

**Performance Work Statement
Sterile Processing Technicians
VA Central California Health Care System**

Section 1: General Information

1.1 General: This is a personal services contract to provide four sterile processing technicians 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 Period of Performance:

Base Year:	August 1, 2016 to July 31, 2017
Option Year 1:	August 1, 2017 to July 31, 2018
Option Year 2:	August 1, 2018 to July 31, 2019

1.3 Place of Performance: VA Central California Health Care System
Building 1 Room #A02D-1
2615 E. Clinton Ave
Fresno, CA 93703

1.4 Hours of Operation:

- A. Sterile Processing Technician 1: Work between the hours of 9:30AM – 6:00PM, Monday through Friday, excluding Federal holidays.
- B. Sterile Processing Technician 2: Work between the hours of 3:30PM – 12:00AM, Monday through Friday, excluding Federal holidays.
- C. Sterile Processing Technician 3: Work between the hours of 3:30PM – 12:00AM, Monday through Friday, excluding Federal holidays.
- D. Sterile Processing Technician 4: Work between the hours of 11:00AM – 7:30PM, Monday through Friday, excluding Federal holidays.
- E. If a Sterile Processing Technician is unavailable for their work shift during their designated shift the Contractor is required to have a backup Sterile Processing Technician available to work the technician's required shift.

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

1.6 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:

QASP	Quality Assurance Surveillance Plan
SPS	Sterile Processing Supply
VA	Veterans Affairs
VACCHCS	Veterans Affairs Central California Health Care System

Section 3: Government Furnished Property, Equipment, and Services

3.1 The government shall furnish all supplies, equipment, facilities and services required to perform work under this contract. This includes but not limited to:

- A. AMSCO/STERIS V-PROMAX – Gas Plasma sterilizer - 1
- B. ASP Sterrad 100S- Gas Plasma sterilizer - 1
- C. AMSCO/STERIS 400 Series Prevacuum steam Sterilizer model 48H - 2
- D. Steris Reliance Vision Single Chamber Washer Disinfector – 1
- E. AMSCO Reliance Cart & Utensil Washers - 1
- F. Steris Caviwave Ultrasonic - 1
- G. Nanosonic Trophon EPR -1
- H. W & H Assistina 301 plus – 2
- I. Healthmark Heat Sealer Famos F108 - 1
- J. Olympus MU–1 Leak Tester – 1
- K. FLUKE ULT800 TEE Leakage Current Tester - 2
- L. OLYMPUS Endoscopic Reprocessor (OER-Pro)- 2
- M. Stationary workstations will be provided.
- N. Scrubs

Section 4: Contractor Furnished Items and Services

The Contractor shall provide four employees to provide services under this temporary help contract.

Section 5: Specific Tasks

5.1 The Sterile Processing Supply (SPS) technician shall provide timely and accurate submissions of reprocessed items. The SPS technician shall have a complete understanding of universal precautions and infection control and its effect on patient care and employee safety.

5.2 The SPS technician's responsibilities shall include:

- A. Knowledge of surgical instrumentation
- B. Collecting contaminated items from user sites
- C. Sorting, inspecting, and processing instrumentation
- D. Use of the Spaulding System to apply proper cleaning techniques

- E. Knowledge of cleaning products
- F. Compliant with the VA Standard Operational Procedures as well as OSHA, AAMI, and IAHCSSM safe practices
- G. Utilizing quality assurance measures (biologic, chemical and mechanical)
- H. Packaging small items in peel-packs
- I. Assembling trays/instruments for effective sterilization
- J. Adept in the operation of steam, and cold sterilization
- K. Adept in the cleaning and high-level disinfection of endoscopes
- L. Maintaining log book entries

5.3 Training: All contractor employees and subcontractor employees must:

- A. Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the *Privacy and HIPPA focused Training*.
- B. Successfully complete the *VA Privacy and Information Security Awareness Rules of Behavior* training and annually complete required security training.
- C. The contractor shall provide to the contracting officer and/or the COTR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for each applicable employee within 1 week of the initiation of the contract and annually thereafter, as required.
- D. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete.

5.4 Employee Health Clearance

- A. VA requires that all technicians working under this contract provide documentation regarding immunizations. The documentation must include the following:
 - 1) An immunization record showing the individual has been immunized against Measles, Mumps, and Rubella (MMR) (two doses of the immunization) or proof of having had the disease by having titer levels for MMR.
 - 2) Immunization records showing that you have been immunized for Varicella (chickenpox), or proof of having had the disease by having titer levels for chickenpox.
 - 3) Hepatitis B immune status will only be accepted by documented antibody titer.
 - 4) An immunization record showing you have received one dose of the tetanus / diphtheria / pertussis (Tdap) immunization within 10 years.

- 5) VA also requires that all potential employees provide documentation of their most recent tuberculosis screening. This could be:
 - a) The results of the two steps tuberculin skin test within three months including date administered, date read, and millimeters (mm) of induration.
 - b) The results of an interferon gamma release assay (IGRA), including date tested and interpretation.
 - c) The results of the most recent chest X-ray, if you have had tuberculosis or a positive skin test.
- 6) Contract personnel shall provide a copy of an up to date physical and clearance form to work from a physician.

5.5 VA Information and Information System Security/Privacy

- A. Due to the threat of data compromise or loss of information that resides at VA facilities the contractor or subcontractor must notify the Contracting Officer immediately when an employee working at a VA facility reassigns or leaves the contractor or subcontractor's employ. The Contracting Officer must also be notified immediately by the contractor or subcontractor prior to an unfriendly termination.
- B. In order to ensure VA requirements are met the contractor must ensure that if VA sensitive information is accessed the contractor/subcontractor must receive, gather, store, maintain, use, disclose and dispose of VA information only in compliance with Federal and VA information confidentiality and security laws, regulations and policies. If Federal or VA information confidentiality and security laws, regulations and policies become applicable to the VA information after execution of the contract, or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations and policies.