

Central Arkansas Veterans Healthcare System Statement of Work (SOW)

A. GENERAL GUIDANCE

1. Title of Project: American College of Surgeons Commission on Cancer (CoC) voluntary facility accreditation.
2. Scope of Work: The purpose of this contract is to pay for annual membership expenses, which includes maintenance and survey fees required to request the CoC to conduct the survey every 3 years for the Central Arkansas Veteran's Healthcare Service (CAVHS) cancer program. The Survey is conducted in one (1) eight-hour day. The surveyor's travel expense is included in the fee.
3. Background: The CoC is a scientific and educational association of surgeons that was founded in 1913 to improve the quality of care for the surgical patient by setting high standards for surgical education and practice. The CoC is a consortium of professional organizations dedicated to improving survival and quality of life for cancer patients through standard-setting, prevention, research, education, and the monitoring of comprehensive quality care.

The CoC Accreditation Program encourages hospitals, treatment centers, and other facilities to improve their quality of patient care through various cancer-related programs. These programs focus on prevention, early diagnosis, pretreatment evaluation, staging, optimal treatment, rehabilitation, surveillance for recurrent disease, support services, and end-of-life care.

The availability of a full range of medical services along with a multidisciplinary team approach to patient care at accredited cancer programs has resulted in approximately 80 percent of all newly diagnosed cancer patients being treated in CoC-accredited cancer programs. Recognizing that cancer is a complex group of diseases, the CoC Cancer Program Standards promote consultation among surgeons, medical and radiation oncologists, diagnostic radiologists, pathologists, and other cancer specialists. This multidisciplinary cooperation results in improved patient care.

4. Type of Contract: Firm Fixed Price

B. SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

1. TASK ONE: Vendor: Renewal of membership fee and continued access to National Cancer Database (NCDB).

2. Conduct the on-site Veterans Affairs Cancer Program (VACP) Survey every 3rd year and submit a report to the CoC.
3. An independent quality assurance review of a program's Survey Application Record (SAR) and supporting documentation is performed by an Accreditation Technical Specialist in the Accreditation and Standards division of the CoC. If required, program-related activity and standard ratings may also be reviewed by the multidisciplinary Program Review Subcommittee before an accreditation award is assigned.
4. In the event of any Registry deficiencies, CoC will identify and outline the deficiencies and monitor the progress by the registry in their efforts to correct their procedures to bring the program into compliance with CoC standards within one year. If this is not accomplished timely then non accreditation status is conferred on the facility.

DELIVERABLE ONE: Visit the CAVHS on the designated date (2021) and complete the CoC Veterans Affairs Cancer Program (VACP) Survey for accreditation of the CAVHS cancer program.

C. CHANGES TO THE STATEMENT OF WORK

The CO is the only individual authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the COR on all matters pertaining to survey administration.

D. GOVERNMENT RESPONSIBILITIES

1. The government will escort the contractor; furnish, and jointly review 3 years of program activity required by the CoC surveyor to complete the CoC Cancer Program Survey. The majority of the files are uploaded to the Survey Application Record. The 30 pathology reports (de-identified) required for the survey will remain in the possession of the government.
2. The government will properly dispose of the documents once the survey is completed.

E. CONTRACTOR EXPERIENCE AND/OR REQUIREMENTS

Be qualified by the CoC to conduct the Cancer Program Survey. The surveyors are surgeons, nurses, and leaders in related fields from multiple oncology specialty backgrounds. Their medical credentials (minimum of Masters Degree for non-surgeons) and experience in premier oncology treatment facilities qualifies them to exercise oversight of the CAVHS Cancer Registry. Many of these surgeons have contributed to the establishment of the CoC standards and guidelines.

F. CONFIDENTIALITY AND NONDISCLOSURE

The Business Associate Agreement (BAA) allows the ACoS to schedule and perform cancer program surveys at facilities currently accredited by the CoC, include facility data in the NCDB data base, and provide participating facilities an analysis of their own data and aggregated comparative data on outcomes for the purpose of quality improvement. Programs that are currently approved must sign the BAA before scheduling a survey date. Failure to sign the BAA will result in removal of the facility's accreditation status, removal from the on-line data base of CoC-accredited programs, and eliminate access to the CoC Datalinks for facility staff. The CAVHS is currently accredited by the CoC. Documents (i.e., pathology reports) required for the purpose of conducting the CoC Cancer Survey, and containing Protected Health Information, will be redacted by CAVHS staff prior to joint review with the surveyor.

G. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS

1. Position Sensitivity: The position sensitivity/risk level has been designated as Nonsensitive/Low Risk.
2. Background Investigation: N/A (VA Directive, 0710, June 4, 2010, contract personnel assigned to Low Risk/Nonsensitive positions for 180 days or less under a single contract or a series of contracts are exempt.)

H. RECORDS MANAGER

1. Contractor shall comply with all applicable records management laws and regulations, as well as National Archives and Records Administration (NARA) records policies, including but not limited to the Federal Records Act (44 U.S.C. chs. 21, 29, 31, 33), NARA regulations at 36 CFR Chapter XII Subchapter B, and those policies associated with the safeguarding of records covered by the Privacy Act of 1974 (5

U.S.C. 552a). These policies include the preservation of all records, regardless of form or characteristics, mode of transmission, or state of completion.

2. In accordance with 36 CFR 1222.32, all data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act (FOIA) (5 U.S.C. 552), as amended, and the Privacy Act of 1974 (5 U.S.C. 552a), as amended and must be managed and scheduled for disposition only as permitted by statute or regulation.

3. In accordance with 36 CFR 1222.32, Contractor shall maintain all records created for Government use or created in the course of performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law. Electronic records and associated metadata must be accompanied by sufficient technical documentation to permit understanding and use of the records and data.

4. Central Arkansas Veterans Healthcare system and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Records may not be removed from the legal custody of Central Arkansas Veterans Healthcare system or destroyed except for in accordance with the provisions of the agency records schedules and with the written concurrence of the Head of the Contracting Activity. Willful and unlawful destruction, damage or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. In the event of any unlawful or accidental removal, defacing, alteration, or destruction of records, Contractor must report to Central Arkansas Veterans Healthcare system. The agency must report promptly to NARA in accordance with 36 CFR 1230.

5. The Contractor shall immediately notify the appropriate Contracting Officer upon discovery of any inadvertent or unauthorized disclosures of information, data, documentary materials, records or equipment. Disclosure of non-public information is limited to authorized personnel with a need-to-know as described in the [contract vehicle]. The Contractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, documentary material, records and/or equipment is properly protected. The Contractor shall not remove material from Government facilities or systems, or facilities or systems operated or maintained on the Government's behalf, without the express written permission of the Head of the Contracting Activity. When information, data, documentary material, records and/or equipment is no longer required, it shall be returned to Central Arkansas Veterans Healthcare system control or the Contractor must hold it until otherwise directed. Items returned to the Government shall be hand-carried, mailed, emailed, or securely electronically transmitted to the Contracting Officer or address prescribed in the

[contract vehicle]. Destruction of records is EXPRESSLY PROHIBITED unless in accordance with Paragraph (4).

6. The 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, contracts. The Contractor (and any sub-contractor) is required to abide by Government and Central Arkansas Veterans Healthcare system guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.

7. The Contractor shall only use Government IT equipment for purposes specifically tied to or authorized by the contract and in accordance with Central Arkansas Veterans Healthcare system policy.

8. The Contractor shall not create or maintain any records containing any non-public Central Arkansas Veterans Healthcare system information that are not specifically tied to or authorized by the contract.

9. The 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 from public disclosure by an exemption to the Freedom of Information Act.

10. The Central Arkansas Veterans Healthcare system owns the rights to all data and records produced as part of this contract. All deliverables under the contract are the property of the U.S. Government for which Central Arkansas Veterans Healthcare system shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest. Any Contractor rights in the data or deliverables must be identified as required by FAR 52.227-11 through FAR 52.227-20.

11. Training. All Contractor employees assigned to this contract who create, work with or otherwise handle records are required to take Central Arkansas Veterans Healthcare system provided records management training. The Contractor is responsible for confirming training has been completed according to agency policies, including initial training and any annual or refresher training.