



**VA ELECTRONIC HEALTH RECORD MODERNIZATION
(EHRM) SYSTEM
PERFORMANCE WORK STATEMENT (PWS)
DEPARTMENT OF VETERANS AFFAIRS**

Office of Electronic Health Record Modernization (OEHRM)

FORWARD-DEPLOYED SOLUTION SET (FDSS)

Date: May 8, 2020

VA-20-00093933

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1.0 BACKGROUND

The mission of the Department of Veterans Affairs (VA) is to provide benefits and services to Veterans of the United States. In meeting these goals, VA strives to provide high quality, effective and efficient Information Technology (IT) services to those responsible for providing care to the Veterans at the point-of-care as well as throughout all the points of the Veterans' health care in an effective, timely and compassionate manner. VA depends on Information Management/Information Technology (IM/IT) systems to meet mission goals.

On May 17, 2018, VA entered into a ten-year indefinite-delivery, indefinite-quantity (ID/IQ) sole-source contract with Cerner Government Services, Inc. (Cerner) to acquire the Electronic Health Record (EHR) system being deployed by the Department of Defense (DoD) and related services for deployment and transition across the VA enterprise in a manner that meets VA needs and which will enable seamless healthcare to Veterans and qualified beneficiaries. Procurement of a single common system across VA and DoD shall achieve VA's goal of seamless care for Veterans by facilitating the transition of active duty military members to VA and improving their timely access to the highest quality of care.

The Contractor's EHR solution shall provide VA with a single system that can store and retrieve administrative, clinical, laboratory, radiology, pharmacy and scheduling data and can interact with other internal and external systems. Modernization of VA's EHR will support a Veteran-centric, team-based care model, with modern decision support tools; clinical information content services; identification, communication and standardization of care paths; and resource provisioning. This will improve interoperability, performance and user experience for the majority of the health care delivery and ancillary teams responsible for directly or indirectly providing health care services; and in turn will improve quality, safety and timeliness of health care services delivered to Veterans.

The Contractor shall provide Forward Deployed Solution Set (FDSS) to support the comprehensive EHR solution and services defined in the EHRM Basic contract. For purposes of this PWS, the VA EHR solution will be referred to as the VA Electronic Health Record Modernization (EHRM).

2.0 APPLICABLE DOCUMENTS

The documents in Paragraph 3.0 in the EHRM Basic PWS apply to the performance of this effort, there are no additional referenced documents.

3.0 SCOPE OF WORK

The Contractor shall provide FDSS for Wave 1 through Wave 7 and Centrally-Hosted Print Services (CHPS) in support of EHRM and Centralized Scheduling Solution (CSS)

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deployments. The Contractor shall provide Project Management, FDSS services and support and CHPS services and support. If exercised, the Contractor shall provide additional FDSS and ancillary FDSS peripherals for (Waves 8-30, approximately 66 sites) subsequent wave deployments through Optional Tasks, 5.2.4 and 5.2.5.

3.1 APPLICABILITY

This Task Order (TO) effort PWS is within the scope of 5.2.1.2 Hardware Requirements and 5.3.5 Solution-specific Hardware and Hardware Maintenance, of the EHRM Basic PWS.

3.2 ORDER TYPE

The effort shall be proposed on a Firm Fixed Price (FFP) basis.

4.0 PERFORMANCE DETAILS

4.1 PERFORMANCE PERIOD

The period of performance (PoP) for this effort shall be 12 months from date of award with two twelve-month option periods and two optional tasks.

4.2 PLACE OF PERFORMANCE

Efforts under this TO shall be performed both in Contractor facilities, as well as VA facilities. Program meetings may also be held at VA Central Office, some of which may require in person attendance.

4.3 TRAVEL OR SPECIAL REQUIREMENTS

The Government anticipates travel to perform the tasks associated with the effort, as well as to attend program-related meetings or conferences throughout the PoP. Include all estimated travel costs in your firm-fixed price line items. These costs will not be directly reimbursed by the Government.

The total estimated number of trips for this effort shall be proposed by the contractor. The Contractor shall review travel under this TO on a quarterly basis. Based on this quarterly review, the Contractor shall inform VA of project risks related to travel.

4.4 CONTRACT MANAGEMENT

All requirements of Section 9.0 of the EHRM Basic PWS apply to this effort. This TO shall be addressed in the Contractor's Monthly Progress Report as set forth in the EHRM Basic contract.

4.5 SECURITY AND PRIVACY

All requirements in Section 7.0 of the EHRM Basic PWS apply to this effort.

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It has been determined that protected health information may be disclosed or accessed and a signed Business Associate Agreement (BAA) shall be required. The Contractor shall adhere to the requirements of the BAA executed with OEHRM; and shall comply with VA Directive 6066 and VHA Handbook 1605.05.

4.5.1 POSITION/TASK RISK DESIGNATION LEVEL(S)

The position sensitivity and the level of background investigation commensurate with the required level of access for all PWS tasks is Tier3/Non-Critical Sensitive in accordance with Section 8.7 of the EHRM Basic PWS.

The Tier3/ Non-Critical Sensitive Position Sensitivity and Background Investigation requirements identify, in effect, the Background Investigation requirements for Contractor individuals, based upon the tasks the particular Contractor individual will be working. The submitted Contractor Staff Roster must indicate the required Background Investigation Level for each Contractor individual based upon the tasks the Contractor individual will be working, in accordance with their submitted proposal.

5.0 SPECIFIC TASKS AND DELIVERABLES

The Contractor shall provide all services listed in tasks 5.1 through 5.2 below in support of EHRM Waves 1-7. The Contractor shall provide all CHPS in PWS section 5.3 below for CSS sites, Outpatient Clinics (OPC), Community-Based Outpatient Clinics (CBOC) and Consolidated Patient Account Centers (CPAC) supporting facilities.

5.1 PROJECT MANAGEMENT

5.1.1 CONTRACTOR PROJECT MANAGEMENT PLAN

The Contractor shall deliver a Contractor Project Management Plan (CPMP) that lays out the Contractor's approach, timeline and tools to be used in execution of this TO effort. The CPMP should take the form of both a narrative and graphic format that displays the schedule, milestones, risks and resource support. The CPMP shall also include how the Contractor shall coordinate and execute planned, routine and ad hoc data collection reporting requests as identified within the PWS. The initial baseline CPMP shall be concurred upon and updated in accordance with Section B of the TO. The Contractor shall update and maintain the VA Program Manager (PM) approved CPMP throughout the PoP.

DELIVERABLE:

A. Contractor Project Management Plan

5.1.2 REPORTING REQUIREMENTS

The Contractor shall provide a Monthly Progress Report in accordance with Section 9.6.1.1 of the EHRM Basic PWS.

DELIVERABLE:

- A. Monthly Progress Report

5.1.3 TECHNICAL KICKOFF MEETING

The Contractor shall hold a technical kickoff meeting within 10 days after TO award. The Contractor shall present, for review and approval by the Government, the details of the intended approach, work plan and project schedule for each effort. The Contractor shall specify dates, locations (can be virtual), agenda (shall be provided to all attendees at least five calendar days prior to the meeting) and meeting minutes (shall be provided to all attendees within three calendar days after the meeting). The Contractor shall invite the Contracting Officer (CO), Contract Specialist (CS), COR and the VA PM.

5.2 FORWARD-DEPLOYED SOLUTION SET (FDSS)

5.2.1 FDSS MANAGED SERVICES

The Contractor shall provide the FDSS as a managed service. Managed Services include the platform, storage capacity, remote operational management and monitoring of this technology, as well as the purchase, shipping, installation, configuration, maintenance, upgrade and technical refresh of the technology over the contracted term of this TO.

The Contractor shall provide the FDSS per the requirements and specifications laid out in the OEHRM Site Infrastructure and End User Device (EUD) Requirements Document, Version 1.5, Section 2.4., approved on April 20, 2020 as attachment A of this TO. All additional FDSS Optional Tasks shall comply with specifications laid out in the OEHRM Site Infrastructure and EUD Requirements Document.

The Contractor shall coordinate shipment of all Forward-Deployed hardware with the Task Order Program Manager. The maintenance requirement shall include warranty and required replacement of equipment. The Contractor shall include a bill of materials of all forward-deployed equipment for the VA Task Order Program Manager to review prior to placing all equipment orders. The Contractor shall provide a solution that minimizes the amount of power, space, cooling, floor support and network connections that are required to be provided by VA while remaining in compliance with Appendix A.

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The Contractor shall provide remote management of the technology and shall leverage virtualization of the technology as much as possible.

Variations in design are expected as the Contractor develops and certifies additional virtualization technologies. These changes are intended to reduce the physical impact of the FDSS, including space, power and cooling. Such changes shall be included as a part of the Physical and Logical Design and shall be updated for each deployment. Changes to the Physical and Logical Design must be approved by the VA prior to changes in the Contractor's delivered architecture.

The Contractor shall provide:

- a. A detailed Physical and Logical design of both permanent and temporary forward-deployed equipment
- b. A detailed Design and Logistics Management Plan on how equipment will be delivered, where they will be configured, shipped to forward location and final installation at the forward-deployed location
- c. The Contractor shall provide the packing and shipment of all temporary equipment to all its future locations.
- d. The VA-specific LAN network connecting information and requirements back to VA. These requirements shall include Port Channel, Size, Quantity, Cable Type, Connector Type, etc.
- e. Specific power configuration, as referenced in the Requirements Document, needed to support the permanent and temporary equipment in the forward-deployed equipment.

FDSS shall support the solutions listed below.

- CareAware Multi-Media (Camm) cache
- Care Aware Connect
- 724 Downtime Viewer Pumper systems
- Cardio Imaging Pre-Processing compute platform(s)
- Print Server functionality
- Equipment Enclosures
- Network Switches
- Rack

The Contractor shall additionally leverage temporary capabilities for image and document conversion and migration at each site contracted for these events. Contractor may, at the Contractor's discretion, leverage the temporary conversion servers to support multiple site image conversions. Contractor shall be responsible for coordinating with the Task Order Program Manager to remove the equipment from the site and pack and ship the systems to the appropriate location. Contractor will also be responsible for adhering to all VA policies related to sensitive data maintenance on stored media prior to any shipments. If the Contractor returns the servers to the Cerner Centralized Data Center, the Contractor shall adhere to all provisions of the Basic IDIQ

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Contract. The Contractor shall furnish the platforms and storage capacity under this Task Order, including the following types of documents and images:

- DICOM (Diagnostic images)
- Non-DICOM Imaging, inclusive of Scanned Documents and Clinical Multimedia

The Contractor shall provide special purpose peripherals as required by FDSS site-specific requirements. FDSS Installation sites, connectivity requirements, appropriate rack sizes, cabling and other related components may vary across installation sites. The Contractor shall propose the peripheral list and bill of materials for VA review and approval.

DELIVERABLES:

- A. Physical and Logical design
- B. Design and Logistics Management Plan
- C. FDSS Acceptance memo for special purpose peripherals

5.2.2 CYBER SECURITY

The Contractor shall support EHRM Cyber Security in the assessment and documentation required for inclusion of the Forward-Deployed architecture in the Wave specific Authority to Operate (ATO). The assessment will be based upon the requirements of the Department of Defense (DOD) Cyber Security Service Provider (CSSP) and VA ATO requirements.

5.2.3 MAINTENANCE AND OPERATIONS OF FDSS

The Contractor shall maintain and operate FDSS in compliance with the RACI chart below.

For the below tables, the following key applies:

- R – Responsible
- A – Accountable
- C – Consulted
- I – Informed

No.	Table 1: Forward-Deployed Technology Development	Contractor Role	VA Role
1.1	Furnish equipment required to support Forward-Deployed Technologies	A/R	I
1.2	Software licensing for Forward-Deployed Technologies, including OS and layered software	A/R	I

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1.3	Initial configuration of OS and layered software	A/R	I
1.4	IP Address allocation for forward-sites	C	A/R
1.5	Furnish ports and protocols list for operations and maintenance	A/R	C
1.6	IP routing and access control list maintenance	C	A/R
1.7	Physical space allocation in access and environment-controlled area	I	A/R
1.8	Cooling suitable for equipment being furnished	I	A/R
1.9	Power suitable for equipment being furnished	I	A/R
1.10	Package equipment for shipment	A/R	I
1.11	Ship equipment from the Contractor to forward site	A/R	C
1.12	Receiving shipment at forward site	A/R	C
1.13	Physical placement in controlled area	A/R	C
1.14	Provide fiber suitable to connect forward-deployed equipment to VA network infrastructure	A/R	C
1.15	Logical network connection configuration between contractor- provided switches and VA network infrastructure	C	A/R
1.16	Route provided fiber and execute physical network connection between contractor-provided switches and VA network infrastructure	C	A/R
1.17	Power connection to commercial power	C	A/R
1.18	*Final on-site OS and software configuration	A/R	I
1.19	*Patch management	A/R	I
1.20	Suitability of architecture for proposed purpose	A/R	C

Table 1: Forward-Deployed Technology Development

No.	Table 2: Forward-Deployed Technology Maintenance and Monitoring	Contractor Role	VA Role
2.1	*Continuing OS and Software Configuration	A/R	I
2.2	*OS and Software Maintenance	A/R	I
2.3	*Ongoing provided network equipment configuration and maintenance	A/R	C
2.3	Hardware maintenance, including warranty replacement	A/R	I
2.4	*Patch management	A/R	I
2.5	*Monitoring	A/R	I

Table 2: Forward-Deployed Technology Maintenance and Monitoring

No.	Table 3: Forward-Deployed Conversion Technology Responsibilities	Contractor Role	VA Role
3.1	Removal of forward-deployed conversion technology equipment	A/R	C

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No.	Table 3: Forward-Deployed Conversion Technology Responsibilities	Contractor Role	VA Role
3.2	Packaging of equipment	A/R	I
3.3	Shipment of equipment	A/R	I
3.4	Appropriate disposal or safeguarding of VA sensitive data	A/R	C

Table 3: Forward-Deployed Conversion Technology Responsibilities

** Maintenance and management of the system as proposed will leverage existing commercial toolsets and processes for Incident, Change and Problem Management as outlined in the IDIQ PWS and technical documentation produced within the Program Management Task Order*

5.2.4 CENTRALLY-HOSTED PRINT SERVICES (CHPS)

The Contractor shall provide the hosting, platform and capacity to deliver the requirements of CHPS as a Contractor Remote Hosted Managed Service in compliance with the Hosting terms and conditions described in Hosting Task Order 3. The software and hardware required to deliver CHPS capabilities shall be procured, maintained, installed and managed as a Contractor Managed Service and hosted within the Primary and Alternate Contractor Data Centers. The Contractor Remote Hosting shall include operational management and monitoring of this technology, as well as maintenance, upgrades and refreshes of the technology under this TO.

The Contractor shall provide proof of CHPS deployment and availability to VA for official VA acceptance. The Contractor shall document VA acceptance in a CHPS Acceptance Memo.

The Contractor shall provide CHPS services in support of EHRM deployment sites, these sites include, but are not limited to, the following:

1. Centralized Scheduling Solution (CSS).
2. Outpatient Clinics (OPC)
3. Community-Based Outpatient Clinics (CBOC)
4. Consolidated Patient Account Centers (CPAC)

DELIVERABLES:

- A. CHPS Acceptance Memo

5.2.5 ADDITIONAL FDSS DEPLOYMENTS (OPTIONAL TASK 1)

The Contractor shall provide additional FDSS services to subsequent Wave deployment sites (Waves 8-30, approximately 66 sites) in compliance with PWS paragraphs 5.2.1-5.2.3 above for EHRM FDSS sites/facilities that will be deployed during the PoP of this Task Order. VA may exercise this Optional Task for FDSS services for EHRM deployment sites.

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This optional task can be exercised multiple times throughout the period of performance as required to support subsequent Wave deployment sites. The total value of options exercised may not exceed the Contract Line Item (CLIN) ceiling.

5.2.5.1 FDSS DEPLOYMENTS VISN 12 (8 sites) and VISN 23 (3 sites)

The Contractor shall provide additional FDSS services to Wave deployment sites (11 sites) in compliance with PWS paragraphs 5.2.1-5.2.3 above for EHRM FDSS sites/facilities.

DELIVERABLES:

- A. Updated Physical and Logical design
- B. Updated Design and Logistics Management Plan
- C. FDSS Acceptance memo for special purpose peripherals

5.2.5.2 FDSS DEPLOYMENTS VISN 10

The Contractor shall provide additional FDSS services to Wave deployment sites (13 sites) in compliance with PWS paragraphs 5.2.1-5.2.3 above for EHRM FDSS sites/facilities.

DELIVERABLES:

- A. Updated Physical and Logical design
- B. Updated Design and Logistics Management Plan
- C. FDSS Acceptance memo for special purpose peripherals

5.2.5.3 FDSS DEPLOYMENTS VISN 15 (9 sites)

The Contractor shall provide additional FDSS services to Wave deployment sites (9 sites) in compliance with PWS paragraphs 5.2.1-5.2.3 above for EHRM FDSS sites/facilities.

DELIVERABLES:

- A. Updated Physical and Logical design
- B. Updated Design and Logistics Management Plan
- C. FDSS Acceptance memo for special purpose peripherals

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5.2.5.4 FDSS DEPLOYMENTS VISN 23 (7 sites)

The Contractor shall provide additional FDSS services to Wave deployment sites (7 sites) in compliance with PWS paragraphs 5.2.1-5.2.3 above for EHRM FDSS sites/facilities.

DELIVERABLES:

- A. Updated Physical and Logical design
- B. Updated Design and Logistics Management Plan
- C. FDSS Acceptance memo for special purpose peripherals

5.2.6 ADDITIONAL FDSS PERIPHERALS (OPTIONAL TASK 2)

The Contractor shall provide special purpose peripherals as required by site-specific requirements, in compliance with PWS paragraph 5.2.4 above. FDSS Installation sites, connectivity requirements, appropriate rack sizes, cabling and other related components may vary across installation sites. The Contractor shall provide a Peripheral Acceptance Memo for VA review and approval.

This optional task can be exercised multiple times throughout the period of performance. The total value of options exercised may not exceed the Contract Line Item (CLIN) ceiling.

DELIVERABLE:

- A. Peripheral Acceptance Memo

6.0 GENERAL REQUIREMENTS

6.1 PERFORMANCE METRICS

The table below defines the Performance Standards and Acceptable Levels of Performance associated with this effort. The Government may also utilize the commercially available and VA-specific Key Performance Indicators (KPIs) and Service Level Agreements (SLAs) defined at the ID/IQ level to measure performance under this TO, as applicable.

Performance Objective	Performance Standard	Acceptable Levels of Performance
A. Technical / Quality of Product or Service	<ol style="list-style-type: none">1. Shows understanding of requirements2. Efficient and effective in meeting requirements	Satisfactory or higher

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Performance Objective	Performance Standard	Acceptable Levels of Performance
	<ul style="list-style-type: none">3. Meets technical needs and mission requirements4. Provides quality services/products5. Meets performance thresholds/metrics defined in applicable Service Level Agreements	
B. Project Milestones and Schedule	<ul style="list-style-type: none">1. Quick response capability2. Products completed, reviewed, delivered in accordance with the established schedule3. Notifies customer in advance of potential problems	Satisfactory or higher
C. Staffing	<ul style="list-style-type: none">1. Currency of expertise and staffing levels appropriate2. Personnel possess necessary knowledge, skills and abilities to perform tasks	Satisfactory or higher
D. Invoicing	<ul style="list-style-type: none">1. Invoices are current, accurate and complete.	Satisfactory or higher
E. Management	<ul style="list-style-type: none">1. Integration and coordination of all activities to execute effort	Satisfactory or higher

The COR will utilize a QASP throughout the life of the TO to ensure that the Contractor is performing the services required by this PWS in an acceptable level of performance. The Government reserves the right to alter or change the QASP at its own discretion. A Performance Based Service Assessment will be used by the COR in accordance with the QASP to assess Contractor performance.

6.2 SECTION 508 –INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STANDARDS

All requirements in Sections 8.10, including subparagraphs, of the EHRM Basic PWS apply to this effort. Deliverable requirements are further defined in the following subparagraphs. The Contractor shall comply with the technical standards at:

<https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/single-file-version>

6.2.1 REPRESENTATION OF CONFORMANCE

The Contractor shall provide a Section 508 Subject Matter Expert lead for VA EHRM 508 resources to work with. The Contractor shall adhere to the VA-approved Section 508 Test and Delivery Plan and Section 508 Accessibility Roadmap delivered under TO 0001. The Contractor shall update the Government Product Accessibility Template (GPAT) and/or Voluntary Product Accessibility Template (VPAT) delivered under TO 0001 to indicate the level of Section 508 conformance as updates are made to its products and/or services to ensure and sustain 508 compliance.

The Contractor shall work closely with VA Section 508 representatives to verify Section 508 conformance of its products and/or services.

6.2.2 ACCEPTANCE AND ACCEPTANCE TESTING

The Contractor shall provide Final Section 508 Compliance Test Results. The Section 508 Test Results shall include a GPAT/VPAT Conformance Statement validating conformance to Section 508 Refresh Success Criteria and Conformance Requirements for already-developed ICT deliverables.

The Final Section 508 Test Results shall be reviewed and approved by VA Section 508 representatives to validate conformance to Section 508 Refresh Success Criteria and Conformance Requirements for ICT deliverables.

For software development for VA interfaces/systems, the Contractor shall prepare and submit a Section 508 Conformance Validation Package with content as outlined in VA Process Asset Library, Software Development Product Build process map.

The Section 508 Conformance Validation Package shall be reviewed and approved by VA Section 508 representatives to validate conformance to Section 508 Refresh Success Criteria and Conformance Requirements for ICT deliverables.

Automated test tools, manual techniques and checklists are used in the VA Section 508 compliance assessment.

Deliverable:

- A. Final Section 508 Compliance Test Results for ICT Deliverables
- B. Section 508 Compliance Validation Package for ICT Deliverables

6.3 SHIPMENT OF HARDWARE OR EQUIPMENT

Shipment of Contractor-provided hardware shall be coordinated with the VA COR prior to shipment date.

6.4 ENTERPRISE AND IT FRAMEWORK

All functions related to Acquisition Support shall be on an advisory basis only. Please be advised that since the awardee of this Task Order will provide systems engineering, technical direction, specifications, work statements and evaluation services, some restrictions on future activities of the awardee may be required in accordance with FAR 9.5 and the clause entitled, Organizational Conflict of Interest, found in Section H of the EHRM basic contract. The Contractor and its employees, as appropriate, shall adhere to the corporate-level Non-Disclosure Agreement signed under TO 0001

6.5 DELIVERABLES

The Contractor shall provide deliverables for Government review and acceptance IAW with Section B.2 of the Task Order. The Contractor shall incorporate Government feedback provided via the OEHRM Deliverables review process into Task Order deliverables as applicable. Feedback shall be incorporated in either the resubmission or next required submission of the deliverable based upon the timeframe in which it is provided by the Government. For Government feedback requiring additional discussion and/or clarification, the Contractor shall coordinate language updates with VA to resolve and finalize revisions to the affected deliverable. The Contractor shall appropriately mark and date deliverables to maintain version control using the following format: TO Number – CLIN Number Formal Deliverable Title – Deliverable Due Date IAW Section B.2– Version X.X. The Contractor shall annotate major (initial submission) and minor (resubmission) deliverable releases using a numerical system (e.g. Initial submission: TO 0001 – 0001AA Contractor Project Management Plan - August 2018 – Version 1.0; Resubmission: TO 0001 – 0001AA Contractor Project Management Plan – August 2018 – Version 1.1). Resubmitted deliverables shall maintain the original due date defined in Section B.2 of the TO. The Contractor shall provide discrete deliverables in separate email submissions. Email submissions shall include the Contract/Task Order numbers and corresponding deliverable CLIN number. The Contractor shall track updates in both major and minor deliverable releases in an agreed upon format, such that the Government can identify and review language revisions for acceptance.

For all deliverables throughout this TO, Wiki links are not acceptable. If Wiki page content is required as part of the deliverable submission, the Contractor shall reference the Wiki page as an attachment within the deliverable. The Wiki page shall be representative of the current state at the time of submission. The Contractor shall export the referenced Wiki page as a timestamped portable document format and provide the referenced attachment(s) with the deliverable submission.

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**CONTRACTOR EMPLOYEE
PERSONAL FINANCIAL INTEREST/PROTECTION OF SENSITIVE INFORMATION
AGREEMENT**

This Agreement refers to Contract/Order _____ entered into between the Department of Veterans Affairs and _____ (Contractor).

As an employee of the aforementioned Contractor, I understand that in connection with my involvement in the support of the above-referenced Contract/Order, I may receive or have access to certain “sensitive information” relating to said Contract/Order and/or may be called upon to perform services which could have a potential impact on the financial interests of other companies, businesses or corporate entities. I hereby agree that I will not discuss or otherwise disclose (except as may be legally or contractually required) any such “sensitive information” maintained by the Department of Veterans Affairs or by others on behalf of the Department of Veterans Affairs, to any person, including personnel in my own organization, not authorized to receive such information.

“Sensitive information” includes:

- (a) Information provided to the Contractor or the Government that would be competitively useful on current or future related procurements; or
- (b) Is considered source selection information or bid and proposal information as defined in FAR 2.101 and FAR 3.104-4; or
- (c) Contains (1) information about a Contractor’s pricing, rates, costs, schedule, or contract performance; or (2) the Government’s analysis of that information; or
- (d) Program information relating to current or estimated budgets, schedules or other financial information relating to the program office; or
- (e) Is properly marked as source selection information or any similar markings.

Should “sensitive information” be provided to me under this Contract/Order, I agree not to discuss or disclose such information with/to any individual not authorized to receive such information. If there is any uncertainty as to whether the disclosed information comprises “sensitive information”, I will request my employer to request a determination in writing from the Department of Veterans Affairs Contracting Officer as to the need to protect this information from disclosure.

I will promptly notify my employer if, during my participation in the subject Contract/Order, I am assigned any duties that could affect the interests of a company, business or corporate entity in which either I, my spouse or minor children, or any

