

Statement of Objectives (SOO) for Building 3 Furniture Installation

1. Statement of Objectives (SOO)

The SOO provides the basic, top-level objectives and is provided in lieu of a government-written statement of work (SOW) or performance work statement (PWS). It provides the contractor the flexibility to develop cost-effective solutions and the opportunity to propose innovative alternatives for meeting the objectives.

Contract Number:	TBD
Task Order Number:	Established at Time of Award
Contractor Name:	TBD
Follow-on to Previous Contract and Task Order Number:	Not Applicable

2. Program Manager/ Contracting Officer's Representative (COR).

Name:	William Porter
Organization:	894 th Cyberspace Support Squadron
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3. PURPOSE:

This project requires the contractor to provide all necessary labor, materials, and equipment to build and place office equipment for the 794 Communications Squadron (794 CS) within Bldg. 3 second floor within offices 212, 213, 214, and 215.

The scope of this project includes all project management, supervision, labor, materials, and equipment required to successfully put together the office space for 16 total 794 CS personnel. It includes furnishing 4 rooms with the necessary desks, chairs, tables, and accessories to conduct operations normally and will include:

- A pre-procurement site survey to capture critical measurements and specifications inside the rooms for desks, tables and chair locations.
- The building, moving, and placing of furniture in the office spaces.

All work shall be performed to meet current safety, security, and operational standards.

Security: All contractor personnel must meet base access requirements.

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4. PERIOD AND PLACE OF PERFORMANCE:

The anticipated period of performance is within 3 months starting when provided notice by 794 CS SCX flight commander after that the area has been effectively vacated by previous tenants. The location is JBAB.

5. BACKGROUND: The 794 CS requires a new office space to be adapted and prepared for use by military and contracted personnel. The office space is currently occupied by another squadron and will be released to the 794 CS.

6. PERFORMANCE OBJECTIVES, GOALS AND OUTCOMES:

- A. Provide experienced, dedicated, qualified, and appropriately cleared personnel to support this endeavor.
- B. Throughout the period of performance of the contract; achieve acceptable performance, reliability, and security.
- C. Establish project/Task management that provides accurate and timely schedule and performance throughout the life cycle of the project/task
- D. The contractor shall accomplish the following high-level objectives:
- E. Pre-Procurement Site Survey:
 - a. Conduct a comprehensive site survey of Bldg 3 rooms 212, 213, 214, and 215 and provide documentation/design layout and receive approval prior to acquisition.
 - b. The contractor shall capture measurements and dimensions of the room to determine desk, seat, and table locations and sizes. This task must be completed prior to the procurement of any materials to ensure proper fit and function.
- F. Furnishing the office:
 - a. Based on the site survey findings, provide 16 stations with standard rolling office chairs.
 - b. Room 212 will furnish 3 stations and 3 rolling office chairs
 - c. Room 213 will furnish 1 station, 1 rolling office chair, and two guest chairs.
 - d. Room 214 will furnish 6 stations and 6 rolling office chairs.
 - e. Room 215 will furnish 6 stations, 6 rolling office chairs, and a conference table with 10 chairs.
 - f. The contractor shall turn over all lock codes or associated keys to any desk or cabinet with a lock installed.

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G. Site Cleanup and Debris Removal:

- a. The contractor shall be responsible for cleanup of all project related debris from work areas.
- b. Upon project completion, the contractor will remove all project-related debris from the site.

H. Security:

- a. The contractor shall adhere to all installation access and security requirements.

7. DELIVERABLES:

Number	Title	Frequency
001	Furniture layout and cost proposal for review and acceptance: -description of service to be provided -Assumptions and Risks -Project Schedule (simple) -Price Summary -Itemized Bill of Materials -Labor and Install total estimate	Prior to award
002	Furnishing and Installation Plan Floor Plan Design (drawings and floor plans for furniture)	Prior to award
003	Project Status Briefing	Weekly if install period lasts longer than one calendar week
004	Punch List Items resolving furniture or install issues	NLT 30 days after pre-final inspection after initial delivery/install
005	Updated equipment inventories for each room. Lock keys	NLT Project closeout date, end of PoP

8. CONSTRAINTS

The contractor must comply with the requirements of the awarded contract under which the task order will be issued. The contractor should include a list of constraints – such as Government Furnished Equipment (GFE), licenses, etc. not included under the contract in its task order proposal response.