

**Bureau of International Narcotics and Law Enforcement Affairs  
(INL)**

**U.S. Embassy Mexico City**



**Statement of Work (SOW)  
INL/Mexico City, Mexico**

**Mexican Criminal Courts Telepresence Project**

## SECTION 1

### Statement of Work (SOW)

#### 1. GENERAL

The offeror shall provide all labor, services, materials, equipment, transportation, supervision, and all requirements necessary to accomplish the efforts described in this Statement of Work (SOW).

#### 2. BACKGROUND

Judiciaries in Mexico's border states (i.e. Baja California Norte, Sonora, Chihuahua, Coahuila, Nuevo Leon, and Tamaulipas) face persistent security and operational challenges when hearing cases involving detainees imprisoned for TCO-related activities. Reliance on in-person hearings requires frequent inmate transport from detention facilities, creating elevated risks of escape, violence, intimidation of judicial personnel, and disruptions to proceedings. These risks contribute to hearing delays, case backlogs, and reduced judicial effectiveness at a time when TCO and FTO-related activity along the U.S.-Mexico border remains acute. The problem stems from limited access to secure, court-approved telepresence technology, uneven digital infrastructure, and procedural frameworks that have not adapted to evolving security threats. Addressing this issue is critical to ensure timely prosecution of high-impact cases.

#### 3. SCOPE

This project will equip up to **four** state or federal judiciaries and their courtrooms in Mexico's northern border states and the corresponding penitentiaries in those states or judicial districts with telepresence systems and secure digital communication platforms.

The Contractor shall accomplish the following main activities:

- 3.1. Software/infrastructure procurement, delivery, inventory, implementation, and minimal customization in each location, including installation, integration, and testing to meet the objectives of this contract. At a minimum, the contractor shall provide all equipment included in Appendix A for each site, although contractors may propose additional equipment as needed to complete the objectives of the project.

3.2. Provide complete system documentation.

3.3. Provide end-user and system administrator knowledge transfer; and

3.4. Provide necessary Project Management services for the duration of the project.

#### **4. RELATIONSHIPS**

The Contractor shall be responsible for project assessment, design, development, implementation, testing, delivery, knowledge transfer, and support/warranties. The INL Criminal Prosecutions Team will connect the contractor with the relevant points of contact in the Government of Mexico and provide guidance regarding implementing contract requirements and coordination on contractual matters such as inspection, and delivery. The Government of Mexico (GOM) assigned to the project shall be responsible for making any necessary updates to their facilities as need for the contractor to execute the contract, grant access to their facilities following any required screenings.

The contractor shall conduct initial workshop sessions with selected GOM partners in each location involved. These meetings will ensure that the locations provide the needed support and infrastructure for successful project implementation.

#### **REQUIREMENTS**

4.1. The Contractor shall be responsible for project assessment, procurement, design, development, implementation, testing, documentation, knowledge transfer, and delivery to the final location.

4.2. The contractor shall conduct workshop sessions with the operations and management staff in two states (option states to be determined as approved). These meetings will ensure that the States are providing the support and infrastructure needed for software development and operation, as well as successful project implementation.

4.3. Contractor must work with the states' designated staff to ensure minimal

customization of on- site processes, and certify software is working correctly and fully integrated.

- 4.4. The Contractor shall provide an audiovisual system for remote locations within the judiciary and the selected prison facilities that will facilitate the participation of the parties while ensuring visibility during the hearings, and provide support to remote sites, taking into consideration geographical location for different situations.
- 4.5. The Contractor shall develop and deliver a functional interface between the telepresence/videoconference solution and all GOM-designated judicial information systems identified during workshop sessions. The interface shall demonstrate, at a minimum: successful authentication and data exchange between systems; accurate transmission of hearing scheduling data; and reliable delivery of recorded video files to GOM-designated repositories.
- 4.6. The Contractor shall develop and deliver a functional integration between the videoconference platform and the SICAS (*Sistema Integral de Consulta de Audiencias*) system, used by Mexican judiciaries to manage court hearing schedules, demonstrating, at a minimum: automated hearing scheduling initiated from within SICAS; initiation of multiple multi-participant video recording sessions; and delivery of the recorded video file to the GOM-designated cloud repository upon conclusion of the hearings. Full AI-generated transcription linkage and analytics features shall may be delivered in a subsequent remediation cycle following GOM/INL approval of the functional prototype.
- 4.7. The Contractor shall provide technical documentation in Spanish, including the description and functions of the software installed.
- 4.8. Contractor shall provide all software licenses needed with a plan for follow-on years' cost estimates and any maintenance packages that might be recommended or required. Follow on year expenses are requested and will be exercised based on USG interest.
- 4.9. Contractor shall provide warranties & technical support for one year beginning on the date INL accepts the completed project for the Base Year. Option Year 1 would begin following the completion of the initial year of warranty and technical support.

- 4.10. The contractor must provide complete system documentation.
- 4.11. The contractor must provide end-user and system administrator knowledge transfer.

**Components of the technical solution:**

- 4.12. Videoconference hardware (see Appendix 1) that includes the installation and configuration in the different sites to connect the State Judiciary with the Prisons.
- 4.13. Network and audio equipment that complements the videoconference solution and allows connectivity between different sites in the state with the prisons.
- 4.14. Interface development between the telepresence/videoconference solution and all GOM-designated judicial information systems.

**5. OBJECTIVE**

- 5.1. Judges and magistrates conduct online hearings with inmates via telepresence technology from within secure prison locations to mitigate transport risks, prevent escape attempts, ensure personal security, and reduce delays. The solution shall contain the following services:

**Judicial Collaboration Platform:**

- ❧ A technological tool that provides telepresence capabilities for oral hearings, including booths for experts with mobile equipment; this will improve efficiency and speed for judiciary officials, citizens and third parties that participate in the hearings.
- ❧ The project will enable judges and other judicial personnel to conduct virtual hearings with inmates and other detainees being held for cartel-related criminal activities. Planned activities include the procurement, installation, and operational integration of telepresence technology to support remote judicial proceedings. These actions will reduce the need for inmate transport, mitigate escape and security risks, protect judicial personnel, and minimize

delays in criminal proceedings.

## **6. DELIVERABLES**

7.1. According to the work plan developed by the Contractor, in consultation with and approved by the Contracting Officer Representative/Government Technical Monitor (COR/GTM), Contractor will present deliverable timelines and any change management planning, should it be required.

7.2. All documentation and reports shall be delivered in electronic format in English and Spanish. All documentation and reports developed or provided by the contractor shall become the property of the U.S. Government.

7.3. All deliverables, including attachments, shall comply with the data right clauses incorporated in the contract. The Government will reject all deliverables containing markings contradicting said clauses.

7.4. All deliverables shall include a cover page incorporating the following information:

- Deliverable name and number
- Contract number
- Project title
- Date of submission
- Document version number
- Contractor's name

7.5. Deliverables longer than five (5) pages shall include a table of contents. All Attachments shall include the attachment number, deliverable name and number, and contract number.

7.6. The contractor shall distribute the documents identified in the table below to the following individuals. The individuals filling these roles are subject to change and changes will be communicated to the contractor:

COR: E-mail: Josue Calva: CalvaJ@state.gov

GTM: E-mail: Alejandro Martinez: MartinezAX4@state.gov

GOM: TBD

CO: ModrakER@state.gov

<b>Deliverable (Required Language)</b>	<b>Due Date</b>	<b>Frequency</b>	<b>Distributi on</b>
D01 – Project Management Plan (PMP) (English and Spanish)	No later than 15 calendar days after the award	Updated as required	COR, GTM, GOM
Ou D02 – Weekly Project Report (English)	Reporting to start no later than 15 calendar days after the award	Weekly for the duration of the project	COR, GTM
D03 – Monthly Progress Review Meeting, Agenda, and Minutes (English and Spanish)	Reporting to start no later than 30 calendar days after award	Monthly for the duration of the project	COR, GTM, GOM
D04 – Technical Assessment Report obtained at the location pre-installation (English and Spanish)	As Required	One Report per location	COR, GTM, GOM
D05 – Single Overall Testing Plan (English and Spanish)	No later than 45 calendar days after the award	Once	COR, GTM, GOM

D06 – Knowledge Transfer (Spanish)	No later than 10 calendar days after site installation	Once	COR, GTM, GOM
D07 – Warranty Documentation (English and Spanish)	No later than 10 calendar days after acceptance	Once	COR, GTM, GOM
D08 – Project Closeout Documentation (English and Spanish)	No later than 365 calendar days after receipt of award	Once	COR, GTM, GOM
D09 – Monthly Synopsis of Customer Complaints and Action Taken (English)	Reporting to start no later than 30 calendar days after award	Monthly	COR, GTM

## 7. PERFORMANCE REQUIREMENTS

**8.1. Project Management.** The Contractor shall provide project management services to ensure all services are accomplished in accordance with contract requirements and performed in a timely manner.

**8.1.1. Project Management Plan.** The contractor shall provide a Project Management Plan (PMP) in Microsoft Word format, and a Microsoft Project file. The project management plan shall include a detailed representation of tasks, and required subtasks, to be performed (cross-referenced to the requirements of this SOW and the contractor's technical proposal) for timely completion of the project. The plan shall define in detail all project milestones and associated completion schedules. Particular attention shall be placed on identifying interdependencies between tasks, importation requirements and processes, and identifying milestones dependent upon successful interaction amongst parties. The PMP shall include, at minimum, the following management plans:

- **Requirements Management Plan:** This plan shall identify in detail how planning, tracking, and reporting of requirements activities will occur. How changes to requirements will be requested, tracked, and analyzed; how requirements will be prioritized; what metrics will be used to trace project requirements; and a requirements traceability matrix, which shall



include at least: Unique ID, description of requirement, objective, priority, accepted/denied, and status.

- **Project Scope Description:** Shall have the characteristics of the product, service, or result of the project.
- **Project Acceptance Criteria:** Shall identify the processes and criteria that will be used to determine whether project deliverables are acceptable and satisfactory; and the process stakeholders will use to indicate their acceptance of deliverables, and how will verify project scope.
- **Project Deliverables:** Shall identify measurable outcomes, results, or specific items that must be produced to consider the project completed. Deliverables shall be identified in a specific and verifiable manner.
- **Project Exclusions:** Shall identify items not included within the scope of the project.
- **Project Constraints:** Shall identify activities that may restrict the actions of the project. This section shall identify, time, scope, quality, schedule, resource, technology, and directive (management and political) constraints.
- **Approval Requirements:** Shall define and identify the requirements that must be met for project approval.
- **Work Breakdown Structure:** The WBS shall identify major deliverables, and subprojects decompose each into smaller units of work, or work-packages. Each work-package shall reliably identify cost, resource, and schedule estimates and have a unique identifier.
- **Schedule Management Plan:** This plan shall identify an activity list, activity attributes, activity durations, milestone list, sequence of activities, activity dependencies (mandatory and discretionary); shall identify human and material resources for each activity; and a fully integrated project schedule for all project activities.
- **Risk Management Plan:** This plan shall clearly identify the methodology used to identify risks and perform risk management. This plan shall include timing of critical milestones or tasks; revised

stakeholder tolerances; reporting formats; reporting schedule; risk probability and impact to project; risk tracking; risk triggers; and a risk response process clearly identifying contingency plans if a risk trigger has occurred. This plan shall identify risks and categorize into the following four categories: technical, project management, organizational, and external.

- **Procurement Management Plan:** This plan shall identify the equipment and services required for project final acceptance. This plan shall include the methodology of procuring equipment, services, and importation process, IVA invoicing procedures for local purchases and procurement schedule. This plan shall also include equipment and services selection criteria, which shall clearly identify the methods used to identify the best value to the USG, and prior approval and coordination with CO and COR/GTM shall be required before equipment procurement.
- **Quality Management Plan:** This plan shall identify the criteria for gauging project activity and deliverable quality. This plan shall be coordinated with GOM and INL COR/GTM for stakeholder expectations. This plan shall include quality metrics, quality checklists, process improvement plan, and a quality baseline.
- **Communications Management Plan:** The contractor shall provide a communications plan, which shall provide at the minimum: A stakeholder identification document with a graphical representation of project team chart, stakeholder, and external vendors. This plan shall identify how communication shall be distributed; project team and stakeholder roles and responsibilities; and methods for securing project information and distribution of such.
- **Monitoring, and Controlling Plan:** The contractor shall provide a plan, which shall provide at the minimum: A work authorization system and procedures clearly identifying possible work authorization requests; pertinent responsible stakeholder; and the format of documentation used to request such authorization. The contractor shall provide a change control system; inspection and audit plan; and the identification of a payment plan, which shall include at the minimum invoicing procedures, invoice format, and payment receiving report.
- **Closeout Plan:** The contractor shall provide a plan, which shall provide

at the minimum: Final invoice procedures, project acceptance documentation; contract closeout documentation; project operational status certificate; and project closeout briefing.

**8.12. Weekly Project Report.** The contractor shall provide (electronically) weekly project reports on activities completed, pending action items, and activities planned for the following week on each Friday during the duration of the project. The Weekly Project Report shall be structured in such a way to permit cross-reference to the SOW and contractor's technical proposal, and shall include at a minimum the following sections:

- Document Control Section. Shall include document number, contract number, date, and project name.
- Report Details. Preparer, delivery date, and distribution list.
- Directory of Project Stakeholders. Shall include name, phone number, agency, e-mail address, and title.
- Activity Tracking. Shall include a milestone chart of current and projected activities, and status.
- Technical Progress Section. This section shall compare actual to planned performance and indicate the progress made in accomplishing each contract task. The report shall include relevant details for assessing the status of performance, i.e., a brief, factual summary description of the technical progress made. The section shall identify any unforeseen technical difficulties, which may threaten on-time completion of the contract. The section shall indicate the specific task that is not progressing according to plan; the reasons for the difficulty; and specific recommendations for remedial action.
- Travel Section. Shall include travel plan, status, and required dependencies with communication planning section (e.g. Travel plan shall be coordinated with COR and GTM and GOM before action is taken). Shall define dates, location, and personnel travelling.
- Invoice Notification. Shall include a notification of invoice submission, which shall include at the minimum: invoice amount, invoice number, and date.

- Communication Section. Bicentennial Initiative projects require timely communication and approvals between Contractor, INL COR, GTM, Contracting Officer, and GOM. The Contractor shall include a communication section, which shall specify the required communication, notification, or approval; required approval request date, and pertinent documentation.

**8.13. Monthly Progress Review Meetings.** The contractor shall arrange and conduct monthly progress review meetings at a location to be determined with the representatives of GOM and the USG. The contractor shall develop a proposed meeting agenda. After obtaining GTM approval of the proposed agenda, the contractor shall distribute to all participants a copy of the agenda and any other documentation to be used during the in- person or teleconference meeting. The approved agenda and documentation shall be distributed by the contractor at least five (5) calendar days before the scheduled meeting. The contractor shall record meeting minutes and distribute via e-mail within two (2) business days of holding the meeting.

## **8.2. Provision, Delivery, Inventory, Installation, Integration and Testing of Software, Hardware, and Associated Infrastructure.**

**8.2.1.** The Contractor shall provide all required software, hardware, and miscellaneous items necessary to meet the contract objectives with only minimal customization required. A preliminary list of requirements is included in the Item Description (Attachment A) for informational purposes only. The Contractor shall design and provide an integrated system to meet contract objectives.

**8.2.1.1.** The Contractor shall provide a comprehensive Bill of Material for all hardware and software delivered under the contract. The list shall include:

- Item Description
- Name of Manufacturer
- Model Number
- Serial Numbers
- Delivered Quantity
- Unit Price
- Extended Price
- Warranty Expiration Date

Initial inventory shall take place in a Contractor provided warehouse in Mexico City. Contractor shall provide all services to deliver this solution to their warehouse in Mexico City and the final end user location. Base state for implementation is TBD and option year states to be determined as approved

The items being acquired will be donated to the Government of Mexico. Therefore, a donation process must be completed before delivering any item to end user location. Once

the donation process is completed, the Contractor will receive a written authorization from INL Mexico Logistics to deliver the equipment and services described in this SOW.

***NOTE: No item can be delivered without prior written authorization and coordination with INL Mexico Logistics and COR/GTM. Once the Contractor obtains written approval, a specific delivery date will be established.***

**8.2.1.2 Storage:** The Contractor is solely responsible for the storage of all pieces of equipment prior to delivery. INL will instruct the Contractor to deliver once all documentation is received from the GOM.

The Contractor shall obtain a warehouse/storage space for all items under this task order.

Once all goods have been consolidated at a Contractor-controlled location, a U.S. Government representative will perform physical inspection and provide a Receiving Report, after which the Contractor may submit an invoice for the accepted equipment (but not deliver, install, or train) through the DOS Payment system.

The Contractor will receive written authorization from INL Logistics to deliver, install, and provide training to end users, at each location confirmed by the U.S. Government. Upon completion, the Contractor may submit additional invoices for these services, once they are complete.

The Contractor is fully responsible for goods under their possession, until all goods are delivered to the end user. The Contractor is solely responsible for any selected incoming and outgoing Government cargo that may be assigned to the Contractor under this task order.

The Contractor accepts full responsibility for all losses and/or damage, from the

time such cargo is received into the hands of the Contractor until it is released into the custody of the Government as evidenced by a signed receipt.

The Contractor further agrees that in any instance involving loss or damage to the Government cargo, where the Contractor fails to exercise reasonable diligence, the Contractor shall assume full responsibility for such losses or damage including payment of claims for such losses or damage.

The Contractor shall, in case of damages and losses; report to the COR not later than the first business day after the occurrence, this report shall include but not be limited to the following:

**Damages/Losses:** The contractor shall provide a report in English and in writing to the COR if this occurrence takes place. In case of loss, damage, or delay in shipment(s) such as theft or seizure of cargo, strikes, embargoes, fires or other similar incidents, the Contractor shall notify in writing to the COR no later than the first working day after such incident.

**822.** The Contractor shall install and integrate all hardware, software, and equipment at the tentative states in accordance with OEM recommended specifications and installation instructions. The Contractor shall coordinate all equipment deliveries and installation services with COR/GTM and GOM at least 15 calendar days prior to commencing work onsite.

***NOTE: No equipment shall be delivered, and no labor shall be dispatched until written confirmation has been obtained from the COR/GTM that the location is ready for work to commence.***

**823.** Upon completion of installation and integration at each location, the contractor shall perform operational capability testing to ensure compliance with all contract requirements and proper operation of all hardware and software. Upon successful completion of required testing the Contractor shall provide the DOS a complete inventory of all items delivered and installed at each location and the results of the operational capability tests.

**824 Importation Plan:** Shall be included as part of the proposal. Contractor must deliver Export/Import plan to Contracting Officer, INL Contracting Officer's Representative (COR) and Criminal Prosecutions Program when sending its proposal. In this plan contractor should provide fully understanding of Mexican labeling and customs documentation standards. The Contractor shall consolidate the entire shipment to prevent loss and misdirection of the

equipment. If no importation is required per the contractor's technical approach, the Importation Plan should discuss how all equipment will be sourced locally so that importation is not required and other relevant considerations.

***NOTE: Partial shipments are authorized if prior written approval was obtained by the Contracting Officer.***

All necessary export approvals, licenses, and related paperwork must be provided by the Contractor. If an export/import license is required, the items shall not be shipped until the export/import license is received/approved.

**8.2.4.1 Importation Permits and Licenses:** The Contractor must provide/file all required shipping/export documentation and relevant permits/licenses or any other documentation necessary for the importation of the goods to Mexico. Contractor shall be responsible to clear customs in Mexico, pay importation taxes and any other tax or fee to make the importation to Mexico and provide all required importation permits and paperwork in compliance with Mexican regulations.

***NOTE: USG will not be in any way involved in the importation/exportation process. No delivery shall take place until coordinated with INL Mexico Logistics.***

The contractor must comply with all applicable International, U.S., and Mexican Regulations. All shipping documents, export declaration forms, and other delivery information shall be submitted once those are available to:

INL Mexico Logistics  
Email: [MexicoCityINLLogistics@state.gov](mailto:MexicoCityINLLogistics@state.gov)

In addition, a Technical/Data sheet of all imported products must be forwarded to COR, INL Criminal Prosecutions Program and INL Mexico Logistics (MexicoCityINLLogistics@state.gov) at least two (2) weeks in advance of delivery to end user.

**8.3. Knowledge Transfer.** The contractor shall provide knowledge transfer for GOM personnel after operational status of equipment and software has been achieved. Knowledge transfer shall take place upon completion of each site and will be limited to 20 GOM employees per location delivered virtually or onsite. The knowledge transfer shall be conducted in Spanish and all knowledge transfer materials shall be provided in Spanish, when available from the equipment manufacturer. The knowledge transfer shall cover system operation,

administration, and maintenance.

**8.4. Warranty.** The Contractor shall provide a technical and price proposal that includes a base-year locally supported warranty **(in Spanish)** on all hardware and software components. Warranty term shall begin after acceptance of completed system by GTM/COR or provision of required warranty documentation, whichever is later. For software, the contractor shall also provide all updates and patches that are released by the manufacturer for the duration of the warranty period. The warranty shall supply phone support, onsite component replacement and problem resolution in Spanish meeting the following standards.

<b>Minimum Standards for Warranty Services</b>		
<b>Level of Severity</b>	<b>Type of Error</b>	<b>Corrective Action</b>
<b>1</b>	<b>Critical (Failure):</b> System Crash, Key/Critical functionality failure or inoperable, lack or loss of systems (i.e., server down, switch inoperable)	30 Minute Phone Response 6 Hour Restore 3 Business Day Rectify
<b>2</b>	<b>Critical (Non-Failure):</b> System glitch that does not result in erroneous system functionality. Non-critical hardware/software component that does not function and there is no workaround.	30 Minute Phone Response 24 Hour Restore 5 Business Day Rectify
<b>3</b>	<b>Minor:</b> System/Application is not functioning efficiently but functions within tolerance according to specifications. Some loss of functionality to major or minor components of hardware/application, but acceptable workaround exists (i.e. PC inoperable, printer inoperable)	30 Minute Phone Response 48 Hour Restore 15 Business Day Rectify



4	<b>Cosmetic:</b> A nice to have; no effect on user performance, system, or design (i.e., incorrect color screen, different graphic)	30 Minute Phone Response 5 business Day Response 30 Business Day Rectify
All response times are during normal local business hours and do not include travel time to and from the affected site if required. Normal business hours include Monday – Saturday, 09:00 – 21:00 hours		

The contractor shall ensure that all goods delivered are covered by a valid Original Equipment Manufacturer (OEM) warranty in Mexico, which shall cover defects in materials, workmanship, and manufacturing, in accordance with the manufacturer's standard terms and conditions. In addition, the contractor shall maintain a Help Desk during the warranty period, providing technical support in Spanish, available during standard business hours, for the receipt, logging, tracking, and assistance of incidents or failures reported by the end user. The Help Desk shall provide reasonable response times, commensurate with the criticality of the incident, in order to offer initial technical guidance, escalation, and, when applicable, coordination with the manufacturer for case resolution.

**8.5. Project Closeout.** The contractor shall provide complete documentation for all hardware and software delivered under this contract. At a minimum, the closeout documentation must include:

- Installation diagrams detailing cable layouts, rack locations and installed equipment for the system.
- Equipment configurations and schematic wiring plans.
- Manufacturer user and administration manual of all hardware and software.
- Description of training provided and attendance information for GOM personnel.
- Results of Operational Capability tests.
- Equipment and software warranty documentation. Documentation shall include an explanation of coverage, the process to obtain warranty service, and all applicable manufacturer/distributor contact information.
- Project Completion Certificate signed by COR/GTM and GOM Principal

Project Officer.

## **8. SPECIAL REQUIREMENTS / CONSTRAINTS:**

## **9. INSPECTION AND ACCEPTANCE**

The Government's preference is to conduct a complete inspection and acceptance on site at the end user locations to include all equipment and testing and confirming the functionality of the solution. However, Upon the written approval from the Contracting Officer CO/, an initial in-person and inspection of all items can be performed at the Contractor's warehouse/facilities and the Contractor will be able to submit a partial invoice for those goods. The payment to the Contractor shall be made following satisfactory inspection and acceptance of products by the Office of INL in Mexico.

If a virtual inventory is accepted, the Contractor will have to follow the process and requirements outlined by INL Logistics. A Logistics Specialist from INL Mexico will coordinate with the Contractor to get all this information.

The Government of Mexico and GTM/COR will review the final software/infrastructure in the states to ensure it meets all deliverables and functionality and confirm all knowledge transfer has occurred prior to final acceptance of the system.

## **10. KNOWLEDGE TRANSFER AND TRAVEL**

All work related to this contract will be within Mexico in the sites implemented to operate the system. Knowledge Transfer on the system will be conducted at the site with end-users, ensuring all the process flow is covered. Base state for implementation is TBD and option year states to be determined as approved. Pre-installation visit to major locations is required to develop a workshop to define the final requirements for each location and customize the solution accordingly. The contractor shall coordinate all travel with the COR and GTM and GOM at the Federal and State level.

## **11. PERIOD OF PERFORMANCE**

The initial period of performance shall be **12 months**.

The initial period of performance shall consist of one base year (12-month) to cover two (2) initial states, and one option year (12-month) to cover two (2)

additional states. The additional option states shall be identified and authorized as approval is received.

The U.S. Government reserves the right to not exercise the option year or partially exercise the option year. States identified on the option years are tentative and subject to change.

## **12. TYPE OF CONTRACT**

This is a FIRM-FIXED price contract. IVA/VAT will be treated as a Firm-Fixed Price direct reimbursable basis.

No amount above the awarded amount will be paid based on cost overruns, changes in currency fluctuations or any other unforeseen costs. INL will not reimburse offerors for the cost associated with preparing a proposal or any protests arising from this solicitation.

## **13. OTHER REQUIREMENTS**

Proof of DBA Insurance (if applicable) for applicable employees must be provided by the successful offeror upon contract award.

**All security measures are the responsibility of the contractor.**

Embassy Mexico City Security Office publishes security updates on a regular basis and should be reviewed by the contractor. The COVID-19 pandemic continues to affect countries differently. Challenges to any travel at this time may include mandatory COVID-19 testing requirements, quarantines, travel restrictions, and closed borders.

Mexico has lifted stay at home orders in some areas and resumed some transportation and business operations. **It is the responsibility of the contractor to verify any restrictions within Mexico.**

## **14. GOVERNMENT FURNISHED PROPERTY (GFP)**

The Department of State (DoS) will make the following GFP available for performance of this task order: **None**

#### **15. GOVERNMENT FURNISHED INFORMATION (GFI)**

The Department of State (DoS) will make the following GFI available for performance of this task order: **None**

#### **16. HOST COUNTRY PROVIDED SUPPORT**

The host country will provide the following support for performance of this task order: **None**