Statement of Work Template

Title & Scope

Requesting to hold Office of Audits and Evaluations Operational Planning Meeting from August 23 – 28, 2026.It will consist of approximately 106 in-person attendees. This meeting will require us to seek meeting event space, A/V, and light refreshments.

Background

This meeting is an opportunity for all OAE Senior Staff, Directors, and Managers to meet face-to-face and review FY 2027 audit plan for each cohort. This meeting is critical to continuing to build the team, providing a forum for all members to discuss new tools, technologies, and how we might apply them in our organization to improve our information products, workflow, and processes. The meeting will also include various engagements with other VA OIG directorates to gain further insights into our oversight area and better leverage their expertise, tools, and resources. Collaboration topics with OHI, ODA, OMA, 50C, and OI include use and oversight of artificial intelligence, contracting, and operational security in our reporting, exploration of new and existing data resources, and identifying potential audit areas based on investigation trends.

Objectives

- *Share each cohort's FY 2027 planned projects that directly support VA and OIG strategic priorities.*
- *Provide an avenue for collaboration and to prevent duplicative work and identify ways to strengthen future projects.*
- *Discuss the integration of AI techniques, best practices, increase efficiency, and enhance fraud detection capabilities.*
- *Identify technical challenges, assess resource requirements and staff matrixing, as well as address potential barriers to progress across active and future projects.*
- *Discuss how to leverage our experts withing the OIG, improve our quality controls, and improve our research practices.*
- *Share the guidance developed for recording interviews and set quality control expectations for recordings.*
- *Capturing non-monetary impacts and improving our reporting of how our work impacts veterans.*
- *Define specific changes to workflows and cross team collaboration needed to complete future audit projects.*
- *Provide an opportunity for staff to obtain continuing professional education (CPE) credits.*

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Requirements

Meeting Space (Monday -Thursday):
-1 General Session: 1 room, classroom style, holds 106 attendees, wide layout to maintain sightlines for the back of the room.
-Breakouts: 5 rooms (airwalls acceptable), holds 25 attendees each.
-1 Quiet room, holds at least 10 (no A/V needed for this room) – optional if free
-Total of 7 rooms
A/V (Monday-Thursday):
-A/V packages for all rooms (able to accommodate virtual attendees)
-General Session – mainstage podium, 2 lavalier microphones, 4 handheld wireless microphones, speaker system, at least 2 screens (depending on room layout)
-Cohort Breakouts – podium, 1 lavalier microphone, speaker system, 2 handheld wireless microphones, 1 screen for presentations
-WiFi coverage for ALL rooms
Light Refreshments (Monday – Thursday):
-AM and PM Break for 30 minutes each day of the meetings. Include coffee/tea, water, and standard light break items – offer pricing tiers and service fees.

Contract Type

Fixed Contract Price individually for meeting space rental, A/V, and light refreshments.

Administration

Johan Thatil: johan.thatil2@va.gov and/or OIG52X@va.gov
Christine Mursalim: Christine.mursalim@va.gov and/or OIG52X@va.gov

Place of Performance

The event will be held in-person at the city/hotel that best meets our meeting space needs and financial obligations.

Period of Performance

Meeting will be held August 23 – 28, 2026.

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Deliverables/Delivery Schedule

Meeting Event Space, A/V, and light refreshments will be delivered as stated in the signed contract.

SOW REQUIREMENT #	***DELIVERABLE TITLE***	***#CALENDAR DAYS AFTER AWARD (OR DELIVERY DATE)***

Security

There are no additional security requirements for this meeting.

Government Furnished Equipment (GFE)/ Government Furnished Information (GFI)

N/A

Packaging, Packing, and Shipping Instructions

N/A

The contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination. All data and correspondence submitted shall reference:

1. The Agency Delivery Order Number
2. The CIO-CS Delivery Order Tracking Number
3. The government end user agency
4. The name of the COR

Containers shall be clearly marked as follows:

1. Name of contractor
2. The name of the COR
3. The Agency Delivery Order Number
4. The CIO-CS Delivery Order Tracking Number
5. Description of items contained therein
6. Consignee(s) name and address

State special requirements if they exceed the requirements above.

Inspection and Acceptance Criteria

N/A

Accounting and Appropriation Data and Invoicing

Funds have been discussed with the OIG Budget Division (53B) and adequate funding is available in the OAE (52) FY 2026 spend plan for this event.
***Budget Numbers**:*
AU25-101 – Meeting Space, A/V, and Light Refreshments

Other Pertinent Information or Special Considerations

Hotel availability for our selected dates and large enough meeting space for our mission requirements. Location for this meeting is based on dining facilities within 0.5 miles due to rental cars not being authorized and weather depending on the time of year.

Post-Award Administration

N/A

Evaluation Criteria

Cost/Price/Best Value/Surrounding Area/Weather are all evaluated for the purpose of the event. 52X obtained 3 comparable bids for locations pulled from the 50D Cost Effective app.

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