

Performance Work Statement

Video Teleconferencing Equipment (VTC) Technology and Services

1.0. Description of Services. The contractor shall provide all required components, cabling, transportation, personnel, tools, labor, appropriate supervision and management for Video Teleconferencing Equipment (VTC) technology and services in support of the removal and replacement of a Non-Secured Internet Protocol Router (NIPR)/ Secure Internet Protocol Router (SIPR) VTC system in the 355th Maintenance Squadron Conference Room.

1.1. Tasks. The contractor shall be responsible for the installation of the NIPR/SIPR VTC and associated items/accessories in the 355th Wing's Conference Room. Installation shall achieve the following:

- The ability to conduct VTCs utilizing two screens
 - One screen for viewing video of the presenter
 - One screen for viewing slides being pushed
- The ability for operators to switch between the following inputs from a single touch panel interface: Classified VTC, Unclassified VTC, Classified Presentation, Unclassified Presentation
- The ability for the engineer to have visibility of the displays while pushing the slides during the VTCs and controlling the PC from a seated desk during a presentation
- Installation shall be in accordance with the attached Department of Defense (DoD) Security Technical Implementation Guide (STIG) Checklist and AFMAN 17-1301. The STIG Checklist shall be completed before the VTC system is operational.

1.1.1. Project Milestones. The upgrade to the 355th Maintenance Squadron Conference Room should follow project milestones below:

- The removal of old VTC system and associated equipment
- The installation of new equipment
- The operational check of new equipment
- The training of personnel on newly installed equipment
- The delivery of documentation to include equipment documents, manuals, detailed installation drawings, and schematics

1.1.2. Signage. The contractor shall install digital signage in the conference room and outside the door to notify personnel when classified VTCs or presentations are being held. Signage shall be a Samsung QB13R LED touchscreen display or equivalent.

1.1.3. VTC Codec. The contractor shall install a VTC Codec which must be compatible with current DoD STIG requirements and able to communicate with other DoD VTC systems. Codec shall be a Cisco Room Kit Pro, non-radio (no Wi-Fi) with the Touch 10 Panel and Precision 60 Camera or equivalent.

- Any equivalent items proposed, shall meet DoD STIG requirements and must be covered by the Air Force Joint Enterprise Level Agreement (JELA).

1.1.4. Secure VTC Switching Solution. The contractor shall install a FREEPORT Multi-Domain Network Switch (MDVNS).

- Any equivalent items proposed, shall meet current Defense Information System Agency (DISA) requirements, be approved by the Defense Intelligence Agency (DIA) when using a single video

CODEC for multiple domains (including JWICS), and utilize a DISA approved (CCEVS certified, previously NIAP validated) fiber based secure switching unit for video network management.

1.1.5. Display. The contractor shall install two (2) NEC Commercial Displays, C861Q.

- Any equivalent items proposed, shall comply with the specifications below;
- 86" Display; Ultra-HD Resolution
- Shall not wireless or Bluetooth capabilities
- Shall be remote controllable via network Internet Protocol (IP) or serial
- Displays shall be mounted and secured to the wall, level, touching with no visible gaps
- Cables for displays shall be routed in an organized and labeled manner into the control room, with cable pass-throughs. Cables shall not be visible from the front viewing area.

1.1.6. Network Switching. The contractor shall install a Juniper EX2300-C-12P

- Any equivalent items proposed, shall meet DOD STIG requirements and be covered by the Air Force Joint Enterprise Level Agreement (JELA).

1.1.7. Touch Panel Requirements. The contractor shall install two (2) Cestron Touch Panels, TSW-1060-NC-B-S.

- Any equivalent items proposed shall meet the following specifications:
 - Shall be able to switch between inputs (Classified VTC, Unclassified VTC, Classified Presentation, Unclassified Presentation)
 - Shall control room volume
 - Shall be able to mute microphones
 - Shall be able to turn on and off displays
 - Shall be networked to allow for multiple touch panels

1.1.8. Personal Computers (PC). A PC provided by the Government shall be used for slide input to the VTC codec and presentation, must be controllable from the control desk. The ability for classified and unclassified PC control from the conference room table, via an extendable keyboard and mouse, which could be moved back and forth, to not leave cables across the floor when not in use is also requested.

1.1.9. Speakers. The contractor shall install four (4) Bose DS40F, or equivalent, recessed ceiling mounted speakers that are white to blend in with the ceiling.

1.1.10. Microphones. The contractor shall install six (6) Audix M55 ceiling microphones, or equivalent, to reduce noise and reduce conference table clutter.

1.1.11. Power. The contractor shall install an EATON 5P1500RC Uninterruptible Power Supply (UPS), or equivalent. The UPS shall be installed in the equipment rack in the control room.

1.1.12. Other Equipment. All VTC associated equipment, will require mounting in an equipment rack in accordance with all relevant Air Force EMSEC policies.

1.1.13. Room Furniture. Additional room furniture is needed to properly house the VTC equipment.

- Furniture must allow for proper ventilation of equipment
- Rack mounting capability is required
- Materials to ensure proper cable management is required

- Must comply with all relevant Air Force EMSEC policies for a classified environment
- Recommended Solution: Middle Atlantic C5-FF31-3 or equivalent. A decorative hutch that matches the current furniture color and meets the EMSEC and hardware mounting requirements

1.1.14. Cable. All cable routing methods will be approved by the 355th CS for safety consideration, technical feasibility, organization and esthetics.

1.1.15. Layout Deliverable. Prior to commencement of work, layout configuration of electronic equipment and rack elevation must be submitted and approved by the Contracting Officer.

1.1.16. Documentation, Manuals, Drawings. The contractor shall provide all manuals, warranty information, rack elevations and applicable drawings after the installation is complete.

2.0. Government provided Services

2.1. Point of Contact (POC). The 355th CS will provide a single Point of Contact (POC) during the period of performance.

2.2. Emergency Services. The Government will provide security forces services (call 228-4444 for emergencies only), and fire protection services (call 228-3333). There are no emergency medical services available on DMAFB; therefore, the contractor must dial 911 for emergency medical services. If a contractor employee calls 911 from a base phone, they must tell the 911 operator that they are calling from DMAFB.

3.0. General Information

3.1. Contractor POC. The contractor shall designate a contract POC, who will be responsible for contractor performed services. Upon contract award, the contractor shall submit the name and telephone number of the POC, in writing, to the Contracting Officer. The POC shall have full authority to act for the contractor on all matters relating to daily execution of the contract and must be available at all times by phone during normal work hours to discuss any contract issues or problem areas.

3.2. Security Requirements

3.2.1. DD Form 254 Clearance and Safeguarding. The contractor shall possess an approved Secret container with a DD-254. Contractor must be able to generate another DD-254 for this contract and possess the DD-254 for this contract approved and signed within five (5) working days after contract award. Contractor shall maintain a U.S. Government issued Secret security clearance for industrial security. Refer to attachment DD Form 254, *Department of Defense Contract Security Classification Specification*, for additional guidance.

3.2.2. Pass And Identification Items. The contractor shall ensure the pass and identification items required for contract performance are obtained for contractor employee(s) and non-Government owned vehicles. For entry to the base, submit an entry authorization request letter for each individual requiring access to the project, at least 10 calendar days prior to beginning work. A copy of the format of this letter may be obtained from the Contracting Officer on or before the pre performance conference. Valid identification with a photograph together with the base pass will be required for all individuals when entering the base.

3.2.3. Retrieval of Identification Media. The contractor shall retrieve all identification media, including vehicle passes, upon termination of employment or just prior to contract expiration from contractor employee(s)

who depart for any reason before the contract expires (e.g. terminated for cause, retirement, etc.), or completion of the project, whichever occurs first, and turn them in to the issuing office.

3.2.4. Traffic Laws. Contractor employee(s) shall comply with all DMAFB traffic regulations. Contractor employee(s) are subject to random vehicle speed control checks. Contractor personnel cited for speeding on the installation may suffer loss of base driving privileges and debarment from the base. The use of cell phones is prohibited while driving on DMAFB, unless equipped with a hands free mode. Seat belt use is mandatory for all vehicle occupants.

3.2.5. Random Personnel and Vehicle Searches. Contractor personnel are subject to random personnel and vehicle searches. If contractor personnel refuse to be searched, they will be denied entry to the base, and may result in loss of base driving privileges and debarment from the base.

3.2.6. Weapons, Firearms, and Ammunition. Contractor employee(s) are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned vehicle or privately owned vehicle while on DMAFB.

3.2.7. For Official Use Only (FOUO). The contractor shall comply with DoD 5400.7-R, Chapter 4, DoD Freedom of Information Act (FOIA) Program requirements. This regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting and safeguarding FOUO material.

3.2.8. Reporting Requirements. Contractor personnel shall immediately report to an appropriate Government authority any information or circumstances of which they are aware may pose a threat to the security of Department of Defense personnel, contractor employee(s), resources, and classified or unclassified defense information.

3.2.9. Physical Security. The contractor shall safeguard all Government property, including controlled forms provided for contractor use. At the close of each work period, Government equipment, facilities, and other valuable materials shall be secured.

3.2.10. Contractor Travel on DMAFB. Contractor employee(s) shall not loiter in any working area before or after performing services. All contractor employee(s) shall limit their travel on DMAFB only to the specific areas required for performance of services or in travel directly to and from these locations. Upon completion of contract services, contractor employee(s) shall promptly depart DMAFB.

3.2.11. Contractor Employee Conduct. The Government reserves the right to require removal from the installation any contractor employee(s) who endangers persons or property, whose actions are inconsistent with professional conduct, whose continued employment is inconsistent with the interest of military security or who is found to be incapacitated or under the influence of alcohol, drugs, or other substances. Removal of employee(s) for any reason does not relieve the contractor of the requirement to perform contract services.

3.3. Project Hours. All project work shall be accomplished between the hours of 7:00 a.m. – 4:00 p.m., Monday through Friday, unless otherwise approved in writing by the Contracting Officer

3.4. Quality Control. The contractor shall provide quality control over the entire project including but not limited to the items of equipment and materials intended for installation, necessary coordination and services to

facilitate the performance of the work, site conditions, and the workmanship of the contractor personnel and any subcontractors.

3.4.1. Contract Familiarity. The contractor shall become familiar with all the details of the work depicted in the contract documents and shall verify all field conditions and fence measurements related to the project prior to commencement of the work. If conditions are discovered by the contractor prior to commencement of the work which conflict with the contract documents, and which will substantially affect the construction as designed and depicted in the contract documents, identify and explain the condition(s) in writing to the Contracting Officer within 48 hours of discovery of the condition(s); and request clarification from the Contracting Officer before commencing work.

3.4.4. Manufacturer's Instructions. The contractor shall comply fully with manufacturer's instructions, including each step in sequence. If such instructions conflict with the contract documents, identify and explain the conflict in writing to the Contracting Officer within 48 hours of discovery of the conflict; and request clarification from the Contracting Officer before proceeding.

3.4.5. Testing. The contractor shall preform an operational check of all equipment installed. The operational check shall consist of a loop back test, internal and external calls.

3.4.6. Cleanup. The contractor shall keep the work area and surrounding surfaces clean and orderly. Remove any Contractor-caused residue, dirt, or markings immediately upon completion of the work involved. The contractor shall clean the worksite daily.

3.4.7. Equipment Turn In. The contractor shall coordinate with the 355th CS representative to collect all equipment removed. All equipment will be processed with Davis-Monthan's Defense Reutilization and Marketing Office.