

**STATEMENT OF WORK
FOR
VISUAL INFORMATION SERVICES**

1. DESCRIPTION OF SERVICES: The contractor shall provide all personnel, tools, equipment, materials, supervision and other items and services necessary to perform Visual Information Support as defined in this Statement of Work (SOW) except as specified in Section 3 as government furnished property and services, on Columbus Air Force Base Mississippi. The contractor shall perform to the standards in this contract. The estimated quantities of work are listed Appendix A, Work Load Estimates.

1.1. PHOTOGRAPHIC SERVICES. IAW all applicable directives and all subsequent revisions listed in Appendix E and the requirements of this SOW, the contractor shall provide:

1.1.1. STILL PHOTOGRAPHIC SERVICES. Services shall include location, studio, alert and copy digital photography, printing, image manipulation, archiving imagery, and computer enhancement of imagery as required by authorized customers. Services may periodically include aerial photographic requirements. Kinds and estimated annual quantities of products and response times are listed at Appendix A, Photographic Products. Photographers shall be present 10 minutes prior to the requested time on the work order.

1.1.2. Provide location photography service, including but not limited to, photography of equipment, people, places, ceremonies, unit functions, special events, athletic activities, structures, aircraft, equipment or property.

1.1.3. Normally the government will notify the contractor of photographic requirements at least 24 hours in advance. The contractor shall maintain the capability to perform location photography at two different places simultaneously. Maintaining such a capability shall neither take precedence over, nor be subordinate to, the requirement to provide in-facility photography service and support by qualified photographers.

1.1.4. Provide studio photography service including but not limited to, photography of persons for official portraits, special duty assignments, passport or citizenship photographs. The studio shall be open to support the needs of the base customers from 0800 through 1500 hours each workday.

1.1.5. The contractor shall produce "collage" type or poster type prints incorporating multiple images, text and backgrounds. These products may be requested in sizes up to 32X40 inches. These prints can vary from two images digitally arranged together to multiple images interwoven to create the desired effect. The contractor may report as production any initial images obtained for the development of the final product as well as the final product. However, if the final product was developed from filed stock imagery, conventional or digital, only the final delivered product may be reported as production.

1.1.6. The contractor shall produce and deliver products for customers in hard copy, on diskette, on CD's or on ZIP disks. As required, the contractor shall transmit imagery through the base net system

to authorized customers. Production reporting for these requests shall be recorded and counted per image delivered.

1.1.7. The contractor shall mount prints on rigid stock and cover with plastic or laminate as required.

1.1.8. The contractor shall ensure a qualified photographer is on call 24 hours a day to respond to calls for alert photography and is at the designated on-base point with sufficient equipment within 20 minutes of call during normal duty hours and within 60 minutes of call during non-duty hours. Upon arrival at the designated location, the photographer shall report to the person-in-charge and photograph or videotape scenes as directed. The contractor shall not release any alert photography materials to anyone except the requester, the on scene commander or their designee. All such materials are to be considered "For Official Use Only." Any disputes should be referred to the Base Visual Information Manager (BVIM)/Quality Assurance Personnel (QAP).

1.1.9. The contractor shall develop a roster giving the name and phone number of the assigned alert support photographer and defining the method of contacting that individual. This roster shall be developed not less than quarterly and copies provided to the Command Post, SFS Desk Sgt and the QAP. Alert photography includes security investigations, safety incidents, natural disasters, mobility exercises, and other emergency situations.

1.1.10. Implement and manage self-help camera issue program when cameras are provided. The issue of the equipment shall be recorded on an AF Form 1297. The contractor shall brief the customer on equipment operation if requested.

1.1.11. Any work not meeting the customer needs, or rejected by the BVIM/QAP, shall be re-accomplished on the same work order and may be assigned a higher priority, to be determined by the BVIM/QAP. Re-accomplished work shall not be counted twice as end products.

1.1.12. High-interest Photography/Videography. The contractor shall screen all photography and videotapes accomplished and submit the selected prints, negatives, and videotapes of subjects and events considered to be of historical or archival value to the Air Force Depository as required.

1.1.13. Before beginning any form of production or reproduction of classified materials the contractor shall contact the unit security manager for specific guidance and if necessary facility or work center review.

NOTE: Only employees that meet the skills and knowledge and experience requirements of "PHOTOGRAPHER" and identified as such by the contractor in his required personnel listing shall perform contracted still photographic support on Columbus AFB.

1.2. GRAPHICS IMAGING. IAW all applicable directives and all subsequent revisions listed in APPENDIX E and the requirements of this SOW, the contractor shall:

1.2.1. Provide graphic support for all approved requests and shall report as products delivered only those products actually delivered to the customer. Masters created and filed for future use SHALL

NOT be counted as products delivered. Only products created from masters and delivered to customers may be counted.

1.2.2. Produce computer generated graphics products using government provided computer systems unless otherwise specified.

1.2.3. The contractor shall laminate printed materials produced by other sources as required.

1.2.4. Provide sketches or roughs to illustrate concepts of finished products when required. These “roughs” or proofs shall not be counted as production units.

1.2.5. Non-duty hour performance may be required in support of emergency requirements. Emergency type support is not considered overtime and any cost for same shall be borne by the contractor.

1.2.6. The contractor shall maintain supplies for a customer self help graphics area. Supplies and assistance shall be provided for the production of non-professional viewgraphs, charts, nameplates, signs, and similar products.

1.2.7. Before beginning any form of production or reproduction of classified materials the contractor shall contact the unit security manager for specific guidance and if necessary facility or work center review.

1.2.8. Reproduction: The contractor shall operate the government provided equipment and devices necessary for the operation of this function. This equipment shall be maintained by the government. This equipment is listed in appendix B and identified with an ®. The workload estimate for this function is listed in appendix A. The contractor shall provide duplication/printing and binding support as required.

1.2.8.1. The contractor shall provide the necessary manpower to meet the requirements of this task element. The government will provide initial training for the operation of the government provided devices and administrative/documentation actions to support this function.

1.2.8.2. The contractor shall establish and maintain adequate stock levels of required materials to support his function. As supplies are needed the contractor shall provide a listing of needs to the QAP for replenishment. The contractor will inventory all received supplies to insure completeness of order. Discrepancies will be immediately reported to the QAP. Invoices and shipping documents for all transactions shall be immediately given to the QAP upon supply receipt. All supplies for this function shall be funded by the government.

1.2.8.3. The contractor shall print, assemble or reproduce materials requested by authorized base customers within the capabilities of the government provided equipment. Requirements may be hand delivered to the Visual Information Service Center customer service desk in bldg 820 or submitted electronically. All requirements shall be submitted to the contractor on a properly completed DD Form 844. These forms must be completed in duplicate. The QAP shall be notified of any work requested that is outside the capability of the on site government provided devices.

1.2.8.4. Upon receipt of the DD Form 844 from the customer the contractor shall tabulate the job order cost and enter this information on the form. The contractor shall obtain these cost factors from the government provided product price listing. A copy of this form with the annotated cost shall be given to the customer with the completed product. The original form will be kept on file IAW applicable AFI's.

1.2.8.5. The contractor shall trim printed materials to required sizes. (within the capability of the government provided devices)

1.2.8.6. The contractor shall be provided copies of any and all maintenance agreements and shall be responsible for contacting maintenance representatives as needed. The contractor shall keep detailed documentation of any and all maintenance actions and calls for assistance.

1.2.8.7. The contractor shall maintain production documentation and accounting spreadsheets on all activities. The government shall provide master format documents for the contractor to utilize. These documents shall be provided to the government no later than the 5th workday of each month detailing the production and cost elements of the previous month.

1.2.8.8. Before beginning any form of production or reproduction of classified materials the contractor shall contact the unit security manager for specific guidance and if necessary facility or work center review.

1.3 PRESENTATIONS. IAW all applicable directives and all subsequent revisions listed in APPENDIX E and the requirements of this SOW the contractor shall:

1.3.1. Presentations Systems: The contractor shall have sole operational and maintenance responsibility for the presentations equipment (video and audio) located in Bldg 944 (the Columbus Club) the Base theater and the Services activity center on Columbus AFB. This duty shall include any and all phases of maintenance and any operational activity where the use of said ensemble or any portion thereof is required to support official government requirements. These duties shall include scheduling use of the system, participating in practices and actual events, consulting with customers on presentation requirements and system limitations, setting up microphones (wired or wireless) adjusting sound levels, setting up and operating lighting systems, presenting presentations to meet customer specifications (within system limitations) and keeping governments apprised of system deficiencies or scheduling deficiencies. The contractor's tasking shall be restricted to the use of the government provided equipment. Customers desiring the use of or incorporation of any supplemental presentations device during official presentations activities will do so independently. Supplemental devices shall not be linked to the government provided presentations systems. Any deviation from this must be approved by the BVIM. In the event services are required during non-duty hours the contractor shall be paid at the standard overtime rate established in schedule b. The workload estimate for this service is provided in Appendix A.

1.3.2. Presentations support personnel will be present at each tasking no less than 15 minutes prior to the actual presentation or as required on the required AF Form 833.

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1.3.3. Non-duty hour presentation services may be required to support special events or their special training requirements. These types of events shall be considered overtime and the contractor shall be paid accordingly.

1.4. VIDEO SERVICES. IAW all applicable directives and all subsequent revisions listed in APPENDIX E and the requirements of this SOW the contractor shall:

1.4.1. Provide video services that include capturing raw video footage, editing, scripting writing, narration, duplicating, recording lectures and training sessions, creating new products, and dubbing audiotapes. Kinds and estimated annual quantities of products, response times, are listed Appendix A. Either the BVIM or the Contracting Officer will resolve any disputes between the customer and the contractor.

1.4.2. The contractor shall conduct a Defense Automated Visual Information System (DAVIS) subject search prior to accomplishing any product. This search shall be annotated on the respective work order.

1.4.3. Normally the contractor shall produce only local use or video products. Should a requirement be levied that is outside these parameters the contractor shall comply with the guidance in Appendix E in accomplishing the product and subsequent documentation.

1.4.4. When requested the contractor shall prepare scripts from information provided by the requester. Upon completing a draft script, the contractor shall meet with the customer to determine what corrections or changes, if any, are needed. The contractor shall then prepare a final script, incorporating any required or requested corrections or changes, for approval by the customer.

1.4.5. The contractor shall videotape people, scenes, artwork, equipment, etc., at the visual information support center studio or other locations, depending on the requirements of the work order. In some cases it may be necessary to videotape or photograph scenes from the air using government aircraft.

1.4.6. All scenes shall be properly staged and lighted and except for special effects be sharply focused. Some products may require using more than one camera or recorder. The contractor shall ensure a smooth blend of videotapes, using proper video levels, color balance, lighting, and recording techniques.

1.4.7. Audio Recording. The contractor shall perform all such studio and location recording as may be required, to include the recording, re-recording, mixing, and/or transferring narration, music, background sound, and special sound effects.

1.4.8. Narration shall be done by a professional narrator, who is experienced in narrating, announcing, or public speaking, has a voice that is pleasant and natural, and able to read scripts containing technical terms easily and effectively.

1.4.9. The contractor shall revise or duplicate products as required.

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1.4.10. Before beginning any form of production or reproduction of classified materials the contractor shall contact the unit security manager for specific guidance and if necessary facility or work center review.

1.5. Work Control. All production work and services provided/performed shall be based on a valid (signed) work order (AF Form 833, Visual Information Support Request). The contractor shall refer all questionable work orders to the BVIM/QAP for resolution. The contractor shall establish and maintain a work control system which as a minimum, shall provide for logging the work orders with the date of their receipt, numbering them, assigning priorities, showing date of completion, the date of delivery and the specific type and quantity of products delivered. Separate groups of work order numbers shall be used for Graphic Arts, Photographic, Presentations and Video requests. The work order control log shall be kept current at all times. No later than the end of the 5th workday for each month, all work orders (AF Forms 833) and all receipts for issue equipment completed during the previous month shall be grouped by category of work, numerically arranged and delivered to the BVIM/QAP for inspection.

1.5.1. The contractor shall ensure that all information entered on AF Forms 833, issue receipts, and any attachments is complete, accurate and legible. The contractor shall not accept work orders that are incomplete. Work orders shall be numbered sequentially starting with 1-01 etc. to indicate calendar month and work order number. For instance, 7-01 would indicate the first work order for the month of July.

1.5.2. Work Order Priorities. All work orders shall fall into one of the following priorities.

1.5.3. Priority 1. Work of an emergency nature, when time is of the essence, aircraft accidents, accident investigation boards, intelligence collections, criminal investigations, command directed requirements and certain time sensitive public affairs work. Priority 1 work shall preempt all lower priority work. Response time shall be specified on the work orders but is defined for the purpose of this SOW as 24 hours or less depending on the need of the requester. (Requires approval of the BVIM/QAP or his representative, On scene commander, or Wing/Group Commander). Video products in this priority have a 2-duty day delivery requirement.

1.5.4. Priority 2. Work that is required by directive. This includes work requested by Public Affairs, public safety agencies (OSI, Security Police, Fire Department, Safety, Wing and Group Commander, general base agencies). These type products are those with programmable time constraints. Response time will be specified on the work requests but is defined for the purpose of this SOW as being dependent on the needs of the requester but never to exceed 3 work days. Video products in this priority have a 5-duty day delivery requirement.

1.5.5. Priority 3. (Graphics Only) Work that is complex in nature, requires long and continuing coordination with requesters such as the development of computer graphics products, multi-paneled briefing charts and composite photographs. Response time will be specified on the work request but is defined for the purpose of this SOW as being dependent on the needs of the requester but never to exceed 5 workdays unless approved by the QAP. Video products in this priority have a 10-duty day delivery requirement.

1.6. EQUIPMENT AND EQUIPMENT MAINTENANCE. The government shall provide the

equipment listed in Appendix B. The contractor shall not use any government equipment for any purpose other than to support this SOW. The contractor shall be accountable for all equipment listed in Appendix B and the maintenance of those items identified with a *. Maintenance includes all levels of equipment upkeep. All equipment requiring maintenance shall be repaired and placed back in fully working status with no more than fifteen calendar days down time from the original date of discovery. Equipment "down for maintenance" does not relieve the contractor of his obligation for timely product delivery.

1.6.1. An inventory of government provided equipment must be done not later than 5 days prior to the start of the basic contract period, within 10 calendar days of any option period and not later than 10 calendar days before the completion of the contract period. The contractor and a government representative (identified by the contracting officer) shall conduct a joint inventory of all Government furnished equipment and the contractor shall sign a receipt for all equipment provided by the Government. Items of equipment missing or not in working order shall be recorded and the contracting officer notified in writing. Throughout the life of this contract, the contractor shall keep current all inventory and accountability documents pertaining to government equipment. The contractor and the government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. In the event of disagreement between the contractor and the QAP on the working order and condition of equipment, the disagreement shall be brought to the contracting officer for resolution.

1.6.2. Obtaining Additional or Replacement Equipment. The contractor shall submit requests for additional or replacement Government-Furnished equipment to the QAP for approval and processing. All such requests shall specify the reason for the replacement request. If approved the contractor shall process such requests through the supply channels.

1.6.3. Unless performed by the vendor(s), or others acting therefore, the contractor shall be responsible for any necessary un-crating, assembly, or setup of additional or replacement equipment items and any necessary disassembly, preparation or crating of equipment items identified for turn-in.

1.6.4. The contractor shall provide, in detail, a 5-year upgrade/replace replacement plan to the base visual information manager for Government funding consideration no later than 1 October of each year prior to the end of each fiscal year.

1.6.5. Service Manual File. A file of service manuals and or operators handbooks shall be kept on all government equipment.

1.6.6. Repair Limits. The contractor shall be responsible for the repair costs on any single piece of equipment up to a one-time repair limit of 75% of its current value. If the repair costs are estimated by the contractor to exceed such limit, a detailed cost break down shall be submitted to the QAP. Documentation and submittal of warranty claims to equipment suppliers shall be the responsibility of the contractor. The contractor shall not be responsible for the cost of repair or replacement to the extent such repair or replacement is covered and in fact, reimbursed under any warranty.

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1.6.7. The contractor shall develop and maintain a maintenance database on all government provided equipment items. This information shall be kept throughout the life of this contract and turned over to the QAP at the conclusion of this contract. This information shall be available to the QAP at all times.

1.7. Functional System/Local Area Network Administration. The contractor shall provide and identify in writing an on site Functional Systems/Local Area Network Systems Administrator whose primary function shall be to keep the Visual Information production systems operational. This individual must meet the stated requirements of paragraph 4.15.4 of this statement of work.

1.7.1. The contractor shall resolve all day to day administrative and technical challenges of the Visual Information network including all difficulties involving of multiple platforms, (PC/NT/2000/MAC), network configurations, servers and input/output devices.

1.7.2. The Functional Systems Administrator (FSA) shall be responsible for the installation of patches; Anti-Virus software/updates and security configurations as required for compliance with AFCERT advisories, downward directed initiatives from DOD, AF, HHQ, wing mandates and communications squadron requirements. These directions may be received from the network control center or the 14th Communications Squadron Security Officer or the squadron systems administrator.

1.7.3. The FSA shall perform configuration management duties to include administrative maintenance, documentation of LAN, type and location of equipment attached to the servers, and software installed on each system and shall perform the duties of ADPE custodian.

1.7.4. The FSA shall research equipment and software upgrade needs and present same to the government representative for purchase consideration. Submissions shall include justification, source of supply and approximate costs.

1.7.5. The FSA shall gather all required data and accomplish Certification and Accreditation packages as required.

1.7.6. The FSA shall be responsible for maintaining current designations, password control, network requirements coordination, functional area network security and maintenance.

1.7.7. The FSA shall attend on site meetings as required concerning systems administrator duties.

1.7.8. The FSA shall be responsible for all facets of software license management for all systems assigned to the Visual Information effort.

1.8. Projector Set Up: The contractor shall respond as needed to reset projector configurations in the 14FTW Wing Conference Room, the Battle Staff Room, Phillips auditorium and the 14CS Conference room. These reset actions will be restricted to the use of the OPR provided hand held corrections device. The contractor will not attempt any maintenance action other than replacement of projector bulbs as required with bulbs provided by the OPR of the various presentations area.

1.9. TECHNICAL SOLUTIONS: The contractor shall research and provide technical solutions for Visual Information equipment purchases by base customers. Solutions will identify 3 sources and

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will be provided as attachments to provided properly completed AF Forms 3215. These forms will be given to the contractor by the QAP and when completed returned to the QAP.

2. SERVICE DELIVERY SUMMARY (SDS)

Performance Objective	SOW PARA & APPENDIX	Performance Thresholds
Provide Graphics Imaging products and services	Para. 1.2-1.2.7 & Appn. A	Not more than 2 valid customer complaints per month
Provide Photographic Imaging products and services	Para. 1.1-1.1.12 & Appn A	Not more than 1 valid customer complaints per month
Provide alert photography	Para. 1.1.8-1.1.9 & Appn A	No discrepancies
Provide Presentation services	Para. 1.3-1.3.7 & Appn A	Not more than 1 valid customer complaints per month
Provide Video products and services	Para.1.4-1.4.9 & Appn A	Not more than 2 valid customer complaints per month

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Maintain Equipment	Para.1.5-1.5.3. & Appn A & B	Equipment maintained as required, with no more than 2 valid discrepancies per month
Provide system administration support	Para. 1.6-1.6.6.	Maintain all systems, components and Documentation with no more than 1 valid discrepancy per month
Provide Technical Solutions for Visual Information Equipment Purchases	Para. 1.8	No more than 1 late or improperly completed solution per month
Provide Projector set up support	Para.1.7	Provide responses and corrective actions as requested with no more than 2 valid discrepancies per month
Provide work order control, documentation and reports	Para. 4.1 and 4.14 and Appn A	No discrepancies. Accurate products delivered as required
Product Reproduction Services	Para. 1.2.7	Products produced as requested with no more than 3 valid customer complaints per month

3. GOVERNMENT PROVIDED SERVICES AND PROPERTY. The government will provide telephone service (on base and local calls only), electricity, refuse collection, facility maintenance, police, fire, postal/bits, and rescue service. The contractor is authorized to use the base taxi service for official duty response; however, the lack of such support is not grounds for failure to meet response requirements. The government shall provide the equipment listed in Appendix B. The contractor shall maintain this equipment as specified in paragraph 1.5 through 1.5.3 of this SOW. The government shall also provide emergency medical transportation and transport if required. The contractor shall reimbursement the Government for the cost of these medical services at current rates.

4. GENERAL INFORMATION

4.1. The contractor shall provide all reports, forms, and other correspondence, including miscellaneous reports which concern Audiovisual activities, listed in Appendix D, Required Reports, at the time and frequency required and shall insure the data submitted is complete and accurate. The contractor shall insure all requirements are delivered to the required office no later than 4:15 PM (1615) local time on the workday they are required. Except for those reports that require a signature, all reports shall be submitted electronically.

4.2. PUBLICATIONS:

4.2.1. Publications and forms applicable to this SOW are listed in Appendix E. The publications are listed as Mandatory (M) or Advisory (A). The contractor is obligated to follow those publications coded as Mandatory. Revisions or changes may be issued at anytime during the life of this contract.

The contractor shall immediately implement any changes in any publication that will result in a decrease or no change in contract cost. Before implementing any change that will result in an increase in contract cost the contractor shall submit a price proposal to the contract officer and receive prior approval before continuing. This proposal must be received from the contractor within 30 days of the date the contractor is advised of the revision or change. Failure of the contractor to submit a price proposal within 30 days of notice from the date of receipt of any change shall entitle the government to performance with such change at no increase in price

4.3 HOURS OF OPERATION

4.3.1. Normal Hours. The normal hours of operation for the Visual Information Service Center (Bldg 820), 7:30 a.m. (0730) to 4:15 p.m. (1615), local time Monday through Friday or the same as the established Wing normal duty day program except for federal holidays.

4.3.2. Except in the case of a valid requirement for being otherwise, the Visual Information Service Center will not be open on federal holidays. As workload permits the contractor may be allowed no workdays in conjunction with specified wing down days. The QAP in coordination with the contract administrator will determine this authorization. Critical services must be maintained.

4.3.3. Non Duty Hour Photography. (Non-alert) The contractor shall provide non-duty hour photography (non-alert) that shall require the advance approval of the BVIM/QAP through the BVIM. Estimated requirements are contained in Appendix A of this SOW.

4.3.4. Emergency Services. Services may be required to support immediate photographic, graphic or video requirements, or activation or exercise of contingency (actual or practice) plans outside the normal duty hours described above. Support of these requirements is the contractor's responsibility and no overtime payments will be paid for same.

4.3.5. Overtime. The government shall pay the contractor only for overtime for which the contracting officer or the QAP approves. Any overtime incurred by the contractor providing emergency/contingency or exercise service support is not considered as overtime and shall be borne by the contractor. Authorized overtime payment shall be paid from Line Item 2, Section B, Supplies Services and prices of this contract.

4.4. QUALITY ASSURANCE. The government will periodically evaluate the contractors' performance by appointing a QAP representative(s) to monitor performance to insure services are received. The QAP government representative will evaluate the contractors' performance through intermittent on-site inspections of the contractors quality control, complaints from customers, periodic on site checklist inspections, random sampling and physical evaluations of reports required. The government may increase or decrease inspections if performance dictates. For those tasks listed on the Service Delivery Summary (SDS), the quality assurance personnel (QAP) will follow the methods of surveillance specified in this contract.

4.4.1. QUALITY CONTROL: The contractor shall develop and maintain a quality control program to insure all services are performed in accordance with commonly accepted commercial practices, the standards listed in paragraph 2, Service Delivery Summary and the mandatory compliance

government references listed in appendix E. The contractor shall develop and implement procedures to identify, prevent and insure non-recurrence of defective services. At a minimum the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Delivery Summary, internal inspection procedures, key control, EPA compliance, procedures for ensuring employee skills maintenance and security compliance. The plan will clearly show the contractor's minimum day-to-day operational work force necessary to support this SOW.

4.5. KEY CONTROL. The contractor shall establish and implement key control procedures, to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government. Lost keys shall be reported immediately to the contracting officer/QAP. The government replaces lost keys or performs re-keying. The total cost of lost keys, re-keying or lock replacement shall be charged to the contractor

4.5.1. GOVERNMENT AUTHORIZATION. The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not use keys to open work areas for personnel other than contractor employees engaged in performance of their duties, unless authorized by the Functional Commander. The contractor shall ensure lock combinations are not revealed to unauthorized persons.

4.5.2. The contractor shall provide a key for their assigned government facilities to the appointed primary QAP. The contractor shall control this key in the same manner as all other keys in his area of responsibility.

4.6. Hazardous Material Submittals.

4.6.1. According to AFI 32-7086, paragraph 2.6.9.2, all contracts involving the use of hazardous materials on an installation require the contractor to identify and report hazardous material storage and use.

4.6.2. Contractors shall complete an AF Form 3952, Chemical/Hazardous Material Authorization Request, prior to bringing any hazardous material on Columbus AFB. The AF Form 3952 must be submitted with supporting documentation, including Material Safety Data Sheet (MSDS) to the contracting office (or other office designated by the contracting office) for transmittal to the Civil Engineer Hazardous Materials Management Process (HMMP) team for approval/processing.

4.6.3. Contractors shall provide to the contracting office (or other office designated by the contracting office) specific hazardous material usage data quarterly in the format provided by the HMMP.

4.6.4. Hazardous Materials/Waste.

4.6.5. Material Safety Data Sheets (MSDS) shall be available, on site, for all hazardous materials in accordance with 29 CFR 1910.1200, Subpart Z, paragraphs (g) (2, 3, 4, 8, 9).

4.6.6. Hazardous materials shall be stored and used in accordance with 29 CFR 1910.1200, Subpart Z, paragraphs (f) (5 through 11).

4.7. ENVIRONMENTAL CONSIDERATIONS. The contractor is responsible for compliance with all federal, state and local environmental laws and regulations.

4.8. PERSONNEL

4.8.1. CONTRACT MANAGEMENT. The contractor shall identify one employee for the duty of working manager of this contract. This individual must be functionally qualified in at least 75 percent of the tasked elements of this SOW. This contract does not require an exclusive “manager”. Written notification of the name, address, and home telephone number of this individual and alternate shall be provided to the contracting officer prior to contract starting and anytime changes occur.

4.8.2. This employee and during his or her absence, the designated alternate, shall have full authority to act for the contractor on all contractual matters related to the daily operation of this contract.

4.8.3. During normal duty hours, this company representative or the alternate shall be available within 30 minutes to meet on the installation with the contracting officer or QAP to discuss problem areas. After normal duty hours, the manager or the alternate shall be available within 1 hour.

4.9. CONTRACTOR’S EMPLOYEES. MINIMUM KNOWLEDGE AND SKILLS

REQUIREMENT Resumes are required on all employees including those hired during the life of the contract as replacements. Resumes for replacement personnel shall be presented to the assigned QAP for review/approval before performing duties on Columbus Air Force Base. The contractor’s employees shall present a neat and clean appearance and shall be easily recognized as employees of your company. The contractor shall be responsible for providing the QA personnel with a complete list of all employees who shall be performing the requirements of this SOW. The list shall be provided to the QA personnel as a part of the quality control plan prior to performing any portion of the requirements and kept current throughout the life of this contract. The contractor shall maintain a level of manning with qualified employees that will ensure that all elements of services and production will not be degraded in any manner due to surge requirements, employee absences, terminations or educational requirements.

4.9.1. STILL PHOTOGRAPHY. Photographic requirements seldom allow repeats. Photographers must have knowledge, experience and ability in the use of digital cameras and related output devices, systems and software to capture and manipulate imagery and meet the requirements of paragraph 1.1 of this SOW. Photographers must have the skills necessary to coordinate requirements with the customers, discuss modifications or improvements, plan assignments, and if necessary, improvise methods to meet the final product demand. All photographers must have no less than 2 years current experience working in digital photography image acquisition, production and delivery.

4.9.2. VISUAL INFORMATION PRODUCTION. Videographers must have knowledge, experience and ability in the use of digital video cameras and related output devices, systems and software to capture, manipulate and edit imagery and meet the requirements of paragraph 1.4. of this SOW. Videographers must have the skills necessary to coordinate requirements with the customers, discuss modifications or improvements, plan assignments, and if necessary, improvise methods to meet the final product demand. Videographers must have no less than 2 years current experience working in digital photography image acquisition, production and delivery. Video requirements seldom allow repeats.

4.9.3. PRESENTATION SERVICE: Must be fully competent with no less than 2 years current

experience in the set up and use of presentation devices and the necessary techniques for same and meet the requirements of paragraph 1.3 of this SOW. Must be fully qualified on multiple devices to include but are not limited to, the skills required for operating multi-sync video/data projection systems, audio devices, touch panel control devices and related peripherals.

4.9.4. Functional System/Local Area Network Administrator. This employee shall be able to resolve day-to-day administrative and technical systems problems in the Visual Information Production and support system and internal network and all requirements stated in paragraph 1.7 of this SOW. Individual must have no less than 3 years current working experience in multiple platforms, (PC/NT/2000/MAC), network configurations, servers and input/output devices.

4.9.5. GRAPHIC ARTIST (ILLUSTRATOR). Must have no less than 2 years current experience, knowledge and production skills in the computer graphics equipment and production software to include, but not limited to, the use of for the production of art, layout, scaling, and perspective and be able to meet the requirements of paragraph 1.2 of this SOW. Must be skilled in mechanical drawing, freehand, and calligraphy. Must have the ability to interpret ideas from drawings, sketches, notes, specific directions or from abstract customer ideas.

4.10. Additional Duties.

4.10.1 Records Management. The contractor shall designate a records custodian who shall be responsible for the disposition of all Air Force records created by the contractor in performance of this contract. The Government will provide the records custodian initial training on controlling, maintaining, and disposing of Air Force records.

4.10.2. Equipment Custodian. The contractor shall appoint in writing primary and alternate equipment custodians to handle the requirements under paragraph 1.5. Appointees must attend an equipment management class, conducted by the base supply activity, before the contract start date or, if subsequent thereto other persons are so designated, before their being allowed to receipt for Government-Furnished equipment.

4.10.3. ADPE Custodian. The contractor shall appoint a primary and an alternate ADPE custodian and shall schedule these persons for equipment custodial training conducted by the base ADPE office. This training must be accomplished before the contractor will be allowed to sign for ADPE assets.

4.10.4. Building Custodian: The contractor shall appoint a primary and alternate building manager. These appointees must attend a building custodian orientation conducted by base Civil Engineering prior to contract start date and when custodians are changed. The orientation is by appointment only and lasts approximately 1 hour. The orientation is required before the contractor will be allowed to submit requests to 14CES.

4.10.5. FACILITY MAINTENANCE. The contractor shall adhere to the provisions of the base Fire Protection and Fire Prevention Program. The contractor shall insure all government facilities, equipment and supplies are secured at the end of each work period.

4.10.6. CUSTODIAL SERVICES: All dusting and cleaning of waste containers, windows, rest rooms, floors, porches, drives and sidewalks shall be the responsibility of the

contractor and all areas will present a neat clean and sanitary appearance at all times.

4.11. SECURITY REQUIREMENTS.

4.11.1. The contractor shall obtain the following pass and identification items, the loss of which must be reported as soon thereafter as possible to the issuing activity or the QAP.

4.11.2. AETC Form 58, AETC Civilian Identification Card. Each contractor employee, unless already a bearer of an otherwise valid government issued identification card, shall have this card in his or her possession at all times while working on this installation and shall surrender same at the end of his or her employment under this contract or when the form expires, whichever occurs first. DD Form 2220, DOD Registered Vehicle. This form (decal) shall be affixed to each vehicle registered for operation on the installation and shall be surrendered by the registrant upon termination of the contract, their employment, or upon expiration of the form, whichever occurs first.

4.11.3. The contractor must possess a SECRET security clearance. The government shall request the facility clearance if the contractor does not possess a facility clearance prior to award of the contract. The contractor shall apply for personnel security clearances within 10 calendar days after receipt of the facility clearance or, if the contractor possesses a facility clearance, within 10 calendar days after award of the contract. Clearances at the classification level of secret are required for at least two photographers, one videographer, the reproductions technician and the system administrator. All employees shall have a National Agency Check completed prior to using any government computer system. Documentation of said clearances shall be available to the government at all times.

4.11.4. Contractor employees shall be familiar with and adhere to procedures to be followed in the event of actual or simulated fires, weather advisories, natural disasters, bomb threats, terrorist activities, enemy attack, and other similar emergency type conditions posing a real or potential danger to people or property.

4.12. USE OR SALE OF VI PRODUCTS: All visual information products produced or collected by the contractor become the sole property of the Government and shall not be sold or used by the contractor for any purpose outside the provisions of this contract. This policy also applies when the contractor by choice or agreement, uses personally owned equipment or supplies in the course of official duties. The contractor shall not retain or duplicate such visual information products for any purpose other than the performance of this contract.

4.13. CONTRACTOR TRAINING: The contractor shall ensure all personnel are fully trained and qualified prior to employment IAW FAR 9.104-1 (e). Certain directed work center specific training shall be required during the life of this contract. The government shall cover all costs for tuition, billeting, and travel for these events at the standard rate in place for DOD personnel attending the same type instruction. The government will provide documentation authorizing use DOD rates for billeting and tuition while attending training. All contractor personnel receiving training will in turn train other work center personnel to promote cross utilization. If for any reason personnel should terminate employment or for any other reason leave within 1 year of receiving government sponsored training, it shall be the contractors responsibility to pay all costs for training the replacement. This replacement training action shall be accomplished within 90 days. Training needs identified by the contractor as skills advancement or proficiency improvement, shall be evaluated on a case by case and

cost share basis. The contractor shall provide the QAP with a comprehensive rationale for request as well as a cost breakdown proposal for travel, billeting, and tuition for approval prior to each training effort. When approved, the contractor shall pay all costs pertaining to each training course. The contractor shall present to the QAP, within 5 days of completion of training, a course completion document(s) and an invoice (with receipts) detailing actual costs for travel, billeting, and tuition. All costs above the agreed upon amount shall be borne by the contractor. The contractor shall enter the actual cost approved on the monthly invoice for reimbursement. In the event a contractor employee fails to successfully complete a government sponsored training effort the contractor forfeits all rights to re-imburement for any and all costs incurred.

4.14. PERFORMANCE OF SERVICES DURING CRISIS DECLARED BY THE NATIONAL COMMAND AUTHORITY. During any crisis identified by the National Command Authority the contractor may be tasked through the QAP to provide services in the Photographic and Graphic Imaging areas 7 days per week and 24 hours per day. This tasking shall not be considered overtime and any costs for same shall be borne by the contractor.

4.14.1. The government reserves the right to perform or supplement performance of contract functions with government personnel during periods of disaster, war emergencies, police actions, or acts of God.

4.15. Contractor Notification Responsibilities. The contractor shall notify the 14th Contracting Squadron and the 14th Security Forces Squadron, Pass and Identification, 5 workdays before on-base Performance of the contract. Updated employee listings shall be maintained by the contractor and provided when an employee's status or information changes. The notification shall include:

- a. Employee listing submitted on company letterhead containing the full first name, last name, middle initial, and social security number of company representatives.
- b. The contract number and contracting agency.
- c. The reason for the contract (i.e., work to be performed).
- d. The location(s) of contract performance and future performance, if known.
- e. The date contract performance begins.

4.15.1. Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees:

4.15.2. AETC Form 58, Civilian Identification Card.

4.15.3. Retrieving Identification Media. The contractor shall retrieve all identification media from employees who depart for any reason before the contract expires (e. g., terminated for cause, retirement) and return such media to Pass and Identification for proper disposition.

4.15.4. Reporting Requirements. Contractor personnel shall report to an appropriate authority, any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, and resources. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

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4.15.5. Personnel Security. The contractor is not authorized to enter any restricted areas without escort with the exception of responding photographer/videographers on official duty that have appropriate identification cards and restricted area badges.

4.15.6. Security Manager Appointment. The contractor shall appoint a security manager for on-base contract performance. The 14th Security Forces Squadron shall provide initial training to the contractor appointed Security Manager. The security manager shall provide employees with training required by DOD 5200.1-R, Information Security Program Regulation, Para 9-200 & 9-300, and AFI 31-401, AETC Supplement 1, Information Security Program Management, Para 8.3.1. The contractor shall provide initial and follow-on training to contractor personnel who work in Air Force controlled or restricted areas. Air Force restricted and controlled areas are explained in AFI 31-101, paragraphs 22.2.10 through 22.2.10.6.

4.15.7. Physical Security. Areas controlled by contractor employees shall comply with base Operations Plans/instructions for Force Protection Condition procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements.

4.15.8. Traffic Laws. The contractor and his employees shall comply with base traffic regulations.

5. APPENDIXES.

- A. Workload Estimates
- B. Government Provided Equipment
- C. Maps and Floor Plans
- D. Required Reports
- E. Publications

APPENDIX A. Workload Estimates

GRAPHIC IMAGING OPERATIONS			
Workload Description	Qty ANNUAL	Frequency-	Threshold
Transparencies	100	15% Priority 1 35% Priority 2 50 % Priority 3	Priority 1 1 Duty Day
Briefing and Wall Charts (sizes up to 32X40)	600 originals 600 duplicate	20% -Priority 1 30% - Priority 2 50% - Priority 3	Priority 2 No more than 3 Duty Days
Publication Pages and book covers	1,500 original	15% -Priority 1 25% --Priority 2 60% --Priority 3	Priority 3 No more than 5 duty days
Signs (temporary)	800 original	15% --Priority 1 20% --Priority 2 65% - Priority 3	

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Posters	1,500 originals 700 duplicate	15% --Priority 1 25% --Priority 2 60% --Priority 3	
Nametags/Nameplates	800 original	15% --Priority 1 25% --Priority 2 60% --Priority 3	
Lettering (certificates, awards, etc)	1,000 originals	15% --Priority 1 25% --Priority 2 60% --Priority 3	
Electronic/Display Art	2,500 original	15% --Priority 1 25% --Priority 2 60% --Priority 3	
Laser copier products from customer provided masters or work center developed masters	4,000	15% --Priority 1 25% --Priority 2 60% --Priority 3	
Reproduction Service	1.5 Mil	15% Priority 1 50% Priority 2 35% Priority 3	Priority 1 1 Duty Day Priority 2 No more than 3 Duty Days Priority 3 No more than 5 duty days

PHOTOGRAPHIC IMAGING			
Workload Description	Qty ANNUAL	Frequency	Threshold
Color Photographs (Imagery)	12,000	Pr.1— 10% Pr.2— 90%	Pr.1- 1 Duty Day Pr.2-No more than 3 Duty Days
Self-help camera checkouts	2		N/A
Composite Prints (Collages)	1000	Pr.1— 10% Pr.2 – 90%	Pr.1- 1 Duty Day Pr.2-No more than 3 Duty Days
Laser copier Products	2000	Annual	Pr.1- 1 Duty Day Pr.2-No more than 3 Duty Days
Estimated quantity location work orders	700	Annual	
Estimated quantity studio work orders	650	Annual	
Alert Photography requests (duty hours)	120	Annual	20 minute response time

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Alert Photography requests (Non duty hrs)	75	Annual	1 hour response
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PRESENTATION SERVICES

Presentation services (Each presentation is estimated to be 2 hours long with 2 practice sessions of 1 hr duration)	200	Annual	
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VIDEO SERVICES

Video Products (ORIGINALS)	75	PR. 1 5% PR. 2 20% PR. 3 75%	Pr.1- 2 Duty Days Pr.2- 5 Duty Days Pr.3-10 Duty Days
Video Duplications	200	PR. 1 2% PR.2 15% PR.3 83%	
Audio tape productions	25	PR. 1 5% PR. 2 5% PR. 3 90%	
Edits and revisions	150	PR.1 5% PR. 2 15% PR. 3 80%	

EQUIPMENT MAINTENANCE

Equipment Maintenance	All assigned items	As required by SOW	All equipment accounted for and Inoperative equipment repaired within 15 days
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TECHNICAL SOLUTIONS

Provide written Technical Solutions with no less than 3 options for Visual Information purchases	60	Annually	Within 3 days of receipt of AF Form 3215
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**APPENDIX B: GOVERNMENT PROVIDED EQUIPMENT
(ALL ITEMS ARE ONE EACH UNLESS OTHERWISE INDICATED)**

<u>ITEM</u>		<u>SERIAL NUMBER</u>
KODAK DCS-620 DIGITAL CAMERA		KX00810
NIKON D1X DIGITAL CAMERA W/ACC	.*	5105662
NIKON D1X DIGITAL CAMERA W/ACC	.*	5103937
NIKON D1X DIGITAL CAMERA W/ACC.	*	5105471
NIKON D1X DIGITAL CAMERA W/ACC.	*	5107886
<i>(D1X ACCESSORIES: 4/EH-4 ADAPTERS, 4/MH-16 CHARGERS)</i>		
POLOROID ID CAMERA	*	C60910
NIKON N90S	*	2533334
NIKON N90S	*	2276004
NIKON N90S	*	2533327
NIKON DCS 315 DIGITAL CAMERA	*	K315C-02799
NIKON DCS 315 DIGITAL CAMERA	*	K315C-02826
NIKON DCS 315 DIGITAL CAMERA	*	K315-02903
KIT: NIKON 80-200 ZOOM		223164
NIKON LENS 35MM F2.0		220012
NIKON LENS 35MM F2.0		220550
NIKON LENS 28MM		250052
NIKON LENS 28MM		351934
NIKON LENS 28MM		351937
NIKON LENS 20MM		300490
NIKKOR 20MM 2.8 DAF		343404
NIKON LENS 18MM		202105
NIKON LENS 18MM		202297
NIKON LENS 15MM X-WIDE		187302
NIKON LENS 35-105MM ZOOM		2338023
NIKON LENS 35-70MM AF ZOOM		812226
NIKON LENS 35-70MM F2.8 ZOOM		817074
NIKON LENS 35-70MM F2.8 ZOOM		817082
NIKKOR 24-50 D/AF ZOOM		518131
NIKON PRONEA 24-70 LENS		2048714
NIKON PRONEA 24-70 LENS		2032891
NIKON PRONEA 24-70 LENS		2032901
NIKON LENS 300MM TELEPHOTO		238118
SPEEDOTRON POWER-STUDIO	*	C24231
SPEEDOTRON POWER-STUDIO	*	C15610
SPEEDOTRON HEAD 1	*	K23337
SPEEDOTRON HEAD 2	*	K23247
SPEEDOTRON HEAD 3	*	K23317
SPEEDOTRON BOOM W/HEAD	*	202VF
NIKON SB-28 FLASH UNIT	*	2134112
NIKON SB-28 FLASH UNIT	*	2134114
NIKON SB-28 FLASH UNIT	*	2088671

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NIKON SB-25 FLASH UNIT	*	2634801
NIKON SB-25 FLASH UNIT	*	2634805
NIKON SB-25 FLASH UNIT	*	2634806
NIKON SB-28 DX FLASH UNIT	*	2042441
NIKON SB-28 DX FLASH UNIT	*	2042456
NIKON SB-28 DX FLASH UNIT	*	2042566
NIKON SB-28 DX FLASH UNIT	*	2042611
BOGEN TRIPOD W/VIDEO HEAD		MOD3046
QUANTUM Q FLASH, T2	*	QD1190
SUNPAK 622 FLASH UNIT	*	81002893
SUNPAK 622 FLASH UNIT	*	81002897
BOGEN TRIPOD		MOD3051
BOGEN TRIPOD		MOD3046
BOGEN TRIPOD AND VIDEO HEAD		MOD3046
BOGEN TRIPOD, SMALL		MOD3001
VINTON VIDEO TRIPOD W/HEAD		NO SERIAL NUMBER
MACINTOSH G4	*	XB1190W7KXS
MACINTOSH G4	*	XB1430PFKSL
MACINTOSH G4	*	XB1190Q3KXS
MACINTOSH G3	*	XB82532MCY4
MACINTOSH G3	*	XB8253A8CY4
MACINTOSH G3	*	XB8430KMD8X
MACINTOSH G3	*	XB8253F5CY4
MACINTOSH 9500	*	B6380FS8LT
MACINTOSH 9500	*	XB6380048L7
MACINTOSH 9600	*	XB7240PPA6R
COMPAQ SP700	*	D39CMW9K026
COMPAQ SP700	*	D38CMW9A027
SONY VAIO	*	S01-3307657-H
DELL OPTIPLEX	*	UGRGL
DELL OPTIPLEX	*	4SLSE
DELL OPTIPLEX	*	6FV6A
PANASONIC DVCPRO	*	K9TRB0180
SONY SVO*		0051442139
PANASONIC PRO DIGITAL CAMERA	*	K9TKA0257
SONY DIGITAL VIDEO CAMERA	*	100013
HI-8 DIGITAL CAMCORDER	*	1205852
MACKIE MIXER	*	BW27070
ROUTE 4 ROUTER	*	202832
MIDI-LND AUD MON, 100 WATT	*	
MEDIA 100 SYSTEM (installed)	*	589559, 560692, 550782, 552727
TASCAM 133B DECK	*	650136-891
TASCAM 133B DECK	*	680197-893
TECHNICS CD DISC PLAYER	*	FD5ED55267
PANASONIC DUPLICATOR	*	KOMC00039
DUECE LIGHTS		

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JVC VCR MODEL	*	8611851
PANASONIC AG2460P	*	K9KN00073
PANASONIC AG2460P	*	K9KN00077
PANASONIC AG2460P	*	K9KN00381
PANASONIC AG2460P	*	K9KN00384
PANASONIC AG2460P	*	K9KN00938
PANASONIC AG2460P	*	K9KN00347
SONY TRINITRON 1270		201987
SONY TRINITRON 1270		201940
SONY TRINITRON		87918337
SONY RECEIVERS		2018948
SONY RECEIVERS		2018922
SONY RECEIVERS		203034
SONY RECEIVERS		2108923
SONY RECEIVERS		2018865
SONY RECEIVERS		2026931
COMPAQ 21"		935G25KC756
COMPAQ 21"		937GC25KB870
DELL 17"		7221D-DFSMO-79
PHILLIPS MAG		80662781
PRINCETON		Y261017282
PHILLIPS MAG 19"		32685956
HITACHI 21"		G6B007158
NEC-265A		6812996JE
GOLDSTAR 17"		708KG12066
PHILLIPS MAG 19"		32686200
PHILLIPS MAG 19"		32686005
VIEWSONIC		DH83512668
MAG INNOVISION		8GC007027
MAG INNOVISION		8GC004748
DELL OPTIPLEX	*	3FDAY
DELL MONITOR	*	5322DAHLK7
AMX CONTROLLER	*	621-2143
NEC 1035 PROJECTOR	*	NX001089J
ALTIMEX XGA AMPLIFIER	*	73454385
AMX VPW WIRELESS PANEL	*	2TOA900
PIONEER PDF507 DISK PLAYER	*	SJVT037052
PIONEER CASSETTE PLAYER	*	SKSI161087
SHURE LX88 RECEIV		
W/2 SM58 HANDHELDS	*	
SHURE LXI PACKS/2	*	
SHURE WL93 LAV MICS/2	*	
SHURE SM58 WIRED MICS/2	*	
MA PDS PWR SEQUENCER	*	
HITACHI VCR	*	802-77834
AMX RADIO RECEIVER	*	057886

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RANE GE 130 EQUALIZER	*	250957
SHURE SM58-LC MICS/2	*	
JVC XL CD PLAYER	*	FZ258BK84C4003
AMP MODEL A 912MR2	*	73146953
RANE EQUALIZIER GE130	*	259338
NEC 1150 PROJECTOR	*	1200073NC
DELL MONITOR	*	2221DA7EOQ99
DELL OPTIPLEX	*	6FV5Z
LINK, EXTRON RGB PLUS	*	89899
TRINITRON MONITOR	*	2016469
TASCAM 112R	*	49049923
TASCAM 112R	*	S11350931
VIDCRAFT PRO SWITCHER	*	402202
PHILLIPS VCR	*	86671981
NEC POWER SUPPLY	*	LR98675
SOUNDCRAFT SYSTEM*		M93024558
LEXICON CP3	*	LO593-3472
QSC MODEL 1700, AUD AMP	*	0693367271
QSC MODEL MX700	*	0693333761
QSC MODEL MX700	*	06933758
QSC MODEL MX1500, AUD AMP	*	069333149
QSC MODEL 500A,AUD AMP	*	069333164
PODIUM LEFT W/MIC	*	
PODIUM RIGHT W/MIC	*	
LAPEL MICS/2	*	211064, 211065
PORT. WIRELESS HANDHELD MIC	*	2160266
AMX VPW-CP 2-WAY VIEWPOINT	*	963-01-01833-44
AMX VOL3 VOLUME CONTROL	*	75613500446
AMX AXR WAVE SERVER	*	9303713
CROWN AMP/COMTEC 810A	*	883482
MEDEA VIDEO RAID	*	S994007488705
MEDEA VIDEO RAID	*	S994007488748
MEDEA VIDEO RAID	*	002519562640
MEDEA VIDEO RAID	*	507150026
KODAK 3570 FIL SCANNER	*	3570-5395
KODAK 2035 FILM SCANNER	*	K384-3750
POLOROID 4000 FILM SCANNER	*	C02807
SCANMAKER III	*	766739669A
KODAK XLS 8600 PRINTER	*	S6003004
KODAK XLS 8600 PRINTER	*	S6003122
KODAK XLS 8650 PRINTER	*	N1303720
QMS 1660E WIDEBED PRINTER	*	QO1177955
EPSON STYLUS PRO 5000	*	APV04063
HP DESKJET 500		3233A38580
HP DESKJET 500		3117A20864
FUJIX 3000 PRINTER	*	6000U4044

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FUJIX 4000 PRINTER	*	2172B
CANON 1150 CLC COPIER/SCANNER	*	NNC00384
LACIE CD BURNER	*	11100424
ENCAD NOVAJET 630	*	EK911
LITTIS HUB		3280856
HYPER PHOTO PRINTER	*	8AA10081
HYPER SCANNER	*	FBA10221
MICRONET EXT. HARD DRIVE	*	1801021
BACKPACK CD REWRITER	*	19254728
PROCOM EXTERNAL HARD DRIVE	*	45343-01000
DATADOCK 18GB EXTERNAL HD	*	H700301
TELEX CARAMATE		228719
SAMSUNG TV/VCR COMBO		0200700850
BELL & HOWELL OVERHEAD		6076055
NEC MT600 VID/DATA PROJECTOR	*	683100829
VIEWSONIC VID/DATA PROJECTOR	*	VPRJ21558-2
LAMINATOR MODEL 27	*	00-96-00550
LAMINATOR MODEL 40	*	9648-0025
SPEAKERS JBL MODEL 8330(wall mounted)	*	6 ITEMS
SPEAKERS, JBL CONTROL 12S	*	3 ITEMS
SPEAKERS, JBL MODEL 4645	*	15236A
SPEAKERS, JBL MODEL 4645	*	15234A
SPEAKERS, JBL CONTROL 24 (ceiling mounted)	*	12 items
CHALLENGE PAPER Drill	®	73485
KODAK EKTAPRINT 90 COPIER	®	04816136
CHALLENGER PAPER CUTTER	®	24301
CANON IMAGE RUNNER 8500	®	
CANON CLC 550 COPIER/SCANNER	®	NRX00963
FIREY MODEL FC50	®	7942

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APPENDIX D:**REQUIRED REPORTS**

Report Title	Description/Form	Submit To:	Date Due	Directive
Monthly VISC Reports	Local Production and services Report/s (format provided by BVIM) covering production and support elements provided by contractor	BVIM/QAP	No Later than the 5 th Workday of each month	LOCAL
Miscellaneous Reports	Various undefined reports pertaining to VI services and support	BVIM	As required	Local requirement
Equipment Plan Report	In depth report of 5 year projected Visual Information Equipment needs	BVIM	1 Oct annually	AFI 33-117

APPENDIX E: Publications

Note: The inclusion of a paragraph denotes the inclusion of all sub-paragraphs unless explicitly stated otherwise.

“M” = Mandatory, “A”= Advisory

Number	Title	M or A	Applicable Paragraphs
AFI 31-601	Industrial Security Program Management	M	Paras 1.5, 1.5.1, 1.5.2, 1.6, 1.6.1, 1.6.1.1, 1.6.2, 1.6.5, 1.6.5.1-1.6.5.4, 1.6.6, 1.6.6.1, 1.6.7, 1.6.7.1, 1.6.8, 1.6.8.1, 1.7, 1.7.1-1.7.4, 1.8-1.8.3, 1.9, 1.10-1.10.3, 1.11.2, 1.11.4, 2.3-2.3.6, Chapters 3-9, 11
AFPD 33-2	Information Protection	M	Paras 1, 2.11, 3, 3.1, 3.2, 4, Attachment 2
AFPD 10-11	Operations Security	M	Paras 1-6
AFIND 2	Numerical Index of Standard and Recurring Air Force Publications	M	Pages 1-114
AFMAN 23-110 VI	USAF Supply Manual	M	Chapters 1-4, 6, 7, 9
AFMAN 23-110 VII	Standard Base Supply Customer's Procedures	M	Pages 1-213
AFMAN 33-326	Preparing Official Communications	M	Chapters 1-10, Attachments 1-4
AFMAN 37-123	Management of Records (will convert to AFMAN 33-323)	M	Chapters 1-7, Attachments 2, 3
AFMAN 37-139	Records Disposition Schedule (will convert to AFMAN 33-339)	M	Pages 1-792
AFI 33-338	Records Disposition—Procedures and Responsibilities (will convert to	M	Chapters 1- 4, paras 5.1-5.3, 6.1-6.3.4, 6.4-6.4.2.6, 6.5, Chapters 7-9, Attachments 2, 3
AFI 33-119	E-Mail Usage and Management	M	Paras 3.7.2, 3.8, 4.1.1, 8, 10, 11

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Number	Title	M or A	Applicable Paragraphs
AFI 33-129	Transfer of Information via the Internet	M	Paras 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 4.1.1, Attachment 1
AFI 33-202	Computer Security	M	Paras 2.10.1, 2.10.2, Chapter 3
AFI 33-203	Emission Security	M	Paras 2, 3, 4.2.1-4.2.4, 4.3, 5, 6, 8, 9, 10, 11, 12.7, 12.8, Attachment 3, 4
AFI 33-204	Info Assurance	M	Paras 1, 2, 3, 4, 6, 7, 9, 15,
AFI 33-211	Communications Security (COMSEC) User Requirements	M	Paras 3, 4.1, 6, 8, 9-59, Attachments 2-6
AFI 33-212	Reporting COMSEC Incidents	M	Paras 1, 1.2, 2.5, 4, 5.3, 6, 7, 8, 9, NOTES: (1), (2), (3), 10,
AFI 33-332	Air Force Privacy Act Program	M	Paras 1.1-1.3, Chapters 3-10, Attachments 2, 3
AFI 33-117	Visual Information (VI) Management	M	Paras 1.6, 1.10.1, 1.10.2, 1.10.3, 2.1, 2.1.1, 2.1.2, 2.1.3, 2.1.5, 2.1.6, 2.5, 2.6, 2.7.2, 2.7.3, 2.8, 3.7.1, 4.2, 4.3, 4.4.4, 4.5, 4.7, 4.9, 4.10, 6.1, 6.3, 6.5, 6.6, 6.7, 6.8, 6.9, A2.2
AFPD 31-4	Information Security	M	Paras 1-8, Attachment 2
AFPD 31-6	Industrial Security	A	Paras 1-11, Attachment 1
AFI 31-101 VI	The Air Force Physical Security Program	M	Paras 1.6.4, 1.6.6, 1.13, 1.13.1, 1.13.1.1, 1.13.1.2, 1.16.3-1.16.3.1.8, 1.17, 5.2, 5.2.1.1, 5.2.1.3, 5.2.1.4, 5.2.1.5, 5.3, 5.3.1, 5.3.1.1-5.3.1.4, 5.3.3-5.3.3.5, 5.4, 5.5-5.6, 5.11.1.2, 5.12-5.12.3.4.7, 9.5, 16.3, 16.3.1, Figure 16-1
AFI 31-209	Resource Protection	M	Paras 1.1, 1.10, 1.11, 1.12, 2.1-2.4.7, 2.5.2, 2.5.4, 2.5.7, 2.5.9, 2.6.2.2, 2.7, 2.7.1, 3.1, 3.1.1, 3.3, 3.4-3.4.4, 3.4.8-3.5, 4.2-4.4.1, Chapters 6, 8, Attachment 3
AFI 31-401/AF SUP1	Information Security Program Management	A	Paras 1.1-1.3, 1.3.5-1.3.8, 1.4, 1.4.2, 1.4.3, 1.4.3.1, 1.5-1.5.1.1.1, 1.7.2, 1.10, 3.2-3.3.2, Chapters 4, 5, paras 6.1.2-6.9.1, Chapters 8, 9
AFI 31-501	Personnel Security Program	M	Chapters 3, 7, 8.12.1, 8.14-8.14.13, 9.1-9.3, 9.3.3
AF Form 833	VI Support Request	M	
AFI 1297	Temporary Issue Receipt	M	
DDForm 1348-6	Requisition System Document	M	
DD Form 844	Requisition for Local Duplication Service	M	