

Statement of Work
IT Programming Services - SAS Database
VA Palo Alto Health Care System

Section 1: General Information

1.1 General: This is a non-personal services contract to provide IT programming services to develop SAS datasets in support of the VA Palo Alto Health Care System (VAPAHCS). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the Government.

1.2 Background: Health Economics Resource Center (HERC) is conducting an evaluation of primary care telehealth programs designed to support primary care practices that face challenges with adequate hiring and staffing. HERC staff are in the process of creating a dataset to study these programs by obtaining data on patients assigned to VA primary care in the telehealth program sites and comparison sites. This dataset will allow us to compare outcomes such as health care utilization patterns, health care costs, and distance traveled to providers to understand the impact of these programs. This evaluation requires us to identify patients assigned to VA primary care providers using data compiled from both historical and current databases on primary care assignments. We require original SAS programs to create a dataset spanning FY2013-2018 recording all unique patient-primary care provider-site-year combinations. This data will be used to inform VA programs and clinical managers in the development and implementation of primary care telehealth programs aimed at improving access and quality of VA care. Given our role in current efforts to develop programs throughout the VA for these patients, the timely creation of this data is critical to VAPAHCS.

1.3 Period of Performance: September 1, 2018 to August 30, 2019

1.4 Place of Performance: The IT programming work may be performed remotely, but the Contractor will also be required to attend team meetings in person that will be held at the Palo Alto Medical Center located at 3801 Miranda Ave, Palo Alto, CA 94304. Any work connecting to VA systems must be done either on-site at VA or through a VA Virtual Private Network (VPN) approved by the VA Information Security Officer (ISO) and provided by VA Office of Information and Technology (OIT).

1.5 Invoicing: All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at <http://www.fsc.va.gov/einvoice.asp>.

Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment processing, free of charge. If you

have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: vafscshd@va.gov

Section 2: Definitions & Acronyms

2.1 Definitions:

Contractor. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

Subcontractor. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

Work Day. The number of hours per day the Contractor provides services in accordance with the contract.

Work Week. Monday through Friday, unless specified otherwise.

2.2 Acronyms:

CITI	Collaborative Institutional Training Initiative
FY	Fiscal Year
PCMM	Patient Centered Management Module
RPCMM	Reengineered Patient Centered Management Module
SOW	Statement of Work
VA	Veterans Affairs
VAPAHCS	Veterans Affairs Palo Alto Health Care System
WOC	Without Compensation Appointment

Section 3: Government Furnished Property, Equipment, and Services

None

Section 4: Contractor Furnished Items and Services

The Contractor shall provide all equipment, supplies, management, supervision, personnel, and transportation necessary to assure that all services are in accordance with the contract and all applicable laws and regulations. The contractor shall ensure all work meets performance standards specified in this Statement of Work (SOW) and referenced documents.

Section 5: Specific Tasks

5.1 Develop SAS code to analyze VA data.

5.2 Develop a user's guide on the SAS programs used to process and analyze the VA data.

5.3 The identification of Veterans assigned to VA primary care in primary care telehealth program and comparison sites in FY2013-2018 after excluding Veterans who died in the previous year.

5.4 The creation of a dataset containing primary care assignments in all program sites FY2013-2018 for each unique patient-primary care provider-site-year combination. The file must contain a unique patient identifier for each record.

5.5 The creation of a dataset containing primary care assignments in all comparison sites FY2013-2018 for each unique patient-primary care provider-site-year combination. The file must contain a unique patient identifier for each record.

5.6 The creation of a dataset containing the total number of unique patients assigned to VA primary care in each year FY2013-2018 for all evaluation sites.

5.7 The Contractor will work closely with the technical point of contact (Jeron Talbott) to monitor contract compliance through monthly e-mails, phone calls, or in-person reviews.

5.8 The Contractor will be expected to work effectively with team members and interact professionally with VA staff via phone and email.

5.9 The Contractor must meet the following requirements:

- A. Expert knowledge of the VA Patient Centered Management Module (PCMM) and Reengineered PCMM (RPCMM) data.
- B. Familiar with data cleaning to remove duplicate records and resolve discrepancies that arise from raw data files.
- C. Expertise in statistical programming using SAS code.
- D. Master's degree in statistics with extensive experience and knowledge of biostatistics.
- E. Extensive experience in using SAS statistical program.
- F. Experience in analyzing data on VA primary care assignments.

5.10 Deliverables

A. Due six months after award:

The completion of task 2 specified in section 5.4. Dataset containing unique patient identifiers, primary care assignment, site, and fiscal year of Veterans assigned to VA primary care in primary care telehealth program sites in FY2013-2018.

B. Due eleven months after award:

The completion of task 3 specified in section 5.5. Dataset containing unique patient identifiers, primary care assignment, site, and fiscal year of Veterans assigned to VA primary care in comparison sites in FY2013-2018.

C. Due twelve months from start of contract:

The completion of task 4 specified in section 5.6. The Contractor shall have created datasets containing the total number of unique patients assigned to VA primary care FY2013-2018 for all evaluation sites. The Contractor shall have completed any additional analysis specified by the Government. The Contractor shall also finalize and submit all documentation for all created datasets and SAS programs used as part of this contract.

5.11 Reporting Requirements

- A. Contractor will submit monthly status reports outlining progress in terms of stated material development goals to Jean Yoon, Ph.D.
- B. The technical point of contact, Jeron Talbott will verify contractor performance and compliance with Jean Yoon, PhD monthly.

Section 6: Attachments

Attach #1 Business Associate Agreement