

Statement of Work (SOW) RHTI

Tasks

The tasks are to arrange travel and lodging for educational experiences for trainees, travelling from the island of Oahu, HI to VA clinical rotation sites on Guam, American Samoa and rural VA sites in the State of Hawaii, which are part of the VA Pacific Islands Health Care System. These training sites and their communities do not have available nor convenient public transportation. It is also a task of the contractor to monitor the sufficiency and safety of the lodging arrangements fulfilling these requirements, and to be able to make changes due to special circumstances (e.g., illness, environmental urgencies) as they arise, by showing evidence of communicating with the trainee within one day of arrival at the training site.

The Contractor will additionally assist in recruitment and validating trainee qualifications, and instructing applicants to fulfill VA training application requirements. The contractor will also coordinate pre-deployment orientation session(s) with selected trainees.

Minimum travel requirements for each trainee is round trip fare from Honolulu (HNL) to Guam (GUM), American Samoa (PPG), Hilo (ITO), Kauai (OGG), Kona (KOA) or Maui (LIH).

Lodging must fulfill the following basic requirements:

Individual sleeping room with bed, chair, desk or table, suitable lighting; air conditioning is required in Guam and American Samoa, or fans suitable to maintain comfortable sleeping and study environment; bathing and toileting may be shared by up to four trainees, but not with individuals who are not in the training program. A kitchenette with sink, refrigerator, cooking device (hotplate or stove; microwave oven) and flatware and cups, glassware and dishes are to be available. Internet access is necessary. The quarters must be secure, able to be locked, and have safe parking available. Cleaning and trash removal services will be made available at a minimum of a weekly schedule.

Due to limited on-island public transportation, a rental vehicle will also be made available to each trainee for the duration of their period of training. The rental vehicle must meet US safety standards, with working safety equipment (lights, window wipers, horn, air bags and seat belts), safe tires and brakes.

NOTE: Office of Rural Health does not pay for Indirect Costs, as indicated in the ORH proposal submittal documents.

Because all of the rotations are not fully defined at this time, three years of previous experience project the expenses for FY16 as in the table below. All travel originates from Hawaii (Island of Oahu).

TABLE 1

# of trainees (all from Oahu) rotation period	Location of training: VA Clinic in	Length of stay
4	American Samoa	2 weeks
9	American Samoa	4 weeks
1	Guam	5 weeks
13	Guam	4 weeks
1	Guam	12 weeks
8	Hilo, Kauai, or Maui	4 weeks

Delivery

The contractor must communicate with each trainee concerning how to arrange cost effective travel; the contractor will arrange for vehicle rental and lodging to be available to the trainee on arrival at training site airport, arrange for directions to lodging, and direction from lodging to training site.

The contractor will confirm with the trainees once they have arrived at the site that the lodging and vehicle were satisfactory, safe and that the meet minimum standards.

If a special or emergency circumstance develops, and travel, lodging or vehicle arrangements need to be changed, the contractor will assist the trainee in securing reasonable replacement suitable to the minimum standards, on the next workday.

The contractor will reimburse airfare, lodging and vehicle expenses within one week following submission of receipts by the individual trainee. Method of reimbursement will be by check up to the amount of \$5,000 per reimbursement.

The contractor will report, on quarterly spreadsheets identifying the trainees served, the travel dates, the travel, lodging and vehicle costs, for which site, and for how long, and the cost of the services that were reimbursed.

Itemization of administrative costs is not required, and the contractor will accept monthly payments from contract award to through contract completion.

Government-Furnished Property

NONE

Place of Performance

See Table 1.

Specific dates are being determined, as the trainees are identified and the training arrangements are made. The dates of travel are variable, and contractor must be able to arrange travel within a 2 week period when needed.

Period of Performance:

The Period of Performance begins when the contract is awarded, and continues until September 30, 2016.

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