

**B.1 Statement of Work (SOW)**

Velocity

**General:** Contractor shall provide an advanced electrophysiology mapping system creating non-fluoroscopic 3D images of the heart chamber(s). System provides diagnostic tools which represent the anatomy of the cardiac chamber and electro-anatomical information (e.g. activation maps, voltage maps) as well as tracks real-time location of electrophysiology catheters within the cardiac structure. System also assists in recording the location of ablation lesions as applied by an ablation generator.

**Description of Work:****Equipment and training to be onsite:**

**Vendor:** St. Jude Medical

**Manufacturer:** St. Jude Medical

**Model:** EnSite Velocity Cardiac Mapping System or similar model

**Location:** 5B

**Quantity-** 1

**Justification:** System needed to reduce radiation exposure and improve procedure times for electrophysiology procedures.

**Hours of Performance:** Work shall occur Monday – Friday during normal duty hours unless authorized by Cardiology.

**Check in Requirements:** The Vendor Rep must report to the Biomedical Engineering Department to obtain a badge and sign in with the Biomedical Engineering Service before work begins. Upon completion of work, the Rep must report to the Biomedical Engineering Service to sign out.

**Period of Performance:** Period of performance shall be done in a reasonable time frame (no longer than one 90 days after receipt of order) unless unseen circumstances arise which need to be discussed with Biomed representative.

**Place of Performance:** Dallas VA Medical Center at 4500 S. Lancaster Rd. Dallas TX 75216.

**Documentation:** Contractor shall furnish a detailed field service report upon completion of work to Cardiology Staff. Payment will not be processed until a properly completed service report is received. The service report shall contain, at a minimum, the following information:

- Date and time of contractor's arrival on station
- Type, model and serial number (s) of all equipment on which maintenance was performed

- Total time spent performing maintenance and travel time
- Detailed narrative description of the services required
- Copies of all test reports
- Complete list of parts replaced
- Date and time the repair was completed
- Cost Estimate of all labor(including travel), parts/supplies, and shipping charges

The service report shall itemize every item in the specification. Each item shall state the "as found" condition or values, the "calibrated to" or "adjusted to" values, the factory design tolerances, and a complete description of all work performed concerning the items

**Contracting Officer Technical Representatives:** All work coordination shall be made through the Purchasing agent. The Contractor shall be provided a copy of the letter of delegation authorizing the purchasing agent at the commencement of the term of the contract. No other person shall be authorized to act in such capacity unless appointed in writing by the Contracting Officer.

**Information technology security requirements:** The contractor, their personnel, and their subcontractors shall be subject to the Federal laws, regulations, standards, and VA Directives and Handbooks regarding information and information system security as delineated in this contract. The contractor shall comply with all Federal laws and regulations the VA has developed when VA sensitive information is accessed, used, stored, generated, transmitted, or exchanged by and between VA and a contractor. The information made available to the contractor by VA for the performance of this contract will be used only for the purposes of performance under this contract. The certification and accreditation requirements do not apply to this requirement and a security accreditation package is not required.

**SECURITY STATEMENT:**

The CO and the Contractor will assure that- No other information except what is in this contract will be shared with the contractor in any follow up communication.

Biomedical Engineering shall perform virus scans on all removable media prior to use on VA medical equipment. This includes all types of removable media, including media (e.g., USB devices, CDs, dongles, etc.) that has been issued by VA, media not issued by VA, and media brought in by vendors or independent service organizations. Within accordance of VA Directive 6500, *Information Security Program*, September 2007

Sensitive VA information is contained within the systems covered by this contract.

The Vendor will not transfer any VA information to a location outside the VA and only to VA locations determined by the VA System Administrator. The information in these systems may be covered by the Privacy Act 1974 which contains criminal penalties of abuse of information.

During onsite service, the Vendor shall be chaperoned by VA Personnel. However, the vendor shall not be issued a UserID/Password.

Non-volatile memory devices, working or non-working, shall NOT be removed from the VA facility until the ISO has certified that the data has been destroyed. For magnetic devices and media, the data destruction will be by degaussing. Other forms of cleansing will be used for non-magnetic media.

The vendor will not have remote access to complete the repair(s) and preventive maintenance.

The vendor shall sign a Business Associate Agreement with the VA.

The COR is responsible for the actions of the vendor during the repair.

Because the Vendor is chaperoned, the vendor does not need to take VA Privacy or Information Security training. A background investigation is not required. The Vendor and all VA employees are required to immediately report any security violations to the Information Security Officer (214-857-0512). No other security statements are required.

**RECORDS MANAGMENT STATEMENT:**

“All records (administrative and program specific) created during the period of the contract belong to VA North Texas Health Care System (VANTXHCS) and must be returned to VANTXHCS at the end of the contract or destroyed in accordance to the VHA Record Control Schedule (RCS)10-1.”

1. Citations to pertinent laws, codes and regulations such as 44 U.S.C Chapter 21, 29, 31 and 33; Freedom of Information Act (5 U.S.C. 552); Privacy Act (5 U.S.C 552a); 36 CFR Part 1222 and Part 1228.
2. Contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it is determines to be in the public interest.
3. Contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government ‘IT’ equipment and/or Government records.
4. Contractor shall not retain, use, sell or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.
5. Contractor shall not create or maintain any records containing any Government Agency records that are not specifically tied to or authorized by the contract or identified in the RCS 10-1.
6. The Government Agency owns the rights to all data/records produced as part of this contract.
7. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
8. Contractor agrees to comply with Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies

include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

9. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

10. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under or relating to this contract. The Contractor (or any sub-contractor) is required to abide by Government and Agency guidance for protecting sensitive and propriety information.

**Safety Requirements:** In the performance of this contract, the Contractor shall take such safety precautions as the Contracting Officer may determine to be reasonably necessary to protect the lives and health of occupants of the building. The Contracting Officer Representative shall notify the Contractor of any safety issues and the action necessary to correct these issues. Such notice, when served to the Contractor or his representative at the work site shall be deemed sufficient for the corrective actions to be taken. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work, and hold the Contractor in default.

**Invoicing:** Payment to be made monthly in arrears by certified invoices and must contain the contract number in addition to the requirements detailed in 52.212-4 (G) to be considered valid. All invoices shall be submitted to the VA Financial Service Center and emailed to the CO. All invoices will reference the purchase order number assigned to the contract.

Billing address:

VA FSC

PO Box 149971

Austin, TX 78714