



PERFORMANCE WORK STATEMENT (PWS)

DEPARTMENT OF VETERANS AFFAIRS
Austin Information Technology Center (AIRC)

Rental of 1MW Generator Services

Date: Dec. 19, 2012

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1.0 DESCRIPTION OF SERVICES

Cost Information:

- This is a Lump-Sum, Turn-Key project.
- Cost shall be broken down as follows:
 1. Monthly cost of 1MW generator shall be based for 6 months period with an option to extend contract for (6) months.
 - Includes all incidentals such as power cables, rental insurance, decommissioning fees, mobilization fees and etc..
 2. One-time costs (tech/programming support, electrical work, testing). This shall be invoiced along with the first month's rental.
 3. Penalty cost shall apply, if 1 MW generator is rented for less than 6 months (\$X/month). Note: After minimum rental agreement of 6 months has been met, VA-AITC can reserve the right to cancel rental generator service agreement without penalty, if determined that rental generator services is no longer needed.
- Rental agreement shall be such that after the first month of rent, the Owner shall be invoiced monthly for rental services.

Description of Services:

The purpose of this project is to provide emergency rental services for a 1MW generator located at the VA-AITC Austin facility. Owner anticipates renting the generator for about 12 months.

During this rental time period, the Owner plans to utilize the rental generator to temporarily provide back-up power when either of the other three (3) existing generators are down for annual repairs. After the existing generators are repaired, the rental generator shall be on standby working in conjunction with the existing generators until such time that a new 1MW generator is installed by the Owner.

Contractor shall do whatever it takes (turn-key) to connect the rental generator to the existing standby generator buss system. This will require coordination with a licensed master electrician to perform all electrical interconnection activities. It will also require coordination with a Cummins representative to seamlessly integrate the rental generator control system with the existing Cummins generator control system. In addition, the rental generator will be tested to prove that the integrated system operates correctly.

Contractor shall interconnect the rental generator fuel supply system into the Owner's existing fuel supply/return manifolds so that if in the event there is an extended period of operation time, the rental generator can be supplied with fuel from nearby Owner storage tank.

Contractor shall provide on-site training for three (3) VA-AITC representatives on the proper operation of the rental unit (including having the representatives actually start the rental generator).

Contractor shall be responsible for all associated cost for de-commissioning and removal of rental generator at end of contract or notification by COR.

2.0 APPLICABLE DOCUMENTS

Documents referenced or germane to this Performance Work Statement (PWS) are listed below. In the performance of the tasks associated with this Performance Work Statement, the Contractor shall comply with the following:

1. 44 U.S.C. § 3541, "Federal Information Security Management Act (FISMA) of 2002"
2. Federal Information Processing Standards (FIPS) Publication 140-2, "Security Requirements For Cryptographic Modules"
3. FIPS Pub 201, "Personal Identity Verification of Federal Employees and Contractors," March 2006
4. 10 U.S.C. § 2224, "Defense Information Assurance Program"
5. 5 U.S.C. § 552a, as amended, "The Privacy Act of 1974"
6. 42 U.S.C. § 2000d "Title VI of the Civil Rights Act of 1964"
7. Department of Veterans Affairs (VA) Directive 0710, "Personnel Suitability and Security Program," May 18, 2007
8. VA Directive 6102, "Internet/Intranet Services," July 15, 2008
9. 36 C.F.R. Part 1194 "Electronic and Information Technology Accessibility Standards," July 1, 2003
10. OMB Circular A-130, "Management of Federal Information Resources," November 28, 2000
11. 32 C.F.R. Part 199, "Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)"
12. An Introductory Resource Guide for Implementing the Health Insurance Portability and Accountability Act (HIPAA) Security Rule, October 2008
13. Sections 504 and 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998
14. Homeland Security Presidential Directive (12) (HSPD-12), August 27, 2004
15. VA Directive 6500, "Information Security Program," August 4, 2006
16. VA Handbook 6500, "Information Security Program," September 18, 2007
17. VA Handbook 6500.1, "Electronic Media Sanitization," March 22, 2010
18. VA Handbook 6500.2, "Management of Security and Privacy Incidents," June 17, 2008.
19. VA Handbook 6500.3, "Certification and Accreditation of VA Information Systems," November 24, 2008.
20. VA Handbook, 6500.5, Incorporating Security and Privacy in System Development Lifecycle.
21. VA Handbook 6500.6, "Contract Security," March 12, 2010

- 22. Project Management Accountability System (PMAS) portal (reference PWS References -Technical Library at <https://www.voa.va.gov/>)
- 23. OIT ProPath Process Methodology (reference PWS References -Technical Library and ProPath Library links at <https://www.voa.va.gov/>) NOTE: In the event of a conflict, OIT ProPath takes precedence over other processes or methodologies.
- 24. Technical Reference Model (TRM) (reference at <http://www.ea.oit.va.gov/Technology.asp>)
- 25. National Institute Standards and Technology (NIST) Special Publications
- 26. VA Directive 6508, VA Privacy Impact Assessment, October 3, 2008
- 27. VA Directive 6300, Records and Information Management, February 26, 2009
- 28. VA Handbook, 6300.1, Records Management Procedures, March 24, 2010

3.0 PERFORMANCE DETAILS

3.1 PERFORMANCE PERIOD

The period of performance shall be Apr. 1, 2013 through Sept. 30, 2013.

Any work at the Government site shall not take place on Federal holidays or weekends unless directed by the Contracting Officer (CO).

New Years Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Normal business hours are 0700 – 1700. No services shall be performed outside of normal business hours without prior approval by Contracting Officer.

3.2 PLACE OF PERFORMANCE

Tasks under this PWS shall be performed in VA (AITC) facility located in Austin, Texas.

No Tasks under this PWS shall be performed at Contractor facilities, except for contract billing, contract management and etc..

4.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall perform the following:

- a. Contractor shall provide all rental generator maintenance and generator performance reports as listed in next two (2) sections below.

4.1 REPORTING REQUIREMENTS

The Contractor shall provide the Contracting Officer's Representative (COR) with weekly rental generator inspector reports, maintenance reports and load testing reports. Progress Reports in electronic form in Microsoft Word and Project formats. The report shall include detailed instructions/explanations for each required data element, to ensure that data is accurate and consistent. These reports shall reflect data as of the last day of the preceding week.

The Weekly Progress Reports shall cover all work completed during the reporting period and work planned for the subsequent reporting period. The report shall also identify any problems that arose and a description of how the problems were resolved. If problems have not been completely resolved, the Contractor shall provide an explanation including their plan and timeframe for resolving the issue. It is expected that the Contractor will keep in communication with VA accordingly so that issues that arise are transparent to both parties to prevent escalation of outstanding issues.

Deliverables:

- A. Weekly Progress Report as listed below

4.2

Deliverables:

- A. Weekly generator maintenance reports
- B. Aug. 2013 generator load testing reports

5.0 GENERAL REQUIREMENTS

5.1 ENTERPRISE AND IT FRAMEWORK

N/A

5.2 CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

AITC has much more extensive security requirements on the campus. The Contractor shall adhere to AITC security requirements at all times. These requirements also mean that they will impact the cost of the Contractor providing service (e.g. stringent background checks, security training, escort services, limited access, daily inspections, extra time each day for gaining access to the job site, etc.).

The following security requirement must be addressed regarding Contractor supplied equipment: Contractor supplied equipment, PCs of all types, equipment with hard drives, etc. for contract services must meet all security requirements that apply to Government Furnished Equipment (GFE) and Government Owned Equipment (GOE). Security Requirements include: a) VA Approved Encryption Software must be installed on all laptops or mobile devices before placed into operation, b) Bluetooth equipped devices are prohibited within VA; Bluetooth must be permanently disabled or removed from the device, c) VA approved anti-virus and firewall software, d) Equipment must meet all VA sanitization requirements and procedures before disposal. The COR, CO, the Project Manager, and the Information Security Officer (ISO) must be notified and verify all security requirements have been adhered to.

The position sensitivity and the level of background investigation commensurate with the required level of access is:

☒ Moderate Risk Background

Contractor Responsibilities:

- a. For a Moderate Risk Background designation, with a period of performance requirement of 180 days or less, a Special Agreement Check (SAC) is required. A Department of Veterans Affairs (DVA) Memorandum – Electronic Fingerprints form is required for fingerprinting. This should be submitted to the CO or COR after award has been made.
- b. 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 provided personnel, under the auspices of this contract, the Contractor shall be responsible for all resources necessary to remedy the incident.
- c. The Contractor employee may work on the contract once the SAC has been favorably adjudicated. The Contractor, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration in working under the contract.

- d. Failure to comply with the Contractor personnel investigative requirements may result in termination of the contract for default.

5.3 METHOD AND DISTRIBUTION OF DELIVERABLES

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

5.4 PERFORMANCE METRICS

The table below defines the Performance Standards and Acceptable Performance Levels for Objectives associated with this effort.

Performance Objective	Performance Standard	Acceptable Performance Levels
1. Technical Needs	Shows understanding of requirements Efficient and effective in meeting requirements Meets technical needs and mission requirements Offers quality services/products	Acceptable/ Unacceptable
2. Project Milestones and Schedule	Quick response capability Products completed, reviewed, delivered in timely manner Notifies customer in advance of potential problems	Acceptable/ Unacceptable

The Government will utilize a Quality Assurance Surveillance Plan (QASP) throughout the life of the contract to ensure that the Contractor is performing the services required by this PWS in an acceptable manner. The Government reserves the right to alter or change the surveillance methods in the QASP at its own discretion. A SAP Performance Based Service Assessment Survey will be used in combination with the QASP to assist the Government in determining acceptable performance levels.

5.5 FACILITY/RESOURCE PROVISIONS

N/A

6.0 SCHEDULE FOR DELIVERABLES

Note: Days used in the table below refer to calendar days unless otherwise stated. Deliverables with due dates falling on a weekend or holiday shall be submitted the following Government work day after the weekend or holiday.

Task	Deliverable ID	Deliverable Description
4.1	A	Weekly Generator Maintenance Report
4.2	B	Aug. 2013 semi-annual load testing report

POINTS OF CONTACT

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