# ATTACHMENT A PERFORMANCE WORK STATEMENT

**TITLE: ORD’s Graphics and Media (G&M) Support BACKGROUND**

The Office of Research and Development (ORD) is the scientific research arm of EPA, whose leading-edge research helps provide the solid underpinning of science and technology for the Agency. This contract will provide ORD’s Research Centers, and Offices (COs) across the country graphics and media (G&M) support to enhance science and research results. The contractor is required to provide G&M support across the entire ORD enterprise.

ORD has four Research Centers:

* **Center for Environmental Measurement & Modeling (CEMM)**
* **Center for Computational Toxicology and Exposure (CCTE)**
* **Center for Public Health and Environmental Assessment (CPHEA)**
* **Center for Environmental Solutions and Emergency Response (CESER)**

ORD has four Offices:

* **Assistant Administrator Immediate Office (IOAA)**
* **Office of Resource Management (ORM)**
* **Office of Science Information Management (OSIM)**
* **Office of Science Advisor, Policy & Engagement (OSAPE)**

Many of the COs have multiple locations across the U.S. Some share facilities with other EPA Offices, and others are in their own facilities. This is a list of the current ORD locations where G&M support may be required:

Ada, OK\* Athens, GA Cincinnati, OH\*

Corvallis & Newport, OR Duluth, MN\*

Edison, NJ

Gulf Breeze, FL\* Narragansett, RI\* RTP, NC\*

Washington, DC

\*Indicates contractor support may be required on-site at EPA facility.

# PURPOSE AND SCOPE

The contractor shall provide high quality and cost-effective solutions to meet the G&M needs of ORD. The contractor is encouraged to offer creative and innovative solutions that meet overall strategic objectives. The contractor shall prepare a variety of graphical products needed to support and enhance operations, presentations, and publications using the appropriate software and hardware tools. There may also be times, such as creating and printing posters for conferences, when there will be high volume as well as quick-turnaround requirements.

The EPA’s data, databases, applications, and systems are a primary resource of the United States and appropriate protection of their integrity, confidentiality, and availability is an absolute necessity. The contractor shall ensure that work performed under this contract does not compromise the security of these systems or data contained therein and shall execute a security program that protects their integrity, confidentiality, and availability consistent with EPA security policy. Any security breach shall be identified, closed, and reported in accordance with established EPA policies and procedures at the earliest possible time. The contractor staff must be fully aware of and liable for unauthorized access by their staff. The contractor shall defend against this type of unauthorized access through policy and technical means, including appropriate background checks to help ensure trustworthiness of contractor employees.

The contractor shall abide by all EPA regulations, policies, and procedures in effect during the contract period of performance.

# Task 1: CONTRACT MANAGEMENT

**Subtask 1-A. Work Request Process**

1. The Government will provide the contractor a method for the receipt and tracking of all Work Requests (WR) for individual graphics and media support services (e.g., a specific poster, document, photograph, etc.), referred to hereafter as a Work Request System (WRS) which involves the following:
   1. The appropriate contractor personnel, COR, and TOCORs will have access to this system for the purposes of WR approvals, tracking status and cost.
   2. The contractor shall produce reports from the WRS to include work by type, quantity, location, (COs), and number of hours as requested in writing by the COR/TOCORs.
   3. The WRS will include a functionality that allows ORD customers to submit work requests. This may include, but is not limited to, the ability to email the request to the system.
   4. The contractor shall mark the work request complete when the final output is submitted to the customer. The TOCORs will review this information weekly for

deliverable acceptability. If the TOCORs find a deliverable is not acceptable, the TOCORs will have the ability to return it to the contractor for corrections.

* 1. The TOCORs will approve/disapprove work requests as per their respective Standard Operating Plans (SOP) in the WRS.
  2. The contractor shall submit hour and cost estimates for work requests in the WRS.
  3. The contractor shall notify the TOCOR in writing when eighty-five percent (85%) of the estimated hours have been expended on any work request issued with a ceiling of forty (40) hours or more. If additional hours are necessary, the Contractor shall submit to the TOCOR an estimate to complete the WR. The submission shall include a description of changes to the original estimate and an explanation as to why hours beyond the original estimate are needed to complete the work outlined in that estimate. The TOCOR will approve or disapprove the requests and additional hours as appropriate.

1. The Contractor shall submit draft workflow diagrams, SOPs and process documents for work requested and products created under this vehicle to the COR for approval. The COR will approve, comment, or disapprove via written technical direction.
2. Upon COR Approval the contractor shall submit final versions of the workflow diagrams, SOPs and process documents for work requested and products created under this vehicle to the COR.

# Deliverables:

|  |  |  |
| --- | --- | --- |
| 1-A.1 | Work Request Reports | As requested in writing by the COR/TOCORs |
| 1-A.2 | Draft Workflow, SOPs and process documents  Final Workflow, SOPs and process documents | Delivered within 30 calendar days of Award to COR and ACOR  Delivered within 10 calendar days of issuance of comments on draft by COR to COR and ACOR and updates as necessary and/or requested in writing by COR |

**Subtask 1-B. Progress Reporting**

The Contractor shall report on progress, performance, and finances in accordance with the contract reporting requirements.

# Subtask 1-C. G&M Menu of Services

1. The contractor shall create and maintain a Menu of Graphics and Media Services that shall be available to customers on ORD websites and in the WRS. This menu shall include at a minimum:
   * A description of the services offered under this vehicle
   * Instructions that describe how to request those services
   * The length of time required for completion of common service requests (i.e. how long prior to due date a specific graphics or media deliverable should be requested)
2. The contractor shall create and maintain SOPs for reviewing and updating the Menu of Graphics and Media Services.

# Deliverables:

|  |  |  |
| --- | --- | --- |
| 1-C.1 | Draft Menu of Graphics and Media Services  Final Menu of Graphics and Media Services | Created within 30 calendar days of Award and provided to COR and ACOR  Delivered within 10 calendar days of issuance of comments on draft by COR to COR and ACOR |
| 1-C.2 | Draft SOPs for Menu of Graphics and Media Services  Final SOPs for Menu of Graphics and Media Services | Delivered within 30 calendar days of Award to COR and ACOR  Delivered within 10 calendar days of issuance of comments on draft by COR to COR and ACOR and updates as necessary and/or requested in writing by COR |

**Subtask 1-D. Project Management Reporting**

The Contractor shall maintain the Work Breakdown Schedules (WBS). WBS shall be kept up to date to allow the Government to view real-time internal management reports on the status of milestone deliverables, risks, costs, and overall schedule and project status. This information shall be available on a real time basis. The Contactor shall provide Project Management Reports (cost information) to the COR that at times may not be directly linked to the monthly invoice cycle (e.g., on a FY basis).

# Deliverable:

|  |  |  |
| --- | --- | --- |
| 1-D.1 | Project Management Reports | As requested by the COR in writing |

**Subtask 1-E. Start-up Plan**

The contractor shall provide a well-organized Start-up Plan that provides a logical strategy to migrate this work from another contractor. The contractor’s Plan shall, at a minimum, address the following:

* Overview and timeline of how transition will be implemented and managed
* Government resources required for the transition
* Responsibilities including the designated personnel that will be used in the transition
* Timeline
* Risks and associated implications
* Risk mitigation procedures

# Deliverable:

|  |  |  |
| --- | --- | --- |
| 1-E.1 | Start-up Plan | Included with the proposal for this vehicle |

**Subtask 1-F. Weekly Staff Report**

The contractor shall email a Staff Report listing the contractor/subcontractor employees by COB each Friday to the Contracting Officer, COR, Alternate COR, and other EPA staff as designated by the COR. This report shall identify any updates/changes including additions and eliminations of staff. The changes shall be explained in the email transmittal and annotated accordingly in the spreadsheet. ORD will rely on this report for processing information in our security background check system, for monitoring our Working Capital Fund (WCF) charges from OEI, for tracking mandatory EPA training, for data calls, and other information. There shall be an Active spreadsheet for those employees actively working on the TO and an Inactive spreadsheet for employees who are no longer active on the TO. Each spreadsheet shall include the following information:

* Last Name
* First Name
* Job Title/Labor Category
* Separation Date for Inactive staff
* Employer (contactor or subcontractor)
* TO #
* EPA TOCOR
* Govt Site or Vendor Site
* Location
* Govt Site Only – Building, Room #
* AAA Token Serial #
* Token Expiration Date
* EPA Issued Computer - Yes/No
* EPA Computer Decal #
* EPA Email Address
* Date Submitted into iBoard
* EPASS Badge Needed (Yes/No)
* EPA Badge #
* Privileged User Card (PUC) Needed (Yes/No)
* PUC Serial #
* Responses to Risk/Security Designation Questions
* EPA Training (progress against mandatory training)
* Notes/Comments

# Deliverable:

|  |  |  |
| --- | --- | --- |
| 1-F.1 | Staff Report | Fridays by COB |

**Task 2: GRAPHICS AND MEDIA SUPPORT**

The Contractor shall provide support not to exceed the amounts per period included in the Subtasks below. This support ranges in complexity from the very simple to those requiring animation and/or advanced production of interactive, high resolution presentations that may require high resolution color graphical displays on various terminals, workstations and other high end digital technologies as described in the subtasks below. The contractor shall assist with the set-up of large-format posters, information displays, kiosks, and event-related signage for on-site or off-site conferences, events, or at EPA locations.

The contractor shall provide trained and experienced staff for state-of-the-art graphic design, layout, photographic and video techniques and current releases (or releases compatible to EPA’s where necessary) of standard off-the-shelf commercial graphics, Internet, multimedia and word processing/desktop publishing software programs/packages including the following programs:

* + Microsoft Office Products including older and new versions (e.g., Microsoft Office 2007 (2011/13), MSO365, Spellex for MS office 2007 Scientific Spell Check Software, Silverlight, Word, Excel, Visio, PowerPoint, Project, InfoPath)
  + Adobe Creative Suites including DreamWeaver, Acrobat InDesign, Photoshop, Illustrator, Acrobat, Creative Suite CS4, Creative Suite CS5, Creative Suite CS6, Acrobat Pro X and DC, Premiere, Adobe LiveCycle ES2, Fireworks, PDF Creator, Distiller 10, Reader 9 Installer
  + Video for the Web, Beat Video, DVD and HD Video
  + AutoCad
  + QuarkXPress
  + OmniPage
  + PostScript
  + TextBridge Pro, etc.
  + Director
  + MCXpress
  + Freelance
  + Corel Draw, Corel Draw Graphics Suite X5
  + Lotus Notes 8.5
  + Roxio Easy Media Creator 10
  + Capture Eze Pro Ultimate
  + Quicktime
  + PowerDVD DX 8.0
  + Surething CD Labeler Gold 6
  + Nuance PDF Converter Pro 8
  + Squeeze 9 Lite for Educational or Government
  + Camtasia
  + HP Precision Scan Pro 3.0
  + SigmaPlot 13 from Systat
  + R software

The contractor shall follow graphics and printing standards found at these websites:

* <https://www.epa.gov/stylebook>
* <https://www.epa.gov/nscep/epa-publication-numbering-system>

In the locations where on-site support is required, the contractor will have access to the equipment listed on the last page.

It is expected that 7-10 Task Orders may be awarded.

# Subtask 2-A. Graphical Design

The contractor shall develop up to the following number of graphical products per period in response to individual work requests:

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 500 |
| **CEMM-RTP** **2** | 150 |
| **CESER-ADA 3** | 150 |
| **CEMM-GLFBRZ 4** | 225 |
| **CESER-CIN/RTP/E 5** | 200 |
| **CEMM-CIN/ATHENS 6** | 150 |
| **CEMM-NAR 7** | 200 |
| **ORD-WIDE** **8** | 200 |
| **CCTE-RTP/DUL 9** | 150 |

The graphical products include:

* Developing or refining graphic templates for broad use
* Creating graphics and applying formatting, styles, and graphics such as images or illustrations to documents, presentations, brochures, posters, or other publications
* Editing and refining graphics for use in various publications
* Preparing color or black and white slides or prints from computer generated images
* Providing images generated by graphics software packages and computer assisted image processing software for electron and light microscopic images
* Providing user technical support and consultation regarding effective graphic design, use of graphic tools, equipment and software configuration and procurement, and preparation of documents for duplication
* Providing original concepts in two or three-dimensional realistic renderings, designs and layouts, in black and white or color
* Providing comprehensives that include final plans to full size and shall be in such detail as to bear close resemblance to the finished product
* Providing story-board sketches, pencil and machine drawings, publication design, print and online layouts, posters, brochures, leaflets, flip cards, art for visual aids, film strips, and animation. Layouts shall specify precise guides in black and white or color with positioning of pictures, art, and typography.
* Providing charts, base maps, instrument arrays, graphs and profiles of data parameters, color illustrations for public presentations, flow charts, scientific illustrations, signs, displays, and project status illustrations.

# Subtask 2-B. Printing and Publication

The contractor shall provide up to the following number of physical productions of publications within the limitations of EPAAR 1552.208-70 Printing clause:

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 1000 |
| **CEMM-RTP 2** | 500 |
| **CESER-ADA 3** | 100 |
| **CEMM-GLFBRZ 4** | 150 |
| **CESER-CIN/RTP/E 5** | 200 |
| **CEMM-CIN/ATHENS 6** | 150 |
| **CEMM-NAR 7** | 25 |
| **ORD-WIDE 8** | 350 |
| **CCTE-RTP/DUL 9** | 250 |

This includes:

* Managing requests for printing or binding services
* Printing and binding of documents, presentations, brochures, posters, or other publications
* Distribution or delivery of printed materials
* Page layout and electronic publishing
* Data and format conversions, scanning to data
* Computer-aided design and drafting
* Engineering drawing and drafting
* Technical illustration and 3-D rendering
* Multimedia design and production
* Compact Disk (CD) design, premastering, and production
* Brochure and specialty material design

The contractor shall provide electronic publishing services that include: computer graphic design, text processing, conversion of data between different formats and among word processing systems, and technical illustrations.

The Contractor shall provide reproduction, bindery, and distribution services to produce finished documents. Incoming jobs may be in one or more of the following forms: hardcopy, network electronic files, and removable electronic media. The contractor shall mount products on suitable boards such as oversized charts, graphs, maps, type proofs, or photographs. The contractor shall mount all material in a manner to ensure permanency and be free from wrinkles and buckling.

NOTE: None of the printing services in this PWS shall circumvent or be out of compliance with EPAAR 1552.208-70. If any work request exceeds the limitations of the clause, no work shall begin, and the request shall be returned to the COR who will proceed with seeking printing services through EPA’s Printing Office.

# Subtask 2-C. Multimedia Authoring, Editing, & Production

The contractor shall provide up to the following number of services to develop, edit and produce multimedia presentations:

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 300 |
| **CEMM-RTP** **2** | 150 |
| **CESER-ADA 3** | 100 |
| **CEMM-GLFBRZ 4** | 50 |
| **CESER-CIN/RTP/E 5** | 20 |
| **CEMM-CIN/ATHENS 6** | 20 |
| **CEMM-NAR 7** | 15 |
| **ORD-WIDE** **8** | 75 |
| **CCTE-RTP/DUL 9** | 50 |

This includes:

* Developing and editing presentations with varying content types including printed and electronically published documents, audio, video, and animations
* Developing or editing interactive applications with menus and varying content types including text, audio, video and animations
* Compiling and organizing documents for alternative media distribution (i.e. CDs or DVDs)

The Contractor shall provide support for production of multimedia presentation materials including videos, video clips for Internet/Intranet display, audio clips for Internet/Intranet distribution, and multimedia presentations sets including visual and audio as well as textual media. The multimedia presentations materials will primarily be in digital media format; however, it may be necessary to work with analog media format or other historical formats such as VCR, film, and microfiche.

# Subtask 2-D. Video and Photography Production

The contractor shall provide support for up to the following number of video and photography products:

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 150 |
| **CEMM-RTP** **2** | 400 |
| **CESER-ADA 3** | 25 |
| **CEMM-GLFBRZ 4** | 25 |
| **CESER-CIN/RTP/E 5** | 25 |
| **CEMM-CIN/ATHENS 6** | 80 |
| **CEMM-NAR 7** | 20 |
| **ORD-WIDE** **8** | 150 |
| **CCTE-RTP/DUL 9** | 50 |

This includes:

* Creating photographs and videos by photographers and videographers
* Transferring or converting video from one format to another (i.e. photographs to digital format, etc.)
* Videography and video production including editing
* Color, black and white, and digital photography including altering and/or touching up photos
* Photographic laboratory services
* Maintaining image archive
* Audio-visual presentation planning and reproduction
* Audio-visual equipment consultation and support

Activities related to this subtask include: Camera work, using traditional or digital technology to compose the subject, expose the image, and produce copies of the image using various computer output devices. The contractor shall produce professional audio and video productions.

# Subtask 2-E. Technical Writing, Editing, and Documentation

The contractor shall provide up to the following number of general, scientific, and technical writing, editing and documentation services as required to deliver graphical and media products as outlined in Subtasks 2-A through 2-E:

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 150 |
| **CEMM-RTP** **2** | 100 |
| **CESER-ADA 3** | 75 |
| **CEMM-GLFBRZ 4** | 100 |
| **CESER-CIN/RTP/E 5** | 20 |
| **CEMM-CIN/ATHENS 6** | 20 |
| **CEMM-NAR 7** | 20 |
| **ORD-WIDE** **8** | 100 |
| **CCTE-RTP/DUL 9** | 75 |

The contractor’s technical editing capabilities shall include at a minimum document editing, text formulation, abstract and document summary creation, writing consultation, preparation of brochures and overview material, preparation of presentations, production editing and

coordination, standards conformance, writing and updating of EPA/ORD Standard Operating Procedures, and document finalization and release. Editing shall include proofreading to correct errors in spelling, grammar, punctuation, and checking materials such as tables, figures, units of measure, headings, etc., for consistency of style and format in accordance with ORD and Agency established guidelines. Editing also includes checking reference lists for accuracy and completeness. Any discrepancies found during checks shall be documented so that the author/manager of the text can verify and correct. The contractor shall evaluate sentence structure, vocabulary usage, organization of the material, accuracy of technical terminology, and verify text citations of tables and figures.

Examples of document types include and are not limited to: Standard Operating Procedures, non-reoccurring or ad hoc reports training materials, reference manuals, user guides and procedures.

The Contractor shall identify the project documentation requirements, indexing, bibliography, standards and conventions, data and status tracking, and automated mailing list addressing, together with control, information, and dissemination features to ensure timely, efficient, and cost-effective project documentation support. The contractor shall utilize English writing and editing, document layout, publication production, text/graphics tools, and presentation techniques. The contractor shall provide cost-effective and timely completion of each product.

**Subtask 2-F. Website Content Management**

The contractor shall provide support for up to the following number requests in support of the creation, update translation, archival, and retrieval of static (not dynamically driven) digital content on EPA and ORD websites. The contractor shall arrange, add, maintain content in web, file, or document management system. This requires design and maintenance support for various web sites for ORD’s IOAA and OSIM; updating content on existing pages; developing new web areas and existing pages. Adding images, and creating links, checking for broken links, 301 and 404 errors. The web sites may include HTML pages, Acrobat, and interactive materials and dynamic apps. This section also covers attendance at Agency Web Support Webinars and meetings.

Examples of websites include:

* [www.epa.gov/research](http://www.epa.gov/research)
* ORD@work
* <https://www.epa.gov/air-research>
* epa.gov/aboutepa
* And other ORD websites

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 50 |
| **CEMM-RTP** **2** | 50 |
| **CESER-ADA 3** | 50 |
| **CEMM-GLFBRZ 4** | 75 |
| **CESER-CIN/RTP/E 5** | 100 |
| **CEMM-CIN/ATHENS 6** | 100 |
| **CEMM-NAR 7** | 50 |
| **ORD-WIDE** **8** | 300 |
| **CCTE-RTP/DUL 9** | 75 |

**Subtask 2-G. Data Entry**

The contractor shall provide data entry of general administrative, scientific, and technical data and maintenance of data in systems, databases, and spreadsheets.

This includes:

Updating Phone Directories, Name Plates, Door Plates, Hallway Signs, Departure Forms, Travel Forms

|  |  |
| --- | --- |
| **Center Office/Location** | **Not to Exceed Amounts Per Period** |
| **CPHEA-RTP/CIN/DC/ED 1** | 150 |
| **CEMM-RTP** **2** | 100 |
| **CESER-ADA 3** | 75 |
| **CEMM-GLFBRZ 4** | 50 |
| **CESER-CIN/RTP/E 5** | 20 |
| **CEMM-CIN/ATHENS 6** | 40 |
| **CEMM-NAR 7** | 20 |
| **ORD-WIDE** **8** | 100 |
| **CCTE-RTP/DUL 9** | 75 |

**Task 2 Deliverables:**

Specific graphics and media deliverables will be defined in work requests submitted in the WRS. Deliverables shall be provided in electronic format conforming to EPA standards and any other format(s) requested in the work request. Some deliverables may need to be provided in multiple electronic formats for various uses, including integration into EPA financial databases and project management systems or for reporting purposes and use in management dashboard web applications.

# Acceptance Criteria for Deliverables:

During the review of deliverables, the COR or WR requestor shall have the right to reject or require correction of any deficiencies found in the deliverables. The Contractor shall correct the rejected deliverable and return it to the requestor. The following list of acceptance criteria applies to all tasks:

1. Completeness, clarity, timeliness, organization, consistency, meets requirements, quality, grammatically correct, technical accuracy, and meets Agency Standards for documentation
2. Where appropriate, deliverables shall also be evaluated for adherence to SOPs and enterprise-wide processes.
3. All SOPs shall demonstrate quality assurance and control aspects of each task.
4. Where applicable the contractor shall adhere to following regulations:
   1. Section 508 of the Americans with Disabilities Act
   2. Government Paperwork Elimination Act
   3. Clinger-Cohen Act
   4. Computer Security Act
   5. Government Information Security Reform Act
5. The contractor shall create/update draft webpages reflecting installed in the EPA development/test environment and final webpages installed in the EPA production environment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **G&M: Equipment Available for On-site Contractor Support** | | | | | |
|  | | | | | |
| **Location** | **Descriptions** | **Make/Model** | **Serial #/Decal #** | **EPA ID** | **Condition** |
| Las Vegas | Printer | HP Designjet Z6201 | SG1562901F | 829084 | New |
| Las Vegas | Printer | Ricoh MPC 6000 | M7980900195 | S35070 | Fair |
| Las Vegas | Printer | Ricoh MPC 5501 | C86006030 | 829120 | Fair |
| Las Vegas | Scanner | Canon CanoScan 9000F | ACUR28024 | S35138 | New |
| Las Vegas | Scanner | HP Scanjet 8270 | SG66JIR0J3 | S34572 | Fair |
| Las Vegas | Computer | Super Micro Mdisc | S10524314107275 | 829150 | New |
| Las Vegas | Computer | Super Micro Mdisc | S10524314107267 | 829151 | New |
| Las Vegas | Camera | Canon GL1 MiniDV | 2080202750 | S35063 | Fair |
| Las Vegas | Camera | Fuji Finepix S1 | 400133 | S35064 | Fair |
| Las Vegas | Camera | Canon Powershot Pro 1 | 8521201038 | S35066 | Fair |
| Las Vegas | Laminator | Pro-Tech FaCOn | F3607951207 | 827992 | Fair |
| Las Vegas | Laminator | Ledco Digital 60" | D60B-1325 | 828392 | Fair |
| Las Vegas | Scanner | HP Scanjet 7650 | US4CGT60DB | S34518 | Fair |
| Las Vegas | Printer | HP 4700 | JP8RB79317 | NEEDS ID | Fair |
| Las Vegas | Scanner | Plustek Optic Film 7600i | 582806007200 | NEEDS ID | Fair |
| Las Vegas | Scanner | Plustek Smart Office Plus | 565653006112 | S35071 | New |
| Las Vegas | External Hard drive | Iomega E-GO | EBAB12AADK | NEEDS ID | Fair |
| Las Vegas | Camera | Nikon D7000 | 3102132 | S35065 | Fair |
| Las Vegas | Camera | Fujifilm D5300 | 7300397 | S35067 | Fair |
| Ada | large format printer | HP DesignJet Z6100ps |  |  | Good |
| Ada | large format printer | HP DesignJet 5500ps UV |  |  | Poor |
| Ada | large format scanner | HP DesignJet Scanner 4200 |  |  | Good |
| Ada | small format scanner | HP ScanJet 8200 |  |  | Good |
| Ada | printer | Lexmark X792de Color Laser Multifunction |  |  | Good |
| Ada | printer | HP Color LaserJet CP6015 |  |  | Good |
| Ada | CD/DVD printer | Epson Stylus Photo R220 |  |  | Good |
| Ada | laminator | GBC 4250 24” roll laminator |  |  | Good |
| Ada | laminator | SSI small pouch laminator |  |  | Good |
| Ada | binding machine | Ibico EPK 21 plastic comb binding machine |  |  | Good |
| Ada | duplicator | Aleratec CD/DVD Duplicator |  |  | Good |
| Ada | scanner | HP Scanjet N6310 |  |  | Poor |
| Gulf Breeze | Printer | HP Designjet Z6100ps | SG8AQ79009 |  | Good |
| Gulf Breeze | Color Laser Jet | HP CM4730 MFP | B29272 |  | Good |
| Gulf Breeze | Inkjet printer | Canon ix6820 | SL0583 |  | Good |
| Gulf Breeze | Workstation | Dell T7400 | A84256 |  | Good |
| Gulf Breeze | Printer | HP Designjet 5500ps | B26818 |  | Good |
| Narragansett | 2 Tripods | Promaster 6200 |  |  | Good |
| Narragansett | Video Camera | SONY, 8mm camcorder | 1006762, S46053 |  | Good |
| Narragansett | Digital Camera | SONY | 1450629, S46051 |  | Good |
| Narragansett | Digital Camera | SONY | 1450579, S46052 |  | Good |
| Narragansett | Flatbed Scanner | HP Scanjet Enterprise Flow N9120 | On order |  | New |
| Narragansett | Laser Jet Printer (EZTech) | HP Laser Jet Printer | VND3C28575, SL3068 | | Good |
| Narragansett | Workstation (EZTech) | Dell T7610 | 4TZ8P22, SL2159 |  | Good |
| Narragansett | 24" Monitor (ORD) | Dell | SL3064 |  | Good |
| Narragansett | Plotter | HP DesignJet Photo Plotter Z6200 42” | 006620, B27827 |  | Good |
| Narragansett | Plotter | HP DesignJet Photo Plotter Z6200 60” | 006621, B27826 |  | Good |
| Duluth | Plotter | HP 395Z |  |  | New |
| Duluth | Camera | Canon |  |  | New |
| Duluth | Desktop | Dell T7900 |  |  | Good |
| Duluth | Photo printer | Epson 4800 |  |  | Good |
| Cincinnati | Printer | HP LJ 2300DN | CNDY249176 |  | Good |
| Cincinnati | Printer | HP LJ 7750 | RRW501097/A36798 | | Good |
| Cincinnati | Scanner | HP SC8270 | S25470 |  | Good |
| Cincinnati | Desktop | DELL PRECISION TOWER 7910 | GGH2S52/SN7204 |  | Good |
| Cincinnati | Monitor | Dell MNSA7945 | SA7945 |  | Good |
| Cincinnati | Monitor | Dell MNSA7944 | SA7944 |  | Good |
| RTP | Plotter | Epson 9900 | KJFE013914 |  | Poor |
| RTP | 2 Plotters | Epson 9900 | KJFE015734, KJFE000888 | | Good |
| RTP | Printer | HP 4650 PS | JPHAD16354 |  | Good |
| RTP | PS3 Printer | Lexmark X950 | 7558102532707 |  | New |
| RTP | Camera with multiple lens | Canon EOS 5D | 820502343 |  | Good |
| RTP | Quantum Flash Unit |  | 3707A-2811 |  | Poor |
| RTP | Video Camera with multiple  lens and lights | Canon XL1 | 2070900745 |  | Poor |
| RTP | 3 Tripods |  | N/A |  | Good |
| RTP | GBC Paper Punch |  | N/A |  | Poor |
| RTP | Laminator | Sircle | AHV39151 |  | Good |
| RTP | Paper Cutter | Dahle | N/A |  | Good |
| RTP | 24" Paper Cutter | Rotatrim | N/A |  | Good |
| RTP | 48" Paper Cutter | Rotatrim | N/A |  | Poor |
| Note 1: RTP includes NHEERL, NCEA, NCCT, NERL, and IOAA | | | | | |
| te 2: No on-site support is provided in DC, Athens-GA, or Corvallis/Newport-OR, thus no equipment is available in those locations. | | | | | |