

STATEMENT OF WORK (SOW)

A. GENERAL INFORMATION

Title of Project

PTW 3D water phantom QA device for Radiation Oncology Section.

Scope of Work

Contractor shall furnish including but not limited to all labor, materials, parts, equipment, tools, transportation, and supervision to provide the Michael E DeBakey VA Medical Center (MEDVAMC), 2002 Holcombe Blvd, Houston, Texas 77030 with water phantom. The Contractor shall provide all necessary services including setup, configuration, database transfer and installation to get the specified equipment working properly. The Contractor shall provide all necessary training to the designated VA employees on how to use the installed equipment after completion of installation. The equipment, all of its accessories, and supplies that come with the equipment shall be brand new. All work shall be done in a first-class manner. The equipment, all necessary services related to removal, mobile unit usage, setup, configuration, installation, and training services are hereinafter collectively referred as "Deliverables". All Deliverables shall be delivered based on an agreed schedule of work after award, preferably within six months and as free on board (FOB) destination.

Background

Facility is seeking to purchase a PTW 3D water phantom QA device for Radiation Oncology section. This device will be used with TrueBeam especially for flattening filter free beams, reduce commissioning time and scanning time during annuals.

Performance Period

The contractor shall complete the work required under this SOW over a 2 day or less.

B. PRODUCT SPECIFICATIONS AND FEATURES

The PTW water phantom, all of its accessories, auxiliaries, parts and supplies shall be brand new (No refurbished products will be accepted). The water phantom should be capable the followings:

- Continuous and step by step mode with fast scan speeds.
- Auto levelling and auto field alignment.
- Built-in water reservoir and a small footprint.
- TPR module included.
- Track It Software in addition to scanning software and Analysis

C. DELIVERY, WORK HOURS, AND COORDINATION WITH MEDVAMC FOR SETUP AND TRAINING SERVICES

1. Delivery Timeframe:

All Deliverables shall be completed based on a schedule of work provided after award, preferably within six months of Contractor's receipt of a delivery task order from the Contracting Officer.

2. Shipping and Handling:

Contractor shall be responsible for the shipping and handling of all the equipment.

3. Work Hours

All work and delivery shall take place during clinical hours (Monday through Friday, 8:00 am to 4:30 pm excluding weekends and federal holidays). Federal holidays include the following: New Year's Day, Washington's Birthday, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas, and any days declared by the Government as holidays.

4. Coordination with MEDVAMC for Equipment Installation and Training Services

Contractor shall be required to coordinate with the MEDVAMC Contracting Officer's Representative (COR) (to be determined after the award of the delivery task order) for scheduling the setup and training services.

D. TESTING AND CERTIFICATION

Upon completing installation of the system, the Contractor shall notify the COR in writing that the system is ready for acceptance testing, and that it meets all requirements as specified. Submission of this notification of system readiness shall be accomplished by the contractor prior to the beginning of the scheduled Government Acceptance Test.

E. GOVERNMENT ACCEPTANCE TEST

Contractor shall perform the Government Acceptance Test in the presence of the COR for proof-of-performance. The Government Acceptance Test shall be performed at a mutually agreed date and time. Upon completing the Government Acceptance Test successfully, Contractor shall document the success of this Government Acceptance Test and furnish a copy to the COR before Contractor's Representative departs the VA premises. Payments can be withheld until final acceptance by the Government.

F. WARRANTY REPAIR SERVICE

One year of support and software maintenance is included.

G. EQUIPMENT MANUALS

The Contractor shall furnish User Manual and reference guides for the specified equipment.

H. PRODUCT MODIFICATION, REMOVAL OR RECALL:

If any product awarded under this solicitation requires modification, is removed or recalled by the Contractor or manufacturer, or if any required modification, removal or recall is suggested or mandated by a regulatory or official agency, the following steps will immediately be taken by the Contractor or manufacturer:

- a. Notify the Contracting Officer, in writing, by the most expeditious manner possible. Provide two copies of the notification which shall include, but not be limited to the following:
 - (1) Complete item description and/or identification, order numbers from customers, and the contract number assigned as a result of an award on this solicitation.
 - (2) Reasons for modifications, removal or recall.
 - (3) Necessary instructions for return for credit, replacement or corrective action.
- b. Provide the above information to all agencies and VA Facilities who purchased the product. The Contracting Officer shall be provided a copy of the notification in b. above, and a list of all agencies and/or VA facilities notified
- c. Contractor shall be responsible for any costs associated with the above.

I. INVOICE AND PAYMENT

Contractor shall invoice the MEDVAMC in arrears only after the completion of all Deliverables identified in this Statement of Work.

Invoice shall be properly prepared and sent to the VA Financial Service Center at: P.O. Box 149971, Austin, Texas 78714-8971. The invoice shall be properly prepared in accordance with FAR 52.212-4, contain sufficient details, and at a minimum, include the following details:

- a. Deliver task order number
- b. Description of the supply/service rendered.
- c. Billing period/date when the supply/services were rendered.
- d. Invoice number and date

Payments will be made in accordance with the Prompt Payment Act out of the Government annual appropriated funds obligated in a task order which will be issued after the contract is awarded.

Notes: invoices that are not in compliance with the aforementioned requirements under this paragraph will be rejected for payments and required to be resubmitted.

End of Statement of Work