

## **Statement of Work (SOW)**

### **Introduction/Background**

This Statement of Work is for a Consultant Veterinarian with crucial expertise in providing veterinary support for the VA Pittsburgh Healthcare System (VAPHS) animal research program. This includes veterinary care of animals housed for research to be performed primarily during on-site visits and through on-call availability twenty-four hours per day, seven days per week. The Consultant Veterinarian will have training or experience in laboratory animal science and medicine and will be responsible for directing and/or delegating authority and responsibility for activities involving animals at VAPHS. The Consultant Veterinarian will establish and implement a quality control program for rodent and rabbit colonies to include necropsies and a clinical pathologic support program in addition to reviewing animal protocols for research to be conducted at the VAPHS. The Consultant Veterinarian will provide support to VAPHS researchers and their staff in specialized techniques and procedures and provide assistance with experimental design and protocol writing.

### **Scope of Work**

The following is a list of duties to be performed by the VAPHS Consultant Veterinarian.

Primary duties include, but are not limited to:

- (a) Directing the operation of the animal research facility to ensure compliance with current animal welfare laws, regulations, and policies, and to support Research and Development (R&D) programs using animal subjects.
- (b) Providing professional guidance and technical support to the health care facility's investigators in planning, executing, and directing R&D activities using animals. This includes the establishment and execution of disease surveillance programs in the animal research facility.
- (c) Ensuring adequate caretaker staffing and proper support of animal research projects at the facility. Once the annual proposed Veterinary Medical Unit (VMU) budget is prepared by research administrators with input from the Consultant Veterinarian, the proposed budget should be submitted to the Institutional Animal Care and Use Committee (IACUC) for comments, and then submitted to the R&D Committee for review and final approval.
- (d) Initiating and/or reviewing requests for equipment used in the animal research facility and plans for animal research facility construction and renovation.
- (e) Serving as a member of the local IACUC.
- (f) Performing mandatory veterinary consultations with investigators prior to the submission of their animal protocol forms to the IACUC.
- (g) Participating in mandated semi-annual IACUC inspections of animal facilities and the animal care and research use program.
- (h) Guiding the facility in preparations for Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC), international accreditation site visits, and compliance visits by regulatory agencies.
- (i) Drafting or reviewing regulatory documents required for compliance with applicable regulations, guidelines, and policies. This includes AAALAC Program Descriptions, Public Health Service (PHS) Assurance documents, United States Department of Agriculture (USDA) Annual Reports (to be signed by the IO), and annual VA VMU reports.
- (j) Serving as a source of guidance on animal research regulations, guidelines, and prevailing standards.

(k) Serving as a member of the Bio-safety Committee as a liaison to the IACUC, if requested by the ACOS for R&D.

(l) Contributing to the promotion of favorable community and affiliate relations and increased public appreciation of the importance of animal studies in improving patient care.

(m) Participating in VA initiatives that contribute to improved animal research support of R&D programs throughout the VA health care system.

(n) Assisting the CVMO with special projects of system-wide importance.

#### **Period of Performance**

The anticipated contract will be a firm fixed service contract for a base period of one (1) year with four option periods of one (1) year each. The period of performance will be April 1, 2015 through March 31, 2016.

#### **Place of Performance**

The selected vendor for this requirement will perform a majority of the work at the VAPHS University Drive Facility at the following location:

University Drive Campus  
University Drive  
Pittsburgh, PA 15240

#### **Schedule/Milestones**

1. Attends at a minimum 10 monthly IACUC Meetings during the period of this contract.
2. Provides a written review, to the IACUC Program Assistant, for each pre-review conducted of a research investigators animal protocol.
3. Provides a written report to the AO/ACOS/R&D by June 30<sup>th</sup> and December 31<sup>st</sup> of each calendar year evaluating the Animal Facility Manager in regards to animal husbandry practices in the animal facility.
4. Participates actively in the Post Approval Monitoring (PAM) Program, as described in Standard Operating Procedures.
5. Performs post surgery evaluations in accordance with approved ACORPS.

#### **Acceptance Criteria**

The achievement of the specific duties required of the VAPHS Consultant Veterinarian will be formally assessed and documented by the COR during the final quarter of the contract.

The Animal Facility Manager will inform the COR on a quarterly basis regarding the achievements of the contractor in relationship to the stated duties, schedules and milestones.

Vouchers must contain the date of service, invoice number, PO number, Amount due, a description of the service and/or a description of the product, and the amount being charged for that service/product.

The VAPHS Administrative Officer for Research, Nicholas L. Squeglia, is the COR designation for this contract. He will also be responsible for verifying the provision of the services rendered by the contractor(s).

#### **Other Requirements**

The vendor shall provide a report at the time a problem is identified that may compromise the outcome of the desired service or cause a delay in delivery of the desired service. At that time, the vendor shall provide a Problem Identification Report to the COR identifying and describing the specific problem encountered.