

**STATEMENT OF WORK**  
**REFERENCE LABORATORY TESTING SERVICES – GENETICS**  
**FOR**  
**SOUTH TEXAS VETERANS HEALTH CARE SYSTEM**

**1. GENERAL**

1.1 General: This is a non-personal services contract/order to provide reference laboratory testing services and the associated services described herein. The Government shall not exercise any supervision or control over the service providers providing the services described herein.

1.2 Description of Services/Introduction: The Contractor shall provide all personnel, transportation, equipment, supplies, facilities, supervision, and other items and non-personal services necessary to perform the reference laboratory testing services, as defined in this Statement of Work. The Contractor assumes all liability risks for the work performed under the contract/order. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract/order.

1.3 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property while performing the services described herein.

1.4 Period of Performance: Twelve Months (1 Year)

1.5 Type of Contract: The government will award a firm-fixed-priced contract/order

1.6 Service Contract Act: The Service Contract Act applies to the contract. The Contractor will provide a description of the testing facility location(s) to the government to determine the appropriate DoL wage determination(s). Current Service Contract Act Wage Determinations for the service areas will be attached to the contract. Employees performing under this contract must be paid at least the pay and fringe benefits described therein.

1.7 Contracting Officer Representative (COR): The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which will be provided to the Contractor, states the responsibilities and limitations of the COR, especially with regards to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.8 Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.

1.9 Invoices: Invoices are to be submitted electronically; monthly, upon completion of the services that are performed. Electronic invoices can be submitted at no additional cost at the VA Vendor Information System (VIS) website

<https://www.vis.fsc.va.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, or at <http://www.tungsten-network.com/us/en/veterans-affairs/>. Invoices must include the obligation number that is provided on the contract, for the specific period of performance, to ensure timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government. Invoices shall also contain a line item for each test and quantities billed for. STVHCS will not pay for tests that are not clearly identified by accession number on the Contractors invoice. Laboratory procedures that have not been assigned a log number will not be paid by the STVHCS or performed by the Contractor.

## **2. BACKGROUND**

The purpose of the resulting contract will be to provide Reference Laboratory Testing Services for the South Texas Veterans Health Care System (STVHCS).

## **3. SCOPE OF WORK**

Contractor shall provide reference laboratory testing and guidance in Clinical Pathology Procedures as specified herein for eligible VA beneficiaries of the STVHCS, Audie L. Murphy VA Hospital, located at 7400 Merton Minter Blvd., San Antonio, TX 78229-4404.

## **4. CONTRACTOR QUALIFICATIONS AND PROVISIONS**

Services provided under the terms of this contract are required to be in compliance with the American Association of Blood Banks (AABB) and College of American Pathologists (CAP) accreditation policies and all applicable Federal, State and Government laws.

## **5. TASK SPECIFICATIONS**

Laboratory requests will be entered into the VA Decentralized Hospital Computer Program (DHCP) by the VA Processing Section. Specimens will be picked up daily by the Contractor for further processing.

Once laboratory requests are processed by the Contractor, the results will be returned to the VA Processing Section via secure fax or secure computer work station for entering results in DHCP by VA personnel. Information will then be made electronically available to the clinicians by VA personnel.

Work Hours: Contractor shall be responsible for providing services in between the hours of 8:00 AM and 4:30 PM, Monday through Friday, excluding Federal Holidays. Federal Holidays are as follows:

New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day and any other day specifically designated as a national holiday by the President of the United States.

**MONITORING RECORD/KEEPING:** Procedures performed at the Reference Laboratory will be monitored and validated against billings using the VISTA Laboratory Package, VISTA Imaging, PCE (Patient Care Encounter), and PTF (Patient Treatment File). These systems will be used to verify statistics reflecting Current Procedural Terminology (CPT) codes that will be used to validate services provided under the terms of the contract.

The COR will track and record difficulties such as poor turnaround time. Any noted difficulties or deficiencies will be reported to the contracting officer for appropriate action and remedy.

## **6. GOVERNMENT SPECIFICATIONS**

Government Furnished Property: None