Developing A Communications Cabling SOW

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|  |  |
| --- | --- |
| Purpose | The purpose of this document is to provide a starting point for Agencies who want to develop a Communications Cabling SOW. |
| Notes | This document will evolve as lessons learned are applied to the template. |

Document Version History

|  |  |  |
| --- | --- | --- |
| Version | Date | Edited by |
| 1 |  |  |
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# Template Guidance

# Purpose

The purpose of this template is to provide Agencies with a baseline document for procurements involving Connections II. This template is based on previous SOWs that were vetted, and thus saves Agencies time and resources during SOW development. The Agency can start with this baseline template to create a SOW and then make alterations to the document to meet their needs. For example, an Agency may want to include a scenario or technology not within the template. In this case the Agency would add text to cover the new scenario or technical requirements.

# Conventions

Following are the conventions used in the Template.

Replacement Text

[Shaded/bracketed] text is replacement text. Replacement text is surrounded by square brackets “[].”

Replacement Text is text the Agency needs to replace with specific information and differs by SOW. Examples of where Replacement Text appears are for Release Date, Agency, and Contact Information. For replacement text, the pound sign “#” indicates a number is required. A number within the square brackets [15] indicates from past experience this is the value used by most Agencies, but the value can be adjusted to meet SOW and Agency needs. For example, “[15] days” shows that most Agencies require 15 days for a particular activity. If there are specific differences in the Agency’s required timeframes, such as the inclusion of a holiday or other schedule considerations, then the Agency adjusts the number of days accordingly.

After entering replacement text, delete the square brackets and remove the shading.

Text Boxes

Text Boxes contain information and hints on how to complete the following section of the SOW where the Text Box appears. Text Boxes also explain options within the SOW.

In addition, Text Boxes direct the deletion of pages or text, as is the case with this page. The deletion may be needed to remove information required while a SOW is authored, but not required when a SOW is released. Where options occur, instruction boxes sometime instruct an author to delete text if a certain option is selected.

|  |
| --- |
|  |
| Communications Cabling Statement of Work (SOW)  [Project Name]Project |
| Date [DD-MM-YYYY] |
|  |
| Order Identification Number [XXXXX] V1 02/28/2014 | |
| [Agency name and address here] | |

# Table of Contents

[List of Acronyms v](#_Toc392858787)

[1 Project Description 1](#_Toc392858788)

[1.1 Purpose 1](#_Toc392858789)

[1.2 Background 1](#_Toc392858790)

[1.2.1 Organization and Mission 8](#_Toc392858791)

[1.3 Scope 2](#_Toc392858793)

[1.3.1 General Description of Requirements 8](#_Toc392858794)

[1.3.2 Applicable Documents 9](#_Toc392858795)

[1.3.3 Cabling Requirements 9](#_Toc392858796)

[1.3.4 Cable Environmental Requirements 4](#_Toc392858797)

[1.3.5 Cable Testing Requirements; Category 6 Copper Cable 4](#_Toc392858798)

[1.3.6 Cable Testing Requirements: Fiber Optic Cable 5](#_Toc392858799)

[1.4 Acquisition Type Selected 5](#_Toc392858800)

[1.5 Period of Performance 6](#_Toc392858801)

[1.6 Hours of Operations 6](#_Toc392858802)

[1.7 Local Codes, Licensing, and Permit Requirements 6](#_Toc392858803)

[1.8 Security Requirements 7](#_Toc392858804)

[1.9 Fair Opportunity 7](#_Toc392858805)

[2 Statement of Work 7](#_Toc392858806)

[2.1 Task 1 – [Project Name] Planning and Design 7](#_Toc392858807)

[2.1.1 Subtask 1 ‑ Project Management Requirements 7](#_Toc392858808)

[2.1.2 Subtask 2 ‑ Project Design Requirements 8](#_Toc392858809)

[2.1.3 Subtask 3 – Site Survey 9](#_Toc392858810)

[2.2 Task 2 Technical Cable and Wiring Requirements 10](#_Toc392858811)

[2.2.1 Subtask 1 ‑ Network Infrastructure 12](#_Toc392858812)

[2.2.2 Subtask 2 ‑ Installation of Racks and Trays 13](#_Toc392858813)

[2.2.3 Subtask 3 ‑ Provide Electrical Power 14](#_Toc392858814)

[2.2.4 Subtask 4 ‑ Equipment Installation 14](#_Toc392858815)

[2.2.5 Subtask 5 ‑ Testing 15](#_Toc392858816)

[2.2.6 Subtask 6 ‑ Develop Labeling Scheme 15](#_Toc392858817)

[2.2.7 Subtask 7 ‑ Install Active Equipment 16](#_Toc392858818)

[2.2.8 Subtask 8 ‑ Install Voice Cabling 16](#_Toc392858819)

[2.2.9 Subtask 9 ‑ Install CATV Cabling 17](#_Toc392858820)

[2.2.10 Subtask 10 ‑ General Cabling 17](#_Toc392858821)

[2.2.11 Subtask 11 ‑ Install Satellite Cabling 18](#_Toc392858822)

[2.2.12 Subtask 12 ‑ Provide Inventory Services 18](#_Toc392858823)

[3 Labor Types 18](#_Toc392858824)

[3.1 Personnel Requirements 18](#_Toc392858825)

[3.2 Proposed Personnel 19](#_Toc392858826)

[3.3 Special Qualifications and Certifications 20](#_Toc392858827)

[4 Travel and Other Direct Costs (ODC/Un-priced Items) 20](#_Toc392858828)

[4.1 Local Travel 20](#_Toc392858829)

[4.2 Distance Travel 20](#_Toc392858830)

[4.3 Other Direct Cost (ODC/Un-priced Items) 21](#_Toc392858831)

[5 Materials, Equipment and Facilities 21](#_Toc392858832)

[5.1 Equipment Warranty and Inventory 21](#_Toc392858833)

[5.2 Manufacturer's Extended Warranty [Optional] 22](#_Toc392858834)

[5.3 Government-Furnished 22](#_Toc392858835)

[5.3.1 Government Furnished Equipment (GFE) 22](#_Toc392858836)

[5.3.2 Government Furnished Information (GFI) 23](#_Toc392858837)

[5.4 Contractor-Furnished 23](#_Toc392858838)

[5.4.1 Contractor Furnished Equipment (CFE) 23](#_Toc392858839)

[5.4.2 Contractor Furnished Items (CFI) 23](#_Toc392858840)

[5.5 Facilities 23](#_Toc392858841)

[5.5.1 Contractor Facilities 30](#_Toc392858842)

[5.5.2 Government Facilities 24](#_Toc392858843)

[5.5.3 Incidental Construction 24](#_Toc392858844)

[6 Invoicing and Payment 24](#_Toc392858845)

[6.1 Invoice Requirements 25](#_Toc392858846)

[6.2 Electronic Funds Transfer Requirements 25](#_Toc392858847)

[6.3 Invoice Address 25](#_Toc392858848)

[7 Electronic and Information Technology Accessibility Standards (Section 508) 26](#_Toc392858849)

[8 Title 27](#_Toc392858850)

[9 Title 27](#_Toc392858851)

[10 Proposal Instructions to Offerors 27](#_Toc392858852)

[10.1 General Instructions 28](#_Toc392858853)

[10.1.1 Materials Submitted 28](#_Toc392858854)

[10.1.2 Format 28](#_Toc392858855)

[10.1.3 Proprietary Data 29](#_Toc392858856)

[10.2 Preparation of Technical Proposal 29](#_Toc392858857)

[10.2.1 Executive Summary 30](#_Toc392858858)

[10.2.2 Technical Approach 30](#_Toc392858859)

[10.2.3 Management Approach 30](#_Toc392858860)

[10.2.4 Proposed Personnel Qualifications and Certifications 31](#_Toc392858861)

[10.2.5 Past Performance 31](#_Toc392858862)

[10.3 Preparation of Price Proposal 32](#_Toc392858863)

[11 Evaluation Factors and Basis for Award 32](#_Toc392858864)

[11.1 Evaluation Methodology and Basis for Award 32](#_Toc392858865)

[11.2 Evaluation Approach – Trade Off or Lowest Price Technically Acceptable 33](#_Toc392858866)

[11.3 Technical Evaluation Criteria 34](#_Toc392858867)

[11.4 Price Evaluation Criteria 36](#_Toc392858868)

[12 Task Order Award 37](#_Toc392858869)

[13 Organizational Conflicts of Interest 38](#_Toc392858870)

[14 Attachments 38](#_Toc392858871)

[14.1 Attachment A – Project Management Plan 44](#_Toc392858872)

[14.2 Attachment B – Support Locations 38](#_Toc392858873)

[14.3 Attachment C – Pricing Requirements 39](#_Toc392858874)

[14.4 Attachment D – Pricing Template 39](#_Toc392858875)

[14.5 Attachment E – Equipment, Support and Warranty Inventory 39](#_Toc392858876)

[14.6 Attachment F – Past Performance Worksheet 39](#_Toc392858877)

[14.7 Attachment G – Task Order Deliverables 39](#_Toc392858878)

[14.8 Attachment H – Installation and Design Package and Other Government Furnished Property 40](#_Toc392858879)

# List of Tables

[Table 1. Date of Task Order Award 6](#_Toc392859112)

[Table 2. Number of each Type of Proposal Volume 28](#_Toc392859113)

[Table 3. Offeror's Proposal Factors and Sub-factors 35](#_Toc392859114)

List of Acronyms

|  |  |
| --- | --- |
| **ACM** | Asbestos Containing Material |
| **CAC** | Common Access Cards |
| **CATV** | Cable Television |
| **CCTV** | Close Circuit Television |
| **CFR** | Code of Federal Regulations |
| **CO** | Contracting Officer |
| **COB** | Close of Business |
| **CONUS** | Continental United States |
| **COTR** | Contracting Officer’s Technical Representative |
| **EIT** | Electronic and Information Technology |
| **ELFEXT** | Equal Level Far End Crosstalk |
| **FAR** | Federal Acquisition Regulation |
| **FAS** | Federal Acquisition Service |
| **FFP** | Firm Fixed Price |
| **FOIA** | Freedom of Information Act |
| **GFE** | Government Furnished Equipment |
| **GFI** | Government Furnished Information |
| **GFM** | Government Furnished Material |
| **GSA** | General Services Administration |
| **HVAC** | Heating, Ventilation and Air Conditioning |
| **IAW** | In Accordance With |
| **IPT** | Integrated Product Team |
| **ISP** | Inside Plant |
| **LAN** | **Local Area Network** |
| **LPTA** | Lowest Price Technically Acceptable |
| **LSZH** | Low–Smoke, Zero-Halogen |
| **MM** | Multimode |
| **NEXT** | Pair-to-Pair Near End Crosstalk |
| **NLT** | No Later Than |
| **OCONUS** | Outside the Continental United States |
| **ODC** | Other Direct Costs |
| **OEM** | Original Equipment Manufacturer |
| **OM3** | Optical Multimode 3 |
| **OSHA** | Occupational Safety and Health Administration |
| **OTDR** | Optical Time Domain Reflectometer |
| **PACM** | Presumed Asbestos Containing Material |
| **PM** | Project Manager |
| **PMP** | Project Management Professional |
| **PSELFEXT** | Power Sum Equal Level Far End Crosstalk |
| **PSNEXT** | Power Sum Near End Crosstalk |
| **RFP** | Request for Proposal |
| **RFQ** | Request for Quotation |
| **RG-6** | Radio Grade-6 |
| **SM** | Single Mode |
| **SME** | Subject Matter Expert |
| **SOW** | Statement of Work |
| **SSP** | Source Selection Plan |
| **T&M** | Time and Material |
| **TEP** | Technical Evaluation Plan |
| **TPOC** | Technical Point of Contact |

# 1 Project Description

[Project Name]

Note: Text boxes contain informational material that should be deleted by the Agency when finalizing this document. Please delete the box and use this space to give a short overview of the Project named above.

The Connections II Cable and Wiring Project Statement of Work (SOW) Template is provided by General Services Administration (GSA) to help customer Agencies contract for cable and wiring services. It is recognized that agencies have a very wide spectrum of cable and wiring tasks to be performed by a Connections II contractor. The SOW Template is designed as an example SOW that must be tailored to meet an Agency’s specific needs.

Note also that although the SOW Template implementation tasks are generally ordered in the sequence they will be executed, they may overlap in some cases and be performed in parallel (see Section 2 ‑ Statement of Work).

The SOW Template is intended to accommodate Agency customers with cable and wiring services. All task-specific sections are offered as examples of what sort of information should be entered by the agency. It is assumed that client agencies will have their own specific cable and wiring tasks with varying levels of detail and therefore parts of the SOW Template may be tailored, replaced or omitted entirely, depending on the requirements of the Agency.

# 1.1 Purpose

This Statement of Work (SOW) supports the [Agency] [Project Name] and involves the installation of [Specifics] cabling at [Site] in support of […] under the General Services Administration (GSA) Connections II contract.

# 1.2 Background

Use this space to describe the purpose for this task and the environment in which it will be performed. For example: “The Agency has a requirement for the installation of [type and lengths of cable and/or wiring] to support their infrastructure.”

In order to provide background information relevant to this SOW, this section should include at a minimum the following subsections:

**1.2.1 Organization and Mission**

[Add summary Agency-specific information here].

Objectives for [Project Name]

[This is where the Agency provides justification for and lists the benefits of deploying this project, such as “This task order for [Agency/Site], [Project Name], provides valuable benefits by improving operational efficiencies and upgrading existent infrastructure, etc.”].

# 1.3 Scope

Scope information for this SOW should include at a minimum the following subsections. Please also consider site specific details, e.g., in the performance of this task, does old wiring need to be removed? If the worksite is an historic building what precautions does the offeror need to observe?

**1.3.1 General Description of Requirements**

The offeror will be responsible for all parts, labor and other hardware directly associated with the structured cabling plant tasking including, but not limited to:

* Project Management, Scheduling, and Quality Assurance
* Permits, Licenses, Inspection Scheduling, and Fees
* All Installation Activities
* Periodic Field Observations Reports
* Inspections and Tests
* Final Acceptance and Work Closeout
* Warranty for hardware and systems as installed
* Safety
* Provide types and locations of Hazardous Material?
* Deliverables – (i.e. Red Line drawings, Test Reports, Schedule, Project Support Agreement, etc.)
* Integrated Product Team (IPT) weekly conference call updates
* Coordinate work with other offerors on-site

Suggested examples of communications cabling tasks are listed below. Agency may remove or modify the narratives as needed. This section is intended only as a very high overview of the technical work to be performed under this task order.

# 1.3.2 Applicable Documents

* Drawings
* Standards

# 1.3.3 Cabling Requirements

All documents and diagrams pertaining to cabling requirements for this task will be provided in the Installation and Design Package (Section 14.8: , Attachment H). The offeror shall adhere to standards as specified in the Installation and Design Package [e.g., TIA/EIA, ANSI, ISO, etc.].

Cabling tasks may include:

* Voice Cabling
* Material acquisition, shipment, staging and installation CAT 6E (4 Pair, and 25 Pair) and Optical Multimode 3 (OM3) fiber cables. These cables will be pulled, terminated, and tested. They will be machine labeled. Total number of drops
* Standard copper horizontal cable installations include CAT6 4 pair cabling
* Data Cabling. Material acquisition, shipment, staging, installation, and test of copper and Single Mode (SM) or Multimode (MM) fiber cabling in accordance with industry standards. The offeror shall procure, install and test all data cabling to include active equipment cabling to the buildings’ point of demarcation as specified in the Installation Design and Package (Attachment H). Total number of drops
* Cable Television (CATV) and Close Circuit Television (CCTV) Cabling. Material acquisition, shipment, staging, installation, and termination of Radio Grade-6 (RG-6) cables. These cables will be pulled from and to specified locations in the cable run sheets (see Attachment H). All cables will be machine labeled and tested in accordance with specified industry standards. Agency site personnel will designate specific locations within the Data Closets to ensure sufficient cable length to terminate to service providers feed at time of installation.
* Cable tray cable support devices and systems
* Racks and cabinets for new hardware
* Heating, Ventilation and Air Conditioning (HVAC) requirements
* Power requirements – Dedicated circuits
* Grounding and bonding
* Backboards
* Inside Plant (ISP) riser and horizontal pathways
* Satellite Cabling. Material acquisition, shipment, staging and installation of LMR-400FR and Belden 83709 (or equivalent) cable. These cables will be pulled from site designated rack location in communications server room via conduit to closet in annex. The offeror shall provide LMR-400DB cable and perform all cable terminations and testing.
* General Cabling. Material acquisition, shipment, staging and installation of general cables. These cables will be pulled to and from specified locations only. They will be machine labeled and left for termination by others.

Consider the following paragraph for projects where a detailed Installation Design and Package is not available.

**1.3.4 Cable Environmental Requirements**

Where the Agency has not specified a specific type of cable to be installed, the offeror shall provide the type of cable which is appropriate for the locations where the cable is to be installed. (See Connections II paragraph C.2.1.2, Environmental Constraints.) The completed installation shall function correctly in the expected environment.

The following list gives examples of the kinds of cables which the offeror may consider in preparing their offer.

* Riser-rated cables for riser installations
* Plenum or Low–Smoke, Zero-Halogen (LSZH) cables
* Armored cables to protect a cable from tampering
* Foam-filled, water-resistant, chemical-resistant and temperature-rated cables where appropriate for outside plant installations and other installations where extreme conditions exist

Offerors may apply to the Agency for a site visit to ascertain local conditions.

The following paragraphs describe additional cabling requirements that the author may wish to consider for critical infrastructure.

**1.3.5 Cable Testing Requirements; Category 6 Copper Cable**

The Category 6 portion of the cabling system shall comply with the link and channel performance requirements of ANSI/TIA/EIA 568-B.2-1 “Performance Specifications for 4-pair 100 Ohm Category 6 Cabling.”

Category 6 cabling systems shall be performance verified using an automated test set. This test set shall be capable of testing for the continuity and length parameters defined above, and provide results for the following tests.

* Insertion Loss
* Pair-to-Pair Near End Crosstalk (NEXT)
* Power Sum Near End Crosstalk (PSNEXT)
* Equal Level Far End Crosstalk (ELFEXT)
* Power Sum Equal Level Far End Crosstalk (PSELFEXT)
* Return Loss

Test results shall be printed directly from the test unit or from a download file using an application from the test equipment manufacturer. The printed test results shall include all tests performed, the expected test result and the actual test result achieved.

**1.3.6 Cable Testing Requirements: Fiber Optic Cable**

Each fiber strand shall be tested for attenuation with an optical power meter and light source. Cable length shall be verified using sheath markings. If splices are used, splice attenuation shall be verified with an **Optical Time Domain Reflectometer** (OTDR).

Horizontal distribution multimode optical fiber attenuation shall be measured in bi-direction at either 850 nanometers (nm) or 1300 nm using an LED light source and power meter. Single mode optical fiber attenuation shall be measured in bi-direction at 1310 nanometers (nm) or 1550 nanometers (nm) using an LED light source and power meters.

Backbone multimode fiber shall be tested at both 850 nm and 1300 nm in one direction. Test set-up and performance shall be conducted in accordance with ANSI/TIA/EIA-526-14 Standard, Method B.

# 1.4 Acquisition Type Selected

The agency will need to determine which type of task order to use (either Firm Fixed Price [FFP] or Time and Material [T&M]).

[Agency] has selected the Connections II Contract for the [Project Name] Project. Connections II allows FFP or T&M task orders. This requirement will be for a [Add Agency-specific information here] task order.

This solicitation includes requirements for all labor and equipment necessary to support the installation of [specific cable/and or wiring].

The offeror shall adhere to the terms and conditions of the Connections II Contract, and shall meet and comply with the Agency-specific requirements described in this SOW.

# 1.5 Period of Performance

The Tasks agreed upon by [Agency] and the offeror will remain in effect for the life of the Connections II Task Order. The offeror shall provide technical support, and shall procure and install [or recommend] equipment for these Tasks. The term of the order will be from the date of award through a base period (for example, one year) plus [n] option periods. The overall period of performance is specified in the following table.

# Table 1. Date of Task Order Award

|  |  |  |
| --- | --- | --- |
|  | **Start Date** | **End Date** |
| Base Year | <Performance\_Start\_Date> | <Performance\_End\_Date\_Base\_Period> |
| Option Period 1 | <Performance\_Start\_Date\_Option\_Period\_1> | <Performance\_End\_Date\_Option\_Period\_1> |
| Option Period 2 | <Performance\_Start\_Date\_Option\_Period\_2> | <Performance\_End\_Date\_Option\_Period\_2> |
| Option Period 3 | <Performance\_Start\_Date\_Option\_Period\_3> | <Performance\_End\_Date\_Option\_Period\_3> |
| Option Period n | <Performance\_Start\_Date\_Option\_Period\_n> | <Performance\_End\_Date\_Option\_Period\_n> |

[Note: This table is for illustration purposes only. Connections II ends January 2021. An order placed before January 19, 2021 can remain active up to January 2026, if so planned. The Agency has the option to add or remove years in order to complete the [Project Name].]

# 1.6 Hours of Operations

The offeror shall comply with the geographic requirements specified in this solicitation to provide support. The Place of Performance will be specified in Attachment B – Support Locations.

**1.7 Local Codes, Licensing, and Permit Requirements**

In the performance of this task order, the offeror agrees to abide by all laws, codes, rules and regulations set forth with regard to the equipment by municipal or State authorities having jurisdiction in effect on the date of this task order. The offeror shall be responsible for obtaining all local licenses and permits. This section applies to all tasks associated with this task order.

# 1.8 Security Requirements

Please specify if this project is “Classified” or “Unclassified.” If “Classified,” specify to what level.

All documentation (i.e., DD 254) required for security certification will be the responsibility of the offeror and the client organization.

# 1.9 Fair Opportunity

This SOW will be released for Fair Opportunity under Federal Acquisition Regulation (FAR) 16.505.

# 2 Statement of Work

This section describes the full range of offeror support services, equipment, and equipment services that must be provided under this task order.

Examples of task requirements that might be included under Section 2 are listed below. Please modify or delete text as needed. Task 1 includes two potential task areas. Subtask 1 covers some basic project management considerations, such as scheduling and reporting. Subtask 2 may be used if the offeror is expected to assist the agency in the early stage planning and design of the cable and wiring work.

**2.1 Task 1 – [Project Name] Planning and Design**

The planning and design task includes the following two major subtasks:

The requirements in Subtask 1 may vary according to the size and complexity of the cable and wiring job. Most work will require at least some attention to meeting calendar dates, descriptions of key milestones, and reporting requirements. For large, complex jobs the agency should require the offeror to prepare a formal Project Management Plan and then evaluate that as a part of the offeror’s submitted proposal.

**2.1.1 Subtask 1 ‑ Project Management Requirements**

[If applicable for large, complex projects] The offeror shall provide a Project Management Plan utilizing the template found in Attachment A and submit the plan with its proposal.

Provide an Organizational Chart for the project, [if required]

[Otherwise, at a minimum] The offeror shall utilize the Government furnished construction schedule milestones to develop an installation schedule for all cable and wiring tasks. The schedule will at a minimum identify material procurement and receipt (clearly identify long lead material items), pulling cable horizontals and verticals, installation of equipment racks, any equipment installations, pulling and termination of cable backbones, work area outlet cable terminations, test data accumulation (Power Meter, Media Converter for Data only), and manning levels for assigned tasks. The schedule shall be provided in [Microsoft Project v. x, or other software] [NO LATER THAN 3 weeks] after contract award.

The offeror shall submit a Daily status report [cite deadline and points of contact for email submission of reports, if appropriate. Otherwise; weekly or as desired by ordering organization.]

Project Management/Kick-Off Meeting: Within seven (7) business days following the task award date, the offeror shall attend a Kick-Off Meeting to review task order goals and objectives, and to discuss technical requirements, administrative matters, security requirements, Government Furnished Information (GFI)/Government Furnished Materials (GFM)/GFE, the milestone schedule, review cycles, and invoicing. At the meeting the offeror shall present its plan for controlling the task costs and schedules.

[If applicable] The offeror shall develop technical reports as directed by the COTR. These include: [describe here any additional task order reporting requirements, if any, that the Agency has].

[Email address(es)]

If the agency does not already have sufficient detailed planning information, inventories, and drawings, it may require the offeror to provide initial technical planning and design services. It is recommended that these requirements be specified in a separate subtask, such as subtask 2 below. In such cases, when plans and designs are complete and approved by the agency, the offeror will then proceed to the implementation phase described in the remaining tasks. Delete, modify, or add text as needed.

**2.1.2 Subtask 2 ‑ Project Design Requirements**

The offeror shall provide project planning and design services. These activities include preparation of on-site inventories of cables and equipment for the locations described in Appendix B. [Provide details of the inventory information desired.]

The offeror shall provide an overall cable and wiring design with a manufacturer’s warranty to support [specified] industry performance standards (see Attachment F) that will support multiple organizations in the [n] Building for [ten or more years] that will focus on current and future technology evolutions. The offeror shall provide documentation that includes available overall cable and wiring options, including shared fiber backbone, vertical riser cable, cable management cabinet racks, and a horizontal cable design for Government review and acceptance in advance of the installation. The offeror shall provide specific recommendations for an optimal solution.

The offeror shall specify power requirements, including locations and voltage/current demands, and document these in a power requirements specification.

The offeror shall provide documented detailed cable run specifications and drawings, as appropriate, to meet the needs of the cable and wiring task.

The offeror shall provide a detailed materials list covering the expected equipment, racks, copper and/or fiber cables, and other materials necessary to complete the task.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

The results of this effort shall include the preparation and delivery of the following documentation:

* Inventories
* High-level Cable and Wiring Design
* Detailed Network Design [if required]
* Cable Run Specifications
* Power Requirements Specification
* Materials List

**2.1.3 Subtask 3 – Site Survey**

Upon execution of a task order by the Agency Contracting Officer, the offeror shall conduct site surveys at each site locations as identified in Attachment B – Support Locations.

* When the task order requires installation of equipment at the Government facility, the offeror shall coordinate with the Agency designated POC for the installation. The offeror shall contact the site POC at least [fifteen (15)] calendar days prior to the survey. The Government will provide a list of site POC’s after contract award.
* The offeror shall use the type of survey required by the situation. To the extent possible telephonic coordination shall be used, but there will be times when a basic or complex site survey shall be necessary.
* In performing a basic or complex site survey, the offeror shall dispatch qualified technician(s) with the required clearance level to the Government identified service location, assess the site conditions, and prepare a site survey report.

Site survey results shall be provided to the Agency management and network personnel within five (5) working days following the survey.

* Included in a site survey report, the offeror shall validate Government location wiring and other underlying resources needed for coordinated reuse as appropriate; this includes but is not limited to Government interface equipment compatibility, equipment requirements, space and power requirements, uninterrupted power supply (UPS), server location, etc.

**2.2 Task 2 Technical Cable and Wiring Requirements**

The following subtasks shall be performed by the offeror in accordance with the general requirements described below.

Clean-up of work area shall be performed daily. Offerors are responsible for disposal of refuse generated in the performance of their duties [Specify whether or not onsite disposal is an option]. The offeror shall exercise reasonable effort to use equipment and practices that reduce impact upon the environment. Recyclable refuse (e.g., scrap wire, empty cans, plastic ware and shrink wrap, paper products, etc.) shall be collected by the offeror for recycling.

Offerors must present and conduct themselves in a professional manner, at all times, while in [Agency Name] space.

Offeror must adhere to Occupational Safety and Health Administration (OSHA) safety regulations and precautions, while working inside and/or outside of [Agency Name] space. Take standard precautions for electrical, trip and fall hazards. Wear appropriate safety equipment as required.

Seal all openings and penetrations created during the installation to meet or exceed applicable local fire code regulations.

All installed cables shall be clearly machine labeled. Acceptable label types are listed in the Installation and Design Package (Attachment H).

The offeror shall machine label all cables IAW cable run sheets. The offeror will be liable for additional work required if cables are not labeled properly.

Cables shall be labeled at both ends of the cable run, two inches behind the connector boot. Labeling information shall be in accordance with the label designations provided in the network design cable run sheets.

The offeror shall understand that this task will not be considered as fulfilled until every aspect of this SOW, drawings, and final acceptance testing is completed and determined to be in compliance and acceptable by the COTR and the TPOC.

The offeror shall repair or replace any items they have damaged or destroyed during the performance of this task.

The offeror must have all invoices submitted for billing to the Agency PM and COTR no later than 120 calendar days after the project completion date.

The COTR and TPOC will perform a post-installation inspection prior to the exit time of the offeror and shall validate with a task completion letter to all parties.

The offeror’s designated lead representative shall coordinate the efforts of the offeror teams and shall report to [Agency Name] designated TPOC.

The offeror shall provide mobile phone service for lead technical personnel providing network operational and maintenance support in order to ensure offeror communication capability with [Agency Name] designated TPOC and the COTR on a 24-hour, 7 day per week basis.

Design, installation changes or installation methods that result in a deviation from the Installation Design Package must first be approved by the TPOC. The installation offeror shall maintain a MASTER Installation and Design Package (Working Copy) on site that accurately reflects engineering or installation redlines change(s) presentable for daily Government review or for later incorporation into the final drawing package. This is a contract deliverable due [twenty (20) working days] after personnel complete work onsite.

If applicable, include the following disclosure.

**ASBESTOS DISCLOSURE AND TRAINING PROVIDED BY THE GOVERNMENT IN ADVANCE OF ANY WORK BEING PERFORMED.** The offeror is hereby advised that the [n] building has Asbestos Containing Material (ACM) in areas that must be accessed to achieve the required work. Many areas contain vinyl asbestos floor tiles. All thermal systems insulation is Presumed Asbestos Containing Material (PACM). All offeror personnel are required to demonstrate proof of asbestos hazard awareness training before beginning work in this facility. Annual refresher asbestos training is required. The offeror will comply with OSHA 29 CFR 1910.1001 and 29 CFR 1926.1101 asbestos regulations during all phases of work. Offeror personnel must not damage existing asbestos materials and must stop work if they encounter damaged ACM or PACM, and report the finding to the contracting officer and facilities management. Building staff must not be exposed to asbestos as a consequence of offeror activities.

Examples of subtasks that might be included under this section are listed below. Please modify or delete text as needed.

**2.2.1 Subtask 1 ‑ Network Infrastructure**

Examples of text for an overall network infrastructure task are given in the text below. Remember to specify all requirements for types of networks required by the task.

The fiber network cabling portion of this task shall consist of installing a traditional fiber optic and CAT 6 distribution system to support four (4) data communications network enclaves (See attachment B for details and drawing depicting physical locations). The network’s total capability must be able to support approximately [two-thousand-seven (2007)] drops, including [seven-hundred-sixty-six (766)] OM3 fiber drops for [Network A], [eight-hundred-two (802)] OM3 fiber drops for [Network B], [one-hundred-sixty-nine (169)] OM3 fiber drops for [Network C] and [Two-hundred-seventy (270)] CAT 6 drops for other networks. [Two-thousand-seven (2007)] drops include all user and network printer drops. Each network shall have a built-in cable expansion potential at the backbone consolidation points. The offeror shall pull the MPO to MPO cable backbones Copper or fiber strand counts to the zone distribution box enclosures. All fiber optic OM3 Multimode and CAT 6 cabling shall be plenum/Indoor-outdoor as required. Installed cabling, including equipment patch cables shall be labeled per the cable run sheets using machine-generated labels. The workstation patch cables shall not be labeled.

Fiber Network enclaves will be terminated with industry standard LC color-coded, keyed connectors and cabling will be installed in accordance with the methodology specified in the provided drawing package and IAW connector find number specified in the cable run sheets. (CAT 6) 6 shall be terminated with color coded RJ-45 connectors IAW Installation Design package. No deviations from the specified installation methodology or parts/material list are permitted without prior approval of the Project Manager (PM) and the COTR.

The offeror shall install patch cables from the data equipment ports to the patch panels’ IAW cable run sheets (for active ports only). Patch cabling must be neatly dressed and accurately labeled IAW provided network cable run sheets. The offeror must provide a schedule for the beginning and completion and resources assigned to each task associated with this effort

Cabling criteria: Each network connector must be color coded and keyed to system classification [using a numbering standard, such those developed by TIA/EIA, ANSI and others] to clearly identify each network enclave.

The connector color-code is as follows:

* [Network A] – GREEN
* [Network B] – RED
* [Network C] – YELLOW
* OTHER NETWORKS – BLUE [or VIOLET, or ORANGE]

Fiber workstation patch cords for all enclaves from the PC to workspace outlet will be color-coded, keyed LC (Green, Red, Yellow, or Blue) to SC fiber connectors. All patch cords shall be installed and labeled at the work area outlets. In open office areas in systems furniture, the cables shall be installed in the work area outlet and secured with cabling clips underneath the surface of the work area. In private offices and conference rooms where wall boxes are installed, the cables shall be installed in the work area outlet and clipped to the face of the wall box.

The offeror shall segregate network cables in cable tray system by bundling each network’s cable into separate groupings. The offeror shall segregate network cables in J-hooks by utilizing a J-hook for one network only. The offeror shall secure cable to tray system utilizing color-coded tie wraps as follows:

* [Network A] – GREEN
* [Network B] – RED
* [Network C] – YELLOW
* OTHER – BLUE

The offeror shall provide a service loop for each cable pulled at each end of ten (10) feet.

This task shall involve the installation, termination, labeling and testing of Fiber Optic cabling as specified in the network design drawing package. This effort will also include the installation of equipment racks, cable trays, patch panels, locking enclosures and power from a offeror installed Uninterruptable Power Supply and circuit breaker panel to equipment racks in the Communications Room.

The following subsections represent examples of additional task definition that may be useful in many cable and wiring jobs. These include such considerations as racks and trays, electrical power, equipment installation, testing, and labeling, among others. Delete or modify as needed.

**2.2.2 Subtask 2 ‑ Installation of Racks and Trays**

Purchase, provide and install cable tray over the designated equipment racks in the Communications Room [n]. Cable tray will be 24”x 4” wire basket. Cable tray must be installed using manufacturers support and grounding requirements and connect to the office cable tray system. A dielectric break must be installed between the trays at the point of egress. Purchase, provide and install cable tray the entire perimeter of the data closets interior at a height to match the sleeves that are provided for routing of horizontal cable. The data closet cable tray supports shall be secured into wall studs.

Purchase, provide and install equipment racks with the appropriate amount of vertical management channels as specified in the network design drawing package. Racks will be secured to the floor and grounded IAW ANSI/TIA/EIA-607 Commercial Building Grounding and Bonding Requirements for Telecommunications. Network racks must meet Red/Black separation requirement of one meter, minimum.

**2.2.3 Subtask 3 ‑ Provide Electrical Power**

The offeror shall be responsible for providing dedicated electrical service to each equipment rack installed. The service to each rack will be fed from the closest local power source. The offeror will be responsible for developing or subcontracting for system electrical installation drawings, specifications, and certified electricians support as required complying with local building/ electrical codes and governing authorities. The service is to be installed by a licensed electrician in the location designated by the Network Design Package. The offeror will install a circuit breaker if an existing panel is not available that is properly outfitted to handle the service specified on the design drawing package for each equipment rack. Electrical cabling will be run from the circuit breaker panel(s) to the individual equipment racks, and electrical connectors will be installed as specified in the network design drawing package. The outlets will be twist-lock receptacles, and where applicable, mounted in the racks. All documentation developed in conjunction with this task shall be submitted to the [AGENCY] upon request for review. Additionally, two hard and one [AutoCAD or as specified] soft copy of all electrical drawings shall be turned over to the [AGENCY] upon completion of this installation.

**2.2.4 Subtask 4 ‑ Equipment Installation**

Government furnished data communications equipment will be installed in accordance with the Communication room floor plan elevation drawings. [If applicable. See Attachment H]

Purchase, install, and label network patch cables [specify standards] for the approximately Two-Thousand-Six (2006) drops, including [seven-hundred-sixty-six (766)] OM3 fiber drops for [Network A], [eight-hundred-one (801)] OM3 fiber drops for [Network B], [one-hundred-seventy-one (171)] OM3 fiber drops for [Network C] and [two-hundred-sixty-eight (268)] CAT 6 drops for other networks. [Two-thousand-six (2006)] drops include all user and network printer drops that comprise the networks as indicated in the cable run sheets. Exact part numbers for patch cords are detailed in the Installation Design Package List of Material. A detailed list of all excess shall be provided to the Technical Point of Contact (TPOC)/COTR at the completion of the installation. A validation report showing the total footage of cable installed and the test report footages shall be shown next to the footages purchased for a project. The list shall include item description, part number, and quantity.

The following is an example of how this information should be provided:

|  |  |  |
| --- | --- | --- |
| **Description** | **Part Number** | **Quantity** |
| 6 Port Universal Wall box | 1479490-1 | 24 |
| LC Red Secure Connector | 1374416-6 | 24 |
| LC to Red LC Secure (10M) | 1-1278890-0 | 28 |

**2.2.5 Subtask 5 ‑ Testing**

The offeror shall provide all required tools and test equipment. Each fiber cable installed shall be tested to ensure compliance for end-to-end continuity, loss, and correct polarity IAW: ANSI/TIA/EIA-5 Copies of the test results recorded shall be turned over to the TPOC and to the COTR. Cables must meet the requirements of AB-BA polarity with no greater than 3db end to end combined signal loss for each cable run. If the results are not in this range it will be documented as a failure. Offeror shall run media converter test to ensure correct polarity.

The offeror shall perform polarity testing on the first End to (Workstation Patch Cord – Backbone-Horizontal-Workstation Patch Cord) circuits of each network enclave to ensure proper termination. This deliverable shall be provided to the COTR by the offeror’s designated onsite representative verifying correct polarity.

The offeror shall perform power meter testing on the first End To End (Equipment Connect Patch Cord – Backbone – Horizontal – Workstation Patch Cord) circuits of each network enclave to ensure compliance with loss constraints. This deliverable shall be provided to the COTR by the offeror’s designated onsite representative verifying correct polarity.

NOTE: End-to-end means all cables installed including pre-terminated jumpers from switch to patch panels and Work Area Outlet to PC.

NOTE: See Attachment G ‑ Deliverables, for additional requirements.

**2.2.6 Subtask 6 ‑ Develop Labeling Scheme**

The offeror shall develop and submit for approval a labeling scheme for the cable installation. Voice and Data outlets and cables shall be labeled using the same labeling scheme. The Government will negotiate an appropriate labeling scheme with the successful offeror. At a minimum, the labeling system shall clearly identify all components of the system: racks, cables, panels and outlets. The labeling system shall designate the cable origin and destination and a unique identifier for each cable within the system. Racks and patch panels shall be labeled to identify the location within the cabling system infrastructure. All labeling information shall be recorded on the as-built drawings and all test documents shall reflect the appropriate labeling scheme. The labeling shall be machine-generated and affixed to the cable, faceplate, patch panel, rack or other hardware.

**2.2.7 Subtask 7 ‑ Install Active Equipment**

The offeror shall assist site personnel in the installation of active equipment [e.g., switches, routers, servers, etc.] into cabling offeror installed equipment racks in the Communications Room. This effort shall consist of [two personnel for five noncontiguous days].

Note: A SOW might segregate cabling work by types of cabling tasks or, alternately, by work sites. In these cases the author may want to set up a separate subtask for each identified type of work. Some simplified examples follow.

**2.2.8 Subtask 8 ‑ Install Voice Cabling**

The offeror shall procure, install, terminate, label, and test.

The offeror shall install new wall mounted racks onto fire rated back boards for housing fiber and CAT6 6 patch panels in data closet on each floor. This effort will consist of installation of CAT6 6 (4-PR) Cat 5e (25PR) and OM3 (24 Strand/6 strand) fiber cables IAW Installation and Design Package.

This task will be started the first day offeror personnel are onsite to commence work on task and be completed NLT [forty-five (45) or as specified by offeror/agency agreement] days from start date.

The offeror shall pull cabling to site out-buildings and structures through conduit runs from main facility to these locations [inside inner ducts or MaxCell]. This cable shall be water block type.

The offeror shall machine label all cables IAW cable run sheets. The offeror will be liable for additional work required if cables are not labeled properly.

The offeror shall install J-hooks at 5 foot intervals to support voice cabling as required by code. This cable shall not be installed in the same J-hooks as Data, General or CATV cables. Most new installs use cable basket to provide the proper support for new CAT6 cabling.

All fiber intra building cables shall be installed inside a properly rated inner duct and be terminated with a non-secure LC connector as specified in the Installation and Design package (Attachment H).

# 

**2.2.9 Subtask 9 ‑ Install CATV Cabling**

The offeror shall procure, install, label and terminate (AT WORK AREA OUTLET ONLY) cables IAW CATV cable run sheets and floor plans.

This effort will consist of installation of [ninety-eight (98)] RG-6 cables IAW Installation and Design Package.

This task will be started the first day offeror personnel are onsite to commence work on task and be completed NLT [forty-five (45)] days from start date.

The offeror shall provide a service loop for each cable pulled at the data closet end of ten (10) feet. The offeror shall coordinate with site personnel to determine location of service provider hardware in data closet to minimize amount of excess cable.

The offeror shall machine label all cables IAW cable run sheets. The offeror will be liable for additional work required if cables are not labeled properly.

The offeror shall install J-hooks at 5 foot intervals to support CATV cabling as required. This cable shall not be installed in the same J-hooks as data cables.

**2.2.10 Subtask 10 ‑ General Cabling**

The offeror shall procure and install cables from point A to point B in accordance with the general cable run sheets and Floor Plans.

This effort will consist of various copper and fiber cables including but not limited to RG-6, CAT-5E,   
CAT-6, 16-2 AWG STR, 22-4 AWG STR, 18-4 AWG STR (multi-conductor cables) and Indoor/Outdoor fiber. This installation will include pulling of fiber cables to main complex locations and outbuildings in accordance with the Installation and Design Package (Attachment H).

This task will be started on the day of the kick off meeting or the first day offeror personnel are onsite to commence work on task and be completed NLT [forty-five (45)] calendar days from start date.

The offeror shall provide a service loop for each cable pulled at each end of ten (10) feet.

The offeror shall machine label all cables IAW cable run sheets. The offeror will be liable for additional work required if cables are not labeled properly.

The offeror shall install J-hooks at 5 foot intervals to support non CAT6 cabling as required. This cable shall not be installed in the same J-hooks as data cables.

The offeror shall plan to provide a lift to support installation of cables in high bay areas and others not accessible by a ladder. The offeror must follow all OSHA fall protection requirements.

**2.2.11 Subtask 11 ‑ Install Satellite Cabling**

The offeror shall pull LMR-400FR and Belden 83709 cable from site designated rack in the annex to roof top antenna location. The offeror shall pull 6-strand indoor/outdoor fiber from site designated rack location in communications server room via conduit to closet in annex. The offeror shall provide LMR-400DB cable procured to site personnel. Site personnel will perform all cable terminations.

**2.2.12 Subtask 12 ‑ Provide Inventory Services**

Maintain inventory and coordinate with the TPOC and installation team members for the issue of installation materials at the job sites. Identify items, in advance, and coordinate with [Agency Name] TPOC or COTR for reorder. Provide a list of all Government furnished material received onsite in an Excel spreadsheet to the COTR weekly by 8 PM on the Friday of the bi-weekly reporting period.

# 3 Labor Types

The offeror shall propose Labor Types from the listing of Mandatory Labor Categories in Section B.4 of the contract for both professional and technical expertise that fully meets the requirements in   
Tasks [1- n] to support [Project Name].

The offeror shall provide:

Installation support and equipment to Government-site(s), as identified in Attachment B – Support Locations.

Proposed Labor Types for each Task as specified in Attachment D – Pricing Template. Proposed Labor Types for each Task shall include the Labor Type Name (to include work location type and any clearance requirements), Description, Minimum Education and Minimum Experience.

# 3.1 Personnel Requirements

The offeror has ultimate responsibility for managing the order, for achieving the expected performance results, and for determining the appropriate staffing in support of its technical approach.

* The offeror shall provide experienced and certified personnel to perform the required services. The Government and the offeror understand and agree that the services to be delivered are non-personal.
* Offeror personnel shall conform to standards of conduct and code of ethics, which are consistent with those applicable to Government employees. Offeror personnel shall obtain authorization to have access to Agency support sites and Government facilities, and shall obtain Common Access Cards (CAC) for computer access, if required.
* All offeror employees must be fluent in spoken and written English [optional].
* All personnel shall be United States Citizens [Optional to task requirements].
* Background Checks [As required]: All [Project Name] offeror employees must submit a Questionnaire for National Security Positions (SF-86) to the [Agency] Personnel Security Manager. A favorable SF-86 is required before gaining access to a U.S. Government Local Area Network (LAN), if required. The offeror, when notified of an unfavorable determination by the Government, shall withdraw the employee from consideration from working under the order [As required].
* The contracting officer may require the offeror to remove from the job site any offeror employee who is identified as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population. In cases other than one of immediate need a written request stating the reasons for the removal should be provided 24 hours in advance to the offeror by the proper authorities.
* In order to ensure a smooth and orderly startup of work, it is essential that the key personnel specified in the offeror's proposal be available on the effective date of the order. If these personnel are not made available at that time agreed upon, the offeror must notify the contracting officer 5 days in advance to show cause. If the offeror does not show cause, the offeror may be subject to default action.
* The offeror-supplied personnel are employees of the offeror and under the administrative control and supervision of the offeror. The offeror, through its personnel, shall perform the tasks prescribed herein. The offeror must select, supervise, and exercise control and direction over its employees (including subcontractors) under this order. The Government shall not exercise any supervision or control over the offeror in its performance of contractual services under this order. The offeror is accountable to the Government for the action of its personnel.
* Changes or modifications to the SOW can only be made by the Government Contracting Officer.

# 3.2 Proposed Personnel

The agency might wish to identify and address any Davis-Bacon issues, if pertinent.

The offeror must assemble a [Project Name] project team with the required knowledge and experience to perform the work described under this task order, and if applicable, any additional qualifications described in Section 3.3 ‑ Special Qualifications and Certifications.

The core project team should be composed of qualified professionals with strong technical cable and wiring backgrounds and experience in performing large, complex cable and wiring installations. The offeror shall propose appropriate Connections II Labor Type(s) and personnel experience levels (a mix of senior, mid, and entry levels) that meet the minimum required qualifications, based on the complexity and scale of the Agency’s specific [Project Name] tasking.

The offeror shall ensure that its employees have all required professional certifications and licenses (current and valid) for each applicable task and labor type category before commencement of work.

The offeror shall identify, by name, the proposed Key Personnel (e.g., the key management and technical personnel who will work under this order, such as the PM).

The proposed [Project Name] project team structure and an organizational chart must be included in the proposal, with the names, positions and resumes of any proposed key personnel.

# 3.3 Special Qualifications and Certifications

**4 Travel and Other Direct Costs (ODC/Un-priced Items)**

Insert in this section any additional special qualifications, certifications, license requirements, etc. that pertain to this particular cable and wiring task. For example, if it is a very large and complex job, a highly qualified PM with Project Management Professional (PMP) credentials might be requested.

# 4.1 Local Travel

If travel within the local vicinity is required, travel reimbursements for local travel are not authorized; neither is the use of a Government vehicle. Tasking under this SOW will conform to Connections II contract section G.5.1.2, which addresses local and long distance travel.

# 4.2 Distance Travel

If travel outside the local vicinity is required, costs incurred by offeror personnel for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent that they do not exceed the rates and amounts set by the Federal Travel Regulations. See FAR 31.205-46 (a)(2)(i).

As part of the Price Proposal, the offeror shall provide any anticipated travel costs, to include origination, destination, and the number of trips, number of persons, and a breakdown of lodging, meals, transportation and related costs.

Prior written approval by the [Agency] contracting officer is required for all travel directly and identifiably funded by the [Agency] under this order. The offeror shall therefore present to the contracting officer an itinerary for each planned trip, showing the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event less than three weeks before travel is planned to commence.

For cost effectiveness, economy class travel must be used on all official travel funded under this Task Order. Business class travel should only be used under exceptional circumstances, and in compliance with the Federal Travel Regulations (FAR 31.205-46).

**4.3 Other Direct Cost (ODC/Un-priced Items)**

The offeror shall provide a breakdown for un-priced items or any Other Direct Costs (ODCs) in the Price Proposal. The breakdown shall identify any “open market” items.

# 5 Materials, Equipment and Facilities

The offeror shall meet and comply with the baseline general requirements for the management, maintenance, and handling of equipment and equipment services as described in **Section C.2.1 General Requirements** of the Connections II contract.

# 5.1 Equipment Warranty and Inventory

Agency-specific requirements for equipment and facilities may be provided for each individual task. In addition, the offeror shall:

* Comply with **Section** **C.2.1.9: Warranty Service** of the Connections II contract to provide, at no additional cost to the Government, a minimum one-year system warranty, or the warranty provided by the Original Equipment Manufacturer (OEM) whichever is longer, for all hardware and software purchased under this order.
* Comply with **Section C.3.6: Inventory Management** of the Connections II contract to establish and maintain an Inventory File of equipment, equipment warranty, and maintenance services purchased under each of the Tasks. Each record of this file shall include the OEM’s name and contact number, the maintenance offeror’s name and local repair number, the date of acceptance, the date maintenance was performed (if available), a description of the maintenance action (if available), and the date that the warranty ends.

***Attachment E – Equipment Support, Warranty and Inventory*** is provided for the offeror to store and track equipment records by the task order number. The [Agency] may also task the offeror to store additional information in this file.

**5.2 Manufacturer's Extended Warranty [Optional]**

The following paragraph describes additional provisions that the author may wish to consider for critical infrastructure.

The infrastructure described in this Statement of Work is essential to Government operations. The offeror shall offer a manufacturer's extended warranty of no less than [15, 20, 25] years for the installed cabling system, in addition to its own warranty. The offeror shall describe the manufacturer's extended warranty in its technical response.

The Contractor shall comply with all manufacturer requirements so that the installed system will be eligible for the manufacturer's extended warranty. The Contractor shall maintain current status with the warranting manufacturer, including all training requirements, for the duration of the project. The offeror shall staff each installation crew with the appropriate number of trained personnel, in accordance with their manufacturer/warranty contract agreement, to meet the manufacturer's extended warranty requirements.

After installation, the offeror shall submit all documentation to support the warranty in accordance with the manufacturer’s warranty requirements, and to apply for said warranty on behalf of the customer. The system warranty will cover the components and labor associated with the repair/replacement of any failed link as a result of a defective product when a valid warranty claim is submitted within the warranty period.

# 5.3 Government-Furnished

Upon the award and placement of each task order, the Government will provide a list of GFP materials to the offeror. Government Furnished Property (GFP), which includes Government Furnished Material (GFM), Government Furnished Information (GFI), and Government Furnished Equipment (GFE), may be provided and shall be identified in the individual task order. The offeror shall be responsible for conducting all necessary examinations, inspections, maintenance, and tests upon receipt. If required, a list of GFP will be appended in Section 14.8 as Attachment H to this document.

**5.3.1 Government Furnished Equipment (GFE)**

Upon the award and placement of each task order, GFE may be made available by the [Agency] for use by the offeror to support the tasks. The offeror shall use GFE to provide support services as mutually agreed upon by the offeror and Agency. The offeror shall evaluate all equipment as the Agency directs.

[Agency may add Agency-specific requirements here]

# 

**5.3.2 Government Furnished Information (GFI)**

Site floor plans, specifications, and references will be provided by the COTR. Site drawings, cable run sheets and complete technical documentation generated by the offeror, as well as documentation that was provided to the offeror by the COTR or TPOC shall be delivered NLT thirty (30) work days to [Agency]’s POC following the completion of the project.

[Agency may add Agency-specific requirements here]

# 5.4 Contractor-Furnished

**5.4.1 Contractor Furnished Equipment (CFE**)

The offeror shall furnish all necessary tools, equipment and materials required for performing all work associated with the completion of this requirement, which also includes testing and installation

All material and equipment identified on the network design package to accomplish this task will be furnished by the offeror. The offeror will purchase, ship, move, store, inventory, and handle installation material that is identified as CFE. Excess materials and prescribed spares shall be turned over to the COTR at the completion of the project. Material turned over at the completion of the project shall be thoroughly documented including description, part numbers, and quantities.

[Agency may add Agency-specific requirements here]

**5.4.2 Contractor Furnished Items (CFI)**

The offeror shall identify in their proposal any items to be furnished during the performance of this task order.

The offeror shall provide all equipment and labor necessary to deploy the voice OA&M solution into operational status and ready to provide telecom service to end users. The offeror shall provide documentation for design, detailed design drawings, soft switch and gateway configuration(s), network topology, training materials including web-based training, support hotline telephone number and e-mail/website, and completion of task letter signed off on by Agency COTR.

# 5.5 Facilities

This section may be removed if the requirements under this sub-section do not apply to this SOW.

# 5.5.1 Contractor Facilities

Except for those items and services specifically stated above in Section 5.3 as Government-Furnished, the offeror shall furnish everything needed to perform this Contract according to all its terms and conditions as stated in specific sections of this SOW. Such property includes, but is not limited to, facilities, equipment, material, supplies, repair parts, vehicles, data processing equipment, safety clothing, identification system camera and badges, and timekeeping system and facilities.

[Agency may add Agency-specific requirements here]

# 5.5.2 Government Facilities

To the extent it is available and is technically adequate, Government facilities shall be used within the Government buildings and is support locations identified by the Agency in ***Appendix C – Support Locations.***

Where offeror equipment is required at the site, the Government will provide space, power, HVAC. To the extent that uninterrupted AC power is available and required, it shall be provided to the offeror by the Government. GFE may be used to satisfy this requirement if it is available.

[Agency may add Agency-specific requirements here]

# 5.3 Incidental Construction

The Requirements for incidental and non-severable construction may be removed if it does not apply to this SOW.

Agency may add incidental and non-severable construction requirements here specific to their needs to support the solution.

[Agency may add Agency-specific requirements here]

# 6 Invoicing and Payment

The offeror shall meet and comply with the Billing and Invoice requirements as described in Sections C.3.4 Billing, G.5.1 General Billing Requirements, and G.6 Payment of Bills of the Connections II contract. The baseline requirements for Connections II contract for Invoicing and Billing including the handling of Associated Government Fee, approval for payment of supplies/services, resolution of billing disputes, and the option for Agency to pay by electronic funds transfer shall apply.

# 

# 6.1 Invoice Requirements

The offeror shall comply with the detail billing requirements defined in Section C.3.4 and the general billing requirements in Section G.5 of the Connections II contract when submitting a proper bill for each order.

A proper invoice must include the following items:

* Name and address of the contractor.
* Invoice date and invoice number. (Contractors should date invoices as close as possible to the date of mailing or transmission.)
* Contract number or other authorization for equipment/supplies delivered or support services performed (including task order number and contract line item number).
* Description, quantity, unit of measure, unit price, and extended price of equipment/supplies delivered or services performed.
* Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).
* Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
* Connections II Vendor Contract Number. The contractor must include on the invoice if required by agency procedures.

# 6.2 Electronic Funds Transfer Requirements

The contractor shall cooperate with the Government to allow payment of bills via Electronic Funds Transfer (EFT) to the extent feasible in accordance with Section G.6.3 Use of Electronic Funds Transfer of the Connections II contract.

# 6.3 Invoice Address

The offeror shall be capable of directly billing each customer at the address given by the Agency in the order and shall also have the capability to centrally bill designated customers through GSA. The concepts of direct and centralized billing as defined Section C.3.4 of the Connections II contract shall apply.

The offeror shall send invoices directly to the address (electronic mail or postal/physical address) designated by the Agency’s authorized Ordering Entity. This address will be determined at the time the order is placed.

|  |
| --- |
| Agency has two options how to receive invoice: by electronic transmission (email) or as hard copies ‑ or both.  The offeror shall provide the signed original invoice via email: [Agency provide an email here]  The offeror shall also provide via postal/physical address an additional copy of the invoice to the Contracting Officer and COR or provide [n] copies of the signed original to:  Name of Agency Department POC Name/Position and Title Email Mailing Address Street, City, Zip |

Inquiries regarding payment of invoices should be directed to [Agency provide an email here].

[Agency adds Agency-specific billing and invoice payment requirements here].

**7 Electronic and Information Technology Accessibility Standards (Section 508)**

All Electronic and Information Technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an Agency exception to this requirement exists. The **Section 508 Standards Summary** is viewable at: <https://www.section508.gov/index.cfm?fuseAction=stdsSum#technical>

The offeror shall indicate for each line item in the schedule whether each product or service is compliant or noncompliant with the accessibility standards at 36 CFR 1194. Further, the proposal must indicate where full details of compliance can be found (e.g., the offeror's website or other exact location).

# 8 Title

Text

# 9 Title

Text

# 10 Proposal Instructions to Offerors

This section provides instructions to prospective offerors on preparing and submitting a proposal in response to this solicitation.

**SOLICITATION CLOSING DATE AND TIME: ALL OFFERS MUST BE RECEIVED ON OR BEFORE 3:00 PM [Time Zone] ON: [DD MM YYYY].**

# REQUIRED SUBMISSIONS:

Proposal shall be submitted to the attention of: [Agency Point of Contact]

**HARD COPY ADDRESS:**  **ELECTRONIC COPY:**

Agency Name and Email Address

POC Name

Mailing Address

Telephone

Email

No offer received after the due date and time will be considered.

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# 10.1 General Instructions

# 10.1.1 Materials Submitted

The offeror is advised that all submissions and related material become the property of the U.S. Government and will not be returned. The technical and price proposals, if accepted by the Government, will form binding parts of the task order that results from this solicitation. Therefore, care must be taken to properly address the requirements set forth in each of the tasks. In the event of any conflict between the Connections II contract and the proposal in any resulting task order, the Connections II Contract shall govern.

# 10.1.2 Format

All materials shall be in typeface Times New Roman or Arial (no smaller than 11 point), double-spaced on 8½” x 11” white paper with one inch margins all around. Tables and illustrations may use a reduced font style, but not less than 8 point, and may be single-spaced. Each page must identify the submitting offeror in the header or footer.

If the Agency wishes to use electronic format only, it may delete references to hard copy submittal in the sample text below.

The offeror’s proposal shall consist of physically separate volumes that are individually titled and numbered on the exterior of the top covers as stated in Table 2 below. **DO NOT INCLUDE PRICING IN THE TECHNICAL AND PAST PERFORMANCE VOLUMES:** THE OFFEROR IS ADVISED THAT COMBINING TECHNICAL AND PRICING VOLUMES IN THE OFFEROR’S PROPOSAL IS NOT RESPONSIVE TO THE SOW.

**Table 2. Number of each Type of Proposal Volume**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volume** | **Volume Title** | **Copies** | **Format** | **Page Limitations** |
| Volume I | Technical Proposal  Technical Approach  Management Approach | 1 Hard Original +  [n] Hard Copies + 1 Electronic Copy | PDF | [n] pages maximum not including Executive Summary (2 pages max) |
| Volume II | Price Proposal | 1 Hard Original +  1 Electronic Copy | EXCEL –  Pricing Template | No page limit |
| Volume III | Appendices  Past Performance  Resumes of Key Personnel  PMP [if required] | 1 Hard Original +  1 Electronic Copy | PDF  PDF  PDF | [n] pages  [n] pages maximum per Resume  No page limit |

# 10.1.3 Proprietary Data

Each page of the offeror’s proposals must be reviewed and marked as to proprietary data content by the offeror in strict compliance with **FAR 52.215-1**. Also see **FAR 3.104-4**. A single blanket statement at the front of the proposal is not acceptable. Failure to mark every page will subject the proposal to public release through Freedom of Information Act (FOIA) requests.

# 10.2 Preparation of Technical Proposal

The Technical Proposal in response to this solicitation should address how the offeror intends to carry out the SOW requirements contained in Section 2. The offeror’s Technical Proposal must demonstrate a clear understanding of the requirements, the adequacy of the solution approach in meeting the goals and objectives of the [Project Name] project, and fulfill the offeror’s implementation responsibilities.

Technical Proposals are limited to [n] pages in length and shall be written in English. Each page must be numbered consecutively. Pages that exceed the page number limitation will not be evaluated.

Any page in the Technical Proposal that contains a table, chart, graph, etc., not otherwise specifically excluded below, is included within the above page limitation for the Technical Proposal. All critical information from appendices should be identified and summarized in the Technical Proposal. Not included in the page limitation are the following:

* Cover/Title Page
* Table of Contents
* Executive Summary (2 pages maximum)
* Dividers
* Table summarizing qualifications of proposed personnel

The Technical Proposal will consist of the following information:

* Technical Approach
* Task 1
* Task 2
* Task [n]
* Management Approach
* Overall management approach summary
* Project Management Plan [if required]
* Proposed Personnel Qualifications and Certifications
* Resumes of Key Personnel
* Past Performance
* Past Performance Worksheet

The Technical Proposal shall include a detailed description of the offeror’s technical solution for each task in Section 2, including the associated equipment, equipment services, labor, and installation. At a minimum, the offeror must organize its response in the Technical Proposal to contain the following information.

# 10.2.1 Executive Summary

This section summarizes the key elements of the offeror’s strategy, approach, methodologies, personnel and implementation plan. The Executive Summary will not count towards the [n] page limitation and must not exceed 2 pages in length.

# 10.2.2 Technical Approach

The offeror’s Technical Approach must demonstrate a clear understanding of the requirements. The Technical Approach must include a description of the overall approach and the specific strategy (i.e., implementation plan, testing methodology and risk mitigation strategy) being proposed to complete this task order. The Technical Approach shall be specific and complete, presenting concisely how the offeror will fulfill the task requirements described in Section 2. Marketing literature is not acceptable.

# 10.2.3 Management Approach

The detail requested from the offeror supporting its management approach should be relative to the size and complexity of the overall cable and wiring job. For simple and straightforward jobs, for example, the plan may simply be a high-level completion schedule.

[The offeror shall submit a management approach summary that includes the offeror’s approach to meeting the requirements of the SOW. This shall include a high-level completion schedule describing all key activities and associated completion dates.]

[The offeror shall submit a draft Project Management Plan based on the offeror’s proposed technical approach using Attachment A ‑ Project Management Plan Template. The offeror’s Project Management Plan will be evaluated as part of the offeror’s management approach. The Project Management Plan shall be submitted as an appendix in Volume III with no size limit if required.]

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**10.2.4 Proposed Personnel Qualifications and Certifications**

The offeror shall describe the skills, qualities and capacities of its proposed Project Manager and other key personnel to meet both the minimal qualifications described in Section 2 as well as their ability to meet the task order implementation and schedule challenges.

The offeror shall include in an appendix in Volume III the resumes for all the proposed key personnel candidates, up to a total number of [n]. Key personnel resumes may not exceed [2] pages in length and shall be in chronological order starting with most recent experience.

Each key personnel resume shall be accompanied by a signed letter of commitment from each candidate indicating his/her: (a) availability to work in the stated position, in terms of months; after award; and (b) intention to support and work for a stated term of the service. [Optional: The offeror's proposed key personnel shall also submit a minimum of three (3) references of professional contacts within the last three years. The offeror should provide a current phone, fax address, and email address for each reference contact.]

# 10.2.5 Past Performance

The offeror shall use the past performance template provided in Attachment F – Past Performance Worksheet. The offeror shall provide [n] past performance references for projects of a similar type, size and scope to that described in the solicitation, and submit them as an appendix in Volume III.

Offerors shall submit the following information as part of their proposal:

* The offeror shall describe its past performance directly related to contracts it has held within the last 5 years that are similar in scope, magnitude and complexity. Offerors shall provide a minimum of three (3) relevant examples of similar cable and wiring projects the offeror has completed.
* Offerors shall provide relevant past performance documentation and references for services comparable to those described in the SOW. Past performances listed may include those entered into by the Federal Government, state and local government agencies, and commercial customers.
* Offerors should notify each of their private-sector (commercial) references that they may be contacted by the [Agency] and authorize them to provide the past performance information requested. References other than those identified by the offeror may also be contacted by the Government, and the information received from them may be used in the evaluation of the offeror’s past performance.

The offeror shall provide with the proposal a summary of the required past performance information as shown in ***Appendix F ‑ Past Performance Worksheet.***

# 10.3 Preparation of Price Proposal

Below is suggested text. Please modify or delete text as needed.

The offeror shall submit their Price Proposal in the form of a Microsoft Excel Workbook, which is included as ***Attachment D – Pricing Template***. The Pricing Template is used to facilitate the delivery of prices in the required format. In populating all Excel worksheets, the offeror shall present the data (e.g., item number, unit prices, quantities, and summarized prices) in a manner where all computations can be traced to the maximum extent possible. The offeror may add rows, columns, or worksheets to accommodate the required pricing information.  See also: ***Attachment C – Pricing Requirements***.

[Failure by the offeror to use the prescribed pricing template may result in non-compliance.] The Price Proposal (Volume II) must be submitted under separate cover from the Technical Proposal (Volumes I and III). There is no page limit for the Price Proposal. The offeror must provide sufficient detail and supporting information to allow a complete analysis of each line item price.

# 11 Evaluation Factors and Basis for Award

The Government will evaluate each of the offeror’s proposals to determine if the support services offerings satisfy the specific requirements under each task. The evaluations will be based on the evaluation factors defined in this section.

**11.1 Evaluation Methodology and Basis for Award**

Suggested General Evaluation Language (Agency may remove or modify the text below).

The Government may award a contract based on the initial proposal without discussions or negotiations with offerors, in accordance with **FAR 52.215-1**. Therefore, it is important that each proposal be fully compliant, without exception to any requirement, clause or provision. Offerors should submit initial proposals which respond most favorably to the SOW’s requirements.

The Government intends to evaluate offeror’s proposals in accordance with Section 8 of this SOW and make a contract award to the responsible offeror whose proposal represents the best value to the U.S. Government.

The Technical Proposal will be evaluated by a technical evaluation committee using the technical criteria shown below.

Price has not been assigned a numerical weight. Offerors are reminded that the Government is not obligated to award a negotiated contract on the basis of lowest proposed price, or to the offeror with the highest technical evaluation score. Agencies must state the following when using tradeoff process: ‘The solicitation shall state whether all evaluation factors other than cost or price, when combined, are significantly more important than, approximately equal to, or significantly less important than cost or price.’

As technical scores converge, price may become a deciding factor in the award. Therefore, after the final evaluation of proposals, the contracting officer will make the award to the offeror whose proposal offers the best value to the Government considering both technical and price factors.

**11.2 Evaluation Approach – Trade Off or Lowest Price Technically Acceptable**

Note: The Agency is required to select the evaluation approach (i.e., Trade Off or Lowest Price Technically Acceptable (LPTA) Approach. Once a method has been selected, delete all information in this SOW relevant to the method that was NOT selected.

Suggested Evaluation Language if Trade Off Approach is Selected by the Agency (Agency may remove or modify the text below).

The Government anticipates awarding a task order to the offeror whose quote represents the best value, price and other factors considered.

The Government intends to evaluate proposals and may award a contract without discussions. However, the Government reserves the right to conduct discussions if determined by the contracting officer to be necessary. Therefore, each initial offer should contain the offeror’s best proposal from both a price and a technical standpoint.

Proposals received in response to this solicitation will be evaluated by the [Agency] pursuant to the FAR and in accordance with **FAR 52.215-1**, and as set forth in ***Section 8 ‑ Proposal Instructions to Offerors***, one award will be made by the contracting officer to the responsible offeror whose proposal, conforming to the solicitation, is determined most advantageous to the Government, all technical and price factors considered.

The formula set forth herein will be used by the contracting officer as a guide in determining which proposals will be most advantageous to the Government.

Suggested Evaluation Language if LPTA Approach is Selected by the Agency (Agency may remove or modify the text below).

The lowest price technically acceptable source selection process is appropriate when best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price.

The evaluation factors and significant sub-factors that establish the requirements of acceptability should be set forth in this section.

If the contracting officer documents the file pursuant to FAR 15.304(c)(3)(iii), past performance need not be an evaluation factor in lowest price technically-acceptable source selections.

If the contracting officer elects to consider past performance as an evaluation factor, it shall be evaluated in accordance with FAR 15.305. However, the comparative assessment in FAR 15.305(a)(2)(i) does not apply.

If the contracting officer determines that the past performance of a small business is not acceptable, the matter shall be referred to the Small Business Administration for a Certificate of Competency determination, in accordance with the procedures contained in subpart and U.S.C. 637(b)(7).

Award will be made to the offeror whose proposal represents the lowest price technically acceptable as defined in **FAR 15 15.101-1**. The offeror’s proposal will be evaluated with regard to its ability to meet the tasks set forth in the SOW. To result in an award, the offeror’s proposal must demonstrate the ability to satisfy all technical requirements as set forth in ***Section 2***, and must conform to all required terms and conditions.

The award will be made on the basis of the lowest-evaluated price of proposals meeting or exceeding the acceptability standards for non-price factors.

Proposals will be evaluated for acceptability but not ranked using non-price factors.

# 11.3 Technical Evaluation Criteria

The Government will review the responses to this solicitation to ensure that offerors have addressed the requirements for Tasks 1 [through n] and are sufficient in detail and clarity to allow the Government to determine if the proposed support services, equipment, and equipment services are acceptable. If they are found unacceptable, the Government retains the right to conduct further discussions.

The Government will evaluate the offeror’s proposal based upon the following four factors: technical approach, management approach, proposed personnel, and past performance. Within these factors, the Government will evaluate the sub-factors identified in Table 3 below. To achieve an acceptable rating, the offeror’s Technical Proposal must achieve a pass rating on all sub-factors.

The Agency is required to develop a Source Selection Plan (SSP)/Technical Evaluation Plan (TEP) to describe how each of these factors will be rated. Depending on the approach used, the SSP/TEP may select an adjectival rating system, a points system, or any other approved system.

**Table 3. Offeror's Proposal Factors and Sub-factors**

|  |
| --- |
| **Technical Evaluation Criteria** |
| Factor 1 ‑ Technical Approach |
| Sub-factor 1 ‑ Task 1 |
| Sub-factor 2 ‑ Task [n] |
| Factor 2 ‑ Management Approach |
| Sub-factor1 – Management Approach Summary [and Project Management Plan] |
| Factor 3 ‑ Proposed Personnel |
| Sub-factor 1 ‑ Project Manager Qualifications/Certifications |
| Sub-factor 2 ‑ Technical and Other Personnel Qualifications/Certifications |
| Factor 4 ‑ Past Performance |
| Sub-factor 1 ‑ Past Performance History/Track Record |

Suggested Evaluation Language for Technical Evaluation of Technical Criteria (Agency may remove or modify the text below).

The following evaluation criteria will serve as the standard against which all proposals will be evaluated and will serve to identify the significant discussion items that offerors should address in their proposals.

The factors and sub-factors are presented below. Factors are [of equal importance or listed in descending order of importance]. Sub-factors are [of equal importance or listed in descending order of importance].

Factor 1 ‑ Technical Approach. The extent to which the proposal demonstrates a clear understanding of the statement of work and the degree to which the proposed implementation approach is technically and managerially sound and likely to meet the objectives of the [Project Name] project as described in this solicitation. The technical approach must be realistic, directly relevant to the achievement of results and must seek to maximize results within budget resources.

* Sub-Factor 1 ‑ Planning and Design. The extent to which the proposed solution meets all the [technical] requirements of Task 1.
* Sub-Factor n‑ The extent to which the proposed solution meets all the [technical] requirements of Task n.

Factor 2 ‑ Management Approach

* Sub-Factor 1 ‑ Project Management. The proposed solution shall describe the extent to which it uses a program management approach appropriate to the size and complexity of the project, and clearly demonstrate how the proposed technical solution for each task will achieve expected results. The offeror’s project management summary and schedule [and its formal Project Management Plan (using the template found in Attachment A)] will be evaluated against these criteria.

Factor 3 ‑ Proposed Personnel

* Sub-Factor 1 ‑ Qualifications and Demonstrated Ability of the PM. The proposed PM shall demonstrate the qualifications and ability to successfully lead this project, including the ability to work constructively at multiple levels of organizations, including senior levels of Government and business.
* Sub-Factor 2 ‑ Qualifications and Demonstrated Ability of the Proposed Technical Staff and Key Personnel. The members of the proposed project team, including Subject-Matter Experts (SMEs), shall demonstrate the experience and ability to successfully meet the project milestones, targets, and goals.

Factor 4 ‑ Past Performance

* Sub-Factor 1 ‑ Past Performance. The offeror and major subcontractor(s) past performance will be evaluated. A major subcontractor (if applicable) is defined as a subcontractor named in the proposal whose total price exceeds 15% of the offer’s bottom line total price, including fixed fee. The contracting officer will utilize existing databases of offeror performance information (i.e., PPIRS) and solicit additional information from the references provided in this SOW. The [Agency] may also use performance information obtained from sources other than those identified by the offeror/subcontractor.

# 11.4 Price Evaluation Criteria

Suggested Evaluation Language for Price Evaluation Criteria (Agency may remove or modify the text below).

No points are assigned to the price proposal evaluation. While the technical evaluation criteria are significantly more important than price, price remains important.

Price will primarily be evaluated for realism, allow-ability, and reasonableness.

This evaluation will consist of a review of the price portion of an offeror’s proposal to determine if the overall price proposed is realistic for the work to be performed, if the price reflects an accurate understanding of the requirements, and if the price is consistent with the Technical Proposal.

Evaluation of the price proposal will consider but not be limited to the following:

* Price reasonableness, price realism and completeness of the price proposal and supporting documentation
* Overall price control/price savings evidenced in the proposal (avoidance of prices that exceed reasonable requirements)
* The amount of the proposed fee, if any

Price realism is an assessment of the accuracy with which proposed prices represent the most probable cost of performance within each offeror’s technical and management approach. A price realism evaluation will be performed as part of the evaluation process as follows:

* Verify the offeror’s understanding of the requirements
* Assess the degree to which the price proposal accurately reflects the technical approach
* Assess the degree to which the prices included in the Price Proposals accurately represent the work effort included in the respective Technical Proposals

The results of the price realism analysis will be used as part of the Agency’s best value/tradeoff analysis.

Although technical evaluation criteria are significantly more important than price, the closer the technical evaluation scores of the various proposals are to one another, the more important price considerations will become. The evaluation of proposed prices may therefore become a determining factor in the award as technical scores converge.

# 12 Task Order Award

The Task Order Award will be made to the responsible offeror whose proposal is in the best interest of the [Agency], given the outcome of the [Agency]’s evaluation of each offeror’s technical excellence, management and business risk factors, and proposed price. In selecting the Task Order Award, the [Agency] will consider the quality offered for the evaluated price. The relative quality of offers will be based upon the [Agency]’s assessment of the tradeoffs between the technical excellence offered in the offeror’s proposal and whether it provides added value, added capability, and/or reduced management and business risk.

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# 13 Organizational Conflicts of Interest

The guidelines and procedures of FAR Subpart 9.5 will be used in identifying and resolving any issues of organizational conflicts of interest at the task order level.

In the event that a task order requires activity that would create or has created an actual or potential conflict of interest, the offeror shall:

* Notify the task order Contracting Officer (CO) of the actual or potential conflict, and not commence or continue work on any task order that involves a potential or actual conflict of interest until specifically notified by the task order CO to proceed.
* Identify the conflict and recommend to the task order CO an alternate tasking approach which would avoid the conflict.

If the task order CO determines that it is in the best interest of the Government to issue or continue the task order, notwithstanding a conflict of interest, a request for waiver shall be submitted in accordance with FAR 9.503. In the event that the offeror was aware of facts required to be disclosed or the existence of an actual or potential organizational conflict of interest and did not disclose, when known, such facts or such conflict of interest to the task order CO, the Government may terminate this contract for default.

In the event that a task order issued under this contract requires the offeror to gain access to proprietary information of other companies, the offeror shall be required to execute agreements with those companies to protect the information from unauthorized use and to refrain from using it for any purpose other than for which it was furnished.

# 14 Attachments

Double-clicking the attachments may produce the error “Word cannot start the converter mswrd632.wpc,” which is a known Microsoft issue (<http://support.microsoft.com/kb/973904>). Microsoft provides the following workaround: right-click on the embedded attachment (instead of double-clicking) and then select “Document Object” and then use “Open” (instead of “Convert”) from the pop-up menu.

# Attachment A – Project Management Plan



* 1. Attachment B – Support Locations



* 1. Attachment C – Pricing Requirements



* 1. Attachment D – Pricing Template



* 1. Attachment E – Equipment, Support and Warranty Inventory



* 1. Attachment F – Past Performance Worksheet



* 1. Attachment G – Task Order Deliverables



* 1. Attachment H – Installation and Design Package and Other Government Furnished Property

Here is where the Agency will insert project information and design materials and/or lists of Government Furnished Equipment and Information if required.