# STATEMENT OF WORK

# FOR

# USDA, FARM SERVICE AGENCY,

# VALENCIA COUNTY, NM

# SHORT TERM OFFICE RENTAL

Revision 0

07/13/2026

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# 1 INTRODUCTION

The USDA Farm Service located in Valencia County, New Mexico requires a short-term rental for office space.

## 1.1 Mission

The Farm Service Agency's mission is to procure a short-term rental to deliver service to USDA customers.

## 1.2 Background

The Valencia County USDA Service Center vacated their office space due to an extension not granted by the lessor in March of 2025 and has been providing services to the Valencia County client from the New Mexico State FSA Office in a neighboring county. This has created a hardship for our clients and staff. It is essential to provide services within the county boundaries; thus, a short-term rental is essential to meet this urgent need.

## 1.3 Scope

The Valencia County USDA Service Center requires a short-term rental for office space to accommodate the Farm Service Agency Service by meeting the general requirements listed below.

# 2 GENERAL REQUIREMENTS

The Contractor shall provide office space with the following general characteristics:

- Office space: Minimum of 1,250 square feet, Maximum of 1,600 square feet.
- Located in Valencia County, NM
- The office space shall meet the minimum requirements identified in the International Building Code for office space occupancies (HVAC, Flooring, wall, ceiling finishes, # of restrooms).
- The office space shall be ADA compliant and shall provide easy access by the public.
- The office space shall provide for sole access and control by the USDA Farm Service Agency.
- Adequate security- Exterior Doors Must Lock.
- Parking for 3-4 visitors and 2 employees.
- Available for a base year of 12 months with four possible option year periods of 12 months each (Not to exceed 5 years).
- Desired occupancy to begin on September 1, 2026.
- The office space shall have access to telephone and internet service. (Government will procure these services separately.)

- Contractor must be registered with System for Award Management (SAM.gov) prior to providing a quote.
- Space shall provide one (1) private office space.
- Two (2) restrooms, one for each gender.
- Janitorial, snow removal and all utilities shall be provided in the monthly firm-fixed price rental amount.
- Conference Room for seven employees (County Committee members)

Desired Characteristics but not required:

- Quotes that include furnished items (chairs, desks, etc.).
- A third bathroom, two for the public and one for staff.

**2.1 Non-Personal Services**

Not applicable

**2.2 Contractor Personnel Qualifications**

Not Applicable

**2.3 Key Personnel**

Not Applicable

**2.4 Location and Hours of Work**

Not Applicable

**2.5 Travel**

Not Applicable

**2.6 Invoicing**

Invoices must be submitted electronically through the Invoice Processing Platform (IPP) system and in accordance with the payment clause(s) in the contract.

ELECTRONIC INVOICING AND PAYMENT REQUIREMENTS – INVOICE PROCESSING PLATFORM (IPP) (a) Invoices must be submitted electronically through the U.S. Department of the Treasury's Invoice Processing Platform System (IPP). The Contractor must use the IPP website (https://www.ipp.gov) for submitting invoices. Invoices submitted by means other than IPP will not be accepted unless the Contracting Officer authorizes alternate procedures in writing.

The Government cannot legally pay for services in advance, only after the services have been received. Invoices shall be entered in IPP by the vendor on the last day of each month. Payments will not be made by the Government until after the end of each month. Billing shall occur in arrears.

### 2.7 Identification of Contractor Personnel

Not Applicable

## 3 REQUIREMENTS/TASKS

See General Requirements in Section 2.

## 4 DELIVERABLES/SCHEDULE

Not Applicable

## 5 SPECIAL REQUIREMENTS

This section describes the special requirements that apply to this contract. The following sub-sections provide additional detail for each requirement.

### 5.1 Security

FAR Subpart 4.13, Personal Identification Verification of Contractor Personnel, establishes the policy and use requirements for FAR Clause 52.204.9, Personal Identification Verification of Contractor Personnel, which is hereby incorporated into this order by reference. It requires Contractor compliance with Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

USDA policy implementing referred to in paragraph (a) of the clause is at USDA Department Manual 4620-002, USDA Departmental Regulation 4620-002. This policy applies to Contractor employees, including subcontractor employees, who require routine access to federally controlled facilities and information systems.
All such employees must have been successfully identity proofed (FBI fingerprint check), and have at minimum a successfully adjudicated Tier 1 (T1) or Department of Defense/Defense Counterintelligence Security Agency (DCSA)/National Security (NS) community background investigation to serve on the contract. USDA agencies may grant access to USDA information systems after successful adjudication of the FBI fingerprint check. Completion and successful adjudication of the final T1 (or higher) results or DCSA/NS BI are still required to continue work under this contract. If the fingerprint or background investigation result is unsatisfactory the employee shall be

removed from the contract immediately and replaced immediately. Unless an employee already has successfully completed these requirements and the investigation is current, the employee will be required to complete an electronic Questionnaire for Investigations Processing (eQIP), fingerprint check (instructions to be provided by the Farm Production and Conservation, Homeland Security Division, Personnel Security Branch), and other required forms. The Contractor is responsible for any cost of obtaining the fingerprints. The Government is responsible for the cost of the FBI fingerprint check and background investigation. The agency does not have any control over the timeliness of the background investigation or that it will be completed within the performance period of this contract, but it is estimated to be completed approximately 30-120 calendar days (depending on the level of the background investigation), once the Contractor provides all of the required documentation and the agency submits it to DCSA. Fingerprint check results are estimated to be received within 10 calendar days once the Contractor provides all of the required documentation and the agency submits it to DCSA. Upon award of the contract, and once the agency has provided the Contractor with the required documentation and instructions, the Contractor must complete and submit the required documentation promptly to prevent delays in granting access.

The Contractor shall maintain a current listing of all employees, including subcontractor employees that have access to Government facilities and information technology systems. The list shall be made available to the Government upon request.

## 5.2 Government Furnished Property (GFP), Equipment (GFE), Information (GFI), and/or Services

Not Applicable

## 5.3 Applicable Documents

Not Applicable

## 5.4 Restrictions Against Disclosure

The Contractor agrees, in the performance of this contract, to keep all information contained in source documents or other media furnished by the Government in the strictest confidence. The Contractor also agrees not to publish or otherwise divulge such information in whole or in part, in any manner or form, nor to authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the Contractor’s possession, to those employees needing such information to perform the work provided herein (e.g., on a "need to know" basis). The Contractor shall to immediately notify the Contracting Officer, in writing, in the event that the Contractor determines or has reason to suspect a breach of this requirement.

The Contractor agrees not to disclose any information concerning work under this contract to any persons or individual unless prior written approval is obtained from the Contracting Officer. The Contractor agrees to insert the substance of this clause in any consultant agreement or subcontract hereunder.

Performance of work may involve access to potentially sensitive information about governmental and landowner issues. All Contractor personnel shall comply with the terms of AGAR clause 452.224-70 (Confidentiality of Information), as well as provisions of the Privacy Act of 1974 (5 U.S.C. 552a) Additionally, the Contractor's personnel shall comply with privacy of personal information relating to agency programs in accordance with Section 1244 of Title II of the Farm Security and Rural Investment Act of 2002 (P.L. 107-171) and Section 1619 of Title I of the Food, Conservation, and Energy Act of 2008. The Contractor's employees shall not disclose contents of agency case files and/or records to anyone other than authorized United States Department of Agriculture employees without the express written consent of the Freedom of Information Act and Privacy Act Officer, through the Contracting Officer.

## 5.5 Organizational Conflicts of Interest

The Contractor acknowledges that it is familiar with Federal Acquisition Regulation (FAR) Subpart 9.5, Organizational and Consultant Conflicts of Interest, and agrees to avoid, neutralize or mitigate such conflicts of interest in accordance with the principles set forth in the FAR. If the performance would require the Contractor, including subcontractors, to provide services related to systems or projects with which the Contractor is already directly concerned, either by prime or subcontract, that would cause an organizational conflict of interest, the Contractor shall immediately notify the Contracting Officer, in writing, and not perform the work until direction is provided by the Contacting Officer.

## 5.6 Insurance

Not Applicable

## 5.7 Mandatory Contractor Training Requirement

Not Applicable