STATEMENT OF WORK (SOW)

Modular Mobile Office and Acoustic Workspace Systems

Flat-Pack Kit Supply, Assembly Support, and Licensing Rights

1. Purpose

Federal Prison Industries (FPI/UNICOR) seeks a qualified contractor to provide modular mobile office and acoustic workspace systems in flat-pack or knock-down kit form, together with technical documentation, assembly support, training, and commercial licensing rights necessary for FPI to assemble, market, and distribute the products through approved government procurement channels.

The objective is to establish a partnership with a manufacturer capable of supplying modular workspace products that can be assembled by FPI personnel and offered to federal, state, local, and authorized commercial customers.

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2. Background

Federal agencies continue to require flexible, relocatable workspace solutions that support:

- Hybrid work environments
- Telework and video conferencing
- Private telephone communications
- Confidential meetings
- Healthcare consultations
- Human resources interviews
- Training and collaboration activities
- Secure office environments

FPI seeks modular office systems that can be shipped economically as flat-pack kits and assembled at designated manufacturing facilities.

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3. Scope of Work

The contractor shall provide modular office systems meeting the requirements identified herein.

The contractor shall furnish:

- Complete flat-pack product kits
- Engineering documentation
- Assembly instructions
- Product drawings
- Bill of Materials (BOM)
- Required hardware and components
- Quality assurance procedures
- Technical training
- Licensing rights as defined in the resulting contract

The contractor shall support FPI's transition from kit receipt through production assembly and final sale.

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4. Product Requirements

4.1 General

Products shall consist of modular, relocatable, freestanding office and meeting room systems suitable for indoor commercial and government environments.

Systems shall be capable of being installed without attachment to building walls or ceilings.

Products shall be designed for repeated assembly, relocation, reconfiguration, and disassembly.

4.2 Product Types

The contractor shall be capable of providing one or more of the following:

- Single-person privacy booths

- Telephone booths
- Video conferencing booths
- Focus rooms
- Two-person meeting rooms
- Four-person meeting rooms
- Team collaboration rooms
- Modular office suites
- Secure consultation rooms

4.3 Construction Requirements

The modular systems shall include:

- Structural framework
- Wall panel assemblies
- Glazed panel options
- Door systems
- Acoustic insulation materials
- Electrical distribution components
- Internal lighting systems
- Ventilation systems
- Interior finish options

The contractor shall identify all available standard and optional product configurations.

4.4 Acoustic Performance

Proposed systems shall be designed to provide speech privacy and sound attenuation appropriate for office environments.

Offerors shall provide independent laboratory testing or engineering documentation supporting acoustic performance characteristics.

Preference may be given to systems capable of supporting multiple acoustic performance levels suitable for:

- Open office applications
- Confidential business conversations
- Human resources discussions
- Healthcare consultations
- Government and secure-use environments

4.5 Mobility and Reconfiguration

Products shall:

- Be modular in construction.
- Allow replacement of wall panels and finish materials.
- Permit future upgrades.
- Accommodate relocation within a facility.
- Support field reconfiguration when required.

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5. Licensing Requirements

The contractor shall propose a licensing structure that permits FPI to:

- Assemble products from supplied kits.
- Market completed products.
- Sell completed products through approved procurement channels.
- Utilize contractor-approved product literature.
- Perform maintenance and warranty support.

Offerors may propose:

- Exclusive licensing arrangements.
- Non-exclusive licensing arrangements.

- Government-only distribution rights.
- Territory-based rights.

The Government reserves the right to negotiate licensing terms during award discussions.

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6. Training Requirements

The contractor shall provide initial training consisting of:

Technical Training

- Product familiarization
- Component identification
- Assembly procedures
- Electrical installation requirements
- Finishing procedures

Quality Training

- Inspection procedures
- Acceptance criteria
- Defect identification
- Corrective action procedures

Safety Training

- Material handling
- Assembly safety
- Electrical safety
- Equipment operation

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7. Deliverables

The contractor shall provide:

Deliverable 1

Technical Documentation Package

Including:

- Engineering drawings
- Assembly instructions
- Product specifications
- Maintenance documentation

Deliverable 2

Pilot Production Support

Support for initial assembly and production validation.

Deliverable 3

Training Materials

Electronic and printed training resources.

Deliverable 4

Flat-Pack Product Kits

Complete product kits ready for assembly.

Deliverable 5

Ongoing Technical Support

Support services during the contract period.

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8. Quality Assurance

The contractor shall maintain a documented quality management system.

Products supplied under this contract shall:

- Meet published specifications.
- Be free of manufacturing defects.
- Meet applicable electrical and safety codes.
- Comply with applicable accessibility requirements where offered.

- Pass contractor-established quality inspections.

The contractor shall provide documented inspection and testing procedures.

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9. Warranty

The contractor shall provide warranty coverage for supplied materials and components.

The proposal shall identify:

- Warranty term
- Covered components
- Exclusions
- Claims procedures
- Service support process

Longer warranty periods may be evaluated favorably.

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10. Production Capacity

Offerors shall provide:

- Manufacturing location(s)
- Production capacity
- Lead times
- Supply chain capabilities
- Domestic content information

Preference may be given to domestic manufacturing and assembly capabilities.

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11. Evaluation Factors

Proposals may be evaluated based upon:

1. Technical capability
2. Product quality

3. Acoustic performance
4. Ease of assembly
5. Licensing flexibility
6. Warranty coverage
7. Production capacity
8. Price
9. Past performance
10. Domestic manufacturing content

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12. Period of Performance

Base Period: Five (5) Years

Option Periods: To Be Determined by Contracting Officer

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13. Anticipated Ordering Quantities

Initial pilot requirement:

- Up to 25 units

Potential annual production:

- 100 to 1,000+ units across multiple configurations

Quantities are estimates only and do not guarantee minimum purchases.

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14. Submission Requirements

Offerors shall provide:

- Corporate qualifications
- Product catalog
- Product specifications
- Acoustic testing data

- Licensing proposal
- Warranty information
- Training plan
- Production schedule
- Pricing proposal
- References for similar projects