

**Enterprise IT as a Service (EITaaS)
Commercial Coworking Space
Performance Work Statement (DRAFT)**

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8 Oct 2026

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1. INTRODUCTION

1.1 Background

The Enterprise IT as a Service (EITaaS) Commercial Coworking Space service contract will enable the collaboration and integration of multiple Department of the Air Force (DAF) programs through an integrated coworking space approach. This effort supports the Enterprise IT & Cyber Infrastructure Division (HNI) Enterprise IT as a Service (EITaaS) program, as well as other AFLCMC/HNI programs with similar missions. The goal of the Commercial Coworking Space is to support the division's mission to develop, deliver, and sustain war-winning cyber and information technology (IT) capabilities for the DAF by enhancing the way we do business through improving the coworking environment between the Government, customer and vendor interfaces. This contract will provide seamless integration opportunities between multiple HNIT EITaaS programs which will streamline and improve our processes and increase crosstalk. This includes collaboration with essential mission partners CACI and Applied Research Solutions (ARS). CACI provides expertise in contracting, operational, and administrative processes while ARS provides a workforce that is essential to the success of HNI. The Contractor shall provide a fully serviced, commercial coworking environment. This service encompasses the provision of a flexible, integrative and collaborative workspace, integrated commercial internet/utilities, conference and huddle room infrastructure, operational facility management, property management, and shared amenities. Please see DAF Contract Policy Memo 24-C-10 for a Commercial Coworking Space as a Service description. A Commercial Coworking Space (CWS) is an arrangement in which workers of different organizations share office space, allowing cost savings and convenience through the use of common infrastructures, such as equipment, utilities, and receptionist and custodial services. The expected result is a collaborative, flexible, and agile workforce, co-located within a single work environment. This space will allow efforts with similar missions to increase communication, improve program efficiency and effectiveness, help eliminate duplication of effort, and ultimately improve user experience.

The expected result from the Commercial Coworking Space service contract is to enable an agile, adaptable and leading-edge co-working environment that can deliver innovative IT to the warfighter using the latest technologies. This commercial coworking model serves as an agile, interim collaboration capability supporting the EITaaS transition to Hanscom Air Force Base. It provides immediate coworking collaboration capabilities during the transition period prior to the planned relocation into a permanent Department of the Air Force (DAF) installation facility. The flexible nature of this commercial service contract avoids long-term capital lease commitments and ensures seamless continuity of operations. Industry standards will be achieved through improved integrated product teams (IPTs), which include interdependent programs.

1.2 Scope of Work

Under this service contract, and in accordance with subsection 3.2 (Contractor-Furnished Property), subsection 3.3 (Contractor-Furnished Janitorial and Kitchen Consumables), and paragraph 4.4.1 (Government-Owned Property, Furnishings, and Equipment), the Contractor shall prepare, maintain, and support the commercial coworking space. The burden of preparing, maintaining, sustaining, and supporting the coworking space is placed on the Contractor. No DAF funds shall be used to modify the commercial facility. This effort will provide a coworking environment allowing for collaboration between mission partners to deliver Enterprise IT to the warfighter. The commercial coworking space shall be nonexclusive. All commercial coworking space regardless of classification level must capture Controlled Unclassified Information protection measures as implemented through Standard Operating Procedures.

The Contractor shall provide turn-key commercial unclassified coworking space as a service for 190+ workstations in accordance with Contract Policy Memo 24-C-10. Workspace modifications are not authorized or considered within scope.

Providing commercial coworking space as a service shall not create or be construed to create any exclusivity of use by the Government, nor be construed as a grant of any title, lease, rental, easement, lien, or possession. Providing these services creates no tenancy interest or leasehold estate.

Payment for services will be made in arrears for services rendered, in arrears. These services shall not be construed as “rent” therefore advance payments in accordance with 32.404j(a) 910 are not authorized.

1.3 Period of Performance

The initial period of performance shall be one year from date of award. In addition, the order shall include four 6-month option periods.

2. SERVICES SUMMARY

This section describes the requirements necessary to provide an effective commercial coworking space for EITaaS. The requirements are identified as outcomes and/or deliverables.

2.1 Collaboration and Integration Support Services

The Contractor shall provide a commercial coworking environment. The environment shall promote collaboration and integration (as discussed in more depth in subsection 3.1), and shall be product-focused to deliver faster business capabilities. Services provided by the Contractor will include administrative services, janitorial services, property management, IT support and maintenance services, network services, power/utility services, and hardware installation/maintenance; the Contractor shall also purchase certain software and collaboration licenses (on behalf of the Government, and with possession passing to the Government upon Contractor acquisition), and shall, in accordance with subsection 3.2, subsection 3.3, and paragraph 4.4.1 of this document, furnish certain equipment and hardware. Upon conclusion of the service contract, the government shall continue to hold and possess the aforementioned licenses until expiration.

The Government requires furnished office space, air conditioning, heat, communal printer/copier/fax, telecommunications, secured wireless internet, shared kitchens, restrooms, access to private group meeting rooms and open seating areas. Infrastructure-related and environmental duties include, but are not limited to, providing uninterrupted internet, oversight for the meeting room booking platform. The Contractor shall ensure that restrooms are restocked and maintained, that the shared kitchen and kitchen appliances are maintained, that shared kitchen supplies are restocked (including the restocking of the commercial coffee machine and beverage dispenser), that meeting rooms, open seating areas, and other elements of the coworking space are maintained, shall provide front desk staffing, and shall otherwise administer the coworking space in accordance with commercial practices and with agency-specific needs. Desired outcome: Provide a short-term, physically secure, collaborative, coworking environment with 190+ workstations and the specifications outlined in subsection 3.1. Implement business and office approaches to make personnel productive and effective. Provide recommendations as to the purchase, installation, and proper disposal of property. Use software as a service for infrastructure and property management, within the scope of the duties described elsewhere in this document. Install, support and maintain government-furnished and contractor-furnished hardware and equipment, install, support and maintain network infrastructure, install, support, and maintain government-furnished commercial conferencing equipment.

Along with this coworking space, the Contractor shall provide IT support for workstations and conference

equipment for the coworking space. These resources shall help to inform integration and management decisions through coordination throughout all EITaaS efforts. These coordination activities span the entire service lifecycle, from inception to disposal.

The Contractor shall ensure equipment and connectivity is to be free from defect and inoperability. Broken or non-functioning equipment or connections shall have a solution or repair plan presented to the Government no later than (NLT) 2 business days after equipment failure occurs.

2.2. Accessibility

The building, coworking space and areas shall be accessible to persons with disabilities in accordance with the Architectural Barriers Act. The Contractor must also comply with the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal Contractors. See 41 C.F.R. § 102-76.60.

3. CONTRACTOR-FURNISHED PROPERTY AND SERVICES

3.1 Environment Requirements

To communicate and close gaps across EITaaS lines of effort (LOEs), between EITaaS and other programs/Weapons Systems, and between the EITaaS Integrated Program Office (IPO) and its vendors, a collaborative and integrative coworking environment is required for the performance of this contract's services. The coworking environment facilitates rapid, flexible cross-talk between multi-vendor ecosystems and DAF stakeholders. The Contractor shall provide front desk staffing, technical support staffing and staff for general maintenance and upkeep of the coworking environment. The Contractor shall utilize a space suited to the effective provision of their services, a collaborative workspace that meets the following requirements:

- Approximately 30,000 square feet of office space
- Approximately 190 workstations
- 6 to 8 meeting rooms
- 6 to 8 modular or fixed, private, enclosed “office pods” or “booths,” each sufficient to accommodate one individual
- Approximately 4 small open or semi-enclosed collaborative spaces, each sufficient to accommodate up to 6 individuals
- 1 private, modular, commercial lactation pod
- Break area/dining area with 8 or more dining tables and chairs (each table capable of accommodating four individuals)
- Shared kitchen with: a kitchen sink; two standard-sized refrigerators (each with a width of approximately 36 inches); two microwave ovens; a commercial touchscreen coffee machine (of a type and dimensions sufficient to meet the demands of an office of this size); a freestanding commercial beverage dispenser that dispenses still water, sparkling water, and multiple flavored beverage/soda options (of a type and

dimensions sufficient to meet the demands of an office of this size); and kitchen counter space sufficient for the installation of one or two small kitchen appliances such as a toaster oven

- Sufficient storage space to accommodate workspace supplies and infrastructure
- Sufficient space to accommodate IT support staff and front desk staff
- The capability must support the services defined in this PWS for the following personnel ranges:
 - Full operational services: 151-175 people
 - Suitability for potential future growth: 176-200 people

3.1.1 Information Security

The Contractor shall, within the scope of the duties outlined in this document, adhere to applicable information security procedures. If the Contractor observes any actual or potential information security violations in the course of providing this support, it shall report them to the Government Security Manager within 48 hours of the incident. The Contractor shall likewise report any actual or potential access, distribution, storage, or discussion of classified information at the facility to the Government Security Manager within 48 hours of the incident. The Contractor shall comply with all measures listed within the DD-254 and Visitor Group Security Agreement (VGSA).

3.1.2 Operating Hours and Emergencies

The Contractor shall provide on-site services in support of this contract between 7:00 AM and 5:00 PM, Monday through Friday, excluding Federal holidays <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=Overview>. However, authorized personnel shall be granted 24/7 access to the collaborative environment. Overtime shall not be used unless it is justified and approved in advance by the Contracting Officer (CO). The Contractor may be required to support the effort after normal business hours if the need arises.

The Contractor shall maintain a level of preparedness to ensure an effective and efficient response to meet emergency situations. Preparedness shall include, but is not limited to, a communications plan and advising appropriate Contractor personnel regarding procedures.

3.1.3 Emergency Preparedness & Response

The Contractor shall maintain a level of preparedness to ensure an effective and efficient response to meet emergency situations. Preparedness shall include, but is not limited to, a comprehensive communications plan and advising appropriate Contractor personnel regarding emergency procedures. Emergency response shall be available twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days per year (24/7/365).

- *Initial Assessment:* In the event of an emergency, the Contractor shall perform an initial damage/trouble assessment and report the findings to the Procuring Contracting Officer (PCO) and Contracting Officer Representative (COR) within two (2) hours of the arrival of Contractor personnel at the trouble location. The initial assessment shall minimally include:
 - Nature and cause of the service-affecting emergency;
 - Estimated time to achieve restoration of service/access;
 - Requirements for additional special tools, materials, or personnel to achieve restoration of service/access.
- *Incident Documentation:* Subsequent to the restoration of service/access, if requested by the Government, but not less than one (1) calendar week following the event, the Contractor shall provide the Government with comprehensive documentation of the incident detailing: cause(s), resolution, subsequent or follow-up repair

requirements, schedule of activities, and records updates as appropriate.

○ 3.1.4 Unexpected Facility Closures & Rent Abatement:

If the commercial facility closes unexpectedly (e.g., building water main break, landlord insolvency, building-wide power failure, structural failure, or civil closure), the Contractor shall notify the PCO and COR within two to four (2–4) hours of the incident. The Government shall receive a prorated credit/reimbursement for each day the space is rendered uninhabitable or inaccessible.

3.2 Contractor-Furnished Property

The Contractor shall purchase or lease, and retain ownership of, the following: network patch cords, AV interface cables (such as HDMI and DisplayPort), cable-management raceways, standalone printers, a commercial touchscreen coffee machine, and a standalone commercial beverage dispenser. (Note that the broadband or dark fiber circuit described in paragraph 4.3.4 is not within the scope of this subsection and will be installed by the Government's contracted commercial Internet Service Provider [ISP]). The Contractor is contractually responsible for returning the space to its baseline state upon the expiration of the period of performance, the decision not to exercise a remaining option, or termination of this contract.

3.3 Contractor-Furnished Kitchen and Janitorial Consumables

The Contractor shall procure, manage, and continuously restock all consumables required to operate the shared kitchen and kitchen appliances, to include: coffee, coffee flavorings, sweeteners, food-grade CO₂ pressurized gas cylinders, water filtration replacements, paper plates, paper cups, lids, napkins, plastic utensils, and dishwashing detergents. The Contractor shall procure, manage, and continuously restock all janitorial consumables (e.g. liquid soap, cleaning supplies, and bathroom tissue). The Contractor shall retain ownership of all such kitchen and janitorial consumables.

4. PHYSICAL SECURITY, IT INFRASTRUCTURE, AND GOVERNMENT PROPERTY

4.1 Scope & Space Configuration

The Contractor shall provide a dedicated, private, fully enclosed office suite within the commercial coworking facility for the exclusive operational use of authorized Department of the Air Force (DAF) personnel.

4.1.1 Exclusivity of Space: The Contractor, its employees, representatives, or subcontractors shall not enter the dedicated suite without prior coordination, nor shall the Contractor host tours, showcase, display, or photograph the interior or contents of the dedicated Government space for marketing or promotional purposes.

4.1.2 Demising Walls & Enclosures: The dedicated office suite shall be enclosed by full-height, floor-to-ceiling perimeter walls or floor-to-ceiling heavy-gauge glazed walls equipped with opaque or frosted privacy films to prevent external visual observation of Government operations, monitors, and work surfaces.

4.1.3 Acoustic Isolation & CUI Protection: The suite shall provide sufficient sound attenuation

(minimum Sound Transmission Class [STC] rating of 40 or commercial acoustic equivalent) to ensure that normal-voice conversations, official meetings, and teleconferences cannot be casually overheard or intercepted in adjacent common hallways, adjacent suites, or public areas.

4.2 Access Control & Physical Security

4.2.2 Key Control & Master Access: Physical key access or master override codes for the dedicated suite shall be strictly controlled. Routine commercial landlord "master key" access is prohibited. The Contractor shall not rekey, clone credentials, or permit custodial or unauthorized maintenance staff entry without an authorized Government escort.

4.2.3 Facility Perimeter Security: The Contractor shall maintain commercial electronic access controls at all suite ingress/egress points twenty-four (24) hours a day, seven (7) days a week (24/7/365), and shall ensure the maintenance of such commercial electronic access controls according to the same specifications at building ingress/egress points.

4.3 Information Technology (IT) & Telecommunications

4.3.1 Contractor-Supported Collaboration Hardware: To facilitate the services provided, the Contractor shall prepare, support and maintain the technology and equipment required for a collaborative coworking environment. Except where noted in subsection 3.2, and though prepared, supported and maintained by the Contractor, all hardware and equipment listed below shall be furnished as and remain Government-owned hardware and equipment, or shall be (1) purchased by the Contractor on behalf of the Government and (2) transferred to the Government's possession upon Contractor acquisition.

- *Conferencing & Displays:* High-speed multi-point video conferencing and screen-sharing capabilities, and multiple large-format displays. Networked equipment must comply with applicable DoD policy.
- *Peripheral Hardware:* Necessary hardware (headsets, webcams, cables, etc.) sufficient to support all Government and Contractor personnel providing on-site support of this effort.
- *Maintenance & Replacement Window:* Broken or non-functioning equipment or connections shall be repaired or replaced no later than (NLT) two (2) business days (bd) after equipment failure occurs.
- *Switching & Mounting:* Adequate Power-Over-Ethernet (POE) network switches with sufficient capacity to support full operational capacity, all peripheral devices, and scalability buffers. The Contractor shall ensure network redundancy/automatic fail-over and shall provide and maintain all wall-mounts required to support all equipment associated with this contract.

4.3.2 Software & Collaboration Licenses: The Contractor shall provide enterprise video conference licenses as a collaborative tool. The Contractor shall provide, upgrade, maintain, and purchase additional licenses for program personnel and conference rooms as necessary. These licenses, though provided, upgraded, maintained, and purchased by the Contractor, shall be (1) purchased on behalf of the Government and (2) transferred to the Government's possession upon Contractor acquisition.

4.3.3 Network Services & Commercial Wi-Fi: In order to facilitate the services provided, the Contractor shall ensure baseline communication capabilities through dedicated scalable network bandwidth (no less than 1 Gbps symmetric upload and download), commercial wireless network connection, power, and security suitable for program management and engineering environments to support the full capacity.

4.3.4 Network Independence & Commercial Drop: The Government shall not be required or compelled to utilize the Contractor's shared tenant Wi-Fi network, shared routing hardware, or standard public subnet. The Contractor shall grant immediate, unobstructed access and right-of-way to the building's Point of Presence (PoP), Minimum Point of Entry (MPoE), telecommunications risers, and pathways to allow the Government's contracted commercial Internet Service Provider (ISP) to terminate a discrete, dedicated broadband or dark fiber circuit directly inside the Government's dedicated suite.

4.3.5 Server & IT Equipment Enclosures: The Contractor shall permit the installation of a lockable, ventilated, Government-owned IT equipment rack or wall-mounted communications cabinet within the dedicated space.

4.3.6 Electrical Power & Utilities: The Contractor shall ensure that dedicated branch electrical circuits (minimum 110V/20A dedicated, non-shared circuits) are provisioned to the IT rack and workstation clusters to support the Government's computing, monitor, and switching equipment footprint without tripping circuit breakers or overloading suite capacity.

4.4 Government-Owned Property, Furnishings, and Equipment (GOGO)

4.4.1 Government-Owned Property, Furnishings, and Equipment: Except where noted in subsections 3.2 and 3.3, and paragraph 4.3.4, and except where such property, furnishings, and equipment are part of the baseline state of the space and will remain in the space subsequent to the Government's departure from it, all property, furnishings, and equipment shall be furnished as and remain Government-owned, or shall be (1) purchased by the Contractor on behalf of the Government and (2) transferred to the Government's possession upon Contractor acquisition.

4.4.2 Contractor Liability Disclaimer: The Contractor shall not be held liable for the maintenance, repair, depreciation, loss, or replacement of Government-owned equipment, property, or furnishings, except where damage is caused by the Contractor's gross negligence, willful misconduct, or structural facility failures (e.g., roof leaks, pipe bursts, commercial HVAC water drainage).

4.4.3 Property Retention and Post-Term Removal Period: Upon expiration, termination, or non-renewal of the service contract, and except where noted in subsection 3.2, subsection 3.3, and paragraphs 4.3.4 and 4.4.1 of this document, the Government retains absolute and sole ownership of all property, equipment, and furnishings. The Government shall be granted up to thirty (30) calendar days following the effective date of agreement termination to remove all Government-owned property from the premises without incurring penalty fees, storage assessments, holdover rents, or claims of property abandonment.

4.5 Loss of Property, Equipment, and Incident Reporting

4.5.1 Discovery and Immediate Notification: Any actual or suspected losses shall be reported immediately to the COR after the discovery of lost, damaged, or destroyed property and/or equipment.

4.5.2 Formal Investigation and Written Report: The Contractor shall investigate and submit a formal report of shortage, loss, damage, or destruction of property and/or equipment to the PCO/COR within two (2) working days after discovery. The report shall detail:

- Specific property affected, including National Stock Number (NSN), serial numbers, or other identifying nomenclature;
- Circumstances surrounding the loss, damage, or destruction;
- Estimated cost of rectifying the problem;
- Expected impact on the provision of Contractor services.

4.5.3 Removal Restrictions & DFARS Compliance: The Contractor shall not remove Government-Furnished Equipment (GFE) or Government-Furnished Property (GFP) from the installation or supported areas without prior written approval from the PCO/COR. The Contractor shall comply with DFARS 252.245-7002, "Reporting Loss of Government Property."

4.5.4 Hardware

To facilitate the services provided, the Contractor shall prepare, support and maintain the technology and equipment required for a collaborative coworking environment. Providing high-speed multi-point video conferencing and screen sharing capabilities, multiple large-format displays. Networked equipment must comply with applicable DoD policy. Broken or non-functioning equipment or connections shall be fixed/replaced no later than (NLT) 2 business days (bd) after equipment failure occurs. The Contractor shall provide and maintain adequate Power-Over-Ethernet (POE) network switches with sufficient capacity to support the full operational capacity, all peripheral devices, and scalability buffer. In addition, the Contractor shall ensure network redundancy/automatic fail-over and shall prepare, support and maintain all wall mounts required to support all equipment associated with this contract. For ownership of the aforementioned hardware and equipment, refer to subsection 3.2, and paragraphs 4.3.4 and 4.4.1, of this document.

4.5.5 Software and Network Services

In order to facilitate the services provided, the Contractor shall ensure communication capabilities through dedicated scalable network bandwidth (no less than 1 Gbps for upload and download), commercial wireless network connection, power, security, suitable for program management and an engineering environment to support the full capacity.

The Contractor shall provide enterprise video conference licenses as a collaborative tool. The Contractor shall provide, upgrade, maintain, and purchase additional licenses for program personnel and conference rooms as necessary. These licenses, though provided, upgraded, maintained, and purchased by the Contractor, shall be (1) purchased on behalf of the Government and (2) transferred to the Government's possession upon Contractor acquisition. Network switches and ancillary equipment shall be housed within an access-controlled, environmentally- controlled, dedicated telecommunications closet that is capable of supporting all firewall, switch, and/or any other equipment associated with internet service.

4.5.6 Physical Security

The Contractor shall work with the Government Security Manager to establish and maintain effective key card access to their facility and implement methods of making sure all key cards issued are not used by unauthorized persons. When required, the Contractor shall ensure timely issuance of visitor cards as requested.

The Contractor shall ensure access card readers function properly with little or no denied or inappropriate access.

The Contractor shall assist the Government Security Manager with security measures and visitor access. The front desk shall be occupied between the hours of 7:00 am to 5:00 PM. Contractor Security personnel shall provide the following support:

- Safeguarding all property provided for the Government and Contractor
- Ensuring that all equipment in the workspace is secured each night
- Reporting all thefts, vandalism, or destruction of property and/or equipment immediately to the Government
- Assist Government Security Manager to ensure security measures are in place

The facility shall be used for unclassified work. The Government will maintain visual and operational security within its leased/licensed footprint in accordance with Air Force OPSEC policies.

4.5.7 Electronic Equipment and Software

Where the Contractor, in accordance with subsection 3.2 and paragraphs 4.3.4 and 4.4.1 of this document, purchases electronic equipment and software, it shall purchase all electronic equipment and software from the OEM or an Authorized Distributor. The Contractor shall not lease or substitute products. If the product is not available from either source, the Contractor shall obtain written permission from the PCO to purchase from another identified source. The Contractor shall require their subcontractors and suppliers to purchase from the OEM or Authorized Distributor unless the Contractor obtains written permission from the PCO to purchase from another identified source. The Contractor shall not use refurbished items to support project requirements or sustainment activities. All electronic equipment must be on the appropriate DoD or DAF APL. The Contractor shall require that the OEM vendor fill out the transfer of ownership information within the Product Support Form (PSF) in an editable format. The Contractor shall require the OEM vendor to add their OEM name in the letterhead and the associated template.

Standard Repairs: The Contractor shall repair or replace non-functioning facility equipment within two (2) business days of notification by the Government.

Commercial Standards: Replacement parts, equipment, and software shall be sourced, installed, and maintained by the Contractor at their own expense in accordance with standard commercial practices.

5. GOVERNMENT FURNISHED EQUIPMENT (GFE), PROPERTY (GFP), AND SERVICES

5.1 Equipment

Identified GFE/GFP

The Government shall list all GFP provided under this contract in a GFP Attachment that will be attached to the contract and updated via contract modification as needed. The Contractor shall execute Receipt of Property documents for all GFE and maintain all applicable records for the GFE/GFP. In all circumstances where GFP/GFE is provided directly, the Contractor shall comply

with Revolutionary FAR Overhaul (RFO) Clause 52.245-1. The GFE shall not be used for any purpose other than fulfilling the requirements of this contract.

5.1.1 Delivery of GFE/GFP

The Contractor shall coordinate the request for and the delivery of all GFE/GFP through the Government. The Government will determine the most cost-effective method of all shipments for GFE/GFP using a Department of Defense (DD) Form 1149 or equivalent documentation evidencing all items transferred or on temporary loan.

5.1.2 Inventory of GFE/GFP

The Government reserves the right to conduct a physical inventory of all GFE/GFP annually as well as thirty (30) working days prior to the end of the contract. A complete and detailed inventory shall be accomplished and delivered by the Contractor to account for all Government Furnished Equipment. This report shall be delivered utilizing the Asset Management Form template, provided as GFI. This process shall be completed in accordance with RFO 52.245-1. The Contractor shall submit the report in structured order so that the spreadsheet can be sorted and/or filtered. The GFP Report, delivered as an Asset Management Form, cannot be scanned or faxed. Information provided must be extractable. All custody exchanges shall be approved by the PM and documented in accordance with the terms of the contract.

5.1.3 GFE/GFP Replacements

The Government will approve the replacement of GFE/GFP due to normal wear and tear, as determined by the Government, if required. A joint assessment will be conducted by the Contractor and the Government to determine normal wear and tear. Repairs exceeding normal wear and tear will be the responsibility of the Contractor (e.g., damages to GFE/GFP due to negligence, lack of maintenance, or improper usage).

5.1.4 GFE/GFP Disposition Instructions

The Contractor shall, at the end of the contract follow disposition instructions provided by the Government and subsequently delivered to or otherwise made available to the Contractor for use under the contract.

5.1.5 Contractor-Acquired Property (CAP)

Definition and Applicability. This contract shall include Contractor-Acquired Property (CAP), procured by the Contractor using contract funds, and to which title shall vest in the Government. As specified elsewhere in this document, and subject to any exceptions specified elsewhere in this document, this includes, but is not limited to, replacement or supplemental furniture, fixtures, network equipment, audiovisual equipment, and other tangible personal property acquired by the Contractor in performance of this contract, other than consumable items excluded under the below paragraph entitled "Consumables Exclusion."

Title. As specified elsewhere in this document, and subject to any exceptions specified elsewhere in this document, property acquired by the Contractor under this contract shall constitute CAP, and title to CAP shall vest in the Government upon the Contractor's acquisition of the item (See RFO 52.245-1(e)(2): "Title vests in the Government for all property acquired or fabricated by the Contractor in accordance with the financing provisions or other specific requirements for passage of title in the contract. . . .") CAP shall be incorporated into the Government Furnished

Property (GFP) inventory in accordance with the following paragraph.

Documentation and Timing. The Contractor shall record each CAP acquisition in the Contractor's asset management system — including item description, acquisition cost, acquisition date, and asset tag number — at the time of acquisition/receipt. A DD Form 1149 is not required for CAP acquisitions, as no Government-to-Contractor transfer occurs; the contemporaneous asset management system record, together with supporting purchase and receiving documentation, satisfies the "equivalent documentation" standard.

Consumables Exclusion. Consumable, expendable, or low-value supply items (e.g., office supplies, cabling, trash can liners, and other items individually valued under \$[10 __]), or consumable items described in subsection 3.3 of this document, are not subject to CAP tracking under this contract.

Reconciliation. CAP items shall be reconciled against the official Government GFP list as part of the required annual inventory, and incorporated into the GFP list by contract modification at a frequency of no less than annually.

Routine replacement of low-value GFP/CAP items due to normal wear and tear (e.g., furniture, minor fixtures) may be accomplished by the Contractor without prior Government approval, provided the replacement is documented per the paragraph above entitled “Documentation and Timing” and reconciled per the paragraph entitled “Reconciliation.” Government approval remains required for replacement of major end items or systems, defined as items with a unit value exceeding \$[10 __], or as otherwise specifically designated by the Government.

6. GENERAL REQUIREMENTS

6.1 Program Management

The Contractor shall coordinate all activity required to execute this contract and manage the timeliness, completeness, and quality of problem identification and resolution. Contractor employees shall identify themselves as Contractor personnel by introducing themselves as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in video-teleconferencing, telephone conversations and in formal and informal written correspondence. An active security clearance is required immediately and all personnel that will need to access the Non-Secure Internet Protocol Router Network (NIPRNet) will require a Common Access Card (CAC), to be coordinated through the IPO.

6.1.1 Kick-Off Meeting

Within three (3) business days of contract award, the Contractor shall participate in a kick-off meeting, which will be scheduled by the Government. The Contractor shall introduce team members and staff and shall present and discuss administrative operations pertinent to performing contract tasks and a general overview of the overall approach to execute this contract. The Contractor shall provide an agenda and minutes for the kick-off meeting.

6.2 Performance Objectives/Service Delivery Summary/Quality Assurance Surveillance Plan

Methods used to assess performance and resolve issues or unacceptable performance are specified in the Quality Assurance Surveillance Plan (QASP) in Table 1 below.

TABLE 1

SDS	PERFORMANCE OBJECTIVE	PWS PARA.	PERFORMANCE THRESHOLD	SURVEILLANCE METHOD	FREQUENCY
3	The Contractor shall ensure equipment will be free from defect, inoperability, or inability to operate and manage the coworking environment. Cover maintenance, HVAC, lighting, plumbing etc. Broken or non-functioning equipment has a solution identified NLT 2 business days.	3.1	NLT two (2) bd – Satisfactory Greater than two (2) bd – Unsatisfactory	COR/Product Manager continuous surveillance	Each Occurrence
6	The Contractor shall maintain no less than 45 Mbps upload and download speed.	3.1.5	Above 98% – Satisfactory Below 98% – Unsatisfactory	COR/Product Manager continuous surveillance	Continuous
7	The Contractor shall ensure timely issuance of visitor cards as requested. Access cards made available within one (1) business day	3.1.6	NLT (1) bd – Satisfactory Greater than 1 bd – Unsatisfactory	COR/Product Manager continuous surveillance	Each Occurrence
8	The Contractor shall ensure access card readers function properly with little or no denied or inappropriate access. Contractor shall ensure Entry Access List is accurate and up to date.	3.1.6	Within one (1) bd of access issue notification- Satisfactory Greater than one (1) bd of access issue notification – Unsatisfactory	COR/Product Manager per occurrence	Continuous
9	Report all thefts, vandalism, or destruction of property and/or equipment immediately	3.1.6, 3.1.7	Within one (1) bd – Satisfactory Greater than one (1) bd – Unsatisfactory	COR/Product Manager continuous surveillance	Each Occurrence

