

VACANT BUILDINGS EXPLANATORY REPORT

Performance Work Statement

GENERAL INFORMATION

1. Title of Project: Vacant Buildings Explanatory Report
2. Background: The Department of Veterans Affairs (VA), by and through its Office of Asset Enterprise Management (OAEM), is currently conducting a process to eliminate vacant buildings from its real property inventory. In June 2017, the Secretary announced plans to initiate disposal or reuse actions for 430 vacant buildings in VA's real property inventory based on a December 2016 inventory review, as well as a subsequent December 2017 inventory review, in order to decrease the maintenance expense of buildings VA does not need and to reinvest the savings from the cost avoidance. The Secretary also announced a review of 784 non-vacant but underutilized buildings which was considered lower in priority to the issue of the vacant buildings.

VA requires support in the preparation of a report requested by Congress in the 2018 Omnibus Appropriations bill signed into law on March 23, 2018. In general, Congress felt VA's process was insufficiently transparent and has requested that VA fully explain the process by which VA determined its vacant and underutilized building list, how VA coordinated its efforts internally and supporting cost-benefit analyses of VA's current and ongoing disposal plans as well as the potential effect on Veteran's healthcare. The report is due from VA to Congress no later than **Thursday June 21, 2018**.

3. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this Performance Work Statement (PWS). The contractor shall be responsible for the following:
 1. Review of related background material related to VA's Vacant Buildings Initiative, VA's Capital Asset Inventory data, VA's real property inventory and definitions of vacant, utilized and under-utilized buildings;
 2. Preparation of cost-benefit analyses of VA's ongoing disposal plans, both in terms of the current Vacant Buildings Initiative and in the aggregate outlining VA's rationale including cost avoidance strategies;
 3. Preparation of a written report suitable for presentation to Congress which provides a broad overview of VA's real property portfolio previous and current state, VA's current disposal authorities and channels, the efforts and results to date of VA's Vacant Buildings Initiative and to determine the effect, if any, that the Vacant Building Initiative has had and will likely have on VA's ability to provide health care and benefits to Veterans. At a minimum, the report will include and address the following elements:
 - a. an explanation of the process and methodology used to determine, record, and validate which buildings and structures in VA's real property portfolio are vacant, mostly vacant, or underutilized, and their physical condition;
 - b. an explanation of the process by which those property disposal analyses and plans were developed and coordinated with, and within, each VA administration (Veteran's Health Administration (VHA), National

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- Cemetery Administration (NCA) and the Veterans Benefits Administration (VBA)) and within each Veterans Integrated Service Network (VISN);
- c. a cost-benefit analysis of the Department's ongoing real property disposal plans, both in terms of this immediate disposal action as part of the Vacant Buildings Initiative, and in the aggregate for VA's real property portfolio as a whole;
 - d. a discussion of the impact of historic designations of buildings and structures on the Department's ability to manage its real property portfolio; and
 - e. a determination as to whether the disposal of these identified properties will have any significant adverse impact on the Department's ability to provide health care and benefits for veterans.
4. Performance Period: The period of performance is for 60 calendar days from date of award. Work at the government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).
5. Type of Contract: Fixed Price.
6. Place of Performance: The primary place of work shall be the contractor's office, except in cases where the level of compliance review necessitates contract personnel to work primarily at the OAEM offices, at 810 Vermont Ave NW, Washington DC 20420.

A. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this PWS until the CO has conducted a kick off meeting or has advised the contractor that a kick off meeting is waived.

B. GENERAL REQUIREMENTS

1. For every task, the contractor shall identify in writing all necessary subtasks (if any), associated costs by task, together with associated sub-milestone dates. The contractor's subtask structure shall be reflected in the proposal and detailed project management plan (PMP).
2. All written deliverables shall be phrased in layperson language. Statistical and other technical terminology shall not be used without providing a glossary of terms.

Where a written milestone deliverable is required in draft form, OAEM will complete their review of the draft deliverable and provide feedback to the contractor within 5 calendar days from date of receipt. The contractor shall have 5 calendar days to deliver the final deliverable from date of receipt of the government's comments. All written deliverables will require at least one draft and one final version.

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3. The contractor shall provide, via email, minutes of all government-contractor meetings. The contractor shall provide these minutes within five calendar days after completion of the meeting
4. Except for pricing information, the contractor shall not deliver to OAEM any proprietary products or information of any type in completing the requirements of this task order. The contractor's existing internal development tools (that is, those development tools not developed for the OAEM work and which will not be required by the OAEM to install, use, or revise the deliverables) are exempted from this requirement. If the contractor believes an exception to this requirement is necessary for effective or efficient execution of this task order, the contractor shall request a specific exception, in writing, to the CO, and shall not provide the proprietary tools or information until approval is received from the CO.

C. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables: The contractor shall provide the specific deliverables described below within the performance period stated in Section A.4 of this PWS.

1. Task One: The contractor shall provide a PMP and briefing for the project team, which presents the contractor's plan for completing the task order. The contractor's plan shall be responsive to this PWS and describe, in further detail, the approach to be used for each aspect of the task order as defined in the technical proposal. The contractor shall keep the PMP up to date throughout the period of performance.

Deliverable One: A PMP and briefing

2. Task Two: The contractor shall submit a comprehensive Project Work Plan (PWP) that details the items to be reviewed and assessed and actions to be taken to provide administrative review, monitoring and Post Transaction support with (1) clearly described milestones, (2) deadlines, (3) development of procedures, and (4) other significant matters.

Deliverable Two: A comprehensive PWP

3. Task Three: The contractor shall be responsible for delivering a written, draft report meeting the criteria outlined in General Information #3 "Scope of Work" and re-listed below. At a minimum, the report will include and address the following elements:
 - an explanation of the process and methodology used to determine, record, and validate which buildings and structures in VA's real property portfolio are vacant, mostly vacant, or underutilized, and their physical condition;
 - an explanation of the process by which those property disposal analyses and plans were developed and coordinated with, and within, each VA

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administration (Veteran's Health Administration (VHA), National Cemetery Administration (NCA) and the Veterans Benefits Administration (VBA)) and within each Veterans Integrated Service Network (VISN);

- a cost-benefit analysis of the Department's ongoing real property disposal plans, both in terms of this immediate disposal action as part of the Vacant Buildings Initiative, and in the aggregate for VA's real property portfolio as a whole;
- a discussion of the impact of historic designations of buildings and structures on the Department's ability to manage its real property portfolio; and
- a determination as to whether the disposal of these identified properties will have any significant adverse impact on the Department's ability to provide health care and benefits for veterans.

Deliverable Three: Draft Vacant Buildings Initiative Explanatory Report in electronic format (Microsoft Word © format (2010 or later).

4. Task Four: The contractor shall be responsible for delivering a written, final report of the draft report produced in Task 3/Deliverable 3.

Deliverable Four: Provide one copy of Final Vacant Buildings Initiative Explanatory Report in electronic format (Microsoft Word © format (2010 or later) and in searchable Adobe Portable Document Format (PDF) and Version 10 or later.

D. SCHEDULE FOR DELIVERABLES

1. The contractor shall complete the deliverables according to the Delivery Date column in Attachment A for each deliverable specified.
2. Unless otherwise specified, the number of draft copies and the number of final copies shall be the same.
3. If for any reason the scheduled time for a deliverable cannot be met, the contractor is required to explain why (include the original deliverable due date) in writing to the CO, including a firm commitment of when the work shall be completed. This notice to the CO shall cite the reasons for the delay, and impact on the overall project. The CO will then review the facts and issue a response in accordance with applicable regulations.

E. CHANGES TO PERFORMANCE WORK STATEMENT

1. Any changes to this PWS must be authorized and approved by written correspondence only from the Contracting Office (CO). Costs incurred by the contractor through the actions of parties other than the CO must be borne by the contractor.

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F. REPORTING REQUIREMENTS

1. The contractor shall provide the Contracting Officer's Representative (COR) with one (1) written progress report at the mid-point of the contract performance period.
2. The progress report will cover all work completed up to the submission date of the progress report and will present the work to be accomplished during the subsequent period. This report will also identify any problems that arose and a statement explaining how the problem was resolved. This report will also identify any problems that have arisen but have not been completely resolved report will with an explanation.
3. The contractor shall hold weekly status meeting or conference calls with the COR.

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G. TRAVEL AND PLACE OF PERFORMANCE

The work shall be performed at the contractor's office space. No travel is expected for completion of this contract. If travel becomes necessary, it must be approved, in advance, by the CO. Travel and per diem shall be reimbursed in accordance with VA/Federal Travel Regulations. Each contractor invoice must include copies of all receipts that support the travel costs claimed in the invoice. No General and Administrative (G&A) fees or costs, and no other fees or costs shall be added to travel expenses. Local travel within a 50-mile radius from the Contractor's facility is considered the cost of doing business and will not be reimbursed. Travel performed for personal convenience and daily travel to and from work at the contractor's facility will not be reimbursed. Travel and subsistence for travel beyond a 50-mile radius of the Contractor's facility are authorized on a case-by-case basis and must be pre-approved by the CO at least 10 calendar days in advance for the requested travel.

H. GOVERNMENT FURNISHED PROPERTY AND DATA

The Government will provide data from the Capital Asset Inventory (CAI) database in Excel format on an as-needed basis.

The Government may provide access to the VA Network (for properly cleared personnel) in order to support this project.

I. CONTRACTOR EXPERIENCE REQUIREMENTS – KEY PERSONNEL

Skilled and experienced professional and/or technical personnel are essential for successful contractor accomplishment of the work to be performed under this. These are defined as key personnel and are those persons whose resumes should be submitted. The contractor agrees that the key personnel shall not be removed, diverted, or replaced from work without approval of the CO and COR.

Any personnel the contractor offers as substitutes shall have the ability and qualifications equal to or better than the key personnel being replaced. Requests to substitute personnel shall be approved by the COR and the CO. All requests for approval of substitutions in personnel shall be submitted to the COR and the CO within 30 calendar days prior to making any change in key personnel. The request shall be written and provide a detailed explanation of the circumstances necessitating the proposed substitution. The contractor shall submit a complete resume for the proposed substitute, any changes to the rate specified in the order (as applicable) and any other information requested by the CO needed to approve or disapprove the proposed substitution. The CO will evaluate such requests and promptly notify the contractor of approval or disapproval thereof in writing.

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J. SECURITY

1. Information System Security: The contractor shall ensure adequate LAN/Internet, data, information, and system security in accordance with VA standard operating procedures and standard contract language, conditions laws, and regulations. The contractor's firewall and web server shall meet or exceed the government minimum requirements for security. All government data shall be protected behind an approved firewall. Any security violations or attempted violations shall be reported to the VA project manager and the OAEM Information Security Officer as soon as possible. The contractor shall follow all applicable VA policies and procedures governing information security, found under www.va.gov/pubs/asp/edsdirec.asp especially those that pertain to certification accreditation.

L. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables as well as all associated working papers and other material deemed relevant by the VA which have been generated by the contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the task order.
2. The CO will be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this task order. No information shall be released by the contractor. Any request for information relating to this task order presented to the contractor shall be submitted to the CO for response.
3. Press releases, marketing material or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.

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Attachment A

Schedule of Deliverables

<u>Deliverable No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Delivery Date</u>
One	A PMP and briefing	One	5 calendar days after Award
Two	Project Work Plan	One	5 calendar days after Award
Three	Draft Vacant Buildings Initiative Explanatory Report	One	30 calendar days after Award
Four	Final Vacant Buildings Initiative Explanatory Report	One	45 calendar days after Award

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Attachment B

Performance Standards and Methods as specified in each task.

Surveillance Area	Successful Performance Standards	Method of Assessing Performance/ Responsible party	Evaluation
Management of price and schedule	1) Mid-performance period progress report delivered: <ul style="list-style-type: none"> • Highly successful: Within 25 days of after contract award. • Successful: No more than 10 calendar days after the end of the month. • Unsuccessful: Failure to deliver in 10 days. 	Review of mid-performance period progress report and deliverables. 100% inspection. Responsible: COR	Assessment: _____
Management of price and schedule	2) Project management plan and submissions of deliverables comply with the project management plan; changes to schedule are reported and accepted by COR; project management plan is maintained up-to-date to satisfaction of COR. <ul style="list-style-type: none"> • Highly successful: Meet expectations 98% of the time. • Successful: Meets expectations 90% of the time. • Unsuccessful: Fail to meet expectations more than 90% of the time 	Review of Reports and deliverables. 100% inspection. Responsible: COR	Assessment: _____
Technical Quality of deliverables	Deliverables are high quality, meet intent of required performance work statement areas, and require minimal updates (less than 3 drafts), edits or comments from COR: <ul style="list-style-type: none"> • Highly successful: Meet expectations 98% of the time with minimal or no deficiencies/issues identified • Successful: Meets expectations 90% of the time and/or no significant deficiencies/issues identified • Unsuccessful: Fail to meet expectations more than 90% of the time and/or significant deficiencies/issues identified 	Review of Final deliverables. 100% inspection. Responsible: COR	Assessment: _____

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Quality of Relationship Management	<p>1) Timeliness of responses to open acquisition issues; COR communications/requests; changes in the scope or timeliness of deliverables :</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations 	<p>Review of communications, invoices, modifications, to changes in deliverables.</p> <p>Responsible: COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Relationship Management	<p>2) Staffing meets expectations for adequately supporting the requirements of the task orders.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant 	<p>Review and approval of Key Personnel changes</p> <p>Responsible: COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Project Management	<p>1) Corrections and Re-submittal to VA for rejected deliverables meets mutually agreed upon schedule.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations. 	<p>Corrections and resubmitted of deliverables conform to agreed upon terms.</p> <p>Responsible: CO/COR</p>	<p>Assessment:</p> <p>_____</p>
Quality of Project Management	<p>2) Contractor provides a single point of contact responsible for task order performance. Communication between VA and Vendor meets expectations.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 	<p>Contractor provided a single point of contact, and review of communications</p>	<p>Assessment:</p> <p>_____</p>

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	<p>98% of the time with minimal or no deficiencies/issues identified</p> <ul style="list-style-type: none"> • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations. 	<p>Responsible: COR</p>	
Quality of Project Management	<p>3) Contractor meets expectations for changing demands of the program as it evolves.</p> <ul style="list-style-type: none"> • <u>Highly successful:</u> Meet expectations 98% of the time with minimal or no deficiencies/issues identified • <u>Successful:</u> Meets expectations 90% of the time and/or no significant deficiencies/issues identified • <u>Unsuccessful:</u> Fail to meet expectations more than 90% of the time and/or significant Key personnel turnover meets expectations 	<p>Review of responsiveness and communications performance, flexibility and adaptability to unexpected changes in scope, magnitude or requirements of deliverable.</p> <p>Responsible: CO/COR</p>	<p>Assessment:</p> <p>_____</p>