

**Basic/Skilled Labor  
STATEMENT OF WORK (SOW)  
as of 6-12-18**

*Contracting Officer fills out blue text.*

<b>Contract Number:</b>	<i>(completed by the CO at time of award)</i>
<b>Task Order Number:</b>	<i>(completed by the CO at time of award if a TO)</i>
<b>IFCAP Tracking Number:</b>	2237 Number
<b>Follow-on to Contract and Task Order Number:</b>	Not Applicable

**1. Contracting Officer's Representative (COR).**

Name:	Kevin Buser
Section:	Engineering
Address:	1201 Broad Rock Blvd, Richmond VA 23249
Phone Number:	Phone number
Fax Number:	804-675-5372
E-Mail Address:	Email

- 2. Contract Title.** Supplier will provide and install the real-time inventory control system called PAR BINS.
- 3. Background/Dates of Service (Period of Performance).** The Hunter Holmes McGuire VA Medical Center is requesting Supplier will provide and install an expansion to existing real-time inventory control system called PAR BINS service at the medical center in Richmond, VA.

- 4. Scope.**  
The Supplier will provide and install the real-time inventory control system called PAR BINS for the management of the Richmond VA Medical Center's (RVAMC) medical supply inventories in the Operating Room Clean Core. This package will include scales, bins, software licensing for the expansion of the existing system. The project will encompass the detailed timelines: Deployment will take 2-months.

**5. Specific Tasks.**

1. Supplier will install and customize the PAR BINS System at RVAMC for a fixed deployment fee. The deployment fee does not cover the cost of RVAMC personnel that may be involved in the project, computer workstations, or the installation of data or power. RICVAMC will be responsible for all electrical, network data, and structural modifications necessary for this contract.

**2. TRAINING**

- i. Provide staff training on the use of existing systems and future enhancements. Training includes but is not limited to:

1. Adding items
2. Removing items
3. Assigning items
4. Weighing items
5. Editing Items
6. Troubleshooting
7. Reporting functions
8. Par Vision

PRODUCT	QTY
PX9186 PAR Bins License	1
<b>PAR Bins Products</b>	
Individual Scales	160
Small & Medium Platform Scales	720
Large Platform Scales	720
PX3901 Controller, Replenish, Ethernet - Single Port, 3 Segments	6
<b>Suture Solution Products</b>	
Suture Bin with Scale	350
Kit, Cube with Shelves	25
<b>Storage Options</b>	
Storage Bins	1600
SC183672-5 18 x 36 x 72 Chrome Wire Shelving unit with 5 shelves	50
SL-3618 Clear Shelf Inlay, 4 per carton	15
Bridge Allocation	130
Installation and Setup	1

Schedule of Services					
Line	Description of Services	Estimated QTY	Unit		
0001	<b>Software License Fee</b>	1	EA		
0002	<b>PAR Bins Products</b>	1	EA		
0003	<b>Suture Solution Products</b>	1	EA		

0004	<b>Storage Options</b>	1	EA		
0005	<b>Installation AND Set Up</b>	1	EA		

### 3. CONTROL LICENSE FEE

Supplier shall deliver and install at RVAMC facility license for the PAR BINS System for a fixed fee with authorize use of the PAR BINS System at RVAMC. Supplier will invoice RVAMC the fee upon delivery and installation of the license.

### 4. PAR BIN INTERFACE WITH GIP VISTA

The par bins system will be interfaced with GIP. The primary purpose of the interface is to identify out of balance on hand quantities and values between GIP and the par bins system. Par bins will identify any out of balance on hand quantities and values, accounting for any due- outs and due-ins. If the out of balance condition is caused by a pending due-in or due out it will be displayed separately to easily identify. Par bin due-ins and due-outs will automatically be removed when the GIP due-in and due-out are "cleared".

### 5. DEFINITIONS/ACRONYMS:

- A. Engineering - Supervisor or designee.
- B. CO - Contracting Officer
- C. COR - Contracting Officer's Representative
- D. PM - Preventive Maintenance Services, which are periodic in nature and are, required to maintain the equipment in such condition that it may be operated in accordance with its intended design and functional capacity with minimal incidence of malfunction or inoperative conditions.
- E. FSE - Field Service Engineer, a person who is authorized by the contractor to perform maintenance (corrective and/or preventive) services on the RICHMOND VAMC premises.
- F. ESR - Vendor Engineering Service Report, a documentation of the services rendered for each incidence of work performance under the terms and conditions of the contract.
- G. Acceptance Signature - VA employee who is authorized to sign-off on the ESR which indicates that the PM has been concluded or is still pending completion, or that the Emergency Repair has been accomplished or is still in a pending status.
- H. Authorization Signature - COR signature; indicates COR accepts work status as stated in ESR.
- I. RICHMOND VAMC – Hunter Holmes McGuire VA Medical Center, located in Richmond, VA
- J. OEM – Original Equipment Manufacture.

K. QASP - Quality Assurance Surveillance Plan

## **6. PARTS - ITEMS**

The contractor shall furnish all necessary parts. The contractor shall maintain quantity of parts including unique and/or high mortality replacement parts in such a manner as to be available for shipment within 24 consecutive hours of request. All parts supplied shall be compatible with existing equipment. Contract parts coverage is to include all system options, third party pass thru devices, such as, compact disk devices, remote workstations, etc. and will include all manufacturer supplied software including that used by third party devices. The contractor shall use OEM new or rebuilt parts. All parts shall perform identically to the original equipment specifications.

## **7. REPORTING REQUIREMENTS:**

Contractor shall be required to report to Engineering to check in. This check in is mandatory. The FSE shall check out with Engineering and submit the ESR(s) to Engineering. All ESR shall be submitted to Engineering for an "acceptance signature". If Biomedical is unavailable, a signed, authorized copy of the ESR will be sent to Engineering. VA Engineering Contact Person(s): COR or Dane Friedman by phone at 804-675-5951 or in Location (Room Number/Building): 2K-137. The contractor shall provide the COR telephone number(s) to contact the Service Department or FSE.

## **8. TEST EQUIPMENT:**

Prior to commencement of work on this contract, Contractor shall provide the RICHMOND VAMC with a copy of the current calibration certification of all test equipment to be used by the Contractor on RICHMOND VAMC equipment. This certification shall also be provided on a periodic basis when requested by the RICHMOND VAMC. Test equipment calibration shall be traceable to a national standard.

## **9. EQUIPMENT MODIFICATIONS/UPGRADES/UPDATES:**

1. Equipment modifications are divided into two kinds; 1) Normal functional improvements that assure that the equipment is operating at the peak of performance and 2) Enhancing improvements are optional improvements that change the equipment's original design to allow for supplementary or additional functions.
2. Normal functional improvements shall be provided at no cost to VA within six (6) months after each version is released. Installation shall be done at no additional cost to the government during normal working hours, unless requested by the COR.

3. Enhancing improvements are optional to VA. If the COR has determined that VA requires such enhancing improvements, it shall be considered outside of the scope of this contract and processed as a separate procurement.

4. All modifications, upgrades, updates, enhancements, etc., must be scheduled in advance with the COR. CO and COR must receive notice at least five (5) full business days in advance before any equipment updates, upgrades, enhancements, and modifications are begun along with justification (if Vendor-suggested modification), estimated costs (if applicable), probable effect on equipment operation, and needs for new or additional in-service training.