentation in electronic format unless otherwise directed in the solicitation/contract. Acceptable electronic media include: MS Word 2000/2003/2007/2010, MS Excel 2000/2003/2007/2010, MS PowerPoint 2000/2003/2007/2010, MS Project 2000/2003/2007/2010, MS Access 2000/2003/2007/2010, MS Visio 2000/2002/2003/2007/2010, AutoCAD 2002/2004/2007/2010, and Adobe Postscript Data Format (PDF) unless otherwise directed in the PWS, solicitation, or contract.

The unexcused failure to comply with the delivery schedule makes the contractor delinquent in performance. Such tardiness will be annotated in the Contractor's past performance evaluation.

Number	Name	Frequency	Quantity
A001	Subcontractor Listing	With Proposal	update as required
	The Contractor shall provide a listing of its proposed subcontractors to the Contracting Officer with its proposal. As subcontractors or teaming partners are added or deleted, the Contractor shall provide an updated listing to the Contracting Officer within two (2) business days. Refer to PWS item 2.4.		
A002	Work Breakdown Structure (WBS)	With Proposal	update as required
	The WBS shall document how the Contractor will organize the project tasks into manageable sections to be executed by the project team.		

A003	<p>Contractor Human Resources and Staffing Plan</p> <p>Listing of personnel that will be working on the project. Includes onsite and offsite resources and description of the work they will be performing. Contains at a minimum the following: (1) names of contractor personnel (or position if personnel have not been selected) and tasks each will be performing under this PWS, (2) number of teams, (3) the labor categories and members of each team conducting and facilitating task coordination, (4) matrix showing the estimated number of hours per labor category for each task to be completed, (5) key personnel resumes per labor category, and (6) identify which individuals (or positions) will be on-site and frequency they are planned to be on site.</p>	With Proposal	update as required
A004	<p>Staff Roster</p> <p>Within 3 business days after award, the Contractor shall provide a roster of Contractor and Subcontractor employees to the COR to begin their background investigations. The staff roster shall contain each Contractor and Subcontractor employee's full name, full social security number, date of birth, place of birth, and individual background investigation level requirement. The tasks identified in PWS Exhibit L and the resulting Position Sensitivity and Background Investigation requirements identify, in effect, the Background Investigation requirements for Contractor individual, based upon the tasks the Contractor individual will be working. The submitted Contractor Staff Roster must indicate the required Background Investigation Level for each Contractor individual based upon the task the Contractor individual will be working, in accordance with the Contractor's submitted proposal.</p> <p>In addition to tracking the security requirements of each contractor employee, the staff roster shall track required training</p>	Award + 3 days	update as required

and documentation of negative TB checks (when required for the employee).

A005	Travel Approval Form	Prior to Travel	As needed
	The Travel Approval Form shall be submitted to and approved by the COR in advance of travel. The COR approved and signed travel form provides documentation that travel costs associated with the travel are allowable in accordance with FAR 31.205-46(a)(7). Refer to PWS sections 2.7 and 2.7.1.		
A006	Project Management Plan	Award + 30 days	update as required
	The Contractor's Project Management Plan shall outline the Contractor's execution plan with milestone schedules for performance of all work required under this PWS. The Contractor is responsible for defining within the plan the roles, responsibilities, and accountabilities expected of key stakeholders required in the delivery of detailed tasks between milestones. These roles and responsibilities are not limited to the Contractor and include expectations of those outside the control of the Contractor to include medical facility staff, government agencies, and other contractors. The Project Management Plan will assess risks, constraints, and uncertainties defined early in the project requiring mitigation strategies for success.		
A007	Responsibility Assignment Matrix	Award +3 days	update as required
	Describes the participation of the Contractor's employees by various roles in completing tasks and/or deliverables required under the PWS. Submitted as part of the Project Management Plan.		
A008	Project Communication Plan	Award + 30 days	update as required
	Identifies the Contractor's plan for communicating with its employees, government employees, and other key		

stakeholders to ensure the requirements of this PWS are met. Includes, but is not limited to, all written, spoken, and electronic interactions such as print publications, online communications, meeting and conference materials, and presentations. Describes the Contractor's required level of participation (roles, responsibilities, and accountabilities) with stakeholders, meeting attendance, and any other activities that impact the development of processes, work products, and deliverables required in accordance with the PWS. Submitted as part of the Project Management Plan.

A009	Risk Management Plan	Award + 30 days	update as required
	The Risk Management Plan shall include a table that lists specific project risks, a mitigation strategy to remedy the risk, critical nature of the risk (low/medium/high), and what is affected by the risk (e.g. schedule, budget). Risks should be discussed regularly during project meetings and the risk management plan updated as required.		
A010	Quality Control Plan	Award + 30 days	update as required
	Describes the Contractor's strategy for ensuring tasks are technically sufficient and in accordance with the PWS. Describes the Contractor's tracking mechanisms for documenting all work products, deliverables, reports, correspondence, and other documentation required in accordance with the PWS. Submitted as part of the Contractor's proposal and will be part of the Contractor's Project Management Plan. Refer to PWS Item 4.6.1.		
A011	Activation Project Schedule	NTP + 30 days	updated monthly
	The Contractor shall develop and maintain a detailed activation project schedule. The activation project schedule shall track all major milestones to demonstrate effective management and execution of the project by the Contractor, illustrate timely performance,		

and identifies and delays or potential delays to the contract. The Master Project Schedule shall be written in Microsoft Project 2010 or newer, or similar project management software, and include dates from the construction schedule from construction completion through Day One, and project closeout. The schedule shall identify key tasks, start and completion dates, durations of tasks to be completed by the Contractor to satisfy the requirements of the PWS. The activation project schedule shall be updated no less frequently than monthly. The Contractor shall annotate any schedule deviations in the updated activation project schedule.

A012	<p>Activation Integrated Master Schedule (AIMS)</p> <p>The AIMS helps ensure that all activities needed to complete the activation project are accounted for and ordered correctly. All activities in the AIMS shall be logically sequenced, with steps clearly showing how related portions of work depend on one another. The AIMS shall be a color coded, time-lined graphic which marks the start and end dates of major element or sub-element milestones of construction which may impact the start, duration, or completion of scheduled IOT&A tasks, shows major start and end dates of milestone events for purchased items, shows medical center scheduled activities in activating or approving building systems and support contracts, and shows IOT&A events which may be impacted by schedule acceleration or slippage by others. A complete AIMS will include and demonstrate all construction milestone dependencies with both Government and Contractor IOT&A-related processes from contract award to the completion of the contract itself.</p> <p>The Contractor shall submit a base AIMS with their proposal submission. After contract award, a first draft of the baseline AIMS shall be presented at award + 120 calendar days for consideration by the Government. A final</p>	Award + 30 days	update as required
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AIMS shall be presented to the Government for approval 15 calendar days after the Contractor presents the last AIMS Development draft to the Government. The final AIMS, after approval by the Government, will serve as the Contractor's baseline schedule for the effort. The final AIMS shall be updated at least every month thereafter unless otherwise directed by the Government. Updates shall include updated milestone dates from the construction schedule and any other relevant milestone dates that impact the activation project.

A013	Schedule of Values	With invoice	updated monthly
	<p>The Schedule of Values is the Contractor's detailed statement allocating dollar amounts to each task required under the PWS, totaling the contract value. The Schedule of Values shall be used as the basis for submitting requests for payments. The Contractor shall bill based on the percentage of completed work for each task item monthly. A copy of the Schedule of Values must be submitted with the applicable request for payment.</p>		
A014	Monthly Project Status Report	With invoice	updated monthly
	<p>The Monthly Status Report shall give an overview of the progression of the project and describe the work completed during the reporting/billing period. The report shall include status of milestone items in the master project schedule, discuss moderate to high risk items, and a summary of meetings attended. The report shall discuss any "lessons learned" during the reporting/billing period. The Monthly Status Report shall correlate to and be submitted with the monthly invoice. The report shall cover the same time period as the invoice and schedule of values.</p>		
A015	Final Project Lessons Learned	With final	

The purpose of the lessons learned document is to capture the projects lessons learned in a formal document for use by the Government on similar future projects. The document should capture what went wrong, why, and suggestions to avoid similar occurrences in the future. The document should also describe what went well and how similar projects may benefit from this information. This document will be formally communicated with the National Activations Office and may be shared with other VA facilities for planning similar projects.

A016	Project Change Management Log	monthly	
	The Change Management Log tracks FF&E change requests. The log shall track what the change request is, who is requesting the change, the date requested, the date approved, and the approving official.		
A017	VA Staffing Plan	TBD	
	The VA Staffing Plan shall identify the number and types of positions that are recommended for hiring and or transfer from existing facilities to staff the new MSOC. VA staffing requirements can be located at http://vaww.va.gov/ohrm/HRLibrary/Dir-Policy.htm .		
A018	VA Activation Project Communication Plan	TBD	
	The VA Activation Project Communication Plan describes the types of communications and target audiences for communicating information regarding the activation project. The Communication Plan shall address both internal and external stakeholders and address STRATCOM objectives and processes.		
A019	Meeting Minutes	Within 3 business days	as required
	Minutes of meetings to include agenda, attendees, discussions, action items and		

who is responsible, etc.

A020	Annual Service Contracting Reporting	NLT October 31	annually
	Refer to FAR 52.204-15		
A021	Employee Security Clearance Documents	Award + 7 days	update as required
	For Low Risk designations the following forms are required: (1) OF-306 and (2) DVA Memorandum - Electronic Fingerprints. For Moderate or High Risk designations the following forms are required: (1) VA Form 0710 and (2) DVA Memorandum - Electronic Fingerprints.		
A022	Employee Security Training Certificates	NTP + 30 days	Annually
	Contractor employees requiring security clearances are required to complete training in VA's Training Management System (TMS). The COR will identify the classes contractor employees are required to complete based on local requirements. Completed training certificates need to be submitted to the COR to receive a security clearance. Security trainings must be completed annually.		
A023	Documentation of Negative TB Tests	Prior to on-site work	
	Contractor employees working on-site at the medical facility must submit proof of a negative tuberculosis (TB) test.		
A024	Transition Plan	TBD	update as required
	The purpose of the Transition Plan is to provide a roadmap for Day One operations of the MSOC. The Transition Plan shall include all developed CONOPS, STRATCOM plan, transition plans, and other planning information as necessary to plan for the activation of the MSOC.		

A025	Macro CONOPs	TBD	update as required
	Macro CONOPs are at the departmental level. At a minimum, the following Macro CONOPs shall be developed: departmental adjacencies; staff, patient, and visitor flow; patient transport; on-stage vs off-stage (lobby, elevators, corridors); logistical support (e.g. linen, supplies, waste, deliveries); ancillary support; infection control; and security.		
A026	Micro-CONOPs	TBD	update as required
	Micro CONOPs should define how specific operational units conduct business. Micro CONOPs should continue to be refined throughout construction. Micro CONOPs shall be developed for the four departments being transitioned as part of the 126OP Phase I renovation: Patient Registration, Patient Education/Computer Lab, and Lobby.		
A027	STRATCOM Plan	TBD	update as required
	STRATCOM Plan shall list stakeholders, key messages, media format, frequency, and who is responsible for delivering the message. The STRATCOM Plan shall identify communication strategies for communications between CFM, Activation Team Members, and Local Medical Facility Leadership as related to this activation project.		
A028	IT/IM CONOPs	TBD	update as required
	IT/IM CONOPs should define requirements and determine infrastructure required to support low-voltage systems (medical and non-medical).		
A029	Transition CONOPs	TBD	update as required

Transition CONOPs build upon STRATCOM and other CONOPs. Transition CONOPs support the schedule development and acquisition, installation, and occupancy timelines. The Contractor shall provide Transition CONOPs by functional area.

A030	Day in the Life Plan	TBD	update as required
	Day in the Life Plan describes the Contractor's plans for preparing Day in the Life scenarios to help prepare employees to work in the newly activated space.		
A031	FF&E Cut Sheets	TBD	update as required
	Cut sheets include a photo of the item and the specifications, instructions, dimensions, etc., that apply to the item. Cut sheet information shall be specific enough to convey information the VA will need to purchase and install the product.		
	Contractor shall prioritize cut sheets for long lead-time items.		
A032	Artwork Cut Sheets	TBD	update as required
	Artwork cut shall should include the following information:		
	1) Job name, number, location, and date		
	2) The title of the artwork and the artist's name, manufacturer (if applicable), item number, size, and room number it is to be placed in		
	3) A picture of the proposed artwork in color. If the piece is recommended to be commissioned, provide a picture or brochure showing the commissioned artist's work.		
	4) Frame description and sample of mat colors.		
	5) Mounting height and installation instructions (specify security mounting if		

required).

In addition, the contractor shall prepare artwork proposal for the approval process.

A033	Design Review Report	TBD	update as required
	The Design Review Report documents the contractor's review of the as-designed mechanical, electrical, plumbing (MEP) to verify the building as designed will support the planned FF&E. The report shall document the Contractor's gap analysis where discrepancies were identified between CONOPS, requirements and the facility as designed, to include recommendations for workable solutions. The report shall also document the Contractor's review of the space layout plan to verify planned placement of FF&E meets with applicable state, local, and federal requirements (e.g. ADA, fire codes).		
A034	FF&E Layouts	TBD	update as required
	Space plans showing FF&E placement. FF&E layouts are to be used for user group meetings, to assist in the validation of FF&E, and to facilitate outfitting. Finalized FF&E layouts by room are to be affixed to each room (on the door or other prominent location) to facilitate installation, inspection, and acceptance. Each layout shall identify the applicable location/room.		
A035	3-Dimensional Design Renditions	TBD	update as required
	3D design renditions of FF&E items and 3D renditions of FF&E items within planned spaces using SketchUp, Revit, AutoCAD, or other similar programs.		
A036	Artwork Placement Plan	TBD	update as required
	The Artwork Placement plan shall identify each piece of artwork and the planned location of each piece/composition of pieces.		

When applicable, the plan shall identify any unique mounting or other requirements/considerations for the piece(s).

A037	Design Submittal 1	TBD	1
	Design Submittal 1 shall include the following:		
	a) AutoCAD drawing showing all FF&E in the space to scale and MEP locations.		
	b) Cut sheets for all FF&E for basis of design		
	c) Room by Room List by Department		
A038	Design Submittal 2	TBD	1
	Design Submittal 2 shall include the following:		
	a) AutoCAD drawing showing updated FF&E in the space to scale and MEP locations.		
	b) 3D model of activation space.		
	c) Updated final cut sheets for FF&E and artwork.		
A039	Updated Drawings	TBD	1
	Completed and updated drawings signed off by customer (each department)		
A040	Rough Order of Magnitude (ROM)	TBD	update as required
	The ROM is the total estimated cost by item to purchase, warehouse, deliver, install, test, and train (as applicable) for the project.		
A041	Room-by-Room Master Equipment List (MEL)	TBD	update as required
	The Room-By- Room MEL identifies all items listed by room. The MEL shall include reuse when applicable. MEL shall be web-based during the project with MEL delivered on disc at project completion.		

A042	FF&E Change Management Log	TBD	
	The Contractor shall document requested and approved changes to FF&E in a change management log.		
A043	Warranty Management Plan	TBD	
	The Warranty Management Plan describes the typical commercial warranties for FF&E items; the length of warranty remaining on Reuse items; and the expected warranty periods for newly purchased FF&E items.		
A044	Project Acquisition Plan	TBD	update as required
	The Project Acquisition Plan shall include a procurement package list (how the procurement packages should be organized), how many packages are anticipated to be needed, milestone dates to ensure the FF&E is available to meet the project schedule, and any identified associated risks and mitigation suggestions.		
A045	Acquisition Schedule	TBD	update as required
	The Acquisition Schedule shall identify the number of procurement packages by type, date needed to "procure by" to account for acquisition time as well as manufacturing lead time, planned installation date(s), and where each package is in the process. The schedule shall also identify the deadline to have the package in for government review prior to submission to contracting for acquisition.		
A046	Procurement Packages	TBD	update as required
	Procurement packages shall document that the government end-user approved the item(s), salient characteristics, and quantities. The procurement package shall be developed in accordance with the terms specified in the PWS.		
	Procurement packages shall be prioritized		

by estimated lead times.

A047	Warehousing Plan	TBD	update as required
	<p>The Warehousing Plan shall describe how the Contractor plans to meet the warehousing requirements of the PWS. The plan shall include an emergency management plan for the warehouse. In addition, the Warehousing Plan shall include the address of the warehouse, hours of operation, pictures of the interior of the warehouse prior to FF&E being received documenting minimum warehouse requirements (i.e. sprinkler system, racking, loading docks, climate control area, security system), and a copy of the certificate of insurance.</p>		
A048	Proof of Receipt	TBD	daily
	<p>The contractor shall submit daily to the Logistics Office proof of receipt (e.g. bills of lading) of items delivered/received at the Contractor's warehouse. The Contractor shall document any apparent defects with the delivery (e.g. damaged boxes, missing parts, etc.). The Logistics Office will utilize this information to process Government Acceptance.</p>		
A049	Inventory Log	TBD	
	<p>The Inventory Log shall document all items scheduled for delivery to the warehouse, received at the warehouse, condition/defects, date scheduled for installation, installation date, and BMET check/test date. Additional information fields may be added as necessary to provide a comprehensive picture of the FF&E status for the activation project.</p>		
A050	Delivery, Testing, Installation and Acceptance Plan	TBD	update as required
	<p>The Delivery, Testing, Installation, and Acceptance Plan shall describe the processes to be used to deliver, test, and install all the new items for the activation</p>		

project to ensure government acceptance. The Plan shall include recommended installation processes for equipment delivered directly to the facility by vendors as well as installation processes for items delivered from the warehouse. The Installation Plan shall recommend a process for obtaining BMET safety checks after equipment reaches the loading dock of the new facility. The Plan shall include a process to provide the required information to VA for VA to update its inventory system. The Plan shall also include the Contractor's plan for wall and floor protection to minimize damage to the facility during installation. The plan shall also include a laydown plan and punch list if used.

A051	Training Plan	TBD	update as required
	The Contractor shall develop and provide a Training Plan for those items that require training services. The Training Plan shall identify if the training will be provided by the vendor/manufacturer of the item or by the IOT&A Contractor. The Plan shall include a training schedule.		
A052	Pre-delivery Inspection Form	TBD	As required
	A Pre-Delivery Inspection (PDI) Form shall be submitted for each piece of medical equipment. Refer to PWS Exhibits J and K.		
A053	Medical Equipment and Computer Inventory Data	TBD	
	The Contractor shall provide inventory information for medical equipment and computer equipment in an Excel or similar format for the purpose of allowing the Government to upload the data into its current inventory management system. The inventory management system is in the process of being changed but will be either AMES/MERS or Maximo.		
A054	Project Documentation Transfer	With final invoice	

All project documents shall be transferred to the VA in electronic format. Refer to PWS item 3.8.

6 List of PWS Exhibits

PWS Exhibit A - Conceptual floor plan
PWS Exhibit B - Conceptual floor plan with functional areas
PWS Exhibit C - Travel Approval Form
PWS Exhibit D - Security Process Overview
PWS Exhibit E - FF&E Responsibility Matrix
PWS Exhibit F - FF&E List
PWS Exhibit G - Procurement Package Checklist
PWS Exhibit H - Market Research Form
PWS Exhibit I - Handbook 6500.6 Attachment A
PWS Exhibit J - Initial Acceptance, Evaluation, and Inventory of Medical Equipment
PWS Exhibit K - Pre-delivery Inspection Form
PWS Exhibit L – Position Security Requirements

7 Acronyms

AIMS - Activation Integrated Master Schedule
APS - Activation Project Schedule
AQL – Acceptable Quality Level
CCST - Contract Catalog Search Tool
CFM - Construction and Facilities Management
CONOPS - Concept of Operations
COR - Contracting Officers Representative
FAR - Federal Acquisition Regulation
FF&E - Furniture, Fixtures, and Equipment
FOUO - For Official Use Only
GFP - Government Furnished Property
IOT&A - Initial outfitting, transition, and activation
MEL - Master Equipment List
MEP - Mechanical, Electrical, Plumbing
MSOC - Multi-Specialty Outpatient Clinic
NUSF - Net usable square feet
OCI - Organizational Conflict of Interest
PDI - Pre-delivery Inspection
PFD - Program for Design
PMI - Project Management Institute
POE - Post Occupancy Evaluation
POP- Period of Performance
PWS - Performance Work Statement
QCP - Quality Control Plan
ROM - Rough Order of Magnitude
SOV - Schedule of Values
STRATCOM - Strategic Communications
VA - Veterans Affairs
VA FSC - VA Financial Services Center (Payment Office)
VHA - Veterans Health Administration
WBS - Work Breakdown Structure