



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

**Office of Electronic Health Record Modernization (OEHRM)**

**VA Innovative Technology Advancement Lab (VITAL) Training**

**Date: August 11, 2020  
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# VA Innovative Technology Advancement Lab (VITAL) Training

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# VA Innovative Technology Advancement Lab (VITAL) Training

## 1.0 BACKGROUND

The mission of the 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 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.

Cerner'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.

Cerner shall provide EHRM VA Innovative Technology Advancement Lab (VITAL) planning, and training for Waves A-D sites. For purposes of this PWS, the VA EHR solution will be referred to as the VA Electronic Health Record Modernization (EHRM), and the EHRM VA Innovative Technology Advancement Lab will be referred to as the VITAL.

## 2.0 APPLICABLE DOCUMENTS

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

The Contractor shall comply with the following documents, in addition to the documents in Paragraph 3.0 in the EHRM Basic PWS, in the performance of this effort:

## 3.0 SCOPE OF WORK

## **VA Innovative Technology Advancement Lab (VITAL) Training**

The Contractor shall provide planning and training for the EHRM VITAL program for Wave A identified cohort(s). If exercised by VA, the Contractor shall provide identified tasks in the respective options to support sustainment training for the VITAL graduate community, training for the Waves A through D of EHRM deployment, VITAL IOC Sustainment Strategy, and VITAL transition planning.

### **3.1 APPLICABILITY**

This Task Order (TO) effort PWS is within the scope of paragraph 5.2.2, "Additional EHRM Functionality," and 5.10.3, "Other Development Activities," of the EHRM Basic PWS.

### **3.2 ORDER TYPE**

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

### **4.0 PERFORMANCE DETAILS**

#### **4.1 PERFORMANCE PERIOD**

The period of performance (PoP) for this effort shall be September 18, 2020 through May 17, 2022 (20) months, including one (1) 12-month option period. The TO includes multiple optional tasks that may be exercised at any time.

#### **4.2 PLACE OF PERFORMANCE**

Efforts under this TO shall be performed at the Contractor site, Waves A-D locations and their associated facilities, and any VA location identified for EHRM training activities such as EHRM program office in Washington DC or VA simulation learning centers.

#### **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. Anticipated locations include, but are not limited to: Washington, DC, identified and Wave A-D sites. 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**

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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 GOVERNMENT FURNISHED PROPERTY**

The Government has multiple remote access solutions available to include Citrix Access Gateway, Site-to-Site Virtual Private Network (VPN), and RESCUE VPN.

The Government's issuance of Government Furnished Equipment (GFE) is limited to Contractor personnel requiring direct access to the network to: development environments; install, configure and run Technical Reference Model approved software and tools (e.g., Oracle, Fortify, Eclipse, SoapUI, WebLogic, LoadRunner); upload/download/ manipulate code, run scripts, and apply patches; configure and change system settings; check logs, troubleshoot/debug, and test/quality assurance.

When necessary, the Government will furnish desktops or laptops, for use by the Contractor to access VA networks, systems, or applications to meet the requirements of this PWS. The overarching goal is to determine the most cost-effective approach to providing needed access to the VA environment coupled with the need to ensure proper Change Management principles are followed. Contractor personnel shall adhere to all VA system access requirements for on-site and remote users in accordance with VA standards, local security regulations, policies and rules of behavior. GFE shall be approved by the COR and VA Program Manager (PM) on a case-by-case basis prior to issuance.

Based upon the Government assessment of remote access solutions and requirements of this TO, the Government estimates that the following GFE will be required by this effort:

1. Five (5) laptops

The Government will not provide IT accessories including but not limited to Mobile Wi-Fi hotspots/wireless access points, additional or specialized keyboards or mice, laptop bags, extra charging cables, extra Personal Identity Verification card readers, peripheral devices, or additional Random Access Memory. The Contractor is responsible for providing these types of IT accessories in support of this effort as necessary and any VA installation required for these IT accessories shall be coordinated with the COR.

### **4.6 SECURITY AND PRIVACY**

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

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

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shall adhere to the requirements of the BAA executed between OEHRM and Cerner Corporation; and shall comply with VA Directive 6066 and VHA Handbook 1605.05.

### **4.6.1 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 conduct VITAL program implementation activities. Specifically, the Contractor shall perform the following:

### **5.1 PROJECT MANAGEMENT**

#### **5.1.1 VITAL Program Oversight & Sustainment**

The Contractor shall provide programmatic oversight for the VITAL program throughout the period of performance. The programmatic oversight shall include:

- Maintenance and updates to content and curriculum delivered to VA under Task Order 005 – EHRM Functional Baseline
  - Updates will be limited to 20 hours in total inclusive of content, 508 compliance, PowerPoints, participant guided and classroom materials.
- Execution of VITAL Strategy delivered to VA under Task Order 001 – EHRM Functional Project Management, Planning, Strategy and Pre-IOC Build
  - Execution of the VITAL components of the communication and stakeholder management plan delivered to VA under Task Order 005 – EHRM Functional Baseline
- Management of VITAL-specific risks and issues, including developing and executing risk mitigation plans and providing subject matter expert oversight to ensure VITAL risk/issue items are appropriately adjudicated through the EHRM enterprise risk management process
- Coordinating the execution of VITAL training events throughout the Wave deployments as identified in this PWS
- Supporting VA enterprise-level meetings and discussions related to VITAL

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- Management of VITAL-specific schedule requirements, including ensuring all VITAL schedule items are appropriately communicated to and integrated with the EHRM integrated master schedule and scheduling process

### 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.

The Contractor shall continue Project Management Committee meetings established during execution of Task Order 005 inclusive of a weekly program status report, timeline and deliverable execution, risk and issue review, and program status updates.

#### **Deliverable:**

- A. Monthly Progress Report

### 5.2 VITAL LEARNING - EHRM DEPLOYMENT - WAVE A

The period of performance for this optional task shall be 20 months from date of exercise.

Prior to the first VITAL training event, the Contractor shall conduct pre-engagement activities to prepare participants for their participation in the VITAL program. These activities include, but is not limited to:

- Assisting VA with the selection of participants
- Onboarding participants using direct engagement, presentations and other communication tools.

The Contractor shall execute VITAL training for Wave A (1 cohort). The Contractor shall work with the VA to manage resources, tasks and schedules associated with each learning event, as required by PWS 5.1 to include:

- a. Developing VITAL Wave training schedule
- b. Providing recommended number of training rooms to VA.
- c. Upon VA approval of VITAL training schedule, location, and modality, facilitate events for each VITAL cohort, including:
  - i. Kickoff meetings
  - ii. Face-to-face sessions
  - iii. Virtual engagements, including webinars
  - iv. Participant Check-ins
  - v. Project Mentor meetings

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- d. Evaluating, tracking and reporting training effectiveness using the levels 1-3 of the Kirkpatrick model as accepted industry best practice.

The Contractor shall report progress of Vital wave training activities and content updates as a subsection of the Monthly Progress Report. Additional reporting will consist of only using dashboards previously created during the execution of Task Order 005.

### **5.3 VITAL LEARNING - EHRM DEPLOYMENT – WAVE B (OPTIONAL TASK)**

The period of performance for this task shall be 20 months from date of exercise.

Prior to the first VITAL training event, the Contractor shall conduct pre-engagement activities to prepare participants for their participation in the VITAL program. These activities include:

- Assisting VA with the selection of participants
- Onboarding participants using direct engagement, presentations and other communication tools.

The Contractor shall execute VITAL training for Wave B (2 cohorts). The Contractor shall work with the VA to manage resources, tasks and schedules associated with each learning event, as required by PWS 5.1 to include:

- a. Develop VITAL training schedules
- b. Provide recommended number of training rooms to VA.
- c. Upon VA approval of VITAL training schedule, location, and modality, facilitate events for each VITAL cohort, including:
  - i. Kickoff meetings
  - ii. Face-to-face sessions
  - iii. Virtual engagements, including webinars
  - iv. Participant Check-ins
  - v. Project Mentor meetings
- d. Evaluate, track and report training effectiveness using the levels 1-3 of the Kirkpatrick model as accepted industry best practice.

Report progress of Vital wave training activities and content updates as a subsection of the Monthly Progress Report. Additional reporting will consist of only using dashboards previously created during the execution of Task Order 005.

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### **5.4 VITAL LEARNING - EHRM DEPLOYMENT – WAVE C (OPTIONAL TASK)**

The period of performance for this task shall be 20 months from date of exercise.

Prior to the first VITAL training event, the Contractor shall conduct pre-engagement activities to prepare participants for their participation in the VITAL program. These activities include:

- Assisting VA in the selection of participants
- Onboarding participants using direct engagement, presentations and other communication tools.

The Contractor shall execute VITAL training for Wave C (3 cohorts). The Contractor shall work with the VA to manage resources, tasks and schedules associated with each learning event, as required by PWS 5.1 to include:

- a. Develop VITAL training schedules
- b. Provide recommended number of training rooms to VA.
- c. Upon VA approval of VITAL training schedule, location, and modality, facilitate events for each VITAL cohort, including:
  - i. Kickoff meetings
  - ii. Face-to-face sessions
  - iii. Virtual engagements, including webinars
  - iv. Participant Check-ins
  - v. Project Mentor meetings
- b. Evaluate, track and report training effectiveness using the levels 1-3 of the Kirkpatrick model as accepted industry best practice.

Report progress of Vital wave training activities and content updates as a subsection of the Monthly Progress Report. Additional reporting will consist of only using dashboards previously created during the execution of Task Order 005.

### **5.5 VITAL LEARNING - EHRM DEPLOYMENT WAVE D (OPTIONAL TASK)**

The period of performance for this task shall be 20 months from date of exercise.

Prior to the first VITAL training event, the Contractor shall conduct pre-engagement activities to prepare participants for their participation in the VITAL program. These activities include:

- Assisting VA with the selection of participants
- Onboarding participants using direct engagement, presentations and other communication tools.

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The Contractor shall execute VITAL training for Wave D (4 cohorts). The Contractor shall work with the VA to manage resources, tasks and schedules associated with each learning event, as required by PWS 5.1 to include:

- a. Develop VITAL training schedules
- b. Provide recommended number of training rooms to VA.
- c. Upon VA approval of VITAL training schedule, location, and modality, facilitate events for each VITAL cohort, including:
  - i. Kickoff meetings
  - ii. Face-to-face sessions
  - iii. Virtual engagements, including webinars
  - iv. Participant Check-ins
  - v. Project Mentor meetings
- d. Evaluate, track and report training effectiveness using the levels 1-3 of the Kirkpatrick model as accepted industry best practice.

Report progress of Vital wave training activities and content updates as a subsection of the Monthly Progress Report. Additional reporting will consist of only using dashboards previously created during the execution of Task Order 005.

### **5.6 VITAL LEARNING - EHRM DEPLOYMENT ADDITIONAL WAVE DEPLOYMENTS (OPTIONAL TASK)**

The period of performance for each additional wave deployment shall be 20 months from date of exercise of the wave deployment.

Throughout the PoP, there may be additional deployments requiring VITAL training for the cohorts for the designated deployment sites. These additional deployments may be required within the overall PWS PoP. This optional task may be exercised multiple times throughout the overall PoP up to the established CLIN ceiling, which will consist of negotiated labor categories and hours established at the Task Order level. Optional tasks executed through the below process will exercise labor categories and hours from the established ceiling.

VA may exercise the optional task upon written notification from the Contracting Officer. This option may be utilized to request additional cohorts be trained in the VITAL curriculum for new deployment sites. The Contractor shall provide VA with a written proposal detailing the approach and resources utilizing the negotiated ID/IQ labor

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categories and rates. VA will perform an analysis to determine if the approach and the technical and price proposal are reasonable. The price for each optional task shall be negotiated on an FFP basis prior to each exercise of the optional task. For each additional deployment identified the Contractor shall:

Prior to the first VITAL training event, conduct pre-engagement activities to prepare participants for their participation in the VITAL program. These activities include selecting and onboarding participants using direct engagement, presentations and other communication tools.

The Contractor shall execute VITAL training for the number of cohorts for the designated wave deployment. The Contractor shall work with the VA to manage resources, tasks and schedules associated with each learning event, as required by PWS 5.1 to include:

- a. Develop VITAL training schedules
- b. Provide recommended number of training rooms to VA.
- c. Upon VA approval of VITAL training schedule, location, and modality, facilitate events for each VITAL cohort, including:
  - i. Kickoff meetings
  - ii. Face-to-face sessions
  - iii. Virtual engagements, including webinars
  - iv. Participant Check-ins
  - v. Project Mentor meetings
- d. Evaluate, track and report training effectiveness using the levels 1-3 of the Kirkpatrick model as accepted industry best practice.

Report progress of Vital wave training activities and content updates as a subsection of the Monthly Progress Report. Additional reporting will consist of only using dashboards previously created during the execution of Task Order 005.

### **5.7 VITAL IOC SUSTAINMENT STRATEGY (OPTIONAL TASK)**

The Contractor shall develop a VITAL Graduate Community Sustainment Strategy in collaboration with VA for ongoing engagement for, IOC and all future wave locations, to drive analytic maturity and continued progress towards a data-driven health care system. The Strategy shall include, but is not limited to:

- a. Overall Sustainment goals and specific objectives for the Enterprise level, the region or VISN level and the facility level of sustainment
- b. Sustainment schedule (frequency of events and duration of sustainment)
- c. Descriptions of sustainment engagement event modalities (virtual classes, forums, phone support, etc.)

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- d. Description of sustainment materials and services (i.e. toolkit, web and or SharePoint sites, presentations, etc.)
- e. Resource requirements and recommendations to maintain sustainment activities described above to include recommended FTE and cost estimate for materials
- f. Sustainment reporting strategy (performance metrics inclusive of Kirkpatrick Level 4, report frequency and report contents)

### **Deliverables:**

- A. VITAL Graduate Community Sustainment Strategy

## **5.8 VITAL TRANSITION PLANNING (OPTIONAL TASK)**

The Contractor shall develop a VITAL VA transition plan. The plan should support ongoing execution of VITAL by VA to include staffing and managing future VITAL activities. The VITAL VA transition plan shall include, but is not limited to:

- a. Coordination with appropriate VA representatives,
- b. Review, evaluation and transition of current contract VITAL support services
- c. VA-approved VITAL trainer certification process
- d. Transfer of hardware warranties and software licenses (if applicable)
- e. Transfer of all necessary business and/or technical documentation (where applicable)
- f. Orientation phase and program to introduce VA personnel, programs, and users to the Contractor's team, tools, methodologies, and business processes
- g. Disposition of Contractor purchased Government owned assets, including facilities, equipment, furniture, phone lines, computer equipment, etc.
- h. Applicable VA debriefing and personnel out-processing procedures

### **Deliverables:**

- A. VITAL VA transition plan

## **5.9 ADDITIONAL VITAL SUPPORT (OPTIONAL TASK)**

Throughout the PoP, there may be additional VITAL activities identified requiring planning, analysis, design, development, training, or communications. This additional technical support may be required within the overall PWS PoP. This optional task may be exercised multiple times throughout the overall PoP up to the established CLIN ceiling, which will consist of negotiated labor categories and hours established at the Task Order level. Optional tasks executed through the below process will exercise labor categories and hours from the established ceiling.

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VA may exercise the optional task upon written notification from the Contracting Officer. This option may be utilized to request additional tasks in support of PWS sections 5.1 and 5.2. VA will provide a description of the required functionality. The Contractor shall provide VA with a written proposal detailing the approach and resources utilizing the negotiated ID/IQ labor categories and rates. VA will perform an analysis to determine if the approach and the technical and price proposal are reasonable. The price for each optional task shall be negotiated on an FFP basis prior to each exercise of the optional task.

### 5.10 OPTION PERIOD 1 (12 MONTHS)

The Contractor shall continue VITAL Program Management activities as identified in PWS Sections 5.1 through 5.1.3 for the Option Period.

## 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.

<b>Performance Objective</b>	<b>Performance Standard</b>	<b>Acceptable Levels of Performance</b>
A. Technical / Quality of Product or Service	<ol style="list-style-type: none"><li>1. Shows understanding of requirements</li><li>2. Efficient and effective in meeting requirements</li><li>3. Meets technical needs and mission requirements</li><li>4. Provides quality services/products</li><li>5. Meets performance thresholds/metrics defined in applicable Service Level Agreements</li></ol>	Satisfactory or higher
B. Project Milestones and Schedule	<ol style="list-style-type: none"><li>1. Quick response capability</li><li>2. Products completed, reviewed, delivered in accordance with the established schedule</li></ol>	Satisfactory or higher

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Performance Objective	Performance Standard	Acceptable Levels of Performance
	3. Notifies customer in advance of potential problems	
C. Staffing	<ol style="list-style-type: none"> <li>1. Currency of expertise and staffing levels appropriate</li> <li>2. Personnel possess necessary knowledge, skills and abilities to perform tasks</li> </ol>	Satisfactory or higher
D. Invoicing	<ol style="list-style-type: none"> <li>1. Invoices are current, accurate, and complete.</li> </ol>	Satisfactory or higher
E. Management	<ol style="list-style-type: none"> <li>1. Integration and coordination of all activities to execute effort</li> </ol>	Satisfactory or higher

The COR will utilize a Quality Assurance Surveillance Plan (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.

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### 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

Not applicable

**Inspection:** Destination

**Acceptance:** Destination

**Free on Board (FOB):** Destination

#### **Ship To and Mark For:**

	Primary		Alternate
Name:	_____	Name:	_____
Address:	_____	Address:	_____
Voice:	_____	Voice:	_____
Email:	_____	Email:	_____

#### **Special Shipping Instructions:**

Prior to shipping, the Contractor shall notify the Site points of contact (POCs), by phone followed by email, of all incoming deliveries including line-by-line details for review of requirements. Contractor shall not make any changes to the delivery schedule at the request of Site POC.

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Contractors shall coordinate deliveries with Site POCs before shipment of [<hardware>](#) hardware to ensure sites have adequate storage space.

All shipments, either single or multiple container deliveries, shall bear the VA Integrated Funds Distribution Control Point Activity, Accounting and Procurement (IFCAP) Purchase Order (PO) number on external shipping labels and associated manifests or packing lists. In the case of multiple container deliveries, a statement readable near the VA IFCAP PO number shall indicate total number of containers for the complete shipment (e.g. "Package 1 of 2"), clearly readable on manifests and external shipping labels.

### **Packing Slips/Labels and Lists shall also include the following:**

IFCAP PO #: \_\_\_\_\_ (e.g., 166-E11234 (the IFCAP PO number is located in block #20 of the SF 1449))

Project Description: (e.g. Tier I Lifecycle Refresh)

Total number of Containers: Package \_\_\_ of \_\_\_\_\_. (e.g., Package 1 of 3)

## **6.4 ENTERPRISE AND IT FRAMEWORK**

[Not Applicable.](#)

## **6.5 ORGANIZATIONAL CONFLICT OF INTEREST**

All functions related to Acquisition Support shall be on an advisory basis only. Please be advised that since the awardee of this TO 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 Federal Acquisition Regulation (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.

## **6.6 DELIVERABLES**

The Contractor shall provide deliverables for Government review and acceptance in accordance with (IAW) with Section B.2 of the TO. The Contractor shall incorporate Government feedback provided via the OEHRM Deliverables review process into TO 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 – Contract Line Item Number (CLIN) Formal Deliverable Title – Deliverable Due

## **VA Innovative Technology Advancement Lab (VITAL) Training**

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/TO numbers and corresponding deliverable CLIN. 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.

## VA Innovative Technology Advancement Lab (VITAL) Training

### 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 member of my immediate family/household has a personal financial interest. "Financial interest" is defined as compensation for employment in the form of wages, salaries, commissions, professional fees, or fees for business referrals, or any financial investments in the business in the form of direct stocks or bond ownership, or partnership interest (excluding non-directed retirement or other mutual fund

