

August 30, 2018

BID BOARD POSTING
OSSO-393-2018-0045
REQUEST FOR QUOTE

This is a small business set-aside request for quote. The Centers for Medicare and Medicaid Services (CMS) intends to purchase a Stage Curtain for CMS with inherently flame retardant materials in accordance with industry standard under the Simplified Acquisition Procedure (Dollar Threshold of \$250,000) in accordance with the attached Statement of Work and 508. The NAICS code is 314120. All questions should be submitted electronically by 11:00am EST, on September 4, 2018 to renee.wallaceabney@cms.hhs.gov. Questions will not be answered by telephone.

Bids are due by September 5, 2018 @ 11:00am. EST

Acquisition Questions should be referred to:

Renee Wallace-Abney 410) 786-5128 renee.wallaceabney@cms.hhs.gov

**Centers for Medicare & Medicaid Services (CMS)
Office of Support and Services Operations (OSSO)
Administrative Services Group (ASG)
Division of Communications & Conferencing Management (DCCM)**

Large Conference Technical Management

**Statement of Work (SOW)
June 7, 2018**

1.0 Scope

1. DCCM needs to replace the existing CMS Stage Curtain with inherently flame retardant materials in accordance with industry standards. This SOW is to provide the replacement cost of the stage curtain.

1.1 Background

DCCM uses the Auditorium to host large conference for internal and external customers. Replacing the stage curtain is part of the LCF upgrades for the large conference rooms at central office. Replacing the curtain will enhance the over appearance of the auditorium and provide a better backdrop for video recording.

1.2 Objectives

Replace the existing CMS Stage Curtain with inherently flame retardant materials in accordance with industry standards.

1.3 Requirements

The contractor will remove the existing curtain and replace with a new stage curtain made of 25oz IFR velour charisma material. Raise the battens and tracks, connect all hangers and adjust to the proper height. After the curtain is replaced, reconnect the remote cable system adjusting the curtains stopping points to ensure the curtain will stop at the correct points. The black curtain will stay connected to the old track and not be moved except by hand. The job includes new track, pulleys, travel cable and all hardware as needed. The contractor will be bringing a tall ladder or scaffolding and will also have access to the CMS power lift if needed.

1.3.1 Maintenance and Support

N/A

2.0 CODES AND STANDARDS

All work performed under this contract shall be in accordance with the latest edition, including amendments or revisions in effect as of the date of this SOW, including federal, state and local laws, codes, ordinances, rules, regulations, orders and other legal requirements of public authorities that bear on performance of work; and, widely accepted industry standards, including but not limited to mandatory OSHA, ANSI, AIEE, ASCE, BOCA, NEC, UBC, and other government regulations. Contractor will adhere to the Telecommunications Cabling Standards, Telecommunications Infrastructure Administration Standards, and all Building Grounding/Bonding Requirements.

3.0 PLACE OF PERFORMANCE

The work shall be performed at 7500 Security Boulevard, Baltimore, MD 21244. All meetings and project planning activities involving Government personnel will be performed at 7500 Security Boulevard, Baltimore, MD 21244 or through audio conferencing.

3.1 Hours of Work

Contractor will be required to provide the government a daily work schedule to include the number of employees reporting to work site, so security procedures can be followed.

Hours of work are the normal operational hours plus those hours required for scheduled travel. Contractor is expected to conform to customer agency normal operation hours from 6:00 a.m. – 6:00 p.m. Eastern Time Zone. Within the deployment stages of the acquired equipment it will be necessary for the contractor to deploy personnel outside the regularly stated Agency operating hours. This flexibility will facilitate continuity of service for the Agency without interruption to mission critical functions performed by CMS personnel.

Period of Performance:

Date of Award – 09/28/2018

4.0 SECTION 508 - ACCESSIBILITY OF ELECTRONIC AND INFORMATION TECHNOLOGY

- (a) This task order is subject to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the workforce Investment Act of 1998 (P.L. 105-220). Specifically, subsection 508(a)(1) requires that when the Federal Government procures Electronic and Information Technology (EIT), the EIT must allow Federal employees and individuals of

- the public with disabilities comparable access to and use of information and data that is provided to Federal employees and individuals of the public without disabilities.
- (b) The EIT accessibility standards at 36 CFR Part 1194 were developed by the Architectural and Transportation Barriers Compliance Board ("Access Board") and apply to contracts and task/delivery orders, awarded under indefinite quantity contracts on or after June 25, 2001.
 - (c) Each Electronic and Information Technology (EIT) product or service furnished under this contract shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), as specified in the contract, as a minimum. If the Contracting Officer determines any furnished product or service is not in compliance with the contract, the Contracting Officer will promptly inform the Contractor in writing. The Contractor shall, without charge to the Government, repair or replace the non-compliant products or services within the period of time to be specified by the Government in writing. If such repair or replacement is not completed within the time specified, the Government shall have the following recourses:
 - 1. Cancellation of the contract, delivery or task order, purchase or line item without termination liabilities; or
 - 2. In the case of custom Electronic and Information Technology (EIT) being developed by a contractor for the Government, the Government shall have the right to have any necessary changes made or repairs performed by itself or by another firm for the noncompliant EIT, with the contractor liable for reimbursement to the Government for any expenses incurred thereby.
 - (d) The contractor must ensure that all EIT products that are less than fully compliant with the accessibility standards are provided pursuant to extensive market research and are the most current compliant products or services available to satisfy the contract requirements.
 - (e) For every EIT product or service accepted under this contract by the Government that does not comply with 36 CFR 1194, the contractor shall, at the discretion of the Government, make every effort to replace or upgrade it with a compliant equivalent product or service, if commercially available and cost neutral, on either a contract specified refresh cycle for the product or service, or on a contract effective option/renewal date; whichever shall occur first.

Section 508 Compliance for Communications

The (*Contractor name goes here*) shall comply with the standards, policies, and procedures below. In the event of conflicts between the referenced documents and this *SOW, PWS, or TO*, the *SOW, PWS, or TO* shall take precedence.

Rehabilitation Act, Section 508 Accessibility Standards

1. 29 U.S.C. 794d (Rehabilitation Act as amended)

2. 36 CFR 1194 (508 Standards)
3. <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards>
4. FAR 39.2 (Section 508)
5. CMS/HHS Standards, policies and procedures (Section 508)

In addition, all contract deliverables are subject to these 508 standards as applicable.

Regardless of format, all Web content or communications materials produced, including text, audio or video - must conform to applicable Section 508 standards to allow federal employees and members of the public with disabilities to access information that is comparable to information provided to persons without disabilities. All contractors (including subcontractors) or consultants responsible for preparing or posting content must comply with applicable Section 508 accessibility standards, and where applicable, those set forth in the referenced policy or standards documents above. Remediation of any materials that do not comply with the applicable provisions of 36 CFR Part 1194 as set forth in the *SOW, PWS, or TO*, shall be the responsibility of the contractor or consultant.

The following Section 508 provisions apply to the content or communications material identified in this *SOW, PWS, or TO*:

36 CFR Part 1194.21 a - l

36 CFR Part 1194.22 a - p

36 CFR Part 1194.31 a - f

36 CFR Part 1194.41 a - c

The contractor shall provide a completed Section 508 Product Assessment Template and the contractor shall state exactly how proposed EIT deliverable(s) meet or does not meet the applicable standards.

The following Section 508 provisions apply for software development material identified in this SOW, PWS, or TO:

For software development, the Contractor/Developer/Vendor shall comply with the standards, policies, and procedures below:

Rehabilitation Act, Section 508, Accessibility Standards

(1) 29 U.S.C. 794d (Rehabilitation Act as amended)

(2) 36 CFR 1194 (508 Standards)

36 CFR Part 1194.21 (a – l)
36 CFR Part 1194.31 (a – f)
36 CFR Part 1194.41 (a – c)

- (3) <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards> (508 Standards)
- (4) FAR 39.2 (Section 508)
- (5) CMS/HHS Standards, policies and procedures (Section 508)
 - a. Information Technology – General Information
<http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/Section508/index.html>

For web-based applications, the Contractor shall comply with the standards, policies, and procedures below:

Rehabilitation Act, Section 508, Accessibility Standards

- (1) 29 U.S.C. 794d (Rehabilitation Act as amended)
- (2) 36 CFR 1194 (508 Standards)
 - 36 CFR Part 1194.22 (a – p)
 - 36 CFR Part 1194.41 (a – c)
- (3) <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards> (508 Standards)
- (4) FAR 39.2 (Section 508)
- (5) CMS/HHS Standards, policies and procedures (Section 508)
 - a. Information Technology – General Information
<http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/Section508/index.html>