AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ▶ RATING

2. CONTRACT (Proc. Inst. Ident.) NO.
P14PC00112

3. EFFECTIVE DATE
See Block 20C

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.
0040126084

5. ISSUED BY CODE PHF

NPS, HFC - Acquisition Management
67 Mather Place
IDC Building
Harpers Ferry WV 25425

6. ADMINISTERED BY (If other than Item 5) CODE PHF

DOI, NPS, HFC - Acquisition Managem
67 Mather Place
IDC Building
Harpers Ferry WV 25425

7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code)

DESIGN & INTEGRATION, INC.
Attn: ATTN GOVERNMENT POC
1001 RECTORY LN
BALTIMORE MD 21211-2728

CODE 0070272931 FACILITY CODE

8. DELIVERY
☐ FOB ORIGIN ☒ OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ▶ ITEM

11. SHIP TO/MARK FOR CODE 0009060815

NPS, Harpers Ferry Center
67 Mather Place
Harpers Ferry WV 25425

12. PAYMENT WILL BE MADE BY CODE IPP INV

Invoice Processing Platform System
US Department of Treasury
http://www.ipp.gov

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
☐ 10 U.S.C. 2304 (c) ( ) ☐ 41 U.S.C. 253 (c) ( )

14. ACCOUNTING AND APPROPRIATION DATA
01

15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Continued				

15G. TOTAL AMOUNT OF CONTRACT ▶ $0.00

16. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES	
X	A	SOLICITATION/CONTRACT FORM	A-1	X	I	CONTRACT CLAUSES	I-1/7
X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	B-1/2			PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
X	C	DESCRIPTION/SPECS./WORK STATEMENT	C-1/4	X	J	LIST OF ATTACHMENTS	J-1
X	D	PACKAGING AND MARKING	D-1/2			PART IV - REPRESENTATIONS AND INSTRUCTIONS	
X	E	INSPECTION AND ACCEPTANCE	E-1	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	K-1/25
X	F	DELIVERIES OR PERFORMANCE	F-1/2				
X	G	CONTRACT ADMINISTRATION DATA	G-1/14		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	H	SPECIAL CONTRACT REQUIREMENTS	H-1/2		M	EVALUATION FACTORS FOR AWARD	

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☐ CONTRACTOR'S NEGOTIATED AGREEMENT (*Contractor is required to sign this document and return* _____ *copies to issuing office.*) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (*Attachments are listed herein.*)

18. ☒ AWARD (*Contractor is not required to sign this document.*) Your offer on Solicitation Number **P14PS00001** including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (*Type or print*)

20A. NAME OF CONTRACTING OFFICER
KIMBERLY STRITE

19B. NAME OF CONTRACTOR

BY _____
(*Signature of person authorized to sign*)

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA
BY Kimberly Strite
(*Signature of the Contracting Officer*)

20C. DATE SIGNED
04/07/2014

NAME OF OFFEROR OR CONTRACTOR
DESIGN & INTEGRATION, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Suggested COR: MSTANLEY Delivery: 04/06/2015 Delivery Location Code: 0009060815 NPS, Harpers Ferry Center 67 Mather Place Harpers Ferry WV 25425 US Account Assignment: P G/L Account: 6100.9SAF0 Business Area: P000 Commitment Item: 9SAF00 Cost Center: PPWOHAFCB0 Functional Area: PMO00HF05.D00000 Fund: 14XP103905 Fund Center: PPWOHAFCB0 Project/WBS: PX.XHAFCB14A.00.1 PR Acct Assign Line: 01 FOB: Destination Period of Performance: 04/07/2014 to 04/06/2015 CONTRACT NUMBER P14PC00112 DESIGN-BUILD AUDIOVISUAL PRESENTATION SYSTEMS				
00010	The contractor shall provide all supplies including labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract) necessary to provide the government with design-build audiovisual presentation systems. Minimum and Maximum Amounts: Year 1 - $2,000 - $750,000 Option Year 2 - $2,000 - $750,000 Option Year 3 - $2,000 - $750,000 Option Year 4 - $2,000 - $750,000 Option Year 5 - $2,000 - $750,000 IT Approval Num: N Accounting Info: 01 Account Assignment: P G/L Account: 6100.9SAF0 Business Area: P000 Commitment Item: 9SAF00 Cost Center: PPWOHAFCB0 Functional Area: PMO00HF05.D00000 Fund: 14XP103905 Fund Center: PPWOHAFCB0 Project/WBS: PX.XHAFCB14A.00.1 PR Acct Assign Line: 01 $0.00 (Subject to Availability of Funds) The total amount of award: $3,750,000.00. The obligation for this award is shown in box 15G.				0.00

SECTION B
SUPPLIES OR SERVICES AND PRICES/COSTS

1. **AUDIOVISUAL PRESENTATION SYSTEMS AND EQUIPMENT**

The contractor shall provide all services including labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract), necessary to provide the government with the development, planning, design, installation and maintenance of audiovisual presentation systems and related ancillary fabrication and equipment.

2. **FIXED-PRICED INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT**

The following fixed rates shall apply for pricing and billing task orders placed under this contract:

A. **AUDIOVISUAL PRESENTATION SYSTEMS – HOURLY RATES**

	DESCRIPTION	YEAR 1	OPTION YEAR 2	OPTION YEAR 3	OPTION YEAR 4	OPTION YEAR 5
(1)	Project Manager	**$90.00**	**$90.00**	**$93.00**	**$96.00**	**$99.00**
(2)	Systems Designer	**$90.00**	**$90.00**	**$93.00**	**$96.00**	**$99.00**
(3)	Programmer	**$90.00**	**$90.00**	**$93.00**	**$96.00**	**$99.00**
(4)	Draftsman	**$90.00**	**$90.00**	**$93.00**	**$96.00**	**$99.00**
(5)	Lead/Chief Installation Technician	**$76.00**	**$76.00**	**$78.00**	**$80.00**	**$82.00**
(6)	Installation Technician	**$52.00**	**$52.00**	**$54.00**	**$56.00**	**$58.00**
(7)	Shop Foreman	**$52.00**	**$52.00**	**$54.00**	**$56.00**	**$58.00**
(8)	Shop Fabricator	**$52.00**	**$52.00**	**$54.00**	**$56.00**	**$58.00**
(9)	Audio Description Voice Talent	**$87.00**	**$90.00**	**$93.00**	**$96.00**	**$99.00**
(10)	Audio Description Writer	**$103.00**	**$107.00**	**$111.00**	**$115.00**	**$119.00**
(11)	Audio Description Technician	**$135.00**	**$140.00**	**$145.00**	**$150.00**	**$156.00**
(12)	Duplication Technician	**$83.00**	**$86.00**	**$89.00**	**$92.00**	**$95.00**
(13)	Captioner	**$108.00**	**$112.00**	**$116.00**	**$120.00**	**$124.00**

B. **TRAVEL RATE**

The rate for actual time in travel shall be one-half of the loaded negotiated hourly rates set forth in each task order.

3. **MINIMUM AND MAXIMUM AMOUNTS**

A. During the period specified in the "Ordering" clause, the contractor will be guaranteed a minimum workload of $2,000 and a maximum workload limit of $750,000 during one year from the effective date of this contract.

B. At the option of the government, this contract may be extended for an additional one-year term. If this option is exercised, the government will guarantee a minimum workload of $2,000 in the second year. The total guaranteed minimum ***cumulative*** workload will be $4,000 and the maximum ***cumulative*** workload will then become $1,500,000 for the total two-year contract period.

C. At the option of the government, this contract may be extended for an additional one-year term. If this option is exercised, the government will guarantee a minimum workload of $2,000 in the third year. The total guaranteed minimum ***cumulative*** workload will be $6,000 and the maximum ***cumulative*** workload will then become $2,250,000 for the total three-year contract period.

D. At the option of the government, this contract may be extended for an additional one-year term. If this option is exercised, the government will guarantee a minimum workload of $2,000 in the fourth year. The total guaranteed minimum ***cumulative*** workload will be $8,000 and the maximum ***cumulative*** workload will then become $3,000,000 for the total four-year contract period.

E. At the option of the government, this contract may be extended for an additional one-year term. If this option is exercised, the government will guarantee a minimum workload of $2,000 in the fifth year. The total guaranteed minimum ***cumulative*** workload will be $10,000 and the maximum ***cumulative*** workload will then become $3,750,000 for the total five-year contract period.

F. During the duration of the contract if the minimum workload is not met, in any year, the contractor agrees to carry over that amount to the following year.

G. If a contractor declines to propose or declines work offered by the National Park Service at any time during the contract period, the estimated amount of the project will be subtracted against the minimum guaranteed workload limit in this contract.

SECTION C
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

1. BACKGROUND

The mission of the U.S. Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities. The Harpers Ferry Center, a unit of the National Park Service located in Harpers Ferry, West Virginia, provides audiovisual planning, production, and equipment installation and maintenance services to all units of the National Park Service. These services may also be provided to other Bureaus of the Department and other Agencies of the Government. Learn more about the Harpers Ferry Center at www.hfc.nps.gov. Visitors at natural and historic sites, in visitor centers, historic structures, battlefields, and park areas enjoy indoor and outdoor exhibits, films, publications, and videos.

The National Park Service and Harpers Ferry Center are committed to providing interpretive media that is accessible to all potential users. Federal agencies must give disabled employees and members of the public access to information that is comparable to the access available to others without disabilities. Media shall be planned, designed, produced, installed, and maintained in a manner consistent with the Rehabilitation Act of 1973, as amended (includes Sections 504 and 508).

These contracts shall provide assistance in rehabilitating or replacing old and outdated audiovisual systems or shall provide the planning, design, installation, and maintenance of new audiovisual systems for areas with no such facilities. The work involves travel to meet with the government personnel, inspect sites, assess existing rehabilitation plans and/or scope of new work, provide measurements, and fabricate and install audiovisual systems. In some instances the contractor shall be required to provide limited audiovisual production services including captioning, audio description, media encoding, inter-format media transfers, and media duplication/replication. There may also be occasions where ancillary fabrication to facilitate the work shall be required.

For the purpose of this contract, “audiovisual system” is defined as including, but not limited to, any one of the following or combination thereof: audio and video playback equipment, recording equipment, processors, switchers, distribution amplifiers, video projectors, projection screens, video displays, audio mixers, audio amplifiers, microphones, loudspeakers, equipment controllers, control panels, touch screens, electronic cables, message displays, event timers, and assistive listening systems.

These contracts are designed to respond to a need to establish nationwide support services for government audiovisual presentations. Projects range in scope from small to major audiovisual installations. Target ranges for a production budget may be included in individual task orders and will vary depending on the complexity of each individual project.

Venues in which audiovisual systems and equipment are located include visitor centers; contact stations; and historic buildings such as homes, public buildings, forts, industrial buildings, and architectural monuments or memorials.

2. PURPOSE

The purpose of this contract shall be to provide for the development, planning, design, installation and maintenance of audiovisual presentation systems and related ancillary fabrication, and equipment.

3. SCOPE OF WORK

Independently, and not as an agent of the government, the contractor shall provide the government with all labor, materials, equipment, facilities, and travel (except as otherwise specified in this contract), necessary to provide the development, planning, design, and installation for audiovisual presentation systems and related ancillary fabrication equipment. The scope of services includes both interior and exterior locations.

All work shall be completed in accordance with Attachment A, National Park Service Standard Specifications for Audiovisual Presentation Systems and Equipment, dated December 2013.

WORK INCLUDES:

A. **Project Management:** Scheduling, coordinating, overseeing, and managing the work produced and installed.

B. **Audiovisual Planning and Design**: Providing the development, planning, design, and installation of audiovisual presentation systems and related equipment.

C. **Submittals and Reviews:** Providing all submittals and reviews in accordance with contract and individual task order requirements.

D. **Audiovisual Equipment:** Providing equipment selections based on the long-term requirements of the presentation program. The systems shall be easy to operate with minimal training and designed for long life and minimal maintenance.

E. **Ancillary Fabrication:** Providing design, work plan, specifications and installation as necessary for electric service upgrades, equipment wiring, acoustic treatment, ceilings, walls, partitions, performance stages, and seating. In addition, work required to optimize space for use in diverse media playback for small groups, video teleconferencing, and for general meetings may require several acoustic and lighting target goals be met.

F. **Installation:** Providing planning, installation and maintenance of audiovisual systems and hardware.

G. **Accessibility:** Performing all work under this contract in accordance with the Programmatic Accessibility Guidelines for National Park Service Interpretive Media dated February 2012. Learn more about accessibility at www.nps.gov/hfc/accessibility/index.htm.

H. **Media Production:** Providing limited audiovisual production services and inter-format media transfers. These services will typically be limited to captioning, audio describing, encoding, transferring, replicating and/or duplicating government-furnished property audiovisual programs.

I. **Closeout Package:** Preparing and organizing all audiovisual production material for submittal to the Contracting Officer's Representative and closeout of the project.

SPECIFIC REQUIREMENTS:

Unless specified otherwise in individual task orders, the contractor shall provide the following:

A. All new materials, equipment, labor, and services necessary to complete the supply, delivery, fabrication, assembly, installation, commissioning, set-up, adjustment, and alignment of audiovisual presentation systems.

B. All incidental or related products or materials necessary to ensure a complete and operating system, including, but not limited to, interface equipment, level matching equipment, and isolation equipment.

C. Provision of personnel, access equipment, and test equipment for acceptance testing.

D. Provision of maintenance and operations training and manuals.

E. All installation hardware or materials necessary to complete the work, including, but not limited to, mounting brackets, cabling, connectors, equipment racks and enclosures, AC plug strips (power bars), wire ties, and marking devices.

F. Supply, delivery, and installation of seismic restraints in accordance with local building codes and regulations.

G. Travel, lodging, and per diem expenses.

H. Programming.

I. Identify if any existing government-furnished property shall be used. If so, identify the timeframe for when this property is required.

J. Any demolition work and building modifications identified in individual task orders to be performed by the contractor including any removal of existing equipment and cables.

K. Provide a separate list without pricing of all building modifications to be done by others required for completion of the new system.

L. Content production and/or encoding.

4. TASK ORDER ASSIGNMENTS

All work performed under this contract will be directed by the government through the issuance of individual task orders in accordance with the procedures outlined in Section G. In no event will the government be responsible for any work performed by the contractor that is not undertaken pursuant to a duly executed task order signed by the Contracting Officer. The government will furnish, as appropriate, required data, materials, and access to project information necessary to perform the planning and production of work as required.

5. OWNERSHIP OF PRODUCTS

All original copies of drawings produced under this contract are the property of the National Park Service. The contractor shall not substitute diazo reproducibles for original drawings. If AutoCAD drawings are produced, all original and back-up disks used in the development and production of drawings are the property of the National Park Service. The National Park Service's use of the materials contained on the disks shall not be restricted in any manner.

SECTION D
PACKAGING AND MARKING

1. **PACKAGING**

Preservation, packaging, and packing for all shipments or mailings of all required submittals shall be in accordance with good commercial practices. This shall include adequate packaging and marking to prevent deterioration and damage during shipment, handling, and storage and be adequate to ensure acceptance by common carrier and safe transportation at the most economical rates.

The contractor shall avoid elaborate or excessive packaging. To the maximum extent practicable, the contractor shall use recycled content packaging and packing materials and avoid use of non-recyclable packaging and packing materials. For guidance on percentages of post-consumer recycled content and sources of supply, see the United States Environmental Protection Agency's Comprehensive Procurement Guidelines at: http://www.epa.gov/cpg/products/paperbrd.htm

2. **PACKING SLIPS, STATEMENT OF WARRANTY, DRAWINGS AND INSTRUCTIONS**

A. Packing slips, in duplicate, shall be included with each shipment and shall contain the following information:

(1) Site name and/or region and shipping address;
(2) Contract Number; and
(3) Item code, description, quantity ordered, quantity shipped, unit price, extended price for each separate type of item shipped, and total order price.

A separate receipt shall also be included for the COR to sign and return to the contractor.

B. Copies of all packing slips and signed receipts shall be retained by the contractor for the duration of the contract and shall be available to the government for examination.

C. The contractor shall include with each delivered order, either included on the packing slip or as a separate notice, a statement of warranty of or for the delivered goods.

D. Included with the package, a drawing and written instructions explaining any required assembly, installation, or maintenance.

E. Items shall be packaged in a manner that minimizes the cost of packaging and shipment while maximizing the convenience of the recipient. However, care shall be taken to see that all components arrive simultaneously and that the packages are marked to ensure that the recipient readily understands where each of the related components may be found.

3. **DELIVERABLES**

All deliverables shall be shipped F.O.B. Destination, within Consignee's premises, with all shipping and transportation costs prepaid. Deliverables shall be shipped by either registered or certified mail or delivery service to ensure that shipments can be traced, if lost.

The F.O.B. Point for deliverables will be identified in individual task orders.

SECTION E
INSPECTION AND ACCEPTANCE

1. **CLAUSES INCORPORATED BY REFERENCE**
(FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://www.acquisition.gov/far

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-2	AUG 1996	INSPECTION OF SUPPLIES – FIXED - PRICE
52.246-4	AUG 1996	INSPECTION OF SERVICES -- FIXED-PRICE
52.246-16	APR 1984	RESPONSIBILITY FOR SUPPLIES

2. **INSPECTION AND ACCEPTANCE**

All services and work performed under this contract will be subject to inspection and acceptance by the designated Contracting Officer's Representative (COR) at any time during performance. If the COR determines that services, work or materials being furnished do not meet the required standards, the government reserves the right to have the work performed elsewhere, charging this contractor with costs involved, subject to the provisions of FAR 52.249-8, Default (Fixed-Price Supply or Service).

The contractor agrees that performance of work and services pursuant to the requirements of this contract shall conform to high professional standards.

SECTION F
DELIVERIES OR PERFORMANCE

1. **CLAUSES INCORPORATED BY REFERENCE**
(FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://www.acquisition.gov/far

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER
52.242-17	APR 1984	GOVERNMENT DELAY OF WORK
52.247-35	APR 1984	F.O.B. DESTINATION WITHIN CONSIGNEE'S PREMISES

2. **TIME FOR COMPLETION AND OPTION TO EXTEND THE CONTRACT TERM**

A. This Indefinite Delivery Indefinite Quantity (IDIQ) contract will be for one year from the contract effective date. Task orders may be placed against the IDIQ contract at any time during the one year period even though the delivery under a particular Task Order may extend beyond the completion date of the IDIQ contract.

B. At the option of the government, this contract may be extended for four separate 12-month periods, by the Contracting Officer given written notice of extension to the contractor prior to the expiration date of this contract. The parties agree that upon issuance of a modification exercising each option year, the following changes will be made to the contract.

(1) The scope of work will remain unchanged.

(2) The time for completion specified in Paragraph A above will be extended by 12 months.

(3) The rates for services will be increased in accordance with the rates set forth in Section B, Supplies or Services and Prices/Costs.

(4) The guaranteed minimum will be increased as set forth in Section B.

C. The total duration of this contract, including the exercise of the option under this clause, will not exceed five years.

3. **REVIEW AND APPROVAL**

Review and approval under this contract will occur after each deliverable identified in the task order. The COR will notify the contractor, in writing, of approval or rejection of the work.

The number of days required for review and approval will be identified in each task order. In the event the government delays comments beyond the period specified, the contractor will be entitled to a day-to-day extension in the completion date.

SECTION G
CONTRACT ADMINISTRATION DATA

1. **AUTHORITIES AND DELEGATIONS**
(DIAR 1452.201-70) (SEP 2011)

A. The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.

B. The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.

C. The COR is not authorized to perform, formally or informally, any of the following actions:

(1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
(2) Waive or agree to modification of the delivery schedule;
(3) Make any final decision on any contract matter subject to the Disputes Clause;
(4) Terminate, for any reason, the Contractor's right to proceed; and
(5) Obligate in any way, the payment of money by the Government.

D. The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority.

E. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within three days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in Paragraph C prior to receipt of the Contracting Officer's response issued under Paragraph E of this clause.

F. The Contracting Officer shall respond in writing within 30 days to any notice made under Paragraph D of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

G. The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.

H. Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of Clause)

2. **CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (SEP 2010)**

A. FAR 42.1502 directs all Federal agencies to collect past performance information on contracts. The Department of the Interior (DOI) has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted in order to record your contract performance as required by FAR 42.15.

B. The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.

C. We request that you furnish the Contracting Officer with the name, position title, phone number, and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract no later than **30 days after award.** Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the Assessing Official. The report information must be protected as source selection sensitive information not releasable to the public.

D. When your Contractor Representative(s) (Past Performance Points of Contact) are registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at http://www.cpars.csd.disa.mil/. The CPARS User Manual, registration for On Line Training for Contractor Representatives, and a practice application may be found at this site.

Within 60 days after the end of a performance period, the Contracting Officer will complete an interim or final past performance evaluation, and the report will be accessible at http://www.cpars.csd.disa.mil/. Contractor Representatives may then provide comments in response to the evaluation, or return the evaluation without comment. Comments are limited to the space provided in Block 22. Your comments should focus on objective facts in the Assessing Official's narrative and should provide your views on the causes and ramifications of the assessed performance. In addition to the ratings and supporting narratives, blocks 1 – 17 should be reviewed for accuracy, as these include key fields that will be used by the Government to identify your firm in future source selection actions. If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating "No comment" in Block 22, and then signing and dating Block 23 of the form. Without a statement in Block 22, you will be unable to sign and submit the evaluation back to the Government.

If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment." Your response is due within 30 calendar days after receipt of the CPAR.

E. The following guidelines apply concerning your use of the past performance evaluation:

(1) Protect the evaluation as "source selection information." After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason you are unable to view and/or submit the form through CPARS, contact the Contracting Officer for instructions.

(2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.

(3) Prohibit the use of or reference to evaluation data for advertising, promotional material, preaward surveys, responsibility determinations, production readiness reviews, or other similar purposes.

F. If you wish to discuss a past performance evaluation, you should request a meeting in writing to the Contracting Officer no later than seven days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 30-day review period.

G. A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been finalized.

3. GENERAL PROCEDURES FOR ORDERING, SELECTION AND ISSUANCE OF TASK ORDERS

Performance of this contract will be subject to the following ordering and selection procedures, in accordance with FAR 16.505. In the event of conflict between a task order and the contract, the contract shall control.

A. SELECTION

The government intends to consider for award all like contractors that received an award under Solicitation Number P14PS00001, considering any or all of the following factors:

(1) Comparable strengths of contractors;
(2) Level of creativity and skill;
(3) Style and specialized services;
(4) Availability of personnel;
(5) Past performance on earlier tasks;
(6) Level of quality and timeliness of deliverables;
(7) Continuity and/or continuation of a previous project; and
(8) Price.

B. PROCEDURE FOR REQUESTING AND RECEIVING TECHNICAL AND/OR COST PROPOSALS

To the extent possible, informal methods and streamlined electronic procedures will be used for obtaining proposals. The request will designate (a) the task to be performed; (b) the time for completion or target date; (c) any other requirements specific or unique to the project; and (d) the e-mail address or addresses where responses must be submitted.

The contractor shall electronically submit a technical and/or cost proposal using the latest version of Microsoft Excel, within two to 10 working days after receipt of a request for proposal. The proposal shall include a completed Pricing Sheet to include the following as appropriate to the task:

(1) Start date and contract schedule;
(2) Key Personnel, with resumes (resumes submitted and evaluated initially do not need to be resubmitted);
(3) Person-hours by applicable labor category;
(4) Travel;
(5) Subcontracts and/or consultants, reflecting the person-hours of effort;
(6) Equipment, material costs, postage, and shipping;
(7) Other pertinent information, if any; and
(8) Total firm-fixed-price.

If specific evaluation criteria is not specified in the request for technical and/or cost proposal, the task order will be placed with the contractor providing the lowest priced technically acceptable offer for the work which meets the requirements of the Scope of Work. However, a price and technical relationship may be specified in the request.

C. **TASK ORDER AWARD**

Once a task order is awarded, all unsuccessful contractors will be notified of the task order award. Work shall not begin on any task order without the execution by the Contracting Officer of a task order authorizing the work. All task orders are subject to the terms and conditions of this contract. In the event of conflict between a task order and the contract, the contract shall control.

4. **TASK ORDER CONTRACT OMBUDSMAN**

The Task Order Contract Ombudsman is: Chief of Contracting, National Park Service, Washington Contract and Procurement Office, 12795 West Alameda Parkway, P.O. Box 25287, Denver, Colorado 80225-0287.

In accordance with FAR 16.505 (b)(6), the Task Order Contract Ombudsman will review complaints from contractors regarding issuance of task orders for contract awards under Solicitation Number P14PS00001 for Design Build Audiovisual Presentation Systems.

5. **GOVERNMENT-FURNISHED PROPERTY**

The contractor shall be responsible for security and protection of government-furnished property or materials provided in connection with individual task orders (See FAR 52.245-1). Following acceptance of all work by the government, the contractor shall return to the Contracting Officer all government-furnished property (reference material furnished or used).

6. **TRAVEL**

In the event that the performance of a specific task order requires travel, the contractor shall be reimbursed for such travel in accordance with the current official standard government Travel Regulations. Only coach class for common carriers shall be reimbursed. While on travel status, the contractor will be compensated for travel time at one-half the negotiated hourly rate contained in Section B.

General Services Administration per diem rates can be accessed via the Internet at:

http://www.gsa.gov/portal/category/21287

Specifically, travel to the Harpers Ferry Center, Harpers Ferry, West Virginia, or to a Park site may be required and will be identified in individual task orders.

7. **ADDITIONAL WORK**

Any additional work not detailed in the task order shall be approved, in writing, by the Contracting Officer.

8. **LOSS OR DAMAGE**

The contractor shall be liable for any loss or damage to any government property caused by negligence, theft, or willful misconduct of the contractor, his agents, servants, and employees, and shall indemnify and save the government harmless against all actions, proceedings, claims, demands, costs, damages, and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or resulting from the performance of this contract. The contractor shall submit a full written report to the Contracting Officer within 24 hours following the occurrence of such damage, loss, or injury.

If due to fault, neglect, dishonesty of the contractor, his agency or employees, loss or damage to government property is incurred during the performance of this contract, the contractor shall be responsible for same. The government, at its option, may in lieu of repayment, require the contractor to replace at his own expense, all such property as directed by the Contracting Officer. Until the equipment is repaired or replaced, the contractor shall furnish similar, adequate replacement property and/or equipment at no charge to the government, within two working days of the date the equipment has been lost, stolen, or damaged.

9. **RIGHT TO PROCURE FROM OTHER SOURCES**

The government, under the terms of this indefinite delivery indefinite quantity contract, retains the right to procure similar services from other sources during the period of this contract and any option thereto. Additionally, the government reserves the right to secure competitive bids, or pricing from other sources for work proposed under this contract.

10. **OVERTIME**

The contractor **shall not** perform overtime work under or in connection with task orders issued under this contract for which premium compensation is required to be paid, without specific written approval from the Contracting Officer.

11. **AUTHORIZED USERS**

In addition to the National Park Service, all elements of the government may place task orders on a direct basis with the contractor. In order for another element of the government to use this contract, authorization, including a task order number, must be obtained from the Harpers Ferry Center Contracting Officer.

12. **KEY PERSONNEL**

The individual(s) named below are considered "key personnel" for the performance of all requirements under this contract. The list of key personnel may not be amended during the course of the contract without the written approval of the Contracting Officer. Prior to diverting any of the specified individuals to other projects, the contractor shall notify the Contracting Officer and shall submit a justification (including proposed substitutions) in sufficient detail to permit evaluation of the effect on the program.

- Project Manager
- Systems Designer
- Programmer
- Draftsman
- Lead/Chief Installation Technician
- Installation Technician
- Shop Foreman
- Shop Fabricator

13. **RIGHTS IN DATA - SPECIAL WORKS**
(FAR 52.227-17) (DEC 2007)

A. **Definitions.** As used in this clause—

"Data" means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

"Unlimited rights" means the rights of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.

B. **Allocation of Rights.**

(1) The Government shall have—

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause.

(ii) The right to limit assertion of copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in that data, in accordance with paragraph (c)(1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with paragraph (c)(1) of this clause, the right to assert claim to copyright subsisting in data first produced in the performance of this contract.

C. **Copyright.**

(1) Data first produced in the performance of this contract.

(i) The Contractor shall not assert or authorize others to assert any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When copyright is asserted, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive, irrevocable, worldwide license for all delivered data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government.

(ii) If the Government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in paragraph (c)(1)(i) of this clause, the Contracting Officer shall direct the Contractor to assign (with or without registration), or obtain the assignment of, the copyright to the Government or its designated assignee.

(2) Data not first produced in the performance of this contract. The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and that contain the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in paragraph (c)(1) of this clause.

D. **Release and use restrictions.** Except as otherwise specifically provided for in this contract, the Contractor shall not use, release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer.

E. **Indemnity.** The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability, including costs and expenses, incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity, arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contained in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense of the claim or suit, and obtains the Contractor's consent to the settlement of any claim or suit other than as required by final decree of a court of competent jurisdiction; and these provisions do not apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

14. PROMPT PAYMENT ACT

A. The Prompt Payment Act, Public Law 97-117 (96 Stat. 85, 31 USC 1801), amended by Public Law 100-496, is applicable to payments under this contract and is hereby incorporated by reference. The full text, FAR 52.232-25 (OCT 2008), is available upon request.

NOTE: Paragraph a(6)(i) of the Prompt Payment Clause which states constructive acceptance will occur on the 7th day is hereby changed to read as follows:

"For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance is deemed to occur constructively on the 30th day after the Contractor delivers the supplies or performs the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. If actual acceptance occurs within the constructive acceptance period, the Government will base the determination of an interest penalty on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities."

B. Determination of interest due will be made in accordance with the provisions therein.

15. **PAYMENT DUE DATE**

Payments under this contract will be due on the 30th calendar day after the latter of:

A. The date of actual receipt of a proper invoice in the office designated to receive the invoice **NOTE: THE GOVERNMENT WILL NOT TAKE RESPONSIBILITY FOR INVOICES MAILED OR HAND-CARRIED TO ANY OTHER ADDRESS**; or,

B. The date the supplies or services are accepted by the government.

The date of the check or the date of an electronic funds transfer shall be considered the date payment is made.

16. **PAYMENT PROVISIONS FOR TASK ORDERS AWARDED UNDER THIS CONTRACT**

Upon delivery and acceptance of individual projects completed as part of this contract, the government will pay to the contractor the negotiated fixed-price for each task order. Each fixed-price shall be negotiated between the parties and a task order issued prior to commencement of work by the contractor. Payment will be made in the form of a lump sum for each completed task order upon acceptance of the work and submission of a proper invoice. Partial payments may be authorized based upon a completion, delivery and payment schedule stated in the task order.

17. **SUBMISSION OF INVOICES**

Invoices shall be submitted electronically to the government office designated in this contract or the task order to receive invoices. To constitute a proper invoice, the invoice must include the following information:

A. Name and address of the contractor;
B. Taxpayer Identification Number (TIN);
C. Invoice date;
D. Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number);
E. Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed;
F. Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on government bills of lading;
G. 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);
H. Name (where practicable), title, phone number, and mailing address of person to be notified in event of a defective invoice;
I. Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

18. **ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS – INTERNET PAYMENT PLATFORM (IPP)**
(SEPTEMBER 2011)

Payment requests shall be submitted electronically through the U.S. Department of the Treasury's Internet Payment Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the contractor. To constitute a proper invoice, the payment request shall comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause FAR 52.212-4, Contract Terms and Conditions - - Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

_____

_____

_____

The contract shall use the IPP website to register, access and use IPP for submitting requests for payment. The contractor Government Business Point of Contact (as listed in CCR) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within three to five business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email at ippgroup@os.frb.org or via telephone at (866) 973-3131.

If the contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the contractor shall submit a waiver in writing to the Contractor Officer with its proposal or quotation.

19. CONTRACT ADMINISTRATION

A. The National Park Service Contract Specialist is Pamela Blaylock, whose address is: National Park Service, Harpers Ferry Center, Office of Acquisition Management, P.O. Box 50, 67 Mather Place, Harpers Ferry, West Virginia 25425-0050.

The contractor shall use the Contracting Officer as a point of contact on all business and administrative matters concerning this contract. ***All correspondence, other than that of a technical nature, shall be addressed to the Contracting Officer, with information copies of the basic correspondence to the COR.***

B. The National Park Service, COR address is: National Park Service, Harpers Ferry Center, Attention: COR, P.O. Box 50, Harpers Ferry, West Virginia 25425-0050.

The contractor shall use the COR as the point of contact for all technical matters under the contract. ***Technical correspondence shall be addressed to the NPS COR, with an information copy of the basic correspondence to the Contracting Officer.***

20. FACILITY SECURITY POLICY

Contractors attending meetings or accomplishing work within the buildings or real property of the National Park Service shall adhere to the security policy of each office. It shall be the responsibility of the contractor to contact the office before work begins for a briefing on security policies.

21. REPORTS

The contractor shall prepare a status report every six months which shall contain a listing of all task orders and a summary of the work accomplished during the reporting period. Reports shall be in sufficient detail to disclose all work started and results achieved during the reporting period, an indication of any current problems that may impede performance, the proposed corrective action, and the completion date. Each status report shall be submitted to the COR of this basic contract with a copy to the Contracting Officer. Reports shall be submitted in CD format. Text shall be in the latest version of Microsoft Word. Tables shall be in Excel Spreadsheet format. Alternate formats may be used if approved, in writing, by the Contracting Officer.

22. ADVANCE UNDERSTANDING

Proposals and/or cost estimates prepared and submitted in response to any request under this contract shall be at no cost to the government.

23. WARRANTY

The contractor shall guarantee the workmanship against defects in work and material that might appear under extremely high visitor use and variable weather and climate conditions for a minimum of one year. The warranty period shall commence with final acceptance of work. This shall include all labor and parts at no additional cost to the government.

If during this warranty period, defective workmanship, materials, or equipment are identified by the government, the contractor will be notified, in writing, as to liability and responsibility for corrective action at no cost to the government.

Action may include but is not limited to:

A. Placing all work into satisfactory condition;

B. Making good all damages to equipment, the site, the building, or contents thereof, that have resulted from such unsatisfactory work; and

C. Making good any work, materials, or equipment that are disturbed in fulfilling the guarantee including any work, materials, or equipment that may have been guaranteed under another contract.

Should the contractor fail to proceed with work in accordance with the guarantee within seven calendar days from the notice of corrective action(s), the government will have such work performed at the expense of the contractor.

In no event will the government be responsible for any extension or delays in the scheduled deliverables or periods of performance under this contract as a result of the contractor's obligations to correct defects, nor shall there be any adjustment of the delivery schedule or period of performance as a result of the correction of defects unless provided by a supplemental agreement with adequate consideration.

If the government returns any work to the contractor for correction or replacement under this contract, the contractor shall be liable for transportation charges up to an amount equal to the cost of transportation by the usual commercial method of shipment from the place of delivery specified in the contract (irrespective of the F.O.B. point or the point of acceptance) to the contractor's plant and return to the place of delivery specified in the contract. The contractor shall also bear the responsibility for the work while in transit.

The contractor shall be liable for the reasonable costs, including travel of personnel, and disassembly and reassembly of larger items when it is necessary to remove the work to be inspected and returned for correction or replacement.

SECTION H
SPECIAL CONTRACT REQUIREMENTS

I. ORGANIZATIONAL CONFLICTS OF INTEREST

A. The contractor warrants that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information.

B. The contractor agrees that if an actual or potential organizational conflict of interest is discovered after award, the contractor will make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict.

C. Remedies - The Contracting Officer may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the contractor was aware of a potential organizational conflict of interest prior to award and did not disclose or misrepresent relevant information to the Contracting Officer, the government may terminate the contract for default, debar the contractor from contracting, or pursue such other remedies as may be permitted by law or this contract.

D. The contractor further agrees to insert in any subcontract or consultant agreement hereunder, provisions which shall conform substantially to the language of this clause, including this paragraph (d).

II. COST OF PROPOSAL PREPARATION

This RFP does not commit the government to pay any costs incurred for the preparation of proposals or for necessary studies or designs for the preparation thereof, nor to procure or contract for the articles or services described herein. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the government to the expenditure of public funds in connection with the proposed acquisition.

III. LIABILITY FOR LOSS OR DAMAGE

The contractor shall indemnify and save harmless the government, its officers, agents, and employees against all actions, proceedings, claims, demands, cost, damage, and expenses, including attorney's fees by reason of any suit or action brought for any actual or alleged injury to or death of any person or damage to property including the property furnished by the government for use of the contractor, if any, caused by the contractor during the performance of the services contracted for herein.

IV. PAPERWORK REDUCTION ACT

If it is established at award or subsequently becomes a contractual requirement to collect identical information from 10 or more public respondents, the Paperwork Reduction Act of 1980, 44 U.S.C. 3501 et seq. applies. In that event, the contractor shall not take any action to solicit information from any of the public respondents until notified in writing by the Contracting Officer that the required Office of Management of Budget (OMB) final clearance was received.

V. CONFIDENTIALITY OF PROPRIETARY INFORMATION

The contractor agrees to treat all work furnished as confidential, and shall not discuss or disclose such information to the public in any manner or form without the **WRITTEN** consent of the Contracting Officer.

SECTION I
CONTRACT CLAUSES

1. **CLAUSES INCORPORATED BY REFERENCE**
(FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

http://www.acquisition.gov/far
http://www.doi.gov/archive/pam/1452-3.html

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.202-1	JAN 2012	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	SEP 2006	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	OCT 2010	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	OCT 2010	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-1	DEC 1989	APPROVAL OF CONTRACT
52.204-4	MAY 2011	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER
52.204-5	MAY 1999	WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS)
52.204-7	JUL 2013	SYSTEM FOR AWARD MANAGEMENT
52.204-10	JUL 2013	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS
52.207-1	MAY 2006	NOTICE OF STANDARD COMPETITION
52.209-1	FEB 1995	QUALIFICATION REQUIREMENTS
52.209-5	APR 2010	CERTIFICATION REGARDING RESPONSIBILITY MATTERS

NUMBER	DATE	TITLE
52.209-6	AUG 2013	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.209-7	JUL 2013	INFORMATION REGARDING RESPONSIBILITY MATTERS
52.214-34	APR 1991	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE
52.214-35	APR 1991	SUBMISSION OF OFFERS IN U.S. CURRENCY
52.215-1	JAN 2004	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION
52.215-2	OCT 2010	AUDIT AND RECORDS – NEGOTIATION
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.216-1	APR 1984	TYPE OF CONTRACT
52.216-24	APR 1984	LIMITATION OF GOVERNMENT LIABILITY
52.217-5	JUL 1990	EVALUATION OF OPTIONS
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
52.219-3	NOV 2011	NOTICE OF HUBZONE SET-ASIDE OR SOLE SOURCE CONTRACT
52.219-4	JAN 2011	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS
52.219-8	JUL 2013	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-14	NOV 2011	LIMITATIONS ON SUBCONTRACTING
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-22	FEB 1999	PREVIOUS CONTRACTS AND COMPLIANCE REPORTS
52.222-26	MAR 2007	EQUAL OPPORTUNITY
52.222-35	SEPT 2010	EQUAL OPPORTUNITY FOR VETERANS
52.222-36	OCT 2010	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	SEPT 2010	EMPLOYMENT REPORTS ON VETERANS
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-18	AUG 2011	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-1	FEB 2009	BUY AMERICAN ACT – SUPPLIES

NUMBER	DATE	TITLE
52.225-9	SEP 2010	BUY AMERICAN ACT – CONSTRUCTION MATERIALS
52.225-10	FEB 2009	NOTICE OF BUY AMERICAN ACT REQUIREMENT – CONSTRUCTION MATERIALS
52.225-13	JUN 2008	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.225-25	DEC 2012	PROHIBITION ON CONTRACTING WITH ENTITIES ENGAGING IN CERTAIN ACTIVITIES OR TRANSACTIONS RELATING TO IRAN - REPRESENTATION AND CERTIFICATIONS
52.227-1	DEC 2007	AUTHORIZATION AND CONSENT
52.227-2	DEC 2007	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-17	DEC 2007	RIGHTS IN DATA – SPECIAL WORKS
52.227-18	DEC 2007	RIGHTS IN DATA – EXISTING WORKS
52.229-3	FEB 2013	FEDERAL, STATE, AND LOCAL TAXES
52.232-1	APR 1984	PAYMENTS
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-9	APR 1984	LIMITATION ON WITHHOLDING OF PAYMENTS
52.232-11	APR 1984	EXTRAS
52.232-17	OCT 2010	INTEREST
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	JUL 2013	PROMPT PAYMENT
52.232-33	JUL 2013	PAYMENT BY ELECTRONIC FUNDS TRANSFER – SYSTEM FOR AWARD MANAGEMENT
52.232-40	DEC 2013	PROVIDING ACCELERATED PAYMENTS TO SMALL BUSINESS SUBCONTRACTORS
52.233-1	JUL 2002	DISPUTES
52.233-2	SEP 2006	SERVICE OF PROTEST
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.236-5	APR 1984	MATERIAL AND WORKMANSHIP
52.242-13	JUL 1995	BANKRUPTCY
52.243-1	AUG 1984	CHANGES -- FIXED PRICE ALTERNATE I
52.244-2	OCT 2010	SUBCONTRACTS
52.244-6	JUL 2013	SUBCONTRACTS FOR COMMERICAL ITEMS
52.245-1	APR 2012	GOVERNMENT PROPERTY
52.245-9	APRIL 2012	USE AND CHARGES

NUMBER	DATE	TITLE
52.246-4	AUG 1996	INSPECTION OF SERVICES – FIXED PRICE
52.246-25	FEB 1997	LIMITATION OF LIABILITY—SERVICES
52.247-34	NOV 1991	F.O.B. DESTINATION
52.249-2	APR 2012	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

DOI ACQUISITION REGULATION (48 CFR CHAPTER 14) CLAUSES

NUMBER	DATE	TITLE
1452.203-70	JUL 1996	RESTRICTION ON ENDORSEMENTS
1452.204-70	JUL 1996	RELEASE OF CLAIMS
1452.215-70	APR 1984	EXAMINATION OF RECORDS BY THE DEPARTMENT OF THE INTERIOR
1452.215-71	APR 1984	USE AND DISCLOSURE OF PROPOSAL INFORMATION DOI

2. **OPTION TO EXTEND THE TERM OF THE CONTRACT**
(FAR 52.217-9) (MAR 2000)

A. The government may extend the term of this contract by written notice to the contractor within 30 days before the contract expires; provided that the government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the government to an extension.

B. If the government exercises this option, the extended contract shall be considered to include this option clause.

C. The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

3. **LOBBYING WITH APPROPRIATED MONEYS**
(18 U.S.C. 1913)

No part of the money appropriated by any enactment of congress shall, in the absence of express authorization by congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its department or agencies from communicating to Members of Congress on the request of any member or to congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this selection, shall be fined not more than $500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment.

4. **ORDERING**

A. Any supplies and services to be furnished under this contract shall be ordered by issuance of task orders by users identified in Section G, Authorized Users. Such orders may be issued from the effective date of the contract through the duration of the contract.

B. All task orders are subject to the terms and conditions of this contract. In the event of conflict between a task order and this contract, the contract shall control.

5. **ORDER LIMITATIONS**
(FAR 52.216-19) (OCT 1995)

A. MINIMUM ORDER. When the government requires supplies or services covered by this contract in an amount of less than $25.00, the government is not obligated to purchase, nor is the contractor obligated to furnish, those supplies or services under the contract.

B. MAXIMUM ORDER. The contractor is not obligated to honor--

(1) Any order for a single item in excess of $750,000.

(2) Any order for a combination of items in excess of $750,000.

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

C. If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the government is not required to order a part of any one requirement from the contractor if that requirement exceeds the maximum-order limitations in paragraph (B) of this section.

D. Notwithstanding paragraphs (B) and (C) above, the contractor shall honor any order exceeding the maximum order limitations in paragraph (B), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the government may acquire the supplies or services from another source.

6. **INDEFINITE QUANTITY**
(FAR 52.216-22) (OCT 1995)

A. This is an Indefinite Quantity Contract for the supplies or services specified in Section C of the contract. The guaranteed minimum workload limit and maximum workload limit are specified in Section B.

B. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The contractor shall furnish to the government, when and if ordered, the supplies or services specified in Section C. The orders shall be placed in accordance with the guaranteed minimum workload limit and the maximum workload limit specified in Section B.

C. Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

D. Any task order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the contractor's and government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the contractor shall not be required to make any deliveries under this contract beyond the effective period of the contract.

7. **ORDER OF PRECEDENCE**

Any inconsistency in the contract will be resolved by giving preference in following order:

A. Section C, Description/Specifications/Work Statement;

B. Section J, List of Documents, Exhibits, and Other Attachments;

C. Section B, Supplies or Services and Prices/Costs;

D. Section I, Contract Clauses; and

E. Section K, Representations, Certifications, and Other Statements of Offerors

SECTION J
LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

1. Attachment A - National Park Service Standard Specifications for Design Build Audiovisual Presentation Systems, December 2013, 27 pages
   Available via the Internet at:
   http://www.nps.gov/hfc/products/av/

2. Attachment B - Pricing Sheet, three pages.

National Park Service
U.S. Department of the Interior

Harpers Ferry Center

P.O. Box 50
Harpers Ferry, WV
25425-0050

NATIONAL PARK SERVICE
STANDARD SPECIFICATIONS FOR DESIGN-BUILD AUDIOVISUAL PRESENTATION SYSTEMS
DECEMBER 2013

National Park Service
STANDARD SPECIFICATIONS FOR DESIGN-BUILD AUDIOVISUAL PRESENTATION SYSTEMS

Harpers Ferry Center
Harpers Ferry, West Virginia

Table of Contents

Section 1 **Definitions**

Section 2 **Project Management**

Section 3 **Audiovisual Planning and Design**

Section 4 **Submittals and Reviews**

Section 5 **Audiovisual Equipment**

Section 6 **Ancillary Fabrication**

Section 7 **Installation**

Section 8 **Accessibility**

Section 9 **Media Production**

Section 10 **Closeout Package**

Section 1. DEFINITIONS

Amphitheater: An outdoor presentation space, typically used for live presentations with video and audio playback and voice reinforcement capability. All require assistive listening capability.

Assistive Listening Systems: Assistive listening uses various devices that amplify volume for persons with mild to profound hearing loss who may or may not use a hearing aid. Assistive listening devices (ALDS) include headsets, ear buds, and hearing aids. The amplified sound is transmitted via radio frequency, infrared, or induction loops to the user's headset, ear buds, or hearing aid.

Audio Description: Audio description describes the visual content of video or multimedia programs. It provides individuals who are visually impaired with information that further describes the visual content not provided in the primary audio track. Audio description is a separate audio track synchronized with the program's primary audio track.

Auditorium: A room (sometimes called a theater,) primarily dedicated to playback of movies, typically from a digital media player via large screen projection, with the capability to play other programs from optical discs and computers, as well as live presentations. These rooms often have surround sound audio playback. All have assistive listening and audio description playback capability.

Contracting Officer's Representative: A Contracting Officer's Representative (COR) is the individual, including a contracting officer's technical representative (COTR), designated and authorized in writing by the contracting officer to perform specific technical or administrative functions.

Equipment: Electronic devices used to play video, audio, or computer programs. It also includes devices and systems that control multiple programs, or that interface with other elements such as programmed lighting and electromechanical devices.

Government-Furnished Property: Property in the possession of, or directly acquired by, the Government and subsequently furnished to the contractor for performance of a contract.

Integrator: Provides audiovisual system services either directly or through established subcontractors to meet the requirements of this contract.

Installer: Business specializing in the fabrication and installation of commercial audiovisual systems.

Maintenance Manual: A detailed document or set of documents that contains all pertinent information about each piece of equipment's operation and describes all required service and maintenance.

Multi-Purpose Room: A room or facility that typically has a flat floor and moveable seating, used for a variety of purposes such as video presentations, meetings, lectures, and ceremonies. Frequently used for playback of movies, as well as simple playback of optical discs and/or computer presentations from wireless and/or hard wired inputs. All have assistive listening playback capability, and may have audio description capability.

Operations Manual: A detailed document or set of documents aimed at providing information necessary for the normal operation of all equipment and systems. The manual includes a troubleshooting guide.

Production Documents: The phase of work where technical drawings and specifications are completed for moving the project into production.

Production Support: Creative and technical support during fabrication of the project to ensure adherence to the project's design intent.

Submittal: All samples, documents (i.e., drawings, schedules, facsimiles), electronic files, and other materials that together represent the level of development of work at a given time.

Theater: A room (sometimes called and auditorium,) primarily dedicated to playback of movies, typically from a digital media player via large screen projection, with the capability to play other programs from optical discs and computers, as well as live presentations. These rooms often have surround sound audio playback. All have assistive listening and audio description playback capability.

Universal Design: The design of products and environments to be usable by all people, to the greatest extent possible, without assistance, adaptation or specialized design.

Section 2. PROJECT MANAGEMENT

2.1 Introduction

The purpose of the following Project Management tasks are to ensure that scheduling, coordination, overseeing, and managing is effectively accomplished for all work produced and installed under this contract.

2.2 General Requirements

The contractor shall assign a Project Manager to oversee the contract and shall also assign a Project Manager for each task order written under this contract.

2.3 Specific Requirements for Contract Project Management

The Project Manager shall be the primary point of contact between the National Park Service (NPS) Contracting Officer for the contract. The Project Manager shall perform the following work:

A. Notify the Contracting Officer of any changes to the contractor's business operations that affect work under this contract, including but not limited to:

1. Changes to contractor's address, phone and other contact information.

2. Proposed changes to key personnel.

3. Workload or capacity issues affecting the ability of the contractor to accept additional work.

B. Communicate with the Contracting Officer regarding major or broad issues affecting task orders written under this contract, including but not limited to:

1. Clarification of work processes that are acceptable or unacceptable to the government under this contract.

2. Informing the Contracting Officer of misunderstandings, inconsistencies, or conflicting instructions encountered when working with different parks and different task order CORs.

C. Prepare and submit an electronic status report every six months to the COR with a copy to the Contracting Officer which lists all active task orders by number. It shall include, at a minimum, the name of the park and/or client, type of work being performed and results achieved during the reporting period. It shall also include an indication of any current problems that may impede performance, the proposed corrective action, and the completion date.

2.4 Specific Requirements for Task Order Project Management

The Project Manager shall be the primary point of contact between the contractor and COR for individual task orders and shall perform the following work:

A. The Project Manager shall have full authority to act for the contractor on all matters relating to a specific task order. The Project Manager shall maintain contact with the COR as necessary, and shall:

1. Be available to take or respond to telephone calls or electronic mail messages during normal hours of operation (8:30 am - 5:00 pm local time). Local time is considered the time wherever the Contractor is performing the work for the National Park Service.

2. Establish office procedures to ensure that messages are relayed to the Project Manager when out of the office or because of time zone differences.

3. Respond to emergency messages from the COR on the same day they are received. All non-urgent messages from the COR shall be responded to in no less than two days.

B. Provide quality control to ensure that all elements of project work meet the requirements of the contract specifications as follows:

1. Provide inspections of ongoing work.

2. Inform the COR of any issues that could affect work quality or schedule.

3. Ensure that all work not acceptable or compliant with the specifications is corrected prior to review by the COR.

C. Track work progress to ensure that the project is completed according to the schedule. Coordinate and confirm the dates for all submittals, meetings, and installation with the COR.

D. Meet with the Contracting Officer and COR in accordance with Section 3, Audiovisual Planning and Design Process, and as specified in individual task orders.

E. Receive, inspect, and inventory all government-furnished property (GFP) and ensure that this material is forwarded to the appropriate unit or person within the contractor's organization for use in the project. The Project Manager shall notify the COR within seven days after receipt if GFP is missing, incorrect, inadequate, or damaged for their intended purpose. The Project Manager shall notify the COR within two working days after receipt if GFP is lost or damaged while in the contractor’s possession.

F. The Project Manager shall coordinate and ensure that all specifications for submittals are in accordance with Section 4, Submittals and Reviews, and as specified in individual task orders.

G. Inspect completed work prior to shipment or final inspection by the COR to ensure that the work meets the standards of quality specified in this contract. Ensure that all the elements of the project are complete and ready for the final inspection. The Project Manager shall notify the COR if any elements of the work will not be ready for final inspection as scheduled.

H. Coordinate installation of the audiovisual system with both the COR and with the Project Manager at the job site. Additional contacts may include: Project Architect, Electrical Contractor, Building Contractor, and Film Production Team.

I. Ensure that all work is delivered and installed as scheduled. In the event that the COR reports problems during or after shipment, delivery, and/or installation, the Project Manager shall:

1. Determine the nature of the reported problem, damage, or error and shall provide a written proposal for resolution to the COR for review and approval.

2. Ensure that approved corrections or repairs are made in a satisfactory manner and within the time scheduled by the COR.

J. Provide onsite support and training for the initial use of the system(s) at the conclusion of the installation as specified in individual task orders.

Section 3. AUDIOVISUAL PLANNING AND DESIGN

3.1 Introduction

Planning requirements for this contract includes, but is not limited to, planning for any one of the following or combination thereof: audio and video playback equipment, recording equipment, processors, switchers, distribution amplifiers, video projectors, projection screens, video displays, audio mixers, audio amplifiers, microphones, loudspeakers, equipment controllers, control panels, touch screens, electronic cables, message displays, event timers, and assistive listening systems.

3.2 General Requirements

The contractor shall be responsible for all travel necessary to address the project needs. The contractor shall meet with the COR or their designated representative, be oriented to the site, review available documents and drawings, and meet with park staff.

A. Travel to Site

1. The contractor shall coordinate all travel with the COR or designated representative.

2. The contractor's workdays while on travel shall be eight-hour days.

3. The contractor shall bring all equipment they require while on travel and at the job site.

4. The contractor shall provide for their own transportation while on travel.

B. Meetings and Presentations

1. The contractor shall develop an agenda in coordination with the COR.

2. The contractor shall discuss with the COR expectations for work that shall be presented.

3. The contractor shall identify key participants for meetings.

4. The contractor shall facilitate meetings.

5. The contractor shall document discussions and outcomes and shall submit to the COR for the contract records.

6. The contractor shall determine along with COR whether documents shall be submitted in advance or at the presentation meeting.

Section 4. SUBMITTALS AND REVIEWS

4.1 Introduction

Submittals and reviews are the key communication points between the contractor and the COR that document a project's overall progress and any remedial actions necessary to produce complete and acceptable deliverables.

4.2 General Requirements

A. The contractor shall coordinate all submittals and review them for legibility, accuracy, completeness, and compliance with contract requirements.

B. The contractor shall cross-reference all details that occur multiple times in a single or in multiple documents for consistency and accuracy.

C. The contractor shall ensure that all submittals are delivered to the COR as scheduled for review and approval. Submittals shall be accompanied by a transmittal form describing all contents.

D. The contractor shall provide each document electronically, unless otherwise specified in individual task orders.

E. The contractor shall receive all review comments from the COR and take appropriate action as stated below:

1. Approved Submittals – The contractor shall ensure that all changes, revisions, additions, or omissions required by review comments are addressed and incorporated into future submittals.

2. Rejected Submittals – When submittals are rejected, the COR will notify the contractor, in writing, identifying the reasons for rejection. The contractor shall ensure that the submittal is completed and/or revised as required and resubmitted within the time scheduled by the COR. Reasons for rejections include:

   a. Incomplete Submittals – Approval of the submittal is delayed because required elements are missing. The contractor shall submit all missing elements. When all elements are received and accepted, the COR will approve the submittal.

   b. Unacceptable Submittals – The submittal is rejected due to poor quality of work or work that does not otherwise meet the established project goals. The contractor shall submit new material.

4.3 Specific Requirements for Individual Systems

A. The contractor shall provide systems drawings, including block and line diagrams, showing all components of the existing as well as the new equipment to be installed. Provide building drawings representing the basic facility layout as necessary to accomplish the new work. These shall be simple plans and elevations showing barriers, doorways, windows, equipment locations, etc. Existing drawings are not typically available.

B. The contractor shall provide a proposed schedule of work for the entire project. The schedule shall include significant landmarks.

1. Each design package shall be submitted to the COR for review and approval prior to moving forward into the next phase.

2. All drawings shall be produced and submitted to the COR in Autodesk AutoCAD using a version no earlier than the last version prior to the most current available and also provided as a PDF. Drawings shall be in black and white, without any reliance on color coding.

3. Drawings and specifications are required for each project. All drawings shall be produced in Auto Desk AutoCAD using a version no earlier than the last version prior to the most current available.

4. Within 30 days following award of a contract, the contractor shall submit to the COR:

a. Shop drawings:

1) Floor plan showing any demolition work necessary for new system installation. Show both equipment to be removed and any building structure demolition. Clearly identify who is responsible – the audiovisual contractor, park, or other.

2) Floor plan showing all conduit, power outlets, data and/or phone outlets and any building modifications to be used in the new system. Clearly identify if they are existing or new and who is responsible for them.

3) Floor plan of final layout showing locations of all audiovisual components.

4) Single-line schematic drawings showing signal flow through the system; show different signal types, along with level and impedance variations; indicate actual equipment installed both by a generic description (e.g.: "16-channel audio mixer") and the manufacturer and model (e.g.: "Sonic Arts MX-1601"); indicate input/output terminals using the same terminology and labeling scheme as that appearing on the actual equipment; indicate cable numbers using the same numbering scheme as that used to physically mark the cables. Pictorial system drawings are not acceptable;

5) Wire run lists showing all cables identified by the actual designations affixed to each cable;

6) Pin-out schedules or diagrams for all connectors;

5) Proposed rack layout elevations;

6) Drawings for all custom-fabricated equipment clearly indicating layout, critical dimensions, finish, and textual legends;

7) Schematic drawings of all custom circuitry; and

8) Installation details for all items to be attached to or integrated into other work.

Drawings shall be reviewed by the COR prior to fabrication or installation.

b. Wiring Schedule:

At a minimum, the contractor shall indicate cable number, type of cable, source name with connector type, and destination name with connector type for all interconnecting cables.

Technical data shall be required for all cables that are not listed as pre- accepted in this specification, or are not pre-accepted for the intended use. Under no circumstances shall the contractor begin installation of any of these cables until approval is granted by the COR.

5. If touch panel controls are part of the work, no less than two weeks prior to commencement of onsite work, the contractor shall submit to the COR files that shall allow the simulation of touch panel functionality on the CORs (PC) computer. After review by the COR, the contractor shall make any requested changes to page layout, nomenclature and functionality, and confirm all changes and resubmit.

C. The contractor shall provide progress reports containing at a minimum, general information regarding project activity, any failures in the work and proposed solutions for those failures, project landmarks achieved, project landmarks delayed, schedule adherence, and requirements for government provided materials and media.

Section 5. AUDIOVISUAL EQUIPMENT

5.1 Introduction

Equipment selections shall be based on the long-term requirements of the presentation program. The systems shall be easy to operate with minimal training and shall be designed for long life and minimal maintenance.

Equipment and software components shall be carefully coordinated to ensure that all design goals are met.

5.2 General Requirements

A. The contractor shall provide equipment and systems designed with ease of use in mind, and which requires minimal maintenance.

B. The contractor shall work with the appropriate project team members to insure that the electrical system in place will accommodate all specified audiovisual and control equipment. This coordination shall begin at the earliest possible opportunity and continue through the duration of the project.

C. The contractor shall inform the COR of all proposed systems that will require network or Internet connectivity. Plans for such systems shall require additional review and approval by the NPS to ensure compliance with all network security requirements and Information Technology policies in effect at the time of submittal.

5.3 Specific Requirements for Design Development Phase

A. The contractor shall provide equipment and systems designed with ease of use in mind, and which requires minimal maintenance.

1. In coordination with the overall audiovisual strategy, the contractor shall identify the types of equipment that are proposed for use with each audiovisual system. Sizes and other broad characteristics shall be identified, but specific brands and models are not required at this phase of development..

2. The contractor shall specify locations for all equipment, for signal and control wiring or conduit, and for power circuits/outlets that shall be used by the audiovisual system.

3. The contractor shall develop start-up and shut-down procedures for the audiovisual system. This shall be conducted from a single control panel, or by use of a preprogrammed timer with a manual override function and battery backup. Start-up and shut-down shall be designed for convenient operation. Controls shall have limited access.

B. 100% Design Package

The contractor shall provide detailed specifications for all audiovisual equipment for the system as follows:

1. Specify equipment types and brands that are appropriate for the application, as well as for the environmental conditions in which the equipment shall be installed. Industrial or commercial grade equipment shall be specified. Use of consumer or prosumer grade equipment, while sometimes unavoidable, is discouraged.

2. Specify all ancillary equipment required for a fully operational system, such as surge protectors, uninterruptible power supplies, push buttons, relays, and indicators.

3. All equipment shall be identified by brand name and model number.

4. For each product specified, provide the manufacturer's technical information sheets, the manufacturer and/or supplier's address, telephone number, and information regarding accessories and additional equipment.

5. Provide detailed wiring diagrams for the equipment in each audiovisual system. Wiring diagrams shall show the precise points of connection on each piece of equipment; wiring between systems and controllers, and the interface between audiovisual systems and lighting or other electromechanical devices.

6. Special order items and items that are not normally available from a manufacturer's stock shall be clearly identified as such and shall include lead time for procuring.

7. Architectural specifications including, but not limited to, the number and placement of electrical circuits, voltage and load requirements for each circuit, and the number, type and placement for high and low voltage conduit and device boxes and enclosures.

8. Prices for all equipment shall be included within the Contractor's 100% Design Package.

9. When previously specified equipment has been discontinued or is unavailable through normal means, the contractor shall specify replacement equipment by brand name and model number, and shall provide cut sheets that show all product specifications.

Section 6. ANCILLARY FABRICATION

6.1 Introduction

Work includes, the design, work plan, specifications, and installation as necessary for electric service upgrades, equipment wiring, acoustic treatment, ceilings, walls, partitions, performance stages, and seating. In addition, work required to optimize space for use in diverse media playback for small groups, video teleconferencing, and for general meetings shall require several acoustic and lighting target goals be met.

Section 7. INSTALLATION

7.1 Introduction

As specified in the individual task orders, general specifications for the planning, installation, and maintenance of audiovisual systems and hardware at NPS and other government locations follow:

A. General Requirements:

1. The contractor shall provide all new equipment and installation materials.

2. Prior to ordering equipment and materials for the audiovisual system, the contractor shall provide the following to the COR as PDFs:

   a. Shop drawings showing all equipment, cables, connectors, and devices used in the fabrication of the system. All equipment shall be labeled with manufacturer, model number and function. All cables and connection points shall be identified as to type and service. Cables shall be uniquely labeled as to their use and shall be assigned a numeric identifier. Drawings shall be readable when printed on 11” x 17” paper.

   b. Manufacturer’s specifications for all major components specified or proposed for use in the system.

3. The contractor shall guarantee all equipment and materials provided as well as installation practices for a period of one year from the date of acceptance by the COR.

4. The contractor shall be prepared to show by “Proof of Performance” test that the equipment being proposed for use in this project is equal to or better than that specified. This proof shall be provided by actual real time tests and not by printed sales literature.

5. Workers fully competent in the fabrication, installation, and implementation of professional audiovisual, video, sound reinforcement, and cinema playback systems shall perform the work specified.

6. The contractor shall take precautions to guard against electromagnetic and electrostatic hum, spurious oscillation, to provide for adequate ventilation and to install the equipment to provide maximum safety to any user or operator.

7. The contractor shall exercise care in wiring the systems to avoid damage to cables and equipment. All joints and connections shall be made with rosin core solder or with mechanical connectors approved by the COR.

8. The contractor shall submit to the COR a letter of completion when the system is complete and in proper operating condition. Final tests shall be made in the presence of the COR, who shall be notified of the test date a minimum of one week prior to that date.

9. The contractor shall bring to the attention of the COR any aspects of the designs and specifications included which the contractor anticipates or foresees will cause any problems, setbacks, or other undesirable results in delivery, fabrication, installation, operation, or other aspects of the systems described.

10. Preceding final system training, the contractor shall provide a printed operations manual for use in operation and simple troubleshooting of the audiovisual systems specified in the task order. This manual shall be reviewed by the contractor for accuracy prior to and during the training session(s). The user manual shall include detailed drawings and photographs of system components showing critical control functions, control settings, and user connections. The manual layout as a minimum shall be:

    a) Cover / Title

    b) Contents

    c) Contact data consisting of a page listing names, addresses, telephone and fax numbers, and any other relevant contact information;

    d) Systems Overview description(s)

    e) System Operation

        1) Daily System Procedures
        2) Show Start operation
        3) Showing Other Media

            a) Blu-ray/DVD
            b) Computer
            c) Auxiliary sources

        4) System Adjustments

            a) Audio
            b) Video

    f) Troubleshooting Guide

            1) Video
            2) Audio
            3) Controls

g) Equipment list, broken down by system; for each line item, show the quantity provided, the manufacturer's name, the full model number, a brief functional description (e.g.: "1x6 Video Distribution Amplifier"), and serial numbers;

h) Consumables list (e.g.: lamps, fuses, or batteries) required to keep the system operating over time, along with sources of supply;

i) a recommended maintenance schedule followed by preventive maintenance and user-maintenance procedures, along with details on how to obtain service; include copies of sections from the applicable manufacturer's product manual's maintenance sections, along with any other maintenance procedures recommended by the contractor; clearly highlight any maintenance procedures required by the manufacturer to keep the manufacturer's warranty in force; include a troubleshooting guide detailing the more common malfunctions;

j) Shop drawings (11”x17”)

11. Using the manual specified, the contractor shall provide no less than two hours of onsite training and instruction to personnel designated by the COR. The contractor shall provide two copies of the marked up draft operations manuals to the COR and park prior to leaving the site. The contractor shall electronically submit the as-built revision(s) of the draft operations manual to the COR for review and approval before final distribution in the close-out documentation.

B. Functions and Objectives

1. The contractor shall remove from service all existing audiovisual equipment, hardware, materials and supplies not intended for reuse in the new system and shall turn over all such apparatus and materials to the COR.

2. The contractor shall provide and install fully working audiovisual, audio, and video playback systems comprised of contractor provided and GFP as specified in the individual task order.

3. The contractor shall provide the audiovisual system free of artifacts such as hum, noise, or distortion of any level above that specified by the manufacturers of the equipment specified and/or provided.

4. Acceptance testing shall verify function and purpose of new and existing equipment.

C. Equipment

1. Government-Furnished Property shall be specified in individual task order. Such equipment will be furnished to the contractor for integration into the audiovisual system. The contractor, at no additional cost to the government, shall replace equipment damaged while in the contractor's possession. The contractor will not be held responsible for performance or warranty of existing equipment or conditions unless the degradation of performance is caused by contractor installed equipment or action.

2. Video and playback requirements shall be as specified in individual task orders.

3. Audio requirements shall be as specified in individual task orders.

4. Control system requirements shall be as specified in individual task orders.

5. Equipment Racks shall be as specified in individual task orders.

6. Hardware, Cable, and Connections

   a. All support hardware shall be of the highest grade of reliability and rated equal to at least four times the load weight of the equipment being supported.

   b. Cabling and Connectors: Care shall be taken to bundle and secure all cables that interconnect electronic devices integral to the system with destinations outside the equipment rack. Strain relief, harnesses and segregation of cables according to signal levels must be maintained throughout. Crimp type connections shall be accomplished with ratchet type crimping tools as recommended by the crimp connection device manufacturer. Use of adapters is to be avoided where practical and cabling intermediate connections kept to a minimum. Unused conductors, shields, or drain wires shall be dressed under heat shrink tubing not cut.

7. Cables as manufactured by Belden, West Penn, Alpha, Liberty, or other equivalent manufacturers of premium grade low voltage cables with appropriate UL listings for the application shall be utilized.

8. Connectors as manufactured by Switchcraft, ITT Cannon, Neutrik, Kings, Amphenol, Trompeter, Canare or other equivalent manufacturers of premium grade audio, video, RF, and signal connectors shall be utilized. Metalized plastic shell connectors shall not be used in these systems under any circumstances.

9. Switches and relays as manufactured by EAO, Switchcraft, Grayhill, Microswitch, Potter & Brumfield, Radio Design Labs or other equivalent manufacturers of premium grade switch and relay products shall be utilized.

10. The contractor shall provide to the COR one set of any specialized tools necessary for dismantling or servicing switches. Lighted switches shall be illuminated by LEDs.

D. Execution

1. As specified in the individual task order, the contractor shall calculate anticipated heat loads for equipment used in the audiovisual system and shall provide a detailed report to the COR. The contractor shall provide and install convection vents and/or cooling fans if required to prevent the equipment's environment temperature from rising no more than 30ºF over the ambient temperature of the adjacent space. Fans, if used, shall be selected to provide the maximum amount of airflow with the minimum amount of noise contribution.

2. Persons trained and experienced in audiovisual, sound and video installation technology shall perform all assembly, fabrication, and installation work. All installation practices shall be adhered to as described in pertinent chapters of the following publications:

   a. Audio Systems Design and Installation; Author - Philip Giddings, Focal Press

   b. Sound System Engineering – Second Edition; Authors Don and Carolyn Davis, Howard W. Sams & Co.

3. In addition to above references, all requirements of the latest published edition, including but not limited to the following publications shall apply unless otherwise noted. In case of conflict between cited or referenced standards, the more stringent example or standard shall apply to the situation in question.

   a. National Electrical Code (NEC).

   b. Federal Communications Commission (FCC).

   c. Society of Motion Picture and Television Engineers (S.M.P.T.E.).

   d. American Society for Testing Materials (A.S.T.M.).

   e. Electronic Industries Association (E.I.A.).

f. Handbook for Riggers 1977 Revised Edition, W.G. Newberry; Calgary, Alberta Canada.

g. Basic Principles for Suspended Loudspeaker Systems, Technical Notes Volume 1, Number 19, JBL Professional Division.

Section 8. ACCESSIBILITY

8.1 Introduction

Park visitors who have physical, sensory, or cognitive disabilities have legally established civil rights to receive the same information and context that NPS interpretive media provide fellow citizens.

All work performed under this contract shall be in accordance with the Programmatic Accessibility Guidelines for NPS Interpretive Media, version 2.1, February 2012, or latest version available at www.nps.gov/hfc/accessibility. The Guidelines combine laws, policies, and best practices to offer design and presentation solutions that are acceptable in most situations. Contractors are advised to understand that physical access shall be required for employees to operate equipment.

In addition to Universal Design principles, specific design requirements for accessibility are mandated by statute. Laws that apply to work performed under this contract include the Americans with Disabilities Act, the Architectural Barriers Act, for Federal Government buildings and facilities, and Section 508 of the Rehabilitation Act, for electronic and information technology purchased by the Federal Government. Detailed information on these statutes may be found at www.access-board.gov.

Section 9. MEDIA PRODUCTION

9.1 Introduction

In some instances the contractor may be required to provide limited audiovisual production services and inter-format media transfers in order to fulfill the requirements of a task order. These services will typically be limited to captioning, audio describing, encoding, transferring, replicating and/or duplicating Government-Furnished Property (GFP) audiovisual programs. Production requirements and specifications shall be listed in individual task orders.

9.2 Captioning

The Department of the Interior (DOI) policy states that all training and informational video productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be captioned. DOI policy also requires that the captions shall be displayed at all times. Captions shall be displayed on-screen; the display format (size, font, location) shall be specified in individual task orders. All programs shall be captioned under this contract and shall be GFP, unless otherwise specified in individual task orders. NPS standard shall be to use Subtitles for the Deaf and Hard of Hearing (SDHH) which shall include indicators for music and sound effects. The terms "captions" and "subtitles" are synonymous. The programs shall typically be delivered to the contractor as High Definition video programs on a professional videotape formats such as HDCAM, HDCAM-SR, DVCPRO-HD or as Quicktime or Apple ProRes files. The government shall furnish electronic Microsoft Word copies of all scripts to be captioned, unless otherwise specified in individual task orders.

A. Caption Specifications

1. The contractor shall provide open captions, unless otherwise specified in the task order.

2. The government shall furnish jpeg files as samples for caption placement and font. Captions are typically one line, with no fixed maximum line length. Lines shall be broken at sentences or prepositional phrases where practical, with each line typically 50 characters or less, unless otherwise specified in the task order.

3. Captions shall use upper and lower case characters, unless otherwise specified in individual task orders.

4. Captions shall be pop-on/pop-off versus roll-up.

5. Captions shall distinguish between narration and spoken dialogue, by appearing in all caps followed by a colon, (NARRATOR:, RANGER MARY:) and shall indicate the presence of music and sound effects (SDHH).

6. Captions shall be displayed at the bottom of the viewing area of the screen. When images or on-screen titles interfere with caption readability, the caption placement may temporarily switch from the bottom to the top of the screen.

B. Caption Review, Approval, and Deliverables

1. The contractor shall submit all captions for review and approval by the COR. Caption review and approval shall be seven calendar days, unless otherwise specified in individual task orders.

2. The contractor shall provide an open-captioned optical disc or electronic file with visual time code and an electronic Microsoft Word file of the proposed caption script for review and approval by the COR. The contractor shall provide a second set if specified in individual task orders. The contractor shall not proceed with the final deliverables until the check disc or file and caption script are approved by the COR, which may require the submission of additional revised check discs and scripts before final approval.

3. Upon approval of the captions, the contractor shall deliver the final captioned programs as specified in individual task orders.

4. The contractor shall deliver an electronic Microsoft Word file of the final approved caption script in the close out documents.

9.3 Audio Description

NPS policy requires that all training and informational video productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described. Audio description helps to ensure that people who are blind or have low vision enjoy equal access to film and video programs by providing additional descriptive narration of key visual elements. Audio description uses the natural pauses in the existing soundtrack to insert descriptions of essential visual elements such as actions, settings, appearance of characters, body language, costumes, lighting, on-screen text, etc., when such information is not offered in the existing soundtrack. This prerecorded narration is delivered on a separate audio track that is synchronized with the program's primary audio track.

In theater settings, audio description is typically played from a separate audio track or device and is not heard over the main loudspeaker(s). Visitors requesting audio description typically receive a headset and receiver. The audio description track is then transmitted to the headset via a radio frequency or infrared signal. Only those visitors with headsets hear the audio description track. In exhibit settings, where video programs are often activated via pushbutton or motion sensor, the audio description soundtrack may also be activated via pushbutton or motion sensor. The playback method shall be specified in individual task orders.

All programs to be audio described under this contract will be GFP, unless otherwise specified in the task order. The programs will typically be delivered to the contractor on DVD or as an MPEG or Quicktime file with visual time code. The government will also furnish electronic Microsoft Word copies of existing scripts, unless otherwise specified in the task order. In some instances, the government may require the contractor to record the final approved audio description track onto the unused audio tracks of a GFP prerecorded tape. These programs will typically be delivered to the Contractor on a professional videotape format such as HDCAM, HDCAM-SR, DVCPRO-HD, or Digital Betacam and will contain prerecorded video and stereo audio. The contractor shall, in these instances, record the approved audio description onto an open channel of the prerecorded master.

A. Audio Description Specifications

1. All audio description shall be written, narrated, and recorded by trained, professional audio description providers.

2. All audio description shall conform to accepted industry standards and practices such as those provided by Audio Description International (http://adinternational.org) and the Audio Description Coalition (http://www.audiodescriptioncoalition.org).

3. All digital audio shall be created at a sampling rate of 48 KHz, unless otherwise specified in the task order.

B. Audio Description Review, Approval, and Deliverables

1. The contractor shall submit all audio description scripts electronically in Microsoft Word for review and approval by the COR.

2. Prior to recording the audio description soundtrack, the contractor shall provide an electronic Microsoft Word file of the proposed script to the COR for review and approval. Each block of text in the audio description script shall reference a time code number from the media, along with the preceding line from the program's original narration track. The contractor shall not proceed with the final deliverables until the audio description script is approved by the COR, which may require additional script submittals before final approval. Each resubmission of the script shall include a clean revised script without any comments.

3. Upon approval of the audio description script, the contractor shall record the audio description soundtrack in a professional studio using a professional audio description narrator. The contractor shall then provide a CD check disc or MP3 file of the edited audio description track for review and approval by the COR. Upon final approval by the COR, the contractor shall transfer the final edited track to a tape or file format to be specified in the task order.

4. All master tapes shall have continuous non-drop frame SMPTE time code.

5. The contractor shall deliver a backup copy of the final approved audio description soundtrack on a CD as an .wav and MP-3 digital audio file. The disc shall be labeled in accordance with the specifications provided at the end of this section. The contractor shall also deliver an electronic Microsoft Word file of the final approved audio description script. These shall be submitted with the close-out documentation.

9.4 Media Duplication, Replication, Encoding, and Transfer Services

In some instances the contractor may be required to duplicate, replicate, encode and/or transfer GFP audiovisual programs. This shall occur in small quantities as needed to support an audiovisual systems installation. The government will typically furnish programs on a professional videotape format such as HDCAM, HDCAM-SR, DVCPRO-HD Digital Betacam, or Betacam SP. The contractor shall, in some instances, caption and/or audio describe these masters as described in Items 9.2, Captioning, and 9.3, Audio Description, and then make backup copies in a specified tape format or as a digital file. In some instances the contractor may be required to provide MPEG encoding services and/or transfer programs to disc-based servers or solid-state media players in order to complete an audiovisual systems installation. Production requirements and technical specifications will be listed in each task order.

A) Final delivered show quality shall not be visibly degraded from the original.

B) Digital encodings shall be in the same display resolution as the media provided.

C) Digital encodings shall include two seconds of black at the head and at the tail of the programs.

D) An encoding specification report for each audio and/or video show shall be provided to the COR in .txt format and at a minimum shall include the following:

1. Park acronym and show name (e.g. – REDW “Land of the Giants”)
2. File size (e.g.- 688 MB)
3. Encoded by and date (e.g. - XYZStudios 10/1/09)
4. Container (e.g.-MPEG-4,Transport Stream, 1 vid, 1 aud, bitrate 21452 kb/s VBR)
5. Video dimensions and frame rate (e.g. - 1920 x 1080 x 29.97p)
6. Audio data (e.g. – MP2, 48 kHz, 384 kb/s, Stereo)

9.5 Master Tape Requirements

All master tapes produced under this contract shall conform to the following specifications:

Event	Time Code Start	Time Code End
Tape Start	00:58:00:00	
Black/Silence	00:58:00:00	00:58:30:00
SMPTE Color Bars/Tone	00:58:30:00	00:59:30:00
Slate	00:59:30:00	00:59:35:00
Black/Silence	00:59:35:00	01:00:00:00
Program	01:00:00:00	01:XX:XX:XX
Black/Silence (30 seconds)		
SMPTE Color Bars (5 seconds)		
Black/Silence (30 to 60 seconds)		

9.6 Labeling Requirements for Master Tapes, Discs, and Slates

A. All tapes, discs, and slates produced under this contract shall be labeled as follows:

National Park Service
TV-XXXX (Note: this is a tape number that will be government-furnished with each task order)
"Title of Program"
XX:XX (total running time of the program)
Audio Configuration (mono, stereo, etc.)
Captioning and/or Audio Description Information (e.g. "Closed Captioned on top two lines," "Open Captioned," "SDHH," "Audio Description on Channel 4")
Production Company
Mastering Date

B. Memory cards shall be labeled at a minimum with the four letter park designator, number identifier of the show, date, and venue where shown. Labels shall be adhered to the top facing of the card.

C. Digital files shall follow the naming convention of the memory cards, ex. "XXXX0000.xxx".

D. Digital files created for a special purpose shall have that purpose clearly identified.

E. When the show is presented in a language other than English the two-letter country code shall be added. Country codes shall be in accordance with ISO 3166.

F. Naming example: Park is Salinas Pueblo Missions, Show is "Breath of Life", Language is Spanish, file name is "SAPU0859ES.mpg". When an audio file is an Audio Description of the Spanish.

Section 10. CLOSEOUT PACKAGE

10.1 Introduction

At the conclusion of work, the contractor shall return all GFP and all other outstanding materials as specified in the individual task order. All material generated by the contractor in the process of completing a task order is the property of the government.

10.2 Specific Requirements for Closeout Package

Closeout Submittals - The contractor shall provide two hard copies and two electronic copies on optical disc(s) of the closeout submittals as specified below. All submittals shall be in the English language unless otherwise specified in the task order.

1. Final as-built shop drawings. Electronic versions of the drawings on an optical disc in Autodesk AutoCAD using a version no earlier than the last version prior to the most current available and also provided as an 11” x 17” or larger PDF. Showing all modifications to off-the-shelf equipment; final settings of set-up and alignment controls for electronic processors and power amplifiers; tap connections of 70V components; configuration settings of all mode switches, DIP switches, screwdriver adjustments, and programmable hardware supplied under the contract, if different from the factory default;

2. Final as-built operations manual consisting of binders sectioned by tabs and an electronic version containing:

    a. updated manual provided at the training session revised as needed.

    b. manufacturer's manuals for each unique piece of installed equipment or software;

    c. operating instructions for custom-fabricated equipment; and

    d. a manufacturer's warranty certificate for each unique piece of equipment; if warranties are required to be registered, supply proof of a completed warranty registration form for each piece of equipment registered in the name of the National Park Service.

3. Control system programming source files, compiled files, and documentation. All other digital signal processors source files including digital media player; source files, compiled files and documentation. The documentation shall be generated from the software’s standard report and/or print out capabilities. Provide electronically on a CD-R.

4. Photographs of installed system to include wide shots and close-ups of all equipment. The photographs shall be of a quantity and quality to document the installation and allow a service technician to remotely talk a park employee through initial trouble shooting. Provide on CD-R.

5. Provide two exact copies of all media player memory devices as installed. Provide on media type as specified by COR.

6. The final approved caption script(s) as an electronic Microsoft Word in electronic form and hard copy in the operations manual. The final captioned master(s) as specified in the task order.

7. The backup copy of the final approved audio description soundtrack(s) on a CD as an MP-3 digital audio file. And an electronic Microsoft Word file(s) of the final approved audio description script(s) in electronic form and hard copy in the operations manual.

Project Name	**Example National Park - Theater and PA AV Equipment**
Contractor Name	**(Company Name)**

Materials & Equipment	Manufacturer	Model	Qty	Unit	Price/Unit	Qty * Price
MATERIALS & EQUIPMENT						
						$ -
VIDEO & AUDIO SOURCES						$ -
Solid State 1080P Media Player				each		$ -
Auxiliary mp3 Player				each		$ -
Blu-ray Player w/RS-232				each		$ -
HDMI, VGA and Audio Wall Plate				each		$ -
Two RJ-45 Female to Punch Down plate, single, white				each		$ -
Blank plate, single, white				each		$ -
XLR 3-pin Female plate, white				each		$ -
VGA twisted pair extender set				each		$ -
HDMI twisted pair extender set				each		$ -
Flexible floor duct, 5' heavy duty wide channel, yellow				each		$ -
12' VGA M-M w/ audio cable				each		$ -
HDMI M-M high performance cable 12'				each		$ -
HDMI F - DVI-D M adaptor				each		$ -
						$ -
						$ -
VIDEO DISPLAY						$ -
HD DLP Projector, 3-chip, 1920x1200, 7000 lumen, no lens, black				each		$ -
Projector lens, long throw zoom;				each		$ -
Projector lamps,set of 2 (spare)				each		$ -
Projector mount				each		$ -
LED Countdown Clock				each		$ -
16:9 Screen, fixed frame, perforated matte surface, 192"x108"				each		$ -
						$ -
						$ -
						$ -
						$ -
VIDEO AND AUDIO PROCESSING						$ -
AV Surround preamplifier w/ 4 HDMI imputs and line level oututs				each		$ -
12 x 8 Digital Audio Matrix/Processor				each	$ -	$ -
Left, Center,Right Loudspeaker				each	$ -	$ -
Subwoofer				each		$ -
Surround Loudspeaker with u-mount bracket				each		$ -
Power amplifier, 2-CH, 200w/CH				each		$ -
UHF Wireless diversity microphone system, handheld				each		$ -
UHF Wireless diversity microphone system, lavalier				each		$ -
UHF Wireless diversity microphone system, headset				each		$ -
Handheld cardioid microphone				each		$ -
Microphone cable, 25'				each		$ -
Induction loop amplifier with loop				each		$ -
Audio Description transmitter				each		$ -
Assistive Listening transmitter				each		$ -
AL/AD Antenna for rack mount				each		$ -
AL/AD rack mount				each		$ -
AL/AD Receivers (6 channel)				each		$ -
AL/AD Headset				each		$ -
AL/AD Neck Loops				each		$ -
AL/AD signage				pack		$ -
AD/AL Alkaline batteries				each		$ -
						$ -
						$ -

Project Name	**Example National Park - Theater and PA AV Equipment**
Contractor Name	**(Company Name)**

Materials & Equipment	Manufacturer	Model	Qty	Unit	Price/Unit	Qty * Price
PA SYSTEM - Exhibit Area						$ -
Digital audio player				each	$ -	$ -
Table Mount Microphone				each	$ -	$ -
70V 100 watt Mixer/Amp				each	$ -	$ -
Ceiling 70V Loudspeaker				each	$ -	$ -
					$ -	$ -
						$ -
CONTROL SYSTEM						$ -
Programmable AV Control System w/ Power Supply				each		$ -
10" Wired Rack Mount Color Touch Panel				each		$ -
7.9" Tablet Based WiFi Enabled Touch Panel				each		$ -
Custom information desk panel with powered monitor speaker				each	$ -	$ -
Control system peripherals				lot	$ -	$ -
						$ -
						$ -
RACK						$ -
44 Space Equipment Rack				each	$ -	$ -
Vented Top for equipment rack				each	$ -	$ -
Relay Controlled Outlets				each		$ -
UPS, rack mount, 1600watts				each		$ -
Cables and Connectors				lot		$ -
Rack Hardware and Materials				lot		$ -
						$ -
PRODUCTION						$ -
Encode current show				each		$ -
Create Open Subtitles for the Deaf & Hard of Hearing				each		$ -
Create Audio Description File				each		$ -
SD-XC media and control file cards				each		$ -
						$ -
						$ -
						$ -
						$ -
						$ -
MATERIALS & EQUIPMENT TOTAL:						**$ -**

Project Name	**Example National Park - Theater and PA AV Equipment**
Contractor Name	**(Company Name)**

Materials & Equipment	Manufacturer	Model	Qty	Unit	Price/Unit	Qty * Price
LABOR - Technical Services						
Project Manager				hour		$ -
Systems Designer				hour		$ -
Draftsmen				hour		$ -
Programmer				hour		$ -
Lead/Chief Installation Technician				hour		$ -
Installation Technicians				hour		$ -
Shop Foreman				hour		$ -
Shop Fabricator				hour		$ -
Documentation - Closeout, etc.				hour		$ -
Shipping				lot		$ -
						$ -
						$ -
Site Visit 1 - Postaward Site Inspection						$ -
Project Manager				hour		$ -
Lead/Chief Installation Technician				hour		$ -
						$ -
Lodging				day		$ -
Per Deim				day		$ -
Airfare				each		$ -
Rental car				day		$ -
Tolls, Parking, Etc.				each		$ -
						$ -
						$ -
Site Visit 2 - Installation						$ -
Project Manager				hour		$ -
Lead/Chief Installation Technician				hour		$ -
Installation Technicians				hour		$ -
Lodging				day		$ -
Per Deim				day		$ -
Airfare				each		$ -
Rental car				day		$ -
Tolls, Parking, Etc.				each		$ -
						$ -
						$ -
						$ -
LABOR TOTAL:						**$ -**
AV SYSTEMS TOTAL:						**$ -**

THE EQUIPMENT LIST ABOVE IS A REPRESENTATION OF SYSTEM REQIREMENTS AND DOES NOT GUARANTEE A FULL AND OPERATIONAL SYSTEM AS CALLED FOR IN THE SPECIFICATIONS BIDDER SHALL ADD OR DELETE ITEMS AS NEEDED FOR A WORKING SYSTEM.

[CP] = Contractor's Proposal, place make and model at end of the description field.
(GFP) = Government Furnished Product
(GFP-Existing) = Government Furnished Product in existing system to be reused.
(GFP-Remove) = Government Furnished Product in existing system to be removed by contractor.