

STATEMENT OF WORK

GPS VEHICLE TELEMETRIC TRACKING & MONITORING SYSTEM SERVICES

- 1.0 **General.** The Contractor shall provide telemetric (GPS) monitoring service for the GSA and VA owned or leased vehicle fleet.
- 2.0 **Scope of work.** Service is used to monitor fleet vehicle status; services include but are not limited to:
 - 2.1 Telematics solutions for the current fleet of 246 vehicles, with an expected growth of anywhere from 2-5 vehicles per year.
 - 2.2 Vehicle diagnostics to monitor all vehicle mechanical and electrical functions.
 - 2.3 Send email alerts as malfunctions occur.
 - 2.4 Track vehicle maintenance and send email alerts when maintenance is due.
 - 2.5 Provide continuous GPS location of the fleet.
 - 2.6 Provide accurate speed and odometer information for each tracked vehicle.
 - 2.7 Provide automated monthly information to include: total fuel used, miles traveled, number of engine starts, “hard braking” incidents, and “fast start” events.
 - 2.8 Ability to provide customized fleet reports.
 - 2.9 Install and remove VA purchased GPS devices as needed. Provide repair of and technical support on currently installed GPS units.
 - 2.10 Analyze and repair issues that may arise with GPS signals.
 - 2.11 Provide central website for user use and provide user access.
 - 2.12 GPS Units must be installed using a bypass harness allowing for less tampering with
 - 2.13 Provide Roadside Assistance
- 3.0 **Period of Performance.**
 - 3.1 Base Year September 2018 – August 2019
 - 3.2 Option year 1: September 2019 – August 2020
 - 3.3 Option year 2: September 2020 – August 2021
 - 3.4 Option year 3: September 2021 – August 2022
 - 3.5 Option year 4: September 2022 – August 2023
- 4.0 **Labor.**
 - 4.1 Labor involved with the installation, removal, or repair of GPS devices shall be accomplished at:
James A. Haley Veterans’ Hospital, 13000 Bruce B. Downs Blvd, Tampa FL. 33612
- 5.0 **Points of Contact:**
 - 5.1 COR – Contracting Officer Representative – Kathleen Jarmula
 - 5.2 CO – Contracting Officer – MARIA C. FERRER

6.0 **COR Duties and Responsibilities:**

- 6.1 The COR reserves the right to inspect contractor performance in random inspections.
- 6.2 The COR will be responsible to certify invoices prior to payment by DFAS.
- 6.3 The COR will be appointed by the CO and a copy of the appointment letter outlining the responsibilities of the COR will be provided to the Contractor.

7.0 **Contractor Responsibilities and Tasks:**

- 7.1 The Contractor shall provide qualified technicians who shall perform in a professional manner in accordance to industry standards and local VA policies.
- 7.2 Reviewing operating system diagnostics to ensure that the equipment is operating within its specifications.
- 7.3 At the conclusion of each task, the Contractor shall provide a written, itemized report indicating the date of the service, the job performed, the vehicle identification number (VIN) and license plate/tag. The invoice/report shall be delivered to the James A. Haley Veterans' Hospital, 13000 Bruce B. Downs Blvd, Tampa, Florida, 33612 , ATTN Kathleen Jarmula FMS/138.

8.0 **Personnel Qualification.** The Contractor must be professionally trained and qualified to work on all components of the equipment and the latest revisions of hardware and software as required by the manufacturer. Contractor personnel must be able to provide proof of successful completion of training and certification as requested by the COR.

9.0 **ID Badges and Smoking Policy:**

- 9.1 Badges shall be handled via assignment of a temporary badge, issued by the VA Police, while work is being performed.
- 9.2 There is no smoking on VA property outside of clearly marked, designated areas.

10.0 **Security Consideration.** Security certification and accreditation requirements do not apply. Security Accreditation Package is not required. All VA policies shall be followed and the contractor shall not come into contact with VA sensitive information.