

PERFORMANCE WORK STATEMENT
FOR
PUBLIC WORKS DIVISION ENERGY MANAGEMENT CONTROLS SYSTEM (EMCS) SUPPORT
SERVICES

1.0 INTRODUCTION

The G-F Dept., Public Works Division, Energy Management Controls System (EMCS) program has a requirement for three (3) individuals to provide on-site administrative support services essential to facilitate their goals and objectives.

2.0 SCOPE

The primary purpose of these services is to provide a source of knowledge, training, and support to assist the Public Works Division (PWD) in the understanding, operation, maintenance, management, and utilization of the Energy Management Control System (EMCS).

3.0 APPLICABLE DOCUMENTS

MCO P12304.1- contractor Engineering and Technical Services Personnel Manual
DOD Instruction 3020.37- Continuation of Essential DOD Contractor Services During Crises
DOD Instruction 1000.1- Identity Cards Required by the Geneva Conventions

4.0 PERIOD OF PERFORMANCE

The period of performance is a base year plus two options.

5.0 ROUTINE DUTIES

On a daily basis, the technician shall coordinate with the Deputy, Maintenance Operations Officer.

- A. Provide general end-user guidance and support.
- B. Provide end-user on the job training on system capabilities or features.
- C. Provide support for report generation/setup.
- D. Provide support schedule or set point changes.
- E. Provide support and guidance for changes to password/access rights.
- F. Assist with configuration management as future adjustments are made to the system.
- G. Assist in trouble shooting and investigation of EMCS related events, equipment issues, or system performance issues.
- H. Assist in commissioning and re-commissioning of existing and new facilities.
- I. Provide technical assistance with the DoD Information Assurance Certification and Accreditation Process (DIACAP).

Special Assignments:

- A. Develop a "Standard Operating Procedure" or checklist to document suggested duties for routine operation of the EMCS within 6 months. Examples include: access/use of the system, typical screens, report setup, set point changes, schedule changes, alarm management, and load management operations.
- B. Develop a "preventive maintenance procedure" or checklist to document suggested ongoing hardware and software maintenance activities within 6 months. Examples include: checking of control loops, calibrations, event log purging/backup, battery checks and maintenance, database backup, software updates, and troubleshooting tips.

Limitations

- A. The technician cannot authorize expenditures or the use of other support personnel to perform or assist with service contract duties.
- B. The technician cannot be utilized to perform work covered by any product warranty provisions.

- C. The technicians cannot be utilized to supplement resources assigned to EMCS expansion or modification projects contracted separately unless in an afterhours capacity.

6.0 QUALIFICATIONS OF EMPLOYEES

Minimum credentials/qualification for the support engineers/technicians are as follows.

- 8-10 years minimum years of experience in installing, servicing, and integrating various control systems.
- Experience installing Metasys on servers and building graphics/trends/alarms/scheduling.
- Experienced in multiple EMCS control system (Metasys, Niagara AX platform, Alerton, Honeywell, Trend, KMC, American Autumatrix).
- Experienced in BACnet/MSTP, BACnet over IP, N2 and LON.

7.0 HOURS OF OPERATION

The hours of performance are 0730-1600, Monday through Friday, with an unpaid 30 minute lunch break. The Federal holiday observed by the base during this contract's period of performance is Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Birthday of Martin Luther King, Jr., George Washington's Birthday, Memorial Day, and Independence Day. The contractor shall provide a backup resource during vacation periods.

8.0 GOVERNMENT RESPONSIBILITIES

The government will provide office space and basic furnishing to be located at Building 1005 in the EMCS work area. The government will be responsible for supplying any and all vehicles needed for the employee to complete assigned tasks.

9.0 CONTRACTING OFFICERS REPRESENTATIVE

The government will evaluate the contractor's performance each time service is performed by appointed personnel, known as Contracting Officer Representatives (COR), to monitor performance to ensure services are received and performed in a satisfactory manner. The COR will evaluate the contractor's performance in accordance with the Performance Requirements Summary (PRS) to ensure acceptable quality levels (AQL) of the performance standard are met.

The COR for this contract is Pat Cowart 910-451-3320 patrick.cowart@usmc.mil

10.0 CONTRACTOR RESPONSIBILITIES

The technician will be responsible for maintaining a valid North Carolina driver's license. The technician will be responsible to adhere to all rules and regulations aboard Camp Lejeune including rules governing the use of government vehicles. If the employee is new, a background check printout will be required. There is a minimum security investigation requirement of an Access National Agency Check and Inquiries (ANACI) needed for this position. The contractor shall provide the technician with a computer, and the general tools, software, and help-center assets to support completion of all requirements of this contract.

11.0 DELIVERABLES

A. Develop a bi-monthly EMCS Status Report. The EMCS Status Report shall include details on the work performed during the period of performance such as: number of buildings integrated into EMCS, status of on-going integration efforts, commissioning and re-commissioning efforts, load shedding efforts, EMCS software and technological news, necessary training, and other pertinent information.

B. Provide daily reports and alarms generated through the EMCS and monthly reports of identified issues/corrections through the commissioning and re-commissioning process to PWD Operations and Design staff. The technician shall assist in the development of work request and project documentation and assist in the identification of EMCS/HVAC maintenance priorities from these reports.

C. Steward and provide their expertise/ assistance with system integration during the design process, prior to Beneficial Occupancy Date (BOD), and during the BOD process.

D. Test and inspect the building DDC/ HVAC system for proper interoperability of data sharing, alarm and event management, trending, scheduling, and device naming into the EMCS system. Provide the government a list of discrepancies for corrective action required by installing contractor prior to BOD.

E. Maintain the master EMCS Network Data spreadsheet, which includes BBMD addressing, network IP assignments, and BACnet instance numbers.

F. Attend and prepare necessary materials for PWD's Monthly Energy Meetings and other periodic EMCS related meeting as necessary.

12.0 PERFORMANCE REQUIREMENTS SUMMARY

The performance standards for this Performance Work Statement (PWS) are stated in the Performance Requirements Summary (PRS) included in the PWS. The COR will assess the Contractor's performance to ensure the Contractor is performing up to the specified standard.

Performance Objective	Performance Requirements Summary	Acceptable Quality Level (AQL)/Frequency	Goal	Surveillance Method	Incentive
Submittal of Daily Reports and Alarms	PWS Section 11.0 paragraph B	100% Submitted in accordance with PWS and QASP	100%	Daily Reports	Exercise Option period for Satisfactory performance.
Submittal of Monthly Reports of Identified Issues/Corrections	PWS Section 11.0 paragraph B	100% Submitted in accordance with PWS and QASP.	100%	Monthly Reports	Exercise Option period for Satisfactory performance
Submittal of Bi-Monthly EMCS Status Report	PWS Section 11.0 paragraph A	100% Submitted in accordance with PWS and QASP	100%	Bi-Monthly Reports	Exercise Option period for Satisfactory performance
Test and Inspection of BLDG DDC/HVAC	PWS Section 11.0 paragraph D	100% Submitted in accordance with PWS and QASP	100%	Monthly Testing and Inspection Report	Exercise Option period for Satisfactory performance

13.0 NONPERSONAL SERVICES STATEMENT

The Government will not control, direct, or supervise contractor employees during the performance of this contract. Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in the contract may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

14.0 ORGANIZATIONAL CONFLICTS OF INTERESTS

The Contractor acknowledges that it is familiar with FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR.

If performance of any PWS requires the contractor (to include subcontractors) to supply technical support related to systems or projects with which the contractor is already directly concerned, either by prime or subcontract, the contractor shall so immediately inform the Contracting Officer. The PWS may be withdrawn if a conflict is found. The Contractor shall not undertake performance of any PWS that requires it to supply technical support regarding such systems until the notice is given, and written consent to proceed is issued by the Contracting Officer.

15.0 BUSINESS ACCESS SECURITY REQUIREMENTS

15.1 BUSINESS ACCESS DEFINITION

Contractor employees requiring installation access for periods from one day to one year to MCB, Camp Lejeune must obtain a Business Access Identification Badge for that particular installation. Personnel requiring Business Access Identification Badges shall submit all documentation listed below. Badges are not required if the contracted position requires the employee to obtain a Common Access Card (CAC) which will be identified separately within the Government contract.

15.2 INSTALLATION SECURITY ACCESS REQUIREMENTS

Contractor shall accomplish the security requirements below within 10 days after award or prior to performance under the contract.

15.3 BUSINESS ACCESS IDENTIFICATION BADGE REQUIREMENT

The U.S. Government will issue badges to contractor personnel without charge. Badges will be issued for one year or duration of contract whichever is less. In order to obtain a Business Access Identification Badge and access to MCB, Camp Lejeune, and satellite activities, all personnel providing services under this contract shall be required to present the documentation below to the following offices, as applicable:

MCB, Camp Lejeune, NC and its satellite activities. Report as follows:

Identification Card Center, 59 Molly Pitcher Road (910-451-2727)

Vehicle Registration Office, Camp Lejeune Visitor Center (Building 818) adjacent to the main gate (910-451-7735)

Photo ID. Valid state or federal issued picture identification card. Acceptable documents include state driver's license, DMV issued photo identification, or alien registration card.

Proof of Employee Citizenship or Legal Alien Status. Acceptable documents include birth certificate, Social Security Card, Immigration and Naturalization Service (INS) forms and passports.

Proof of Criminal Records Check. Proof of a criminal records check from the county or state where the employee has resided for the previous two years (or length of legal residence for foreign nationals in the U.S. for less than two years). Acceptable sources for criminal records checks include: County Courthouse; Inforlink Screening Services, Inc. (www.inforlinkscreening.com); IntegraScan Criminal Records Checks (www.integrascan.com); Intelius Employee Screening (www.Intelius.com); and Castle Branch (www.castlebranch.com). Subsequent to the initial criminal background records checks, local criminal records checks shall be conducted annually prior to renewal of badges for reevaluation.

Denial of Access. Installation access shall be denied if it is determined that an employee:

- Is on the National Terrorist Watch List.
- Is illegally present in the United States.
- Is subject to an outstanding warrant.
- Has knowingly submitted an employment questionnaire with false or fraudulent information.
- Has been issued a debarment order and is currently banned from military installations.
- Is a Registered Sexual Offender or has any Felony Conviction within the past two years.

Appeal Process. All appeals should be directed to the Base Inspector's Office for any individual that has been denied access to the Base.

Display and Disposition of Badges. Contractor employees shall prominently display their badges on their person at all times. Upon completion or termination of a contract or an individual's employment, the Contractor shall collect and turn in badges to the Pass and ID Office from which it was issued. If the Contractor is unable to obtain the employee's badge for whatever reason, the cognizant Pass and ID Office will be notified within 24 hours. During the contract performance period contractors will immediately report instances of lost or stolen badges to the issuing Pass and Identification Office.

Proof of Valid Government Contract. The Contracting Department shall submit a letter [on department letterhead] from the Contracting Officer to the Pass and Identification Office indicating location of contract work, contract period, and name of prime contractor. For subcontractors, the prime contractor will provide proof of employment on a valid Government contract (e.g., a letter [on company letterhead]) to include contract number and term.

16.0 BASE ACCESS

Marine Corps Installations East - Marine Corps Base Camp Lejeune and Marine Corps Air Station New River have implemented the new RAPIDGate program intended to enhance installation access control. However, RAPIDGate contains significant changes that may affect contractor's and their employees' access to these installations. In order to gain access to Marine Corps Base (MCB), Camp Lejeune and/or Marine Corps Air Station (MCAS), New River, non-Federal Government and non-DoD issued ID cardholders require identity proofing and vetting to determine fitness and eligibility for access. Specifically, a check of records through the National Crime Information Center (NCIC) Interstate Identification Index (III) is the installation's minimum background check for access to MCB, Camp Lejeune and/or MCAS, New River for non-Common Access Card holders, to include entrance of visitors.

MCB, Camp Lejeune and MCAS, New River applies the following non-Federal Government cardholder criteria to determine the authorized type of access control credentials:

- a. Contractors: RAPIDGate or 30-Day Pass followed by 4-Day Pass*
- b. Sub-Contractors: RAPIDGate or 30-Day Pass followed by 4-Day Pass*
- c. Vendors: RAPIDGate or 30-Day Pass followed by 4-Day Pass*
- d. Suppliers: RAPIDGate or 30-Day Pass followed by 4-Day Pass*
- e. Service Providers: RAPIDGate or 30-Day Pass followed by 4-Day Pass*
- f. Delivery Personnel: RAPIDGate or 30-Day Pass followed by 4-Day Pass*

g. Public-Private Venture (PPV) Housing and Installation Volunteers: Local Population Credential (The following are examples of Installation Volunteers: (Red Cross, Community College Instructors and Students, Commissary Baggers, Naval Hospital Volunteers, Family Readiness Volunteers, Wounded Warrior Volunteers, and any other organization approved by the Commanding General, Marine Corps Installation East-Marine Corps Base Camp Lejeune and Commanding Officer, MCAS, New River)

Contractor Common Access Card (CAC) Eligibility: Contractor personnel authorized CAC's are exempt from RAPIDGate enrollment.

Contractor personnel who are ineligible for a CAC will be required to either obtain a 30-Day pass followed by a 4-Day pass* or enroll in the RAPIDGate Program. RAPIDGate is a voluntary program due to associated costs. For further information concerning contractor access, please contact the Contractor Vetting Office at 910-450-5978 or visit Marine Corps Base Camp Lejeune (<http://www.lejeune.marines.mil/>) or MCAS New River (<http://www.newriver.marines.mil/>) websites. For information concerning enrolling in RAPIDGate please visit their website at www.rapidgate.com.

The Government will not be responsible for any access delays. Delays that may result from inadequate planning are contractor responsibility. Any and all costs associated with RAPIDGate are the sole responsibility of the contractor.

*** Contractors will be issued a one-time pass for 30 days. Upon expiration of the 30 day pass, they will only be issued a 4 day pass every 4 days thereafter, for the duration of the contract.**

17.0 SECURITY CHECKS

Contractor personnel and vehicles shall only be present in locations relevant to contract performance. All Contractor personnel entering the base shall conform to all Government regulations and are subject to such checks as may be deemed necessary to ensure that violations do not occur. Employees shall not be permitted on base when such a check reveals that their presence would be detrimental to the security of the base. Subject to security regulations, the Government will allow access to an area for servicing equipment and/or performing required services. Upon request, the Contractor shall submit to the Contracting Officer questionnaires and other forms as may be required for security purposes.

18.0 CONTRACT ADMINISTRATION OFFICE

All contract administration functions will be retained by the Contracting Department, MCB, Camp Lejeune. All inquiries and correspondence concerning the administration of the contract shall be addressed to:

MCIEAST Contracting Department
PO Box 8368, BLDG 1116 MCB
Camp Lejeune NC 28547-8368
CONTRACT ADMINISTRATOR:
Tracy Fulks
Email: tracy.fulks@usmc.mil
TEL: (910) 451-1256 (DSN 751)
NOTE: COLLECT CALLS WILL NOT BE ACCEPTED.

19.0 INVOICES

Contractor shall submit invoices via the Wide Area Workflow (WAWF) website: <https://wawf.eb.mil/> as stated in clause 252.232-7006 "Wide Area Work Flow Payment Instructions" (MAY 2013).