Abbreviations and Acronyms

ABRMS – American Board of Magnetic Resonance Safety
COR – Contracting Officers Representative
PHI – Personal Health Information
PII – Personally Identifiable Information
MIDCON – Midwest Consortium
MR – Magnetic Resonance
MRI – Magnetic Resonance Imaging
MRSE – Medical Resonance Safety Expert
MRSO – Medical Resonance Safety Officer
MS Teams – Microsoft Teams
NARA – National Archives and Records Administration
VA – Department of Veterans Affairs
VAMC – Veterans Affairs Medical Center
VHA – Veterans Health Administration
VISN – Veterans Integrated Service Network

Magnetic Resonance Safety Expert

1. INTRODUCTION

The U.S. Department of Veterans Affairs (VA), Veterans Health Administration (VHA), Midwest Consortium (MIDCON) has a need for contracted Magnetic Resonance Safety Expert (MRSE) virtual coverage.

2. SCOPE OF WORK

The contractor shall provide virtual support for participating sites for MRSE assistance and guidance in the MIDCON area, Veterans Integrated Services network (VISNs 15 and 23).

The contractor shall provide non-personal, non-inherently governmental services in support of magnetic resonance safety. The contractor and contractor personnel shall not be designated as a government official nor make any inherent governmental decisions. Contractor personnel may not supervise or otherwise direct Government employees. The contractor shall support participating sites in their Magnetic Resonance Safety needs.

3. DESCRIPTION OF SERVICES

The following is a general description of MRSE services the Contractor will be required to provide during the life of the resulting contract. The MRSE labor category will include various Magnetic Resonance (MR) Safety responsibilities in support of VA. MRSE support services include, but are not limited to, the following:

3.1. Provides consultation on MR safe imaging of implanted medical devices and provides guidance, calculations and quantification information as needed.
3.2. Assists in development and maintenance of MR Safety and QA programs.
3.3. Provides consultation to Magnetic Resonance Safety Officers (MRSO) and Chief of Radiology on the development of MRI protocols to allow safe imaging of patients with MRI conditional implanted devices.
3.4. Actively participates in the planning, installation, and acceptance of new MR equipment.
3.5. Serves as the VAMC subject matter expert for root cause analysis or administrative investigations related to MR adverse events.
3.6. The Contractor, in his or her capacity as the MRSE, shall serve as a resource for Chief of Radiology. or MRSO when needed for consultation to answer MR safety questions/concerns.
3.7. The MRSE shall attend quarterly MRI Safety Committee meetings conducted via MS Teams.
3.8. Virtual: Participating sites to receive advice and guidance through either calls utilizing a contractor provided toll-free number, chats, or another messaging service such as Microsoft TEAMS.
3.9. Hours: Contractor shall be available 24/7 including federal holidays.

4. REQUIREMENT QUALIFICATIONS and CATERGORIES

Minimum Qualifications: The Contractor shall provide qualified personnel who contain ALL the minimum qualifications listed below.

4.1 **Education:** MRSEs must possess certification by a National Commission for Certifying Agency such as American Board of Magnetic Resonance Safety (ABMRS) or an equivalent organization with proof of certification.

4.2 Experience: The contractor shall have a minimum of three (3) years' experience providing MRSE services.

4.3 English Language Requirement: The Contractor shall ensure all personnel performing under this contract are able to read, write, and speak English fluently. All personnel must have the ability to effectively communicate orally via telephone and MS Teams communications as well as via email communications.

4.4 U.S. Citizenship: All contractor personnel performing under this contract shall be U.S. citizens.

5. PERIOD of PERFORMANCE, PLACE OF PERFORMANCE and HOURS

5.1. Period of Performance (POP)

The period of performance for this contract is one (1) base year and four (4) one-year ordering periods.

Period of Performance (POP):

Performance Period	Dates
Base Year	10/01/2026 – 09/30/2027
Ordering Period #1	10/01/2027 – 09/30/2028
Ordering Period #2	10/01/2028 – 09/30/2029
Ordering Period #3	10/01/2029 – 09/30/2030
Ordering Period #4	10/01/2030 – 09/30/2031

5.2. Place of Performance

5.2.1. Virtual: This is expected to be a virtual service. Contractor personnel shall work off-site (remote, i.e., home or contractor's office). Contractor personnel are not required to report to a government facility for routine work. Travel will not be required under this requirement.

6. GOVERNMENT FURNISHED INFORMATION, PROPERTY, and EQUIPMENT

6.1. No government furnished information, property, or equipment will be furnished for this contract. However, the contractor may be furnished with limited PHI / PII for the purposes of setting protocols for new equipment.

7. CONTRACTOR REQUIREMENTS and RESPONSIBILITIES

7.1. Contracting Officer's Representative (COR): The Government will identify and delegate a COR. The COR shall monitor all technical aspects of the contract and assist in contract administration. Unless otherwise identified in a delegation letter, the COR is authorized to perform the following functions: assure that the Contractor performs the technical and administrative requirements of the contract; perform necessary inspections in connection with contract performance; maintain written and oral communications with the Contractor concerning technical aspects of the contract; issue written interpretations of technical requirements; monitor the Contractor's performance and notify both the CO and contractor of any deficiencies. The CO will send a letter of delegation to the COR and the Contractor, which states the specific responsibilities and limitations of the COR. The COR is not authorized to change any of the terms and conditions of the contract. CORs are not authorized to obligate funds or execute any contract modifications. CORs will be responsible for reviewing, approving, and certifying invoices for their respective location.

8. CONTRACTOR DELIVERABLES

8.1. Contractor Point of Contact: The contractor shall provide a Point of Contact (POC) / Supervisor who shall be responsible for contractor deliverables and the daily tasks assigned to contractor personnel.

8.2. Invoices: Invoices are submitted monthly in arrears to Tungsten.

9. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)

NARA Records Management Language for Contracts (July 10, 2019)

https://www.archives.gov/records-mgmt/policy/records-mgmt-language

RECORDS MANAGEMENT OBLIGATIONS

A. Applicability

This clause applies to all Contractors whose employees create, work with, or otherwise handle Federal records, as defined in Section B, regardless of the medium in which the record exists.

B. Definitions

"Federal record" as defined in 44 U.S.C. § 3301, includes all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them.

The term Federal record:

1. includes VA records.
2. does not include personal materials.
3. applies to records created, received, or maintained by Contractors pursuant to their VA contract.
4. may include deliverables and documentation associated with deliverables.

Per VHA Records Manager

C. Requirements

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. 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 [FACILITY] 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).

3. 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 [FACILITY] guidance for protecting sensitive, proprietary information, classified, and controlled unclassified information.

4. The Contractor shall only use Government IT equipment for purposes specifically tied to or authorized by the contract and in accordance with [FACILITY] policy.

5. The Contractor shall not create or maintain any records containing any non-public [FACILITY] information that are not specifically tied to or authorized by the contract.

6. 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.

7. The [FACILITY] 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 [FACILITY] 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.

8. Training. All Contractor employees assigned to this contract who create, work with, or otherwise handle records are required to take [FACILITY]-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.

[Note: To the extent an agency requires contractors to complete records management training, the agency must provide the training to the contractor.]

D. Flowdown of Requirements to Subcontractors

1. The Contractor shall incorporate the substance of this clause, its terms and requirements including this paragraph, in all subcontracts under this [contract vehicle], and require written subcontractor acknowledgment of same.

2. Violation by a subcontractor of any provision set forth in this clause will be attributed to the Contractor.

End of SOW