

**Performance Work Statement
Ergonomic Specialist Services
VA Central California Health Care System**

Section 1: General Information

1.1 General: This is a non-personal services contract to provide ergonomic specialist services for the VA Central California Health Care System (VACCHCS). The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.

1.2 Background: Under the Veterans Health Administration (VHA) Central Office, the Center for Engineering & Occupational Safety and Health (CEOSH) requires an Ergonomics Program for Medical Centers. Due to limited Veterans Affairs (VA) staffing, the VACCHCS requires a contract to provide the needed ergonomic specialist services to conform to VA CEOSH guidelines.

1.3 Period of Performance:

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|----------------|------------------------------|
| Base Year: | June 1, 2016 to May 31, 2017 |
| Option Year 1: | June 1, 2017 to May 31, 2018 |
| Option Year 2: | June 1, 2018 to May 31, 2019 |
| Option Year 3: | June 1, 2019 to May 31, 2020 |
| Option Year 4: | June 1, 2020 to May 31, 2021 |

1.4 Place of Performance:

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| Main Campus 2615 E Clinton Ave Fresno, CA 93703 | Tulare CBOC 1050 N Cherry Street Tulare, CA 93274 |
| Oakhurst CBOC 40597 Westlake Drive Oakhurst, CA 93644 | Merced CBOC 340 E Yosemite Ave Merced, CA 95340 |
| Human Resource Management Service 155 Shaw Ave Fresno, CA | Rural Home Telehealth 561 S. Pinkam, Suite D Visalia, CA 93292 |

1.5 Hours of Operation: Work will generally be performed during business hours of 8:00 a.m. to 4:30 p.m. Work may be required outside of normal business hours if there is a need for an employee who works on the night shift. The evaluation time will vary between 30 minutes to 2 hours per employee seen. The schedule and frequency of these tasks will be determined and arranged by the Chief, Safety Service or designee.

1.6 Type of Contract: The government will award a Firm Fixed Price contract.

1.7 **Invoicing:** All invoices from the contractor shall be submitted electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests.

VA's Electronic Invoice Presentment and Payment System – The FSC uses a third-party contractor, Tungsten, to transition vendors from paper to electronic invoice submission. Please go to this website: <http://www.tungsten-network.com/US/en/veterans-affairs/> to begin submitting electronic invoices, free of charge.

More information on the VA Financial Services Center is available at <http://www.fsc.va.gov/einvoice.asp>.

Vendor e-Invoice Set-Up Information:

Please contact Tungsten at the phone number or email address listed below to begin submitting your electronic invoices to the VA Financial Services Center for payment processing, free of charge. If you have question about the e-invoicing program or Tungsten, please contact the FSC at the phone number or email address listed below:

- Tungsten e-Invoice Setup Information: 1-877-489-6135
- Tungsten e-Invoice email: VA.Registration@Tungsten-Network.com
- FSC e-Invoice Contact Information: 1-877-353-9791
- FSC e-invoice email: vafscshd@va.gov

Section 2: Definitions & Acronyms

2.1 Definitions:

Contractor. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

Subcontractor. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

Work Day. The number of hours per day the Contractor provides services in accordance with the contract.

Work Week. Monday through Friday, unless specified otherwise.

2.2 Acronyms:

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| CEOSH | Center for Engineering & Occupational Safety and Health |
| COR | Contracting Officer Representative |
| OSHA | Occupational Safety and Health Administration |
| SOP | Standard Operating Procedures |
| VA | Veterans Affairs |
| VACCHCS | Veterans Affairs Central California Health Care System |
| VHA | Veterans Health Administration |

Section 3: Government Furnished Property, Equipment, and Services

None

Section 4: Contractor Furnished Items and Services

The Contractor shall provide all equipment, supplies, management, supervision, personnel, and transportation necessary to assure that all services are in accordance with the contract and all applicable laws and regulations. The contractor shall ensure all work meets performance standards specified in this Performance Work Statement (PWS) and referenced documents.

Section 5: Specific Tasks

5.1 General

These ergonomic services will be performed for employees who request ergonomic solutions to problems caused by working conditions. Evaluations and consultations will be arranged and scheduled by the VACCHCS Employee Health Nurse Practitioner or designee in response to employee requests

5.2 The contractor shall perform the following tasks:

- A. An on-site interview with the employee and a standardized ergonomic evaluation of their work station and their work tasks, including sitting posture, arm rest for chairs, location of computer, ease of accessibility, lifting, grasping/gripping, bending, twisting, and other movement patterns, etc.
- B. One-on-one consultation to the employee on proper posture, ergonomic best practices, and ergonomic risk factors including tips, exercises, and behavior modification to prevent and/or reduce further injury or reduce pain.
- C. Conduct ergonomic evaluations that are consistent with VHA and industry standard practices. Provide reports and recommendations.
- D. Assist VACCHCS in facilitating ergonomic recommendations, which includes recommendations of specific ergonomic products or equipment.
- E. Make recommendations for cost effective products that will meet the ergonomic needs; however, any products will be procured under a separate contract and will not be part of this service contract.
- F. Provide ergonomic evaluation reports to the Chief, Safety Service or designee no later than 5 business days after the completed ergonomic evaluation. The reports shall include:
 - 1) Date of the evaluation
 - 2) Name of the individual being evaluated
 - 3) Site location, building, and room number where the evaluation took place
 - 4) Description and photograph of current workstation configuration
 - 5) Observations and information of the person being evaluated, including, if any, metrics, risk factors, pain, and discomfort levels
 - 6) Findings and recommendations, including cost effective product recommendations and/or specifications, adjustments and suggestions for improving workstation efficiency and safety, and work habit corrections.

5.3 Pricing

The contractor shall provide a quote by filling out the unit price for each location in the price schedule from attachment #4. All travel costs must be built into the unit price and will not be paid as a separate line item.

5.4 Invoicing

Invoicing will be monthly in arrears using the unit pricing from the price schedule submitted in the Contractor's quote. The invoice can be a lump sum amount for the month and must include the employee tracking sheet from attachment #3 as supporting documentation for each invoice.

5.4 Employee Classifications

Employee classifications may vary from housekeeping, maintenance and medical staff. The majority of the evaluations will be office workstation generated. Ergonomic evaluations are not expected to involve workers compensation cases.

5.5 Contractor Qualifications

The personnel performing these evaluations and consultations shall be a board Certified Professional Ergonomist (or be certified by equivalent nationally/industry recognized organization).

Prior authorization is required from the Contracting Officer Representative (COR) or designee before any work is to be initiated.

The Contractor must have prior experience performing ergonomic evaluations and consultations in a healthcare setting. Such settings include patient care, laboratories, offices, and manual lifting areas.

5.6 Records

All employee records that arise from professional services at the VA facility are the property of VA, or respective employees as allowable under applicable laws, and are not the property of the contractor.

5.7 Security

The personnel providing these services will be required to be finger printed and go through a background check.

Section 6: Attachments

Attachment #1 Quality Assurance Surveillance Plan

Attachment #2 Contractor Personnel Security Requirements

Attachment #3 Employee Tracking Sheet

Attachment #4 Price Schedule