

PERFORMANCE WORK STATEMENT FOR DEPARTMENT OF VETERANS AFFAIRS, OFFICE
OF ASSET ENTERPRISE MANAGEMENT

A. GENERAL INFORMATION

1. Title of Project: 2027 Space Analysis Support and Execution

2. Scope of Work: The contractor shall provide all resources necessary to accomplish the deliverables described in this Performance Work Statement (PWS). Each year, VA runs a “space analysis” process as part of its overall Strategic Capital Investment Planning (SCIP) process. This space analysis combines baseline space data from the Capital Asset Inventory (CAI) system, in-process projects that have been approved but are not operational, and projected space need based on VHA workload projections and VHA’s space planning tool Space Calculator. The model and data are all built into a large MS Excel database, with 15-20 tabs and a significant amount of data, functions, and lookups.

The contractor shall be responsible for the following: update of the 2026 space analysis model (MS Excel) to include updated space mapping from CAI and Space Calculator, pulling new baseline data from CAI, pulling gap closure data for Funded 2020 projects, execution of the space calculator program for all VHA stations (~170), update of space analysis model to include new space projections, and final execution of the space analysis with all inputs. Once delivered and accepted, the model and resulting space gap data will be managed by the VA.

3. Background:

VA has as its unique mission the delivery of comprehensive assistance and benefits to the nation’s Veterans and their families. Through its Veterans Health Administration, the VA is one of the largest direct providers of health care in the world. The Department is also a major land holding agency, with an extensive and diverse portfolio of properties including over 34,000 acres of land and over 7,700 owned and leased buildings at approximately 300 locations nationwide. To manage its property, VA uses all of the traditional authorities available to Federal agencies. In many instances these authorities do not adequately address the needs of specific mission or developmental issues. Because of these limitations, exacerbated by on-going budgetary constraints, privatization and income-generation programs have become increasingly important to the Department.

OAEM is held accountable for meeting a number of requirements pertaining to capital asset management. OAEM oversees capital asset activities to ensure a consistent and cohesive Departmental approach and effective portfolio and asset performance management throughout the asset life cycle. OAEM has primary responsibility for developing and promulgating the governance policies and principles, processes, decision-making and performance measuring systems related to the Department’s capital asset management. OAEM coordinates the Department's capital investment planning process, including the production of the Department’s Long Range Capital Plan. The office is also tasked to meet mandates in the areas of real property, sustainability, environment, transportation/fleet, and energy management. OAEM programs have Department-wide implications, affecting policy decisions, operation, and procedures for the development and management of VA’s capital assets.

In 2004, the VA recognized a legitimate need for developing an analytical approach to estimate the future function, size and location for Veterans’ health care facilities. Subsequently, VA adopted and implemented the Capital Asset Realignment for Enhanced Services (CARES) Decision. The CARES Decision became VA’s systematic, data driven national plan to maximize Veterans’ access to quality care and, through the Secretary’s Priority List, the foundation for VA’s capital asset management. However, VA also recognized that a substantial monetary investment would be needed and, without the necessary funding from Congress to pursue its much-needed vision, sought to use a highly innovative approach to financing its future by raising capital in private markets. In an effort to obtain significant operating cost reductions and pursue alternative funding sources for Veterans programs, VA is constantly developing and implementing new approaches.

VA's capital asset management process has evolved since the CARES decision was implemented. In 2012, with the strategic goal to improve the delivery of services and benefits to Veterans, VA established the Strategic Capital Investment Planning (SCIP) process. The SCIP process is the basis for the Department's capital budget request. The SCIP process includes all capital projects and takes a long-term, data driven, departmental approach, linking planning efforts of the Administrations and staff offices for both capital and non-capital solutions for gaps in services. SCIP encourages investments that ensure delivery of services in a Veteran-centric, forward-looking, and results-driven manner.

Laws, Executive Orders, directives and regulations (links can be found in Appendix B) containing requirements that affect this particular task order include:

- Executive Order (EO) 13327, "Federal Real Property Asset Management"
- GAO Report 08-939, Federal Real Property – Progress Made in Reducing Unneeded Property, but VA needs Better Information to Make Further Reductions
- GAO Report 11-197, VA Real Property, Realignment Progressing, but Greater Transparency about Future Priorities Is Needed
- GAO Report 13-14, Federal Real Property - Improved Cost Reporting Would Help Decision Makers Weigh the Benefits of Enhanced Use Leasing
- OMB Memorandum 12-12 -*Promoting Efficient Spending to Support Agency Operations* - "Freeze the Footprint" policy
- VA Directive and Handbook 0011, Strategic Capital Investment Planning Process

OAEM follows instructions and guidance issued by the Office of Management and Budget and other agency instructions, directives and guidance containing specific capital asset performance metrics.

4. Performance Period: The period of performance is for 75 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: Firm Fixed Price

6. Place of Performance: The primary place of performance will be at the contractor's facilities; however, some task orders may require work to be performed at a Government facility. Any work at the Government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).

B. CONTRACT AWARD MEETING

The contractor shall not commence performance on the tasks in this PWS until the CO has conducted a Post-Award Conference (PAC) or has advised the contractor that a PAC is waived.

C. GENERAL REQUIREMENTS

The following general requirements apply to all task orders issued under this BPA:

1. The contractor shall identify its proposed technical approach in writing for every task order quoted. The contractor's task order quote shall include its proposed labor categories, rates and number of hours by task, together with associated delivery dates and sub-milestone dates (if any), and proposed key personnel résumés if not on file. Résumés are not required for clerical personnel.
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.
3. Unless otherwise specified in an individual task order, the following schedule requirements apply: Where a written milestone deliverable is required in draft form, the VA will complete its review of the draft deliverable 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.

4. The contractor shall provide, via email, minutes of all Government-contractor meetings. The contractor shall provide these minutes within one calendar day after completion of the meeting unless otherwise specified in an individual task order.
5. Except for proprietary information in company quotes identified and marked in accordance with FAR 52.215-1(e), the contractor shall not deliver to the OAEM any proprietary products or information of any type in completing the requirements of each task order PWS. The contractor's internal development tools (that is, those development tools not developed for OAEM work and not required by 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 the effective or efficient execution of a task order, the contractor shall request a specific exception, in writing, to the CO, and shall not use the proprietary tools or information in OAEM work until approval is received from the CO.
6. The contractor shall ensure contract employees maintain an open and professional communication with the staff at the VA facilities. For transparency purposes, email to the CO shall not be blind carbon copied (BCC) to other Government personnel.
7. Complaints or violation validated by the COR or VA staff will be reported in writing to the CO, Office of the Inspector General (OIG), or Head of the Contracting Activity (HCA) for action. If the contractor fails to correct validated complaints raised by the COR and or CO, it will be considered a failure in performance.
8. The CO may require the contractor to meet with the CO, contract administrator, and other Government personnel at least quarterly, and as often as deemed necessary. The contractor may request a meeting with the CO when deemed necessary.

D. 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.

a. Task One: PMP and Briefing

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.

No data is required for this task; however VA will provide the full 2025 model to be used for updates in all remaining tasks.

Deliverable One: PMP and briefing

b. Task Two: Modify/Enhance Space Analysis Model With New Mapping

The contractor shall update the Space Analysis Model for 2027 to accommodate changes in the space mapping and changes in the description of some departments, but space categories are expected to remain unchanged at 12 final breakdowns. All space breakdown mapping changes will be provided by VA and is estimated at 10-12 department mapping changes. In addition to the department mapping updates, there are expected to be 2-4 new facility mappings that will need to be rolled into the model.

No data is required for this task and all mappings will be provided by VA.

Deliverable Two: Updated Model with revised mapping

c. Task Three: Update Space Analysis Model with new inventory and funded project data

The contractor shall update the Space Analysis Model for current inventory data, likely to be removed inventory data, and in process inventory data. The model currently has last year's data, which needs to be updated and new analysis performed. All necessary data will be provided by the VA in Excel format, the contractor will be responsible for putting into the correct format for inclusion into the model and updating any calculations in the model. In addition, the contractor will use the funding FY 20 SCIP project list to adjust the space analysis appropriately, based on data provide in MS Excel format by VA.

Both current inventory data and in-process data will be provided by VA; however the model should remain flexible enough to allow for updated data to be loaded quickly with no impact to the overall schedule. This task is completely independent of the space calculator (task 4) execution.

The primary purpose of this task is to incorporate data into the overall model, however QA should be performed as part of the incorporation of data. Any major anomalies should be provided to VA for correction, however that process should not impact the overall schedule and incorporation of data.

Deliverable Three: Updated Model with updated inventory and in-process projects

d. Task Four: Execute Space Calculator output for all VHA stations, both detail and roll up levels

The contractor shall execute the Space Calculator program for all ~170 VHA stations. The contractor will work with VA representatives to gather the necessary inputs for the Space Calculator, and then execute the program for each VHA facility. The results should be combined into a single spreadsheet as output of the process. The results should be available at the detailed level, i.e. direct output of space calculator, and the rolled up level, i.e. the final 12 space breakouts.

VA will provide an updated Space Calculator and appropriate workload data to be used for executing the Space Calculator for each site. This task is independent of the current and in-process inventory (task 3).

The primary purpose of this task is to execute the Space Calculator and incorporate the results in the model, however QA should be performed as part of the incorporation of data. Any major anomalies should be provided to VA for correction, however that process should not impact the overall schedule and incorporation of data.

Deliverable Four: Fully executed space calculator runs for all 170 VHA stations

e. Task Five: Final FY2027 Space Analysis Results

The contractor shall incorporate the output from Space Calculator into the Space Analysis model. The result will be the space gap used for SCIP. The final space gaps, at the station and space breakout level, should be provided in report format at the VISN level as well. The contractor should review the final analysis and compare results to last year's model to identify any potential outliers or issues. Any outstanding issues should be resolved with VA assistance and adjustments made to the analysis before finalizing. The final space analysis model will be executed twice, once for review by VA and again after any changes are made to the inputs or space calculation projections.

All data required for this task will have already been provided for tasks 3 and 4. This task simply brings all of the results together into the master sheet to form the actual space model. Final QA should be performed and identified to VA upon delivery of the final draft model.

Deliverable Five: Fully populated and executed 2027 space analysis model

Performance Standards and Methods as specified in each task. Past performance will be documented in accordance to IL 001AL-10-03, dated February 22, 2010

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SCHEDULE FOR DELIVERABLES

See Attachment A Schedule of Deliverables.

1. 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 the impact on the overall project. The CO will then review the facts and issue a response in accordance with applicable regulations.
2. Any hard copy documents the Contractor provides to OAEM must be printed double-sided on recycled paper with at least 30 percent post-consumer fiber.

CHANGES TO PERFORMANCE WORK STATEMENT

Any changes to this PWS and all Task Orders shall be authorized and approved only by the CO in writing. Costs incurred by the contractor through the actions of parties other than the CO shall be borne by the contractor.

TRAVEL

The contractor may be required to travel to Washington, D.C., or to other VA locations. Travel and per diem shall be reimbursed in accordance with 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. This includes travel, subsistence, and associated labor charges for travel time. Local travel within a 50-mile radius from the Contractor's employee's residence is considered the cost of doing business and will not be reimbursed. This includes travel, subsistence, and associated labor charges for travel time. Travel performed for personal convenience and daily travel to and from work at the contractor's facility will not be reimbursed. Travel, subsistence, and associated labor charges for travel time 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.

GOVERNMENT FURNISHED PROPERTY AND INFORMATION

Government Furnished Property and Information, if required, will be specified in each task order. Except for those items or services specifically stated to be Government furnished, the contractor shall furnish

everything required to perform task orders. For contractors required at VA facilities, the Government will provide office space including a desk, telephone, and computer to perform the required work.

CONTRACTOR EXPERIENCE REQUIREMENTS—KEY PERSONNEL

1. Skilled experienced professional and/or technical personnel are essential for successful contractor accomplishment of the work to be performed under this contract. The contractor shall include in the technical proposal at least 2 résumés of key professional and/or technical personnel who will perform the tasks in the task order. Résumés are not required for clerical personnel. The personnel whose résumés are submitted are defined as key personnel. The contractor agrees that the key personnel listed in their proposal shall not be removed, diverted, or replaced from work without approval of the CO and COR.
2. Any personnel the contractor offers as substitutes shall have the ability and qualifications equal to or better than the key personnel that are 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 at least 15 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 résumé 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.

Note:

- a. Standards of Conduct. The Contractor shall ensure that personnel assigned to this contract comply with the Standards of Ethical Conduct specified by the Office of Government Ethics at 5 CFR 2635.
- b. Personnel assigned by the Contractor to perform work on this contract shall be acceptable to VA in terms of personal and professional conduct and technical knowledge. The Contracting Officer may notify the Contractor and request that a person be immediately removed from assignment on this contract should any contractor personnel be determined to be unacceptable in terms of technical competency or personal conduct during duty hours. The contractor shall immediately remove and replace the unacceptable on-site personnel at no additional costs to the Government. Replacement personnel qualifications shall be equal to or greater than those of the personnel being replaced. Employment and staffing difficulties shall not be justification for failure to meet established schedules.
- c. Contractor personnel shall be able to communicate effectively in English, both written and oral.
- d. The contractor shall notify the CO whenever an employee of the United States Government is utilized by the contractor in the performance of the contract. The notification shall include sufficient information for the Contracting Officer to review the matter in accordance with FAR Part 3 and Subpart 9.5.
- e. The contractor shall verify employee eligibility through the E-Verify system.

SECURITY REQUIREMENTS

1. The contractor shall follow the following (or other established procedure) contractor personnel security guidance:
 - a. The contractor and their personnel shall be subject to the same Federal laws, regulations, standards, and VA policies as VA personnel, regarding information and information system security. These include, but are not limited to Federal Information Security Management Act (FISMA), Appendix III of OMB Circular A-130, and guidance and standards, available from the Department

of Commerce's National Institute of Standards and Technology (NIST). This also includes the use of common security configurations available from NIST's Web site at:

<http://checklists.nist.gov>

- b. To ensure that appropriate security controls are in place, Contractors must follow the procedures set forth in "VA Information and Information System Security/Privacy Requirements for IT Contracts" located at the following Web site: <http://www.iprm.oit.va.gov>.
 - c. These provisions shall apply to all contracts in which VA sensitive information is stored, generated, transmitted, or exchanged by VA, a contractor, subcontractor or a third-party, or on behalf of any of these entities regardless of format or whether it resides on a VA system or contractor/subcontractor's electronic information system(s) operating for or on the VA's behalf.
 - d. Clauses (a) and (b) shall apply to current contracts and acquisition vehicles including, but not limited to, job orders, task orders, letter contracts, purchase orders, and modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. § 6301 et seq.
2. The required contractor employee Position Sensitivity level is Limited Risk and the level of Background Investigation is NACI for contractor employees who require access.
 3. The COR or the designated Government employee will provide the contractor a Background Investigation Request Worksheet within 2 days of task order award listing the place of performance, type of investigation requested, the VA sponsor and requesting the applicant's name, date of birth, social security number, company name and point of contact and other required data.
 - a. The contractor shall complete the Background Investigation Request worksheet and return it to the COR within five days of receipt. The COR will review the documents and forward them to the Security Investigations Center (SIC).
 - b. The SIC will send an email notification to the contractor identifying the website link that includes detailed instructions regarding completion of the background clearance application process and what level of background was requested. Upon receipt of required investigative documents, SIC will review the investigative documents for completion and initiate the background investigation by forwarding the investigative documents to OPM to conduct the background investigation.
 - c. The COR will notify the contractor when the investigation has been favorably or unfavorably completed and adjudicated by the Government. The contractor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration from working under the contract.
 4. The contractor shall not commence performance prior to the initiation of the process that requests the appropriate investigative action be taken. During the time required to conduct the appropriate investigation, the contractor shall be responsible for the actions of its respective employees until official notification of a favorable determination is received from the Office of Security and Law Enforcement.
 5. Cost of Background Investigations will be borne by the organization requesting the investigation. For contractors and its personnel performing the contract, the VA office or organization that is requesting the procurement will coordinate with the designated contracting officer to ensure VA initiates the necessary investigations and/or screenings for contractor personnel. For those contractors and its personnel, the contractor will bear the cost of such investigations
 6. Failure to comply with the contractor personnel security requirements may result in termination of the contract for default also please reference to VA Directive 0710 for further guidance

CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

1. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by 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 COR with a copy 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.

ORGANIZATIONAL CONFLICT OF INTEREST

The contractor shall disclose any actual or potential organizational conflicts of interest at the time of submitting the quotes for the basic BPA and task orders. The contractor may be precluded from bidding on or working on future contracts in accordance FAR 9.5.

**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 task award
Two	Updated Space Analysis Model	One	14 calendar days after task award
Three	Space Analysis with updated inventory data	One	21 calendar days after task award
Four	Fully executed Space Calculator results	Two	Draft – 30 calendar days after task award Final – 40 calendar days after task award
Five	Final FY2027 Space Analysis Results	Two	Draft – 50 calendar days after task award Final – 60 calendar days after task award

Appendix B – Links to Laws, Executive Orders, Directives, and Regulations

- Executive Order (EO) 13327, “Federal Real Property Asset Management”
<http://www.gpo.gov/fdsys/pkg/FR-2004-02-06/pdf/04-2773.pdf>
- GAO Report 08-939, Federal Real Property – Progress Made in Reducing Unneeded Property, but VA needs Better Information to Make Further Reductions
<http://www.gao.gov/assets/290/280516.pdf>
- GAO Report 11-197, VA Real Property, Realignment Progressing, but Greater Transparency about Future Priorities Is Needed <http://www.gao.gov/new.items/d11197.pdf>
- GAO Report 13-14, Federal Real Property - Improved Cost Reporting Would Help Decision Makers Weigh the Benefits of Enhanced Use Leasing
<http://www.gao.gov/assets/660/651028.pdf>
- OMB Memorandum 12-12 -*Promoting Efficient Spending to Support Agency Operations* - “Freeze the Footprint” policy <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf>
- VA Directive and Handbook 0011, Strategic Capital Investment Planning Process
Directive: http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=575&FType=2;
Handbook: http://www1.va.gov/vapubs/viewPublication.asp?Pub_ID=574&FType=2