STATEMENT OF WORK

FOR

REFERENCE MEDICAL LABORATORY TEST SERVICES

Kadena Air Base, Japan
10 Jun 2026

STATEMENT OF WORK
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1. Description of Services

1. Scope:

1.1 The contractor shall provide all management, tools, supplies, equipment, and labor necessary to perform the medical reference laboratory tests at 18th Medical Group Laboratory, Bldg. 626, Room #LK08.

1.2 Place of Performance:

1.2.1 The contractor will provide services at the 18th Medical Group (MDG), Kadena AB, Japan.

1.3 Mission Essential Status: The contractors are not designated as a mission essential person.

1.3.1 Performance of services during a Crisis Declared by the National Command Authority of Overseas Combatant Commander. The Medical Laboratory test is required to perform mission critical services in accordance with this SOW in emergency or limited force protection conditions such as natural disaster, pandemic, epidemic; however, DODI 1100.22 does not apply to this contract for crisis situations where continuation of essential services by the Contractor is unfeasible.

1.4 Medical Reference Laboratory Test Service Tasks:

1.4.1 Medical Reference Laboratory Test Service: The government requires the contractor pick up the specimens with date, test name, name of the patient, and the last four of their Social Security Number from the 18th Medical Group Laboratory, Bldg # 626, Monday - Friday, 0730 – 1630 hours. The contractor will pick up all specimens in an approved transport container to prevent spills and exposure to potential biological contaminants should an on-base accident during any phase of the transport of specimens to the referral laboratory for testing. The contractor will also ensure that an appropriate spill kit and personal protective equipment are maintained within the transport vehicle should a spill of biological material occur. All test results shall be delivered to the 18th Medical Group Laboratory no later than five days after the contractor picks up the specimens.

1.4.2 The Contractor shall maintain a current accreditation with the College of American Pathologists (CAP) and provide the 18MDG Clinical Laboratory with a current copy of the inspection certificate. The contractor will ensure that all testing which is reported to the 18 MDG Clinical Laboratory has been performed by a CAP accredited laboratory.

2. Statement of Work: The Contractor will prepare and submit a written result to be delivered to the 18th Medical Group Laboratory. The result shall identify the test name, result comment, unit of issue, reference ranges, name of the patient, date of receipt and date of report. All test results, interpretations and reports shall be clearly stated in English.

2.1 Provided samples for laboratory testing: The 18th Medical Group

Laboratory will provide the patient samples with date, test name, name of the patient, and the last four of their Social Security Number for testing by the contractor.

2.2 Price List: All price lists will be submitted to the DHA contracting office. Price lists will be furnished as an original and one copy, and shall reflect the following:

a. Name of Contractor

b. Unit Price(s) of the supplies/services offered

c. Prompt payment discount terms, if any

d. Specify effective dates on price list, Example YYMMDD thru YYMMD

e. Signature of the Contractor of authorized representative

f. Calls will be made for only the items that appear on the Approved Price List. Only the CO will conduct negotiation or solicitation for prices and additional requirements.

2.3 . The contractor shall accept the Government Purchase Card (GPC) as an authorized method of for changes incurred by this BPA. When receiving a GCPC orders against the BPA, the Contractor shall provide the supplies at the offered price without additional markup or handling fee.

2.4 Order Placement by BPA Call: When work exceeds the micro-purchase threshold and/or a GCPC Holder is not available, requirements can be acquired via BPA Call. This BPA includes the authorization for the vendor to furnish supplies, if and when called for, by those persons designated by the Contracting Officer to place calls within the overall BPA ceiling of a total of $50,000.00over the life of the BPA.

2.5 Obligation by the Government: The Government is obligated only to the extent of those authorized calls/GCPC purchases that are actually made against the BPA by authorized personnel.

OR

The Contractor shall submit and process invoice for payment use the Wide Area Workflow (WAWF) in accordance with DFARS 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports. Contractors shall access and register with the WAWF system by visiting https://piee.eb.mil/.

2.6 Pricing: See Pricing List

2.7 Order Limitation: No individual call shall exceed $25,000.00.

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3. General Information

3.1 Government-Furnished Property and Services: Government-Furnished Property and Services does not apply to this requirement.

3.2 Responsibilities of Contractor for Government Property: The contractor assumes full responsibility and shall indemnify the government for any and all losses or damages resulting in whole or representative of the contractor or subcontractor to any government property whole in their custody and care for services to be performed under the terms of this contract.

3.3. Pass and Identification Requirements: ID Passes, Badges and Vehicle Stickers: The contractor is responsible to obtain such clearances and/or passes as required for his/her employees to enter military installations on Okinawa prior to start to work. The contractor shall be responsible for all passes issued to his/her employees under this contract. Applications shall be coordinated through the Contracting Officer or designated representative. At the time of application, Security Forces may conduct a background check on employees. Upon termination of employment, the contractor shall be responsible for returning identification cards and base passes to Security Forces within 24 hours.

3.4 Employee Identification: Contractor personnel shall be easily recognized as Contractor employees. They shall wear a Medical Group identification badge on the left side of their outer garment at all times, when contractor is inside the Medical bldg. (Bldg. 626, Kadena AB).

3.5. Hours of Operations: The contractor will maintain the following service hours to conduct normal day-to-day business: 7:30 a.m. to 4:30 p.m., Monday through Friday, except holidays observed at the Government installation.

3.6. Recognized Holidays. The contractor will not provide services and will not be paid on the following days:

Japanese Holidays: i*f the contractor is a Japanese Company*

New Year's Day	1st January
2nd Monday of January	Coming of Age Day
11th February	National Foundation Day
23rd February	The Emperor's Birthday
*Around 20th March	Vernal Equinox Day
29th April	Showa Day
3rd May	Constitution Memorial Day
4th May	Greenery Day
5th May	Children's Day
23rd June	Okinawa Memorial Day
3rd Monday of July	Marine Day
11th August	Mountain Day
3rd Monday of September	Respect for the Aged Day

*Around 23rd September	Autumnal Equinox Day
2nd Monday of October	Health and Sport Day
3rd November	Culture Day
23rd November	Labor Thanksgiving Day
*Around 29th to 31st December	End of Year Holiday

**The exact date of holidays will be announced once Japanese National Holidays Schedule are released.*
***Note:** Normally, holidays that fall on Saturday will be observed the preceding Friday. Holidays falling on Sunday will be observed the following Monday.*

3.7. Point of Contact: The contractor shall contact the 18 Medical Group Laboratory Shipping NCO of the Lab (630-4408) at least two days prior to pick –up of specimen samples if a change in pick-up dates or times is to occur.

3.8. Contractor Personnel: The Contractor shall provide a point of contact that shall be responsible for the performance of the work. The point of contact shall have full authority to act for the Contractor on all matters relating to the daily operation of this contract. The Contractor shall designate this individual, in writing, to the Contracting Officer (CO) before the start date. An alternate may be designated, but the Contractor shall identify those times when the alternate shall be the primary point of contact. POC shall have the knowledge to read, write and communicate in English.

3.9. Contractor's Failure to Perform:

3.9.1. If contractor fails to perform required services within the specific limitations, the Government may,

3.9.2. Accept the services at a later date.

3.9.3. Refuse to accept the services at a later date (in which case the Government will bear no cost and make no payment for the missed service).

3.9.4. Procure the missed service: upon such terms and conditions as the contracting Officer deems appropriate, from an alternate, responsible firm and the contractor shall be liable to the government for any excess costs incurred and to continue the performance as required thereafter.

3.9.5. Alternate Sources: If routine services are disrupted for more than five (5) scheduled shifts due to unexcused absence of the Contractor, the government reserves the right to procure such services from another source, until the Contractor restores routine services. When the government exercises its right to procure these services from another source, the Government will reduce the Contractor's invoice by an equivalent amount to that incurred. A copy of the other source's service ticket will be used as the basis for reduction/adjustment.

4. Environmental Controls:

4.1. Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable Japan Environmental Governing Standards (JEGS), and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the Contracting Officer pursuant to notice requirements and negotiate a modification to the contract.

4.2 Notification of Environmental Spills. If the contractor spills or releases any substance contained in 40 CFR 302 into the environment, the contractor or its agent shall immediately report the incident to Kadena AB Fire Dept at 911. The liability for the spill or release of such substances rests solely with the contractor and its agent.

4.3. Government Observations: Government personnel, other than contracting officers (COs) and CORS, may from time to time, with CO coordination, observe contractor operations. However, these personnel may not interfere with contractor performance or make any changes to the contract.

5. SAFETY REQUIREMENTS.
In performing work under this contract, the contractor shall:

5.1 Conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work.

5.2. Perform work in a safe manner as required by OSHA 2206, General Industry, Occupational Safety and Health Standards (29 CFR 1910) and Japan Environmental Governing Standards (JEGS) by US Force Japan.

5.3. Develop and provide at the start of the orientation period or the start of the first operational performance period (if there is no orientation period) a safety plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel.

5.4. Provide protection to government property to prevent damage during the period of time the property is under the control or in possession of the contractor.

5.5. Include a clause in all subcontracts to require subcontractors to comply with the safety provisions of this contract as applicable.

5.6. Record and report promptly (within one hour) to the contracting officer or designated government representative (GR), all available facts relating to each instance of damage to government property or injury to either contractor or government personnel.

5.7. In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the contracting officer.

5.8. If the government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed.

5.9. Include a clause in each applicable subcontract requiring the subcontractor's cooperation and assistance in accident reporting and investigation.

5.10. Ensure personnel have the following on-base emergency services phone numbers programmed into their cell phones:

5.10.1. While working on Kadena, Okuma, Camp Shields, or Torii Station, call Kadena Dispatch at 098-934-5911 or 098-962-9445.

5.11. **JAPANESE ROAD LAWS**

5.11.1. The contractor shall comply with Japanese Road Laws while on US Military installations to specifically include: Article 43 The Road Law (Japan) (prohibited acts relative to roads). No person shall commit the following described acts:

5.11.2. Damaging the road, causing roads to be littered with debris, polluting the roads with debris or fallout from motor vehicles or otherwise defacing roads unreasonably or without due cause.

5.11.3. Article 43-2 (Measures to be taken to prevent cargo or things loaded on motor vehicles from falling out)

5.11.4. The agency managing a road may when there is reasonable cause for him to feel that items or cargo being carried in or on a motor vehicle may fall out and damage, pollute, or otherwise deface the road in such manner as to hinder or obstruct the traffic, order the operator of the vehicle in question to take steps or measures necessary to prevent occurrence of such hindrance by stopping operation of the vehicle, or correcting the method of loading or traveling or operation of the vehicle.

5.12. REQUIRED INSURANCE by JAPANESE LAW

5.12.1 The Contractor shall procure and maintain during the entire period of his performance under this contract the following minimum insurance on each vehicle used by the Contractor at the work site.

5.12.2. Type: Automobile Property Damage Insurance Amount: ¥3,000,000 or Dollar equivalent Bodily Injury Insurance Amount: ¥30,000,000 or Dollar equivalent

5.12.3. All vehicles must be properly inspected/insured in accordance with Japanese Compulsory Insurance (JCI) requirements.

4.12.4. Prior to the commencement of work hereunder, the Contractor shall furnish to the Contracting Officer a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interests of the U.S. Government in such insurance shall not be effective for such period as may be prescribed by the laws of the state in which this contract is to be performed and in no event less than thirty (30) days after written notice thereof to the Contracting Officer.

5. APPENDICES

A. Acronyms & Abbreviations List
B. List of Medical Laboratory Tests

APPENDIX A

ACRONYMS AND ABBREVIATIONS LIST

Acronym/Abbreviation	Definition
AF	Air Force
AFB	Air Force Base
CFR	Code Federal Regulation
CO	Contracting Officer
COR	Contracting Officer's Representative
DEPT	Department
DHA	Defense Health Agency
DOD	Department of Defense
FAR	Federal Acquisition Regulation
GR	Government Representative
OSHA	Occupational Safety and Health Act
PBSA	Performance Based Service Acquisition
PWS	Performance-Based Work Statement
QA	Quality Assurance
QCP	Quality Control Program
SS	Services Summary
USAF	United States Air Force

APPENDIX B

LIST OF MEDICAL LABORATORY TESTS

- Fungal Culture & ID (The Others)
- TSPOT – TB
- Anti-fungal drug susceptibility test for filamentous fungus (1 strain)
- Anti-fungal drug susceptibility test for yeast like fungus (1 strain)
- TSPOT-TB Tube