

STATEMENT OF WORK
Yoga and Tai Chi Therapy and Therapeutic Workshops
(8/11/2015)

1. SCOPE

The contractor shall provide all labor, tools, materials, equipment, facilities, transportation and supervision necessary to complete all work associated with providing mind-body yoga and tai chi therapy for veterans referred by the Southeast Louisiana Veterans Healthcare System (SLVHCS) and its associated Community Based Outpatient Clinics (CBOC), in strict and complete accordance with this contract and all attachments thereto.

2. DETAILED WORK REQUIREMENT

2.1. The Yoga and Tai Chi therapy sessions will be held at the locations identified below. The contractor will be responsible for providing the facility in New Orleans for therapy sessions and coordinating with each clinic at each respective CBOC to schedule time and location for each class.

2.1.1. New Orleans VA Outpatient Clinic
1601 Perdido Street
New Orleans, LA 70112

2.1.2. Hammond VA Outpatient Clinic
1131 South Morrison Avenue
Hammond, La., 70403
Phone: 985-902-5100

2.1.3. Slidell VA Outpatient Clinic
60491 Doss Drive, Suite B
Slidell, La., 70461
Phone: 985-690-2626

2.1.4. St. John VA Outpatient Clinic
4004 West Airline Hwy.
Reserve, LA 70084
Phone: 504-565-4705

2.1.5. Baton Rouge Outpatient Clinic
7968 Essen Park Ave.
Baton Rouge, LA 70809
Phone: 225-761-3400

2.1.6. Franklin VA Outpatient Clinic
603 Haifleigh Street
Franklin, LA 70538
Phone: 337-828-9092

2.1.7. Houma CBOC
6433 West Park Avenue
Houma, LA 70364
Phone: 985-851-0188 or 800-935-8387

- 2.2.** All therapy sessions will be one hour in duration. This will consist of approximately 255 yoga classes, 27 tai chi classes, and 11 Therapeutic Workshops consisting of various relaxation techniques, mind & body therapeutic concepts, and the science of yoga/Tai Chi therapy. The contractor will coordinate with the program manager to determine the frequency of yoga/Tai Chi classes held at each site to meet the demands. Contractor will coordinate with the Post Traumatic Stress Disorder (PTSD) Program Manager to ensure all classes meet appropriate demands. A list containing the names of clinic managers/designated representatives and the program manager will be provided to the contractor upon awarding of this contract.
- 2.3.** Therapy session and classes will begin within one (1) week of the contractor receiving the Notice to Proceed (NTP).
- 2.4.** Coordination with VA: The contractor shall coordinate with program manager to establish and maintain a current Master Schedule and a detailed class roster of time and location for each therapy session held. The Contractor will verify attendance by checking identification with driver's license, VA ID, or passport against class roster. Contractor will document class attendance and will submit rosters monthly to the COR.
- 2.5.** Invoicing: No later than the 5th day of each month, the contractor shall submit an itemized invoice (identifying class date, location and number of attendees for the previous month. Payment shall be made in according with the Prompt Payment Act.

3. DESCRIPTION OF SUPPLIES AND

- 3.1.** The Yoga and Tai Chi therapy sessions will be held in a well cooled and lit space conducive to a wellness environment. All necessary equipment will be provided by the contractor. The government will provide mats and towels for all participants.
- 3.2.** SLVHCS will provide all information technology interfaces at each location; however, the contractor will be responsible for not only assisting with coordination of space but provide any instructional material and visual aids necessary to successfully provide the therapy.
- 3.3.** Schedule: The contractor will coordinate any daily or weekly schedule changes with the COR.

4. PROGRAM MANAGEMENT

- 4.1.** The Contracting Officer's Representative (COR) is the point of contact for all calls required.
- 4.2.** The COR or designee may periodically consult with vendor to ensure the vendor is adhering to the proposed standards.
- 4.3.** Start Time: All therapy sessions will start as agreed upon between contractor and the COR without undue delay.
- 4.4.** Environmental Safety: The contractor shall establish and maintain a safe environment while providing quality and evidence base therapy treatment. This safety program

shall address personnel and equipment concerns relative to the type treatment provided.

5. CONTRACTOR PERSONEL SECURITY REOUIREMENTS

- 5.1.** All contractor personnel must check in and out with VA Police prior to entering a VA facility.
- 5.2.** Physical Security & Safety Requirements: The contractor and their personnel shall follow all VA policies, standard operating procedures, and applicable laws and regulations while on VA property. The Contractor and their personnel shall wear visible identification at all times while they are on VA property. All Contractor personnel shall sign in with the VA Police services prior to entering VA property.
 - 5.2.1.** VA does not provide parking spaces for contractor personnel.
 - 5.2.2.** Smoking is prohibited inside/outside any building other than the designated smoking areas.
 - 5.2.3.** Possession of weapons is prohibited.
 - 5.2.4.** The Contractor shall take all reasonable precautions necessary to protect persons and property from injury and/or damage during the performance of this contract.

6. CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that:

- 6.1.** The preliminary and final deliverables, and all associated working papers, application source code, and other material deemed relevant by VA which have been generated by the Contractor in the performance of this request, are the exclusive property of the U.S. Government and shall be submitted to the CO at the conclusion of the request.
- 6.2.** The CO will be the sole authorized official to release, verbally or in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this request. No information shall be released by the Contractor. Any request for information relating to this task order, presented to the Contractor, shall be submitted to the CO for response.
- 6.3.** Press releases, marketing material, or any other printed or electronic documentation related to this project, shall not be publicized without the written approval of the CO.