

SUBJECT: REQUEST FOR QUOTATION UNDER GSA SCHEDULE 621 I, SIN 025(m)

Reference: NHGLVA1

BREAST CARE COORDINATOR SERVICES
NAVAL HOSPITAL GREAT LAKES, IL

All Contractors will be given a fair opportunity to be considered for the delivery order resulting from this request. Specific information for services is as follows:

1. **SERVICES REQUIRED.** This is a firm-fixed price quotation request for BREAST CARE COORDINATOR services for the Naval Hospital, Great Lakes, IL.
2. **PERIOD OF PERFORMANCE.** The estimated base period of performance is 1 Jul 2004 through 30 Sep 2004.
3. **SPECIFIC REQUIREMENTS.** **Attachment 001** is the statement of work outlining the work to be performed; location of work; hours of performance; applicable professional standards, certifications, education, experience; and special requirements of this position for this quotation. These requirements supplement but do not supplant the provisions of the schedule contract specified above. **Attachment 005**, US Employment Eligibility, provides the minimum qualifications.
4. **QUOTATION INFORMATION.**
 - a. Written responses to this quotation are due to the Contracting Officer **NLT 1200 Noon (EST) 24 MAY 2004**. The Government will also accept quotations via telefax to: (301) 619-2925 (Attn: Code 21P). The business address of the Contracting Officer is: Commanding Officer, Naval Medical Logistics Command, Code 21P, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Questions may be directed the Contracting Officer at (301) 619-3026 or via telefax. All correspondence shall reference BREAST CARE COORDINATOR SERVICES FOR NAVAL HOSPITAL, GREAT LAKES, IL.
 - b. Each Contractor's response must contain a completed Pricing Sheet (**Attachment 002**), the Supplemental Pricing Worksheet (**Attachment 003**), a completed Past Performance Worksheet (**Attachment 004**), and proof of US Employment Eligibility (**Attachment 005**).
5. **EVALUATION FACTORS.** The Contracting Officer will select the awardee based upon the factors identified below. The award may be to other than the lowest priced offeror based on the relevance of the offeror's experience (Past Performance) providing the same or similar services and then the offeror's price.
 - a. The offeror's past performance. The Contractor shall provide past performance information on not more than three of their past/current contracts that are most relevant to the quotation. The most relevant contracts will be those which most closely match the solicitation requirements in terms of scope (clinical environment, e.g., Breast Care Coordination services), magnitude (numbers of personnel provided by labor category), and complexity (range of labor categories provided under the contract). In order to be considered relevant the services must have been provided within the last **five** years.
 - b. The offeror's price. The factors to be considered in evaluating the offeror's price are:
 - (1) The NTE unit prices established in the host VA Schedule applies to this task order for these services. Awardees may discount the NTE prices established. The VA Schedule prices were determined to be reasonable at the time of award, therefore, any price offered as a discount on those prices are also determined to be reasonable.
 - (2) Completeness - All required price information has been submitted.

(3) Reasonableness - The degree to which the proposed prices compare to the prices that a reasonable, prudent person would expect to incur for the same or similar services, and

(4) Realism - The offeror's prices and supplemental pricing information will be examined to identify unusually low price estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the Delivery Order requirements, and the risk of personnel recruitment and retention problems during Delivery Order performance.

c. Task order proposals which are submitted late will not be considered for award.

6. TASK ORDERS

Initial Task Orders. The Government intends to award an initial Task Order to the successful offeror selected resulting from issuance of this RFQ. Priced proposals for initial Task Order must be submitted with each offeror's pricing proposal and be responsive to the government requirements. Initial Task Orders will order the performance periods of 1 Jul 04 through 30 Sep 04 and 1 Oct 04 through 30 Sep 05.

Subsequent Task Orders.

a. The government intends to issue a sole-source Task Order Proposal Request based in the interest of economy and efficiency as a logical follow-on to a Task Order already issued as a result of the initial Task Order Proposal Request provided that all awardees were given fair opportunity to be considered for the original order. For the purposes of this contract the Contracting Officer may negotiate a sole source logical follow-on Task Order with the current contractor providing previously competed services and the contractor has a current Federal Supply Schedule. In the event an increase in the amount of previously competed services is required by the government, the contracting officer may negotiate a sole source logical follow-on task order with the current contractor provided the required additional services do not represent more than one full time equivalent position or 20% of the total competed labor hours for the affected labor category (categories), whichever is greater. A sole source logical follow-on must be for the same type of service previously competed at the same location(s). When deciding whether to negotiate a sole source logical follow-on task order with the current contractor consideration will be given to the contractor's past performance, continuity of health care worker services, and price.

b. The proposed price for subsequent Task Order must be:

(i) Complete- All price information required has been submitted and tracks from Section B.

(ii) Reasonable - The degree to which the proposed prices compare to the prices that a reasonable, prudent person would expect to incur for the same or similar services.

(iii) Realistic - The offeror's prices and supplemental pricing information will be examined to identify unusually low price estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the Delivery Order requirements, and the risk of personnel recruitment and retention problems during Delivery Order performance.

If agreement on reasonable and realistic pricing cannot be reached, any subsequent services will be competed following the same basic procedures used in the initial procurement.

EACH CONTRACTOR MUST CONFIRM RECEIPT OF THIS E-MAIL WITHIN 48 HOURS OF RECEIPT TO THE CONTRACTING OFFICER LISTED ABOVE.

//signed//
Ralph Payne
Contracting Officer

ATTACHMENT 001
STATEMENT OF WORK

NOTE 1: The award of this Delivery Order (DO) will create a Personal Services relationship between the Contractor healthcare worker and the Government. Therefore, the requirements of 10 USC §1089, 10 USC §1091, and all paragraphs in the basic contract related to Personal Services Contracting, including the paragraph in the basic contract entitled, “Scope of Work Personal Services Only” shall all apply.

NOTE 2: The clauses within this Delivery Order supplement but do not supplant the clauses contained in of the Federal Supply Schedule contract FSS/VA 621 I. In the event there is a conflict between the clauses herein and the clauses in the basic contract, the basic contract will always have precedence.

NOTE 3: The use of Commander/Commanding Officer means the Commander or Commanding Officer, of the military treatment facility or a designated representative, e.g., Contracting Officer’s Representative (COR), Department Head, or the head of the activity designated in a particular clinical area.

NOTE 4: The term healthcare worker (or HCW) refers to the individual providing services under this agreement.

1. SCOPE AND LOCATION

- a. The HCW provides BREAST CARE COORDINATOR services for the Naval Hospital, Great Lakes, IL with the purpose to influence or motivated patients to care for themselves, improve their health habits and follow medication orders.
- b. During the term of this delivery order, the Contractor agrees to provide, on behalf of the Government, the services identified herein for treatment of active duty military personnel and other eligible beneficiaries, in accordance with the terms and conditions of this contract. Contractor HCW shall always meet the minimum qualifications contained in this Delivery Order.

2. SCHEDULE AND LEAVE

- a. The HCW shall provide services Monday through Friday, excluding Federal holidays, between the hours of 0800 and 1630 (8:00 AM to 4:30 PM). Specific hours may change at the discretion of the Commanding Officer. In no instance will the HCW be required to provide services in excess of 80 hours per two-week period. The HCW shall arrive for each scheduled shift in a well rested condition and shall have had at least 6 hours of rest from all other duties as a Breast Care Coordinator. The HCW must record his/her time of arrival for duty and departure from duty each work day on an appropriate time sheet. At the end of each two week period, the time sheet must be validated by the Director of Surgical Services or his/her designee in order to certify that the contractor is meeting the contractual services. A copy of these time sheets will be forwarded to the Technical Liaison (TL) at the end of each two week period.
- b. When required, to ensure completion of services that extend beyond the normal close of business, the HCW shall remain on duty in excess of the scheduled shift due to an unforeseen emergency or to complete patient treatment where lack of continuity of care would otherwise jeopardize patient health. The HCW will be given an equal amount of compensatory time to be scheduled and used within the following two pay periods pending Department Head approval. This provision is not intended to apply to the time required to complete routine tasks (e.g., completion of paperwork or routine administrative tasks at the end of a shift) which are to be completed as part of the shift.
- c. The HCW may be required to travel during the term of the contract and shall travel via the means most advantageous to the Government in cost and in time. The Commanding Officer must approve the travel in advance. The contractor shall be responsible for making all travel arrangements and purchasing of tickets as required. The contractor should request Government rates for all tickets and reservations. After

travel is completed the contractor shall provide receipts for all travel tickets, rental car receipts, gas receipts and hotel receipts and the DD 250 within 5 working days after completion of the travel to the Technical Liaison. The Technical Liaison will approve/disapprove all travel costs.

d. The HCW shall accrue 8 hours of paid leave, combined annual (vacation) and sick leave, at the end of every 80 hours worked. Your services shall not be required on the following federally established paid holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. You shall be compensated by the Government for these periods of planned absence.

3. SUITS ARISING OUT OF MEDICAL MALPRACTICE.

a. The HCW is serving at the military treatment facility under a personal services contract entered into under the authority of section 1091 of Title 10, United States Code. Accordingly, section 1089 of Title 10, United States Code shall apply to personal injury lawsuits filed against the health care worker(s) based on negligent or wrongful acts or omissions incident to performance within the scope of this contract. The contractor is not required to maintain medical malpractice liability insurance.

b. The HCW providing services under this contract shall be rendering personal services to the Government and shall be subject to day-to-day supervision and control by Government personnel. Supervision and control is the process by which the individual HCW receives technical guidance, direction, and approval with regard to a task(s) within the requirements of this contract.

4. CREDENTIALING REQUIREMENTS. Upon award, the HCW shall complete an Individual Professional File (IPF) prior to performance of services. The IPF, maintained at the MTF, contains specific information with regard to qualifying degrees and licenses, past professional experience and performance, education and training, health status, and current competence as compared to specialty-specific criteria regarding eligibility for defined scopes of health care services. BUMED Instruction 6320.66D, Appendix S (or current version) details the IPF requirements. A copy of this instruction may be obtained via the internet at <http://nmo.med.navy.mil/Files/Media/directives/6320-66d.pdf>.

5. DUTIES AND RESPONSIBILITIES. Services provided under this contract shall be performed in accordance with all State, County, Department of Defense, Navy, Naval Hospital, and Clinic guidelines and reporting requirements. Actual clinical activity will be a function of the overall demand for Breast Care Coordinator services.

5.1. Standard Duties

5.1.1 Implement the Department of Defense (DoD) Health Affairs Breast Cancer initiative, and perform a full range of established nursing concepts, principles and practices to perform professional assignments of moderate difficulty. Skill required developing Plans of Care to meet the individual needs for patients with consideration of physical, emotional, social and cultural factors.

5.1.2. Develop and monitor programs, including administrative duties such as tracking education and counseling of medical staff and beneficiaries, maintaining database management functions, population monitoring functions, statistical analysis, epidemiological follow-up and presenting proposals, assessing program improvements, coordinating activities to assure optimum program effectiveness, and results to professional staff. Data will be collected to assure quality care and intervention. All of these items functions will be entered into and tracked in a database no less than weekly, at minimum and provided to the Department Head.

5.1.3. Oversee breast cancer initiative, coordinating policies and programs with major commands and the Lead Agent TRICARE Regional Office North Region. Required to consult with other specialty practitioners.

5.1.4. Coordinate care of military beneficiaries with professional healthcare staff. Actively participates in the care and management of the patient during the entire episode of care in treating cancer.

5.1.5. Coordinate MTF and regional tracking and assessment programs.

5.1.6. Track education and counseling weekly enter updated information into data base, assessing program improvements and coordinates activities to assure optimum program effectiveness.

5.1.7. Collect data to assure quality care and intervention.

5.1.8. Conduct local military and community awareness programs to include marketing and presentations at public and professional meetings. Awareness programs may include health fairs, military GMTs, provider orientation to BSE and awareness month activities.

5.1.9. Participate in wellness activities supported by the MTF, such as, presenting lectures/classes, displays, attending related meetings and any other duties as applicable.

5.2. Administrative and Training Requirements:

5.2.1. The HCW shall provide training and/or direction as applicable to supporting Government employees (i.e. hospital corpsmen, students, etc.) assigned to the HCW during the performance of duties. The HCW shall perform limited administrative duties, which include maintaining workload statistical records in CHCS and in a database, participating in education programs, and participating in clinical staff quality assurance functions and process action teams, as prescribed by the Commanding Officer. The HCW shall participate in monthly meetings applicable to duties. The HCW participates in periodic meetings shall to review and evaluate the care provided to patients, identify opportunities to improve the care delivered, and recommend corrective action when problems exist.

5.2.2. The HCW shall participate in the provision of monthly in-service training to non-Healthcare-practitioner members of the clinical and administrative staff on subjects germane to nursing care and attend annual renewal of the following Annual Training Requirements provided by the MTF: family advocacy, safety training, disaster training, infection control, sexual harassment and blood borne pathogens.

5.2.3. Provide verbal updates to clinic/office managers as to progress and/or issues/problems.

5.2.4. Help maintain good interdepartmental relations through positive communication and work coordination, and participation in Departmental meetings. Maintain liaison with the Department Head, and Director, Surgical Services, per command policies and JCAHO standards.

5.2.5. Attend Composite Healthcare System (CHCS) training provided by the Government for a minimum of four hours and up to a maximum of 40 hours.

5.2.6. Establish a TRICARE on Line (TOL) account and be trained to use the Enterprise Wide Referral and Authorization System (EWRAS) in the performance of duties or new systems used by the MTF to perform duties.

5.2.7. Attend all annual retraining classes required by this command, to include Basic Life Support Level C (BLS-C) Certification.

5.2.8. The HCW will be able to attend limited continuing education activity, as approved by Department Head of General Surgery.

5.2.9. All new personnel must attend Command orientation classes on safety, CHCS/ADS, customer service, infection control, and other training mandated by DoD, JCAHO, and the MTF.

6. Minimum Personnel Qualifications. To be qualified for this position, the HCW must:

- a. Possess a Baccalaureate Degree in the Science of Nursing from an accredited college or university.
- b. Possess and maintain a valid unrestricted license to practice as a Registered Nurse in any 1 of the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, or the U.S. Virgin Islands. The health care worker is responsible for complying with all applicable licensing regulations. Additionally, health care workers licensed outside of the 50 States must provide proof of having successfully passed the National Council Licensure Exam (NCLEX).
- c. Possess and maintain current certification in American Heart Association Basic Life Support (BLS) for Healthcare Providers; American Heart Association Healthcare Provider Course; American Red Cross CPR (Cardio Pulmonary Resuscitation) for the Professional Rescuer; or equivalent.
- d. Possess experience of at least 12 months within the preceding 24 months in coordinating care, providing case management services for beneficiaries with breast abnormalities or diagnosed cancer, and educate breast cancer patients as a Registered Nurse. Health Promotion or patient/family education experience and computer literacy is desired. Development of briefings and proficient presentation skills are required.
- e. Possess experience in patient teaching/training skill, both individually and in groups. This experience should be addressed in letters of recommendation.
- f. Possess three letters of recommendation from practicing physicians or nurse supervisors attesting to your clinical and professional skills. Reference letters must include name, title, phone number, date of reference, address and signature of the individual providing reference. Letters of reference must have been written within the preceding 5 years.
- g. Be eligible for U.S. employment.

ATTACHMENT 2
PRICING SHEET

<u>Line Item</u>	<u>Description</u>	<u>Hours</u>	<u>Unit Price</u>	<u>Total Amount</u>
0001	The contractor shall provide services for one (1) Breast Care Coordinator at the Naval Hospital, Great Lakes, in accordance with this TOPR.			
	1 Jul 04 through 30 Sep 04	528	\$	\$
	Travel	1 Lot	\$ TBD	\$ TBD
	1 Oct 04 through 30 Sep 05	2088	\$	\$
	Travel	1 Lot	\$ TBD	\$ TBD
TOTAL PROPOSED PRICE			\$	

 Signature

 Date

 Title

 Organization

ATTACHMENT 3
 SUPPLEMENTAL PRICING WORKSHEET

A. SUPPLEMENTAL PRICING INFORMATION

Breast Care Coordinator RN	Minimum Compensation for BCC RN	Average Compensation for BCC RN
Hourly Rate (direct compensation) to the healthcare worker		
Fringe Benefits* (expressed only in dollars and cents)		
Total Hourly Compensation to the healthcare worker		

*Fringe Benefits include non-cash compensation provided to employees (including that necessary to comply with Department of Labor compensation requirements), such as 401(k), Insurance (Medical/Dental/Life), Continuing Education Expenses, Bonuses, Incentives, and Uniform Allowances. On an attached page, provide any other fringe benefits offered but not included in the fringe benefit rate above. Specify and describe the value of these benefit(s). On an attached page, provide any notes regarding source information used to develop these rates.

B. SUPPLEMENTAL FSS/VA SCHEDULE PRICING INFORMATION. Provide the following regarding the schedule under which this requirement is being proposed.

Labor Category	Maximum Price Allowable under FSS/VA 621-1 for the Labor Category	Proposed Discount (expressed as a %)	Notes/Comments
RN - BCC			

 Signature

 Date

 Title

 Organization

ATTACHMENT 4
 PAST PERFORMANCE FORMAT

Ref	Number of HCWs (by FTE)	Types of HCWs	Location of Services	Start Date	End Date	Name. Telephone number, email address of verified point of contact
1						
2						
3						

ATTACHMENT 5
PROOF OF US EMPLOYMENT ELIGIBILITY

Employment Eligibility: Provide the documentation (as shown in the Attachment herein) that demonstrates that the healthcare worker meets the requirements for U.S. Employment Eligibility. If not, provide an explanation. A healthcare worker will not be employed in violation of the Immigration and Naturalization laws of the United States.

LISTS OF ACCEPTABLE DOCUMENTS
EITHER SUBMIT ONE DOCUMENT FROM LIST A
OR SUBMIT ONE FROM LIST B AND ONE FROM LIST C
LIST A

(Documents that Establish Both Identity and Employment Eligibility)

1. U. S. Passport (unexpired or expired)
2. Certificate of U. S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
5. Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)
6. Unexpired Temporary Resident Card (INS Form I-688)
7. Unexpired Employment Authorization Card (INS Form I-688A)
8. Unexpired Reentry Permit (INS Form I-327)
9. Unexpired Refugee Travel Document (INS Form I-571)
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-698B)

LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address

LIST C
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

PROOF OF U.S. EMPLOYMENT ELIGIBILITY
(CONTINUED)

2. ID card issued by federal, state or local government agencies of entitles provided it contains a photograph or information such as name, date of birth, sex height, eye color, and address

3. School ID card with a photograph

4. Voter's registration card

5. U.S. Military card or draft record

6. Military dependant's ID Card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American tribal document

9. Driver's license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above;

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

4. Native American Tribal document

5. U.S. Citizen ID Card (INS Form I-197)

6. ID Card for use of Resident Citizen in the United States (INS Form I-179)

7. Unexpired employment authorization document issued by the INS (other than those listed under List a).