

**Statement of Work
Driver Rehabilitation Training
Phoenix VA Health Care System**

1. Estimated Annual Quantities of Training and Evaluations

Driver Evaluations approximately 150 per year

Training approximately 40 veterans per year

These quantities are estimates only. The Government reserves the right in increase or decrease quantities based on the actual yearly need.

2. Contract Period:

This contract shall not to exceed five (5) years. The Contract will be for one (1) Base year with four (4) Option years.

3. Location:

Phoenix VA Health Care System (PVAHCS)
650 E Indian School Road
Phoenix, AZ 85012

4. Description of Services

Definition:

Driver rehabilitation for the disabled, within the Department of Veterans Affairs is designed to provide professional evaluation and instruction for eligible veterans in the safe, competent utilization of special add on equipment, and mastery of specific skills and techniques to effectively drive a motor vehicle, independently, and in accordance with Arizona State Department of Motor Vehicle (DMV) regulations.

The following objectives are to be accomplished:

- a. The patient will acquire specific knowledge in all areas of the driver training course including didactic theory and practical experience.
- b. Psychomotor improvements in handling segments of the driver training task will be noted by comparison of function before and after completion of the training course
- c. The patient will maximize independence in all aspects of driving
- d. Supporting adaptive equipment will enable patients to mainstream themselves into society.

5. Staff Qualifications

The Contractor shall have at least one contract driver rehabilitation specialist in the organization that is licensed, registered or certified by a professional organization for this type of service. All specialists must have a minimum of a Baccalaureate Degree from a Regionally Accredited University in adapted physical education, kinesiotherapy, physical therapy, occupational therapy or a specifically related rehabilitation therapy area or certified Driver Rehab specialist. Completion of the National Driver Rehabilitation Specialist Examination is preferred.

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Staff Qualifications Submittals

The following is required with quote submission:

- a. The name of at least one Driver Rehabilitation Specialist employed with your organization.
- b. A copy of the license, registration or certification by a professional organization for this type of service.
- c. A copy of a Redacted Baccalaureate Degree Transcript referencing adapted physical education, kinesiotherapy, physical therapy, occupational therapy or a specifically related rehabilitation therapy area. If submitting a “specifically related rehabilitation therapy area”, a written explanation must accompany the Redacted Transcript on how it is related to this requirement. The Redacted Transcript must not contain any Personal Identifiable Information such as Social Security Numbers.

OR:

- d. Copy of a Driver Rehabilitation Specialist Certification with any applicable expiration dates. If the Certification expires prior to the actual contract award date, the Government reserves the right to not issue an award until receipt of a current certification is in the possession of the Government.

Optional:

- e. Results of National Driver Rehabilitation Specialist Examination.

6. Components of Driver Training Services

Pre-driving Testing Evaluation shall be completed on all patients and shall be comprised of the following components:

- a. Vision evaluation-evaluate visual acuity, field of vision, depth perception, glare recovery and reaction time.
- b. Basic perceptual testing
- c. Functional muscle testing
- d. Range of motion of all extremities
- e. Coordination testing
- f. Hearing (subjective)
- g. Sitting tolerance
- h. Activity tolerance and susceptibility to fatigue

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- i. Spasticity
- j. Precautions to be taken for patient without bowel and/or bladder control
- k. General cognitive testing

Adapted Driver Evaluation Shall include the following activities:

- a. Transfer to and from conveyance
- b. Stowage and retrieval of wheelchair or ambulatory aid
- c. Orientation to vehicles controls
- d. Proper body positioning and alignment
- e. Mirror references, including “blind spot” checks and tests
- f. Passenger responsibility (for example; seat belts, door locks)
- g. Pre-driving checks, including external considerations (for example; lights, tire pressure), and internal (for example, gas supply)
- h. Starting and stopping the vehicle
- i. Right and left turns, U-turns and 3–point turnabouts
- j. Backing up
- k. Parking, parallel parking
- l. Lane changes
- m. Emotional stability behind the wheel
- n. Hill driving, uphill and downhill parking
- o. Passing other vehicles
- p. Hazardous driving situation (for example; inclement weather, brake failure, flat tire, stuck accelerator)
- q. Changing traffic flows
- r. Pedestrian hazards
- s. Freeway entry and exit, as applicable
- t. Bioptic evaluation, as applicable

Upon completion of the Driving Evaluation, the contractor shall report the recommended driver training services to the Physical Medicine and Rehabilitation Services Driver’s Rehab Specialist (RSDRS) at the facility site for review and/or approval of the recommended driver training services, prior to continuing with any other training services. The RSDRS will be identified at time of award.

7. Vehicle Needs Assessment:

- a. **Adapted Equipment Evaluation** - the Contractor shall evaluate the need for assistive devices, equipment adaptations and vehicle modification. A copy of all evaluations and training will be submitted to the RSDRS and then uploaded into patient’s medical record for inclusion in their files.

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- b. **Vehicle Inspection** - the Contractor shall inspect vehicle after modification to insure that equipment was properly installed and the patient can operate the adaptations. A copy of all evaluations will be provided to the Contracting Officer's Technical Representative for inclusion in their files.
- c. **Vehicle Consultation and Selection** - assist the patient in the selection of an appropriate vehicle that best suits the needs of the particular patient as applicable.
- d. **Vehicle assessment** - shall be no less than four hours for each Veteran.

Vehicle Needs Assessment Submittals

The following is required with quote submission:

- a. VIN# of vehicle(s) used to conduct training.
- b. Interior and exterior pictures of vehicle(s) in sufficient detail to show that the vehicle can conduct the required training in accordance with Paragraph 9 - Equipment Qualifications and Paragraph 10 - Van Modification and Adaptive Equipment.
- c. Copy of Arizona Department of Transportation Vehicle Registration. If the Registration expires prior to the actual contract award date, the Government reserves the right to not issue an award until receipt of a current Registration is in the possession of the Government.
- d. Copy of Arizona Department of Transportation Mandated Liability Insurance. If the Liability Insurance expires prior to the actual contract award date, the Government reserves the right to not issue an award until receipt of a current Liability Insurance is in the possession of the Government.

8. Equipment Qualifications

Adaptive Equipment for driver rehabilitation training must include the following:

- a. Hand controls (reversible with optional dimmer switch & horn button)
- b. Dimmer switch
- c. Steering devices (spinner knob, V-grip, tri-pin, and amputee ring)
- d. Assorted seat belts
- e. Panavision rear view mirrors
- f. Parking break extension
- g. Left-foot gas pedal
- h. Right-Turn signal adapter
- i. Driver training sign
- j. Instructor rear view mirror
- k. Instructor eye-check mirror
- l. Instructor brake

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9. Van Modification and Adaptive Equipment

Van modification and adaptive equipment must include:

- a. A lift and/or ramp system;
- b. A dropped-floor with leveling and appropriate wheelchair flooring;
- c. A raised roof with structural support and insulation (a full-size van must have, in addition, a headliner);
- d. A removable 6-way power transfer seat base;
- e. An occupant-restraint system with wheelchair tie-down system in the driver station;
- f. An occupant-restraint system with wheelchair tie-down in the passenger area;
- g. A variable steering and braking system with backup;
- h. An extended-steering column, as applicable;
- i. An electric emergency brake;
- j. A dual back-up battery system;
- k. Hand control (reversible) with dimmer switch and horn button;
- l. Steering devices such as: spinner knob, v-grip, tri-pin, and amputee ring;
- m. An instructor and/or dual steering system for high-tech driving systems; as applicable;
- n. An instructor and/or dual braking system;
- o. A turn signal extension;
- p. A secondary control system for high-tech driving systems, e.g., touch-pad, voice-activated system, etc.;
- q. An instructor rear-view mirror; and
- r. An instructor eye-check mirror.

10. Maintenance and Safety

Routine maintenance and weekly safety checks of all adaptive equipment must be scheduled and documented.

11. Clinical Evaluation for Adaptive Equipment

The following areas of clinical evaluation are defined.

- a. **Vision.** Portable vision devices provide an evaluation of certain vision factors necessary to perform a safe driving task. Equipment must be available to measure the following: visual acuity, color perception, field of vision, depth perception, glare recovery, and night vision.
- b. **Reaction Time.** A device is used to measure reaction time from acceleration to braking.

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- c. **Cognitive and Perceptual Screening.** In screening of basic cognitive and perceptual motor materials, identification and/or verification of a potential problem must be referred to the appropriate professional for a more in-depth evaluation.
- d. **Neuromotor Assessment.** This is a physical assessment of range of motion, strength, sensation, coordination, and endurance.

Clinical Evaluation for Adaptive Equipment Submittals

The following are required with quote submission:

- a. The contractor shall provide the make(s), model number(s) and year(s) of the equipment used to measure visual acuity, color perception, field of vision, depth perception, glare recovery, and night vision.
- b. The contractor shall provide the make(s), model number(s) and year(s) of the equipment used to measure reaction time.

12. Evaluations

Types of Disabilities that are treated in the VA Driver Rehabilitation Program

- a. Paraplegia
- b. Tetraplegia
- c. Brain dysfunction
- d. Hemiplegia
- e. Neurological disorders
- f. Amputation, i.e., upper and lower extremities
- g. Orthopedic problems
- h. Psychiatric disorders
- i. Disabilities associated with aging
- j. Cognitive impairment

13. Pre-driving Assessment and Evaluation

The Driver Rehabilitation Specialist shall ensure the following areas are addressed as part of the initial assessment and evaluation:

- a. **Initial Contact.** The Contractor shall have the initial contact with patient (driver rehabilitation candidate) in an interview atmosphere.
- b. **History.** The Contractor shall obtain from the patient, the history of the patient's driving record, including any citations, accidents, or suspensions.
- c. **Medical Clearance.** The Contractor shall inform the patient of steps to be taken to obtain medical clearance, if such is required from the State medical authority.

14. Pre-driving Testing

The Contractor shall provide the following testing:

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- a. Visual acuity, depth-perception, color-vision, peripheral-vision, night acuity, and glare recovery (tests may be administered by use of visual screening tools)
- b. Functional muscle testing.
- c. Basic perceptual test (e.g., dynamic figure-ground).
- d. Range of motion of all extremities, plus neck, if feasible. If lower extremities are non-functional, emphasis on exactness of upper extremity range of motion becomes greater.
- e. Coordination testing.
- f. Hearing (subjective).
- g. Balance (static and dynamic).
- h. Activity tolerance and susceptibility to fatigue.
- i. Spasticity.
- j. Bowel or bladder control.
- k. Reaction time, i.e., response time from accelerator to brake.
- l. Sensation and proprioception.
- m. Educational training
- n. Verification of Driver's license

15. On Road Testing:

The Contractor shall provide the following testing:

- a. Pre-Driving Skills
- b. Knowledge of controls (turn signals, etc.)
- c. Basic Driving Skills (low traffic area)
- d. Complex Driving Skills (high traffic area)
- e. Reaction time in real-world situations
- f. Navigation skills
- g. Parking skills
- h. Overall driving skills

16. Scheduling & Documentation

- a. The PVAHCS staff will contact contractor when a consult for driver rehabilitation training is ordered.
- b. The Veteran/patient shall be scheduled for training by the contractor within fourteen days of referral.
- c. All evaluations shall be completed within 30 days after the evaluation unless veteran prefers a later time.

17. COR

KT Supervisor or OT Supervisor will be Contacting Officer Representative for the PVAHCS on this contract and will be identified at time of award.