Scope of Work
For
Power Monitoring

United States Embassy
Santo Domingo
2019
STATEMENT OF WORK

I. GENERAL INFORMATION:

The United States Embassy requires professional services and contractor cost proposals to perform preventive maintenance services of the facility’s Paralleling Switchgear and Switchgear’s.

II. PROJECT REQUIREMENTS:

Power Monitoring

The scope of work for this contract is to perform an evaluation of the existing PMCS, which will include the following:

1. Onsite evaluation of the current system:
   a. Discuss with Embassy staff how the system is used.
      i. Issues with current configuration.
      ii. Functionality and/or features.
   b. Discuss with Embassy staff the changes and/or additions that have been made to the electrical system since initial installation of the monitoring system (e.g. incorporation of utility sources power and associated devices)
   c. Perform a walk-through of the system to identify and capture information on the system components physically installed taking note of which devices are integrated into the PMCS and which are not yet in the system.
   d. Capture information on all new equipment needing to be integrated into the monitoring system such as model number, serial number, firmware version, etc.
   e. Investigate third party systems which are interconnected to the monitoring system (e.g. solar PV system) to determine functionality and accuracy of integration(s).
   f. Evaluate the current monitoring system and document current software versions, operational status and functionality.
   g. Document the existing computer hardware and interfacing devices as well as the current network architecture and components.

2. Following the onsite evaluation, develop a trip report which will encompass the site visit as well as recommendations. The report will contain the following information:
   a. Executive summary of current system and recommendations for proceeding forward with the system.
   b. Survey of existing computer and networking hardware.
   c. Listing of existing field devices (relays, meters, trip units, etc.) to include manufacturer, model number, firmware and whether each respective device is currently integrated into the monitoring system.
   d. Summary of the current system software components such as version, patches and current state of support (e.g. currently supported, obsolete, etc.)
   e. Review of the current state of the overall monitoring system application platform and functionality.
   f. Analysis of what field devices need to be added to the system (e.g. utility power sources).
   g. Overview of
   h. Discussion of recommended modifications to the system based on discussions with Embassy staff.
i. Recommendations for the monitoring system moving forward to include necessary hardware and software updates/replacements, application modifications, third party integrations, operational usage/functionality, training and a defined preventive maintenance program for the system
END OF STATEMENT OF WORK