Statement of Work

Repair of Acu-Gage Proprietary Measuring Systems
Bureau of Engraving and Printing – Washington, DC Facility

SECTION I: Background

1.1 The Bureau of Engraving and Printing (BEP) Washington, DC Facility relies on Acu-Gage precision measurement systems to support mission-critical production operations. These systems are essential for dimensional verification, quality control, and compliance with BEP manufacturing tolerances. Three Acu-Gage proprietary measuring systems have become non-functional and require OEM repair to restore production capability.

1.2 Acu-Gage Systems is the original equipment manufacturer (OEM) and the sole authorized source for diagnostics, calibration, replacement parts, and repair services for these proprietary sensors. Due to the proprietary design, firmware, and calibration requirements, no third-party vendor can perform the required work

SECTION II: Purpose

2.1 **Product, Service or Outcome Needed.**

The purpose of this contract is to obtain OEM repair services and proprietary replacement components necessary to restore three Acu-Gage sensors to full operational capability.

2.2 **Scope of the Product, Service, or Outcome.**

The scope includes the procurement of OEM parts, shipment of materials, and an OEM-performed on-site service visit to install and calibrate the repaired components. All work must comply with OEM specifications and BEP operational requirements.

SECTION III: Technical Requirements/Tasks/Outcomes

3.1 The contractor shall perform the following tasks:

- 3.1.1 Diagnose 3 Acu-Gage measuring systems
- 3.1.2 Supply OEM Replacement Parts. All parts must be new OEM components, compatible with the Acu-Gage sensors and programming.
- 3.1.3 Ship all parts to the DC Facility, with tracking information.
- 3.1.4 Provide on-site repair, calibration and installation of the Acu-Gage sensors. This includes the standard OEM calibration and functional testing.
- 3.1.5 Provide written service completion report.
- 3.1.6 Provide OEM standard warranty for all parts and labor
- 3.1.7 Provide post-installation technical support as required.

3.2 **Deliverables:**

SOW Paragraph #	Deliverable	Due Date	Deliverable Recipient	Deliverable Format
3.1.5	Written service completion report	Within 7 days of service completion.	COR	Word or PDF

3.3 **Special Delivery Instructions.** All parts shall be shipped to the BEP Washington, DC Facility loading dock. The Contractor shall coordinate delivery with the COR and provide advance notice of shipment.

3.4 **Performance/ Delivery Period.** The period of performance is 90 days from award for delivery of parts and one OEM service visit within 3–5 weeks after receipt of order, consistent with OEM lead times.

3.5 **Place/ Location of Performance/ Delivery.**
BEP Washington, DC Facility
14th & C Streets SW, Washington, DC 20228

3.6 **Travel Requirements.** The Contractor shall perform one on-site service trip. Travel costs are included in the fixed price. All travel shall comply with FAR 31.205-46.

3.7 **Special Requirements.**

3.7.1 **Contracting Officer Representative (COR):** The (COR) will be identified by separate letter issued by the CO. The COR monitors all technical aspects of the Contract and assists in Contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including Government drawings, designs, specifications; monitor Contractor's performance and notifies both the CO and Contractor of any deficiencies; coordinate availability of government furnished property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the Contract.

3.7.2 **Physical Security:** The Contractor shall be responsible for safeguarding all government equipment, information and property provided for Contractor use under this Contract. This Contract requires access into the Controlled Industrial Area of the BEP. The Contractor personnel shall recognize that BEP deals with sensitive information and other proprietary information, which are valuable, special, and unique assets. All information pertinent to BEP's information technology resources is highly sensitive and may not be released to third parties without the express, written consent of BEP. This information requires strict control procedures to preclude unauthorized disclosure or dissemination. Information pertinent to personnel is protected from unauthorized disclosure under the provisions of the Privacy Act of 1974 (5 U.S.C. 552a). Contractor personnel shall not divulge, disclose, or communicate in any manner, any information to any third

party without prior written consent of the BEP. Contractor personnel shall protect information and treat it as strictly confidential and will abide by the security requirements of BEP. A violation of this paragraph shall be a material violation of this Contract. Should the Contractor receive or suspect they have learned of sensitive or classified information, the Contractor shall identify and report suspicions to the COR. Contractor personnel performing work under this Contract shall be subjects of background investigations, conducted by BEP's Office of Personnel Security, prior to start of work under this Contract. Each Contractor employee performing under this Contract must successfully complete the Government required background check form at time of the proposal submission, and must maintain the level of security required for the life of the Contract.

3.7.3 **Identification of Contractor Employees:** All contract personnel attending meetings, answering Government telephones, and working in other situations where their Contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by Contractors are suitably marked as Contractor products or that Contractor participation is appropriately disclosed. All Contractor personnel shall clearly identify themselves as a Contractor and shall be required to wear identification (ID) badges in a visible location on the front of exterior clothing, above the waist, (except when safety or health reasons prevent such placement). ID badges shall be worn at all times when performing work. ID badges shall have an identification picture, and shall state the name of the individual and the company they represent. Contractor personnel are prohibited from possessing weapons, firearms or ammunition, on themselves or within their Contractor-owned or privately owned vehicle while on BEP premises.

3.7.4 **Organizational Conflict of Interest:** Contractor and subcontractor personnel performing work under this Contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in FAR Subpart 9.5. The Contractor shall notify the CO immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the CO to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the CO and in the event the CO unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the CO may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

3.7.5 **NON PERSONAL SERVICE STATEMENT:** Contractor employees performing services under this Contract will be controlled, directed, and supervised at all times by management personnel of the Contractor. Contractor management will ensure that employees properly comply with the performance work standards outlined in the . Contractor employees will perform their duties independent of, and without the supervision of, any Government official or other Government Contractor. The tasks, duties, and responsibilities set forth in this Contract may not be interpreted or implemented in any manner that results in any Contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to its facility and will perform the inspection and acceptance of the completed work.

SECTION IV: Applicable Documents

N/A

SECTION V: Requirements for Handling Sensitive, Classified, and/or Proprietary Information

5.1 The Contractor may be exposed to proprietary BEP production information. Contractor personnel must sign NDAs if required and comply with all BEP security protocols.

SECTION VI: Government Furnished Resources and Information

6.1 BEP will provide facility access, equipment access, and escorting as required. No Government-furnished property will be provided.

ATTACHMENT 1: LIST OF BEP'S FACILITIES

BEP Facility	Location Address
BEP's ECF	14th & C Streets, S.W., Washington, D.C.
BEP's WCF	9000 Blue Mound Road, Fort Worth, TX 76131