Performance Work Statement

Calibration/Maintenance of Biomedical Equipment

United States Naval Hospital Yokosuka (USNHY), Japan

BACKGROUND

United States Naval Hospital Yokosuka (USNHY) Biomed performs diagnostic testing and troubleshooting on medical equipment in all departments within the hospital and Branch Health Clinics (BHC) Iwakuni and Diego Garcia. The equipment used to provide these services require annual offsite calibration and maintenance not available from Biomed resources within the command. The following Performance Work Statement (PWS) details the effort that must be undertaken to support the operations and maintenance of the equipment required to provide the services described above.

GENERAL SCOPE OF WORK

The company will provide a trained technician who shall perform calibration and preventive maintenance services for the items listed in the enclosed Equipment lists provided in the package for USNHY enterprise. The company will provide all supplies and transportation for technicians to perform the stated calibration and maintenance. The scope of work performed under these specifications includes the furnishing of all labor to perform all requested services on listed equipment. The Contractor shall maintain the equipment within the original equipment manufacturer (OEM) specification, in accordance with the Federal, State, and Local law regulations, U.S. Navy regulations, DHA instructions, and the Joint Commission requirement. The company will calibrate the equipment to the ISO 17025 standards and ANSI Z540.3 which are required by DHA-Inspector and guidance outlined in DHA-AI 6430.11. U.S. Navy regulations and instructions will be made available upon request. When product recalls or upgrades are necessary to maintain the equipment in service within the original manufacture, only OEM trained and National Association of Special Equipment Distributors (NASED) certified repair personnel to provide maintenance services on the equipment. In the event a contractor finds that a repair is needed, contractor shall provide a quote and upon approval of the quote the repair shall be conducted.

DETAILED WORK REQUIREMENTS

The company shall provide the following support.

CALIBRATION:
Provide off-site equipment calibration to equipment on attached spreadsheet. Calibration shall be IAW the OEM literature.

PREVENTIVE MAINTENANCE:

The contractor shall provide preventive maintenance as necessary to complete the required calibration IAW the OEM literature.

FIELD SERVICE REPORTS:
The contractor shall develop and submit to the Government an itemized list of all corrective maintenance work and calibration certification upon completion of the service. The report shall be submitted:

Online to:

[redacted]

And returned with the equipment to:

-For Yokosuka TMDEs:

USNHY
MMD Warehouse Receiving BLDG. E-18
ATTN: BIOMED
1- Chome, Hon-cho, Yokosuka,
Kanagawa Pref. 238-0041 Japan

-For Iwakuni TMDEs:

N35275 Branch Health Clinic Iwakuni
USN Branch Health Clinic Iwakuni BLD 110
ATTN: BIOMED
1 Chome Misumi-cho, Iwakuni-shi
Yamaguchi-ken Pref. 740-0025 Japan

SPECIAL CONTRACT REQUIREMENTS
Place of Performance:
Factory at contract awarded company and/or subsidiary company or factory at subcontractor work with contract awarded company.

EQUIPMENT REPLACEMENT

The parties acknowledge that during the period of performance, the Government may replace, upgrade, or acquire newer equipment that performs the same or similar function as equipment currently identified in the contract's equipment inventory list.

In the event such acquisitions occur, the Government reserves the right to replace an existing unit on the contract with a newly acquired unit on a one-for-one basis, provided that:

1. The replacement equipment performs a similar or equivalent function as the equipment being removed from the contract list.
2. The substitution does not significantly change the scope of services required under the contract.
3. The total quantity of serviced equipment remains substantially the same, unless otherwise negotiated.

4. Any such substitution will be executed through a formal bilateral contract modification in accordance with applicable Federal Acquisition Regulation (FAR) procedures.

DOCUMENTATION AND PERFORMANCE

USNHY shall have unlimited rights to and ownership of all deliverables provided under this Task Order, including reports, recommendations, briefings, work plans and all other deliverables.

Formal Acceptance or Rejection of Deliverables:
The Government will have five (5) business days to review each document and provide feedback/comments. The contractor shall have five (5) business days to incorporate comments. Delivery of final document with incorporated comments shall constitute acceptance by the Government.

Performance Measures:
Performance measures for satisfactory completion of this task order shall be measured by completion of deliverables and tasks identified in the PWS. Completion of deliverables and tasks shall remain within the scope of this PWS. At a minimum, the following metrics shall be applied: There are no oversights in the review and analysis performed by the contractor that result in incorrect or inadequate assumptions, which, in turn, result in unacceptable recommendations. There are no oversights in the development of reports, documents or functional requirements, which could result in delays in meeting established timelines. All written documentation is written in a skilled business style. The documentation conforms to standards for documentation established by the TR. All work is completed within the established and agreed upon time frames. The quality of the work and the content of deliverables (and their exposition) shall be highly professional.

Period of Performance:
12 month base year to include four option periods and a six (6) month extension.

Contractor Point of Contact (POC)

The Contractor shall designate a primary Point of Contact (POC) responsible for all matters related to the administration and performance of this contract. The designated POC shall serve as the official liaison between the Contractor and the Government for communications regarding contract performance, scheduling, equipment servicing, coordination, invoicing, and any issues arising under this contract.

The Contractor shall ensure that the POC is readily available and responsive to Government inquiries during normal business hours and reachable by telephone and electronic mail. The Government must be able to contact the POC in a timely manner for matters pertaining to contract performance, including scheduling of services, clarification of requirements, equipment coordination, and resolution of performance issues.

The Contractor shall provide the Government with the POC’s name, title, telephone number, and email address upon contract award. Any changes to the designated POC shall be communicated

to the Government in writing within two (2) business days of the change to ensure continuity of communication.

Failure to maintain a responsive and reliable POC may be considered unsatisfactory contract performance and may result in further action in accordance with the terms and conditions of the contract.

Contact Information:
USNHY Biomed
[redacted]

[redacted]

Invoice Instruction:

The Contractor shall attach Copy of invoice with Contract Number/Delivery Order Number at PIEE/WAWF. Invoice needs to submit NLT 30 days after the work is performed.

*** End of Performance Work Statement ***