

B.4 STATEMENT OF WORK

The Department of Veterans Affairs (VA) intends to establish a contract(s) to provide Laboratory services on an as needed basis to the VA Southern Nevada Healthcare System (VASNHS). The Contractor shall provide Laboratory Services required for VA VASNHS, 6900 North Pecos Road, North Las Vegas, Nevada 89086.

The resulting order will be established for a 1-year base period from the effective date of award and four 1-year option periods. The contracted Laboratory service provider shall include a Medical Technologist (ASCP), Histology Technician, and Certified Phlebotomist (Health Technician) and may cover a range of services normally provided in a similar civilian healthcare facility in accordance with the specifications and requirements contained herein.

DESCRIPTIONS/SPECIFICATIONS/WORK STATEMENT

1. QUALIFICATIONS

Contractor Personnel assigned by the Contractor to perform services covered by this contract must be American Society Clinical Pathology (ASCP) certified and/or be licensed by the State of Nevada. Possession of Basic Life Support (BLS) certification is required. Contractor Personnel must be familiar with all Laboratory Service Functions such as: develops, performs, evaluates, interprets, correlates, and validates the accuracy of laboratory procedures and results. Testing procedures are performed on a variety of biological specimens and/or environmental samples using manual or automated techniques, and require a broad exercise of independent judgment and responsibility with minimal technical supervision.

Cytotechnologist position performance include: The Cytotechnologist has primary responsibility for the cytodiagnosis of cytologic specimens including, but not limited to sputum, respiratory, gastrointestinal and urinary tract washings and brushings, body fluids and cerebrospinal fluids, uterine, cervical, and vaginal smears; needle aspirations, tumors, and tissue imprints. The cytotechnologist prepares smears and cell blocks for the Immunocytochemistry Subunit. Results of the work are used as the reference for patient screening, clinical diagnosis, therapeutic decisions, and monitoring

Medical Technologist positions performance include: requirements to monitor quality control systems and measures; collaborate in the diagnosis and treatment of patients; and provide education for laboratory/other healthcare professionals and others in the medical center setting.

The Histopathology Technician performs: as a specialist with extremely difficult, delicate and complex tissue tests of the Surgical Pathology, Frozen Section, and Autopsy Services on a daily basis, the Pathology Technician carries out assignments in order to accomplish the goals of the service, and completes those assignments within guidelines.

The Certified Phlebotomist (Health Technician) performs: a wide variety of specimen collection and clerical duties related to outpatients, inpatients and employees.

- a) Submit a copy of current certification and a copy of current (ASCP or state) license. If certified in BLS, please also submit copies of certificate.

- b) Submit a copy of insurance certificate, evidencing worker's compensation and medical liability coverage.
- c) Contractor Personnel assigned by the Contractor must be a graduate of an accredited program and have a minimum of two (2) years of work experience. Student internship and training time spent in a Laboratory setting does not count toward the two (2) years of experience.

2. GENERAL DUTIES AND RESPONSIBILITIES:

Cytotechnologist

Incumbent is responsible for maintaining new, specialized, diagnostic techniques in cytopathology, such as fine needle aspiration biopsy which include ultrasound or interventional radiology biopsy, endoscopic ultrasound (EUS) guided biopsy, endobronchial ultrasound (EBUS) guided biopsy, which is widely used for early detection and treatment of cancer and for the diagnosis of opportunistic infections in acquired immunodeficiency syndrome. Attends fine-needle-aspiration, EBUS, EUS, Interventional Radiology (IR) procedures independently and or assists the physician/pathologist in proper sample preparation.

Accessions specimens and determines adequacy and quality of specimens prior to entry of data in appropriate logbook and/or computer.

Prepares a variety of cytologic fixatives and staining solutions for stains. Processes and prepares specimens for cytodagnostic and immunocytochemistry (ICC) procedures. This includes use of the centrifuge, cytocentrifuge, and filtration methods; preparation and fixation of slides; staining of slides including, but not limited to, Papanicolaou's stain; and monitors and labels slides in compliance with quality-control standards.

The Cytotechnologist often works independently, modifies existing procedures as appropriate, identifies parameters and determines acceptable range for each parameter and is given freedom of action under the general guidance of a Pathologist or when working collaboratively with another laboratory practitioner (Medical Technologist/s). Conveys information as necessary to those directly responsible for patient care, i.e., engineer 's proper collection methods, transportation of specimens, and interpretation of reports. Recognizes technical limitations and various possibilities for procedural errors in cytopreparation.

Examines and evaluates cell samples for the presence or absence of normal/abnormal cellular patterns, presence of microorganisms, inflammatory reactions, endocrinopathies, benign changes, pre- malignant changes, neoplasia, and cellular responses to therapeutic agents.

Reviews clinical data of patients, relates data to microscopic findings, and makes a primary cytodagnosis. Issues a preliminary report using standard cytopathologic/histopathologic terminology.

Works with a Pathologist to identify control samples appropriate to monitor assays/procedures; establishes protocols for evaluating control sample value (e.g., within-day variation, day-to-day variation, trends, shifts); and defines action to be taken when control sample is outside limits.

Maintains and supports the Automated Data Processing (ADP) security program as outlined in V.A. facility and/or Service policy. Responsible for maintaining physical, software, data, and application security. Logs specimen acquisitions. Maintains appropriate records, statistical data, and cross-referenced indexes. Organizes and maintains slide and report files, including those for teaching purposes.

Operates, maintains, and troubleshoots all equipment in the Cytopathology Laboratory. Maintains process control in a specialty area through a multifaceted quality assurance program, and represents the laboratory on any applicable cytology utilization reviews.

Develops and maintains procedural manuals in a manner which fulfills the requirements of the VA Medical Center, the College of American Pathologists (CAP), and the Joint Commission on Accreditation of Healthcare Organizations (JC) . This includes correlation with, and actual clinical and histologic dates and retrospective review of, previous specimens. Develops and implements new methods and procedures.

Conducts studies and recommends changes to correct deficiencies and improve the specialty area to include providing recommendations and better means to engage in and meet laboratory cytology accreditation requirements, recommending new/replacement instrumentation, and designing work flow to as a methodology to document compliance. Analyzes emerging trends and technology specific to cytology as part of improved quality control procedures. Evaluates new quality control protocols to determine their suitability for local use.

Observes and is in compliance with all established safety and universal, precautionary policies and procedures.

Orders supplies and equipment. Inventories and maintains a working stock of chemicals, reagents, stains, and other supplies necessary for the operational requirements of the Unit.

Participates in training of pathology residents, students, technicians, and volunteers.

As needed, the Cytotechnologist may also be required to work on a more expanded basis in the histology section of the anatomic pathology section, accessioning specimens and performing special and immunohistochemical staining (e.g. pleural fluid analysis)

Other related duties within the Anatomical Pathology Section are performed as necessary.

Medical Technologist

This is considered the full performance level for nonsupervisory positions. The Medical Technology/Clinical Laboratory Science at this level develops, performs, evaluates, interprets, correlates, and validates the accuracy of laboratory procedures and results. Testing procedures are performed on a variety of biological specimens and/or environmental samples using manual or automated techniques, and require a broad exercise of independent judgment and responsibility with minimal technical supervision. Medical technologist positions include requirements to monitor quality control systems and measures; collaborate in the diagnosis and treatment of patients; and provide education for laboratory/other healthcare professionals and others in the medical center setting.

Demonstrated Knowledge Skills and Abilities

- Comprehensive knowledge of professional medical technology/clinical laboratory science principles, practices, concepts, and theories providing for the ability to perform sound independent work.
- Comprehensive knowledge of laboratory quality control and assurance procedures and principles of performance improvement providing for the ability to perform sound independent work.
- Knowledge of laboratory equipment and ability to maintain, troubleshoot, and repair instrumentation.
- Ability to use independent technical judgment to analyze and interpret laboratory results.
- Ability to interpret and apply complex written instructions.
- Ability to communicate, consult, and interact with other members of the healthcare team, external relations, customer service, trainees and patient education.

Histopathology Technician

A general knowledge of biology, cell biology, chemistry (organic and inorganic) and the established principles, concept, and skills in performing and monitoring the full range of routine procedures.

Knowledge of appropriate scientific fields (histology, cytology, anatomy, and physiology) that is sufficient to assist with assessing and correlating data and understanding diagnosis, Has knowledge of gross anatomy and pathologic abnormalities in a variety of gross specimens.

Knowledge of histology procedures sufficient to assist with processes involving troubleshooting and equipment. The work requires knowledge of the specialized histopathology diagnostic of immunobistochemistry and enzyme cytochem1stl)\ knowledge of tissue architecture, and expected product reactions. The positron requires skill in performing all aspects of microtomy and a thorough knowledge of fixation. dehydration and infiltration theory.

This knowledge enables the incumbent to perform as a specialist in providing test development and Technical diagnostic support pertaining to the use of specialized histopathology diagnostic techniques in: immunohistochemistry and enzyme cytochemistry. Specifically, the incumbent provides histologic preparations required to discern the nature and extent of disease in surgical and autopsy patients from all sources.

For immunohistochemistry, the incumbent prepares all reagents and performs all procedure for this exacting multiple-step procedure. A variety of monoclonal and polyvalent antisera are employed for

the detection of antigens in tissue specimens. The incumbent must be familiar with the reactivity and specificity of each. The incumbent must ascertain the appropriate positive and negative controls for all procedures to insure accurate interpretation of the reactions. The antibodies must be maintained in a meticulous manner with close attention to the acquisition and expiration dates, as well as storage conditions. In addition, because antibodies are often stored for months, they must be periodically reevaluated for proper reactivity and carefully monitored for sensitivity and specificity. The incumbent must be knowledgeable regarding the primary and secondary step reagents to be used in the immunohistochemical procedures. Familiarity with automated and manual staining methodologies is required.

The incumbent also possesses knowledge about performance of postoperative and post-mortem examinations. These procedures require thorough understanding of human anatomy and familiarity with examination procedures consistent with discerning cause of death and pathologic processes, guarding against the loss of valuable diagnostic clues.

Ability to work as a member of a team and participate in the orientation and training of new employees. Basic knowledge of computer functions sufficient to use on line and Internet resources.

Phlebotomist (Health Technician)

The employee will perform a range of duties such as:

- Explain work requirements and procedures, giving special instructions with regard to specimen collection, specimen preparation, specimen handling and test analysis.
- Conducts on the job training of employees who need skill development or enhancement.
- Perform a wide variety of blood collection of a responsible nature requiring representative knowledge of clinical science to understand the multiplicity of tests and specimen requirements, the mechanics of venipuncture and patient preparation.
- Performs all clerical duties required of the position, including: work lists, logs, etc.
- Order and maintain specialized supplies used in the drawing area.
- Responsible to transport specimens to the laboratory including those requiring special handling.
- Establishes and maintains effective interpersonal skills with Patients, Families, and all other Medical Center Employees.

Knowledge required by the position:

- Knowledge of guidelines related to phlebotomy procedures
- Basic knowledge of phlebotomy as related to specimen procurement.
- Knowledge and skill required monitoring patient's physical and psychological response to the procedure.
- Knowledge and skill in universal precautions, infection control principles and guidelines, asepsis and management of contaminated specimens, to prevent cross-contamination.
- Knowledge of the anatomy and physiology of the structures involved in blood drawing, i.e. veins, nerves, skin.
- Knowledge and skills to use the Decentralized Hospital Computer Program (DHCP) system for retrieving patient information.
- Knowledge and skill in transporting patients to ensure their safety.

- Knowledge of interpersonal skills to maintain good working relationship with a variety of professional staff, non-professional staff, patients and their families in the medical center
- Knowledge of current laboratory specimen regulation/requirements.
- Knowledge of specimen processing and handling procedures.
- Knowledge of point of care and/or waived testing procedures for example, whole blood glucose testing and occult blood testing.

3. WORKLOAD:

Cytotechnologist

The employee must be able to demonstrate the knowledge and skills necessary to complete the duties of the position. Such knowledge and skills are identified in the Competence Assessment Checklist of the position and include knowledge and skills in:

Communication and interpersonal relations, including the ability to appropriately and courteously relate to internal and external customers.

Maintenance of confidentiality of patient/employee information, electronic and print.

The medical center performance improvement program.

How to work and function in the medical center in a safe manner, including infection control and the correct operation of equipment.

The employee is required to meet minimum qualification requirements in OPM Qualification Standards for General Schedule Positions, and/or VA Qualification Standards, Handbook 5005 - Staffing, Part II, Chapter 2 - Title 5 Appointments, Section D and Appendix II-F (for GS positions excluding quasi Title 38 positions).

Professional knowledge of cytotechnology principles, procedures, theories, practices, concepts, methodology, and the skills to perform a full range of complex and specialized tasks sufficient to perform the full range of duties connected with the cytology program (e.g. rendering diagnosis) along with other select laboratory components and evaluation procedures for the section.

Knowledge of laboratory mathematics and statistics, sufficient to establish quality controls, troubleshoot procedures and equipment, calculate and correlate test results.

Professional knowledge of certain disease states in order to assess and correlate data, verify results, and draw conclusions. Knowledge to recognize abnormal results and the skill to act on the situation.

Knowledge of medico legal responsibilities and accrediting agency guidelines to comply with existing written standards (CLIA, CAP, JC, VHA). Comprehensive and extensive knowledge of current quality assurance guidelines and procedures is also required.

Medical Technologist

The medical technologist rotates on a regular basis through the areas in which they have been trained and are competent. The incumbent also works weekends, and holidays as priorities demonstrate a need. The duties and responsibilities of the Medical Technologist -includes but are not limited to the following:

Duties/Tasks

- Performs a broad range of laboratory procedures. In addition, performs advanced and complex laboratory procedures; recognizes deviation from expected results; analyzes and corrects problems using scientific principles. Recognizes and communicates pre- defined critical results affecting patient care.
- Evaluates and solves problems related to collection and processing of biological specimens for analysis taking into account physiologic processes and requirements.
- Maintains and documents the optimal functioning of laboratory equipment. Uses, calibrates, identifies malfunctions, repairs, and performs preventive maintenance of laboratory equipment. Diagnoses deviations in test performance due to instrument malfunction.
- Performs and documents quality control and quality assurance activities and corrective actions related to test performance using statistical principles and theories of performance improvement.
- Adheres to practices and regulations governing biosafety and biosecurity in the workplace.
- Identifies discrepancies, solves problems, and suggests solutions.
- Answers inquiries regarding test results, methodology, test specificity, test sensitivity, and specific factors, which influence test results. Interprets results and suggests follow- up test selection or procedures.
- Evaluates and implements new techniques and procedures in the laboratory in terms of equipment, method comparison, and establishment of reference intervals.
- Assists with instruction and training of new employees and students and in the laboratory's in-service/continuing education program.
- Communicates effectively and courteously while working as a healthcare team member. Provides excellent service as defined by the customer (healthcare providers, patients, and others). Gives direction and guidance using underlying principles of laboratory testing.
- Organizes work and sets priorities to meet deadlines.
- Performs additional duties as assigned.

Histopathology Technician

Duties/Tasks

A. Surgical pathology. The incumbent is responsible for the detailed documentation of normal gross pathologic appearance including narrative description of shape, size, weight, color, texture, architecture, nature of lesion(s) in contemporary terminology emphasizing completeness and accuracy of communication to duplicate pathologist's descriptive abilities.

Incumbent relates gross appearance to microscopic histological analysis in order to determine the appropriate technique for processing. He/She must extend and expand known procedures and techniques covering related situations to the assignment at hand

The incumbent works closely with clinical staff to ensure proper 1) specimen identification, 2) fixation, 3) gross description and sampling of lesions and normal (e.g., margins) tissues. The incumbent works closely with pathologists to ensure microscopic, sectioning, histochemistry, immunohistochemistry and other histologic techniques are used to aid in surgical diagnosis.

The accuracy of the services rendered is expected to be high and incumbent is expected to confer with pathologists, pathology residents and/or supervisory staff as appropriate. Specific tasks may include, but are not limited to the following:

The incumbent assists Pathologists in testing new procedures as they pertain to diagnostic and experimental activity. The incumbent evaluates and introduces new techniques relevant to a specialized diagnostic laboratory for pathology. Such techniques include immunofluorescence and immunohistochemistry techniques and other specialized and newly developed antibody staining techniques. The incumbent reviews new pertinent medical literature and aids in the preparation of results for publications and presentation at scientific meetings.

The incumbent responds to inoperative consultation requests, performing specialized procedures including frozen tissue sectioning and staining, preparation of cytological media and handling of Specimens for specialized procedures including: tissue cytometry, electron microscopy and cytogenetic studies.

The incumbent is responsible for operation Maintenance of numerous forms of automated and specialized equipment used in the surgical pathology, Cytology laboratory and morgue. The incumbent maintains quality control records and is able to perform routine maintenance and interim repairs to avoid delays or loss of valuable tissue specimen resulting from malfunctioning equipment. The Incumbent assist the supervisor and other professional staff in identifying quality control issues, suggesting and assisting in implementing procedural changes necessary to expedite and streamline specimen processing.

Recognition, categorization disposition of surgical pathology specimens. All elements of gross examination and sectioning of all types of routine surgical pathology specimens. Assists with the evaluation and implementation of new equipment. Responsible for the ordering and inventorying of supplies and reagents. Assist with the investigation and resolution of problems related to surgical pathology, including resolution of specimen identification, SS#, specimen fixation, labeling of containers and requisitions. Responsible for maintaining the integrity of pathologic specimens due to their irreproducible nature.

B. Administration teaching (15 percent):

The incumbent assists in the education and training of residents in pathology and other medical specialties, and medical students, regarding the practice of Surgical Pathology and Autopsy, The incumbent assists with teaching residents at the grossing table to orient specimens, to dissect: using dissection protocols, and to dictate using descriptive requirements and style. Instruct on is provided at the bench and through discussions of relevant topics.

Quality Assurance (QA): The incumbent aids in the collection and interpretation of data for surgical

Pathology QA program.

Laboratory inspections: The incumbent assists with the preparation of the surgical and autopsy work areas and manuals for inspection by JC, CAP, and OSHA and participates in the inspection process as required by the supervisor.

C. Autopsy (10 per cent):

The incumbent is responsible for assisting with all activities related to the autopsy service. Specific tasks include, but are not limited to, The following:

Logging in and the release of decedent patients. Inspection of the permission form for completeness and correctness (only if no resident is available).

Assist pathologist and or resident in the performance of autopsy, after review of the medical record, correlation of the gross pathology with patient's clinical presentation, preparation of external and internal descriptions, sectioning, and preparation of the body for pickup by funeral home.

Assist in the Preparation of Provisional Gross Diagnosis (PGAD) and Final Anatomic Diagnosis (FAD) reports prepare solutions.

Certified Phlebotomist (Health Technician)

Major duties and responsibilities are to perform phlebotomy in the drawing station as well as in the medical center with the responsibility to the Supervisory Medical Technologist at the main laboratory. The employee will perform a range of duties such as:

- Explain work requirements and procedures, giving special instructions with regard to specimen collection, specimen preparation, specimen handling and test analysis.
- Conducts on the job training of employees who need skill development or enhancement.
- Perform a wide variety of blood collection of a responsible nature requiring representative knowledge of clinical science to understand the multiplicity of tests and specimen requirements, the mechanics of venipuncture and patient preparation.
- Performs all clerical duties required of the position, including: work lists, logs, etc.
- Order and maintain specialized supplies used in the drawing area.
- Responsible to transport specimens to the laboratory including those requiring special handling.
- Establishes and maintains effective interpersonal skills with Patients, Families, and all other Medical Center Employees.
- Provide general clerical and administrative support for the unit
- Establish and maintain customer relationships.
- Provide clinical and technological support.
- Other duties as assigned.

4. APPLICATION REQUIREMENTS:

The Contractor shall submit the documentation listed below for review by the Chief, VASNHS Pathology & Laboratory Service. The Government reserves the right to limit the number of application packages it will evaluate.

- a) Application (OF 512)
- b) Current resume
- c) Copies of most recently held positions at other facilities
- d) Copies of currently held licenses/registrations, including BLS certification
- e) Evidence of completion accredited program
- f) Three letters of reference addressing the status and clinical competence of the Technologist are recommended.
- g) A summary of continuing medical education credits received over the last year
- h) Declaration of Health Status.

5. DENIAL/TERMINATION OF PRIVILEGES:

If the VA finds a contracted worker objectionable, it will notify the Contractor and request a replacement. The replacement shall be provided by the Contractor within five (5) business days from the date of notification from the VA.

The VASNHS must receive regular reports reflecting the monitoring of quality of professional and administrative services provided, but the VA retains no control over the medical, professional aspects of services rendered by Contractor Personnel (e.g. professional judgments). The Government reserves the right, in its sole discretion, to refuse acceptance of Contract Personnel whose personal or professional conduct jeopardizes patient care or interferes with the regular or ordinary operation of the facility. Breaches of conduct include, but are not limited to intoxication or debilitation resulting from drug use, theft, patient abuse, dereliction or negligence in performing directed tasks, or other abuse, or other conduct resulting in formal complaints by patients or other staff members to government employees. Standards for conduct shall mirror those required for federal personnel as stated in federal law, state law, VA policies, handbooks, and directives. Complaints concerning contract Contractor Personnel's conduct with Government employees or patients will be documented and reported to the Contractor, the Contracting Officer (CO) is final authority on validating complaints. Contractor Personnel must meet all medical and professional standards for their professions and that the VA, in its sole discretion, may notify the Contractor to remove from the VA contract anyone that it feels is objectionable. The final arbiter on questions of acceptability is the Contracting Officer.

6. CONTRACTOR LIAISON:

The Contractor shall designate one (1) employee who shall be responsible for the performance of the work under this contract. The liaison shall have full authority to act for the Contractor on all matters relating to the daily operation of this contract. The liaison may be a contract health care provider performing under this contract. An alternate may be designated, but the Contractor shall identify, in writing, those times when the alternate shall act as the liaison.

7. PATIENT SERVICES:

The Contractor shall provide Laboratory Staffing Services. The services shall be performed at the VA as determined by patient needs, VA interest, and the availability of equipment and technical support.

8. ARRANGEMENT FOR REPLACEMENT STAFF:

The Contractor shall provide scheduled services throughout the contract period on an as-needed basis. In the event of the absence of Contractor Personnel for any reason, the Contractor shall bear the responsibility of providing replacement Technician(s) to provide the requested services. The Contractor Point of Contact (POC) shall arrange for pre-credentialed coverage when contract Laboratory Staff will be unable to provide services for one (1) or more consecutive scheduled shifts.

9. ALTERNATE SOURCES:

If routine services are disrupted for more than two (2) consecutive scheduled shifts or emergency response requests cannot be accommodated by the Contractor, the Government reserves the right to procure such services from an alternate source, until routine services are restored by the Contractor. When the Government exercises its right to procure these services from an alternate source, the Contractor shall reimburse the Government for all charges in excess of the amount that would have normally been incurred by the contract.

A copy of the alternative source's service ticket or other verifiable documentation shall be used as the basis for any reimbursement.

10. CONFLICT OF INTEREST:

The Contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. The Contractor shall not employ any person who is an employee of the VA unless such person seeks and receives approval in accordance with VA Regulations and public law. Nor shall the Contractor employ any person who is a member of the immediate family of a VA employee employed at the VASNHS if the employment of that family member would create a conflict of interest or the appearance of a conflict of interest, particularly with regard to influencing the contract negotiations, terms of the contract or the work carried out under the contract. In any such case VA must review the matter and give its approval in accordance with agency ethics rules.

The Contractor is cautioned that off duty military Contractor Personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these contract technologists at any time shall not constitute an excuse for nonperformance under this contract.

11. GOVERNMENT TRAINING AND ORIENTATION:

The VA will provide a briefing to familiarize contract Contractor Personnel on the policies and procedures on the first scheduled duty day.

The Contractor shall ensure that all contracted personnel attend Health Insurance Portability and Accountability Act (HIPAA) Privacy Policy Training, and Information Security Awareness, as well as any other training that, from time to time the CO identifies as necessary under this contract.

12. IDENTIFICATION BADGE:

An identification (ID) badge will be issued by the VA to contracted Laboratory Staff rendering services at the VA. The appropriate ID badge shall be worn at all times while on Government facility grounds, clearly displayed on the outermost garment (i.e. coat, jacket, sweater, shirt, blouse, lab coat and etc.).

13. PERSONAL HYGIENE AND CLOTHING:

In performance of this contract, contract Laboratory staff shall be neat, clean, and well-groomed and shall otherwise exercise good personal hygiene. Appropriate and professional attire shall be worn at all times. No athletic clothing (sweat pants or sweat suits) or jeans are to be worn while on duty.

14. DRUG SCREENING:

The Contractor is required to randomly drug test its workers. In addition the VA reserves the right to drug test when there is a reasonable suspicion that they use or are impaired by illegal drugs while on duty. Reasonable suspicion of drug use or impairment includes, but is not limited, to the following:

- a) Observable phenomena, such as direct observation of drug use, possession or the physical symptoms of being under the influence of a drug;
- b) A pattern of abnormal conduct or erratic behavior;
- c) Arrest or conviction for a drug-related offense or the identification of a Contracted Laboratory Staff as the focus of a criminal investigation into illegal drug possession, use or trafficking;
- d) Information provided either by reliable and credible sources or independently corroborated; or
- e) Newly discovered evidence that the contract health care provider has tampered with a previous drug test.

15. RELEASE OF MEDICAL INFORMATION:

The Contractor and contracted Laboratory Staff shall only release medical information obtained during the course of this contract to those VA staff members involved in the necessary care and treatment of that individual patient. Patient lists and names of patients are considered privileged information and shall not be disclosed or revealed in any way for use outside the VA without prior written permission from the Facility Director or his/her designee.

16. GOVERNMENT FURNISHED PROPERTY AND SERVICES:

The Government will be responsible for providing the appropriate facilities, property, equipment and supplies required for Contractor performance under the terms of this contract, as specified hereunder.

Contractor shall use Government furnished items in conjunction with and exclusively for, performance under this contract. Use thereof for any other purpose will not be allowed.

17. APPLICABLE PUBLICATIONS:

The Contractor shall adhere to the publications list that follows. The publications are maintained by the Government and are available through the COR. At any time, these publications are subject to change, made in the form of supplements or amendments issued at any organizational level and may affect contract performance.

(1) VA STATION MEMORANDA:

NUMBER	TITLE	DATE
00-08	Statement of Organizational Ethics	June 2008
00-16	Standards of Conduct	April 2008
00-18	Patient Rights and Responsibilities	June 2007
05-41	Licensure, Registration and Certification	October 2007
11-22	Electronic Entry of Medical Record Info	July 2008
11-41	Patient Privacy	October 2005

(2) OTHER REFERENCES:

JCAHO Standards for: (i) Ambulatory Care (Current Year); and

(ii) Hospital (Current Year).

18. TECHNICAL DIRECTION / PERFORMANCE EVALUATION:

The services performed by contract Contractor Personnel will be under the direction of the VASNHS Chief of Pathology & Laboratory Medicine Services. The Government reserves the right to evaluate the quality of performance and administrative services provided by the contract Contractor Personnel, but retain no control over the medical, professional aspects of services rendered. (e.g., professional judgments). Contractor shall be responsible for determining patient acuity, condition, disposition and safety.

19. ADMINISTRATIVE FUNCTIONS AND ATTENDANCE AT MEETINGS:

If and as requested by the Government, contract Laboratory Staff shall perform services to include, but not limited to, attendance and participation in meetings, professional staff conferences, other appropriate professional activities, assist with Performance Improvement activities and interface with the VA COS or designee.

20. RECORD KEEPING SYSTEM:

The VA has established and will maintain a record keeping system for verification of actual hours worked by the Contractor's employees. The Contractor's employees will be required to sign the record, which will be used to audit/match the Contractor's invoice. Records such as time and attendance logs, treatment room records and/or meeting minutes shall be used to verify Contractor's performance.

21. CONTRACTOR PERSONNEL POLICY:

The Contractor shall assume full responsibility for the protection of its Contractor Personnel furnishing services under this contract, such as providing workers' compensation, professional liability insurance, health examination and social security payments. Payment for any leave, including sick leave or vacation time is considered the responsibility of the Contractor. The Contractor shall follow all existing local, state, federal and/or union laws/regulations relevant to fringe benefits and premium pay for their employees. Such Contractor Personnel shall not be considered VA employees for any purpose.

22. SMOKING POLICY:

Smoking is not permitted within or around the VA, except in designated areas.

23. CHANGES:

Only those services specified herein are authorized. Before performing any service of a non-contract nature, the Contractor shall advise the Contracting Officer of the reasons for the additional work. Changes to the resulting contract are not authorized, unless in writing by the Contracting Officer.

24. WORK HOURS:

Scheduled work hours are based on many different shifts – utilizing needed Technicians(s) for each shift. Each position may require Contracted Personnel to work a total of 40 hours per week. Actual workdays will be scheduled according to staffing needs. Medical Technologists and Health Technicians (Phlebotomists) are required to work weekend shifts. Actual shift hours will be determined based on the staff schedule.

Phlebotomy Shifts: 4 part-time shifts (various 4 hour shifts)

Med Tech – 4 full-time / 2 part-time (Various 8 to 4 hour shifts)

Histo Tech – 2-4 Days a Week / 8 hours a day each day (0800am-1630pm)

Cyto Tech – 2-5 Days a Week/ 8 hours a day (Tour TBD)

25. NATIONAL HOLIDAYS: Listed below are the ten legal national holidays:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

When one of the holidays falls on Sunday, the following Monday will be observed as a national holiday. When a holiday falls on a Saturday, the preceding Friday is observed as a national holiday by U. S. Government Agencies.

26. INVOICE AND PAYMENT:

The Contractor shall submit invoices monthly in arrears. Invoices shall include, at a minimum, the information requested in FAR clause 52.212-4 Contract Terms and Conditions – Commercial Items, paragraph (g) Invoice and any additional details necessary to identify services rendered, addressed to: VA FSC, P.O. Box 149971, Austin, Texas 78714 or fax to (512) 460-5238. The Financial Services Center (FSC) has a toll free number for the Customer Support Help Desk. The number is 1-877-353-9791. Online registration to the Financial Service Center for payment status checking and inquiry is at <http://www.fsc.va.gov/vis/login.html>. Contractor shall be paid by electronic funds transfer.

Invoices submitted for payment shall be reviewed for accuracy, verified against patient records, time records and attendance logs and shall be subject to approval by the Government prior to remittance of payment. Any discrepancies found shall be brought to the attention of the Contractor and shall be resolved. A corrected copy of the invoice must be submitted by the Contractor, as instructed by the Government.

Invoices shall include all charges for care provided and payment made shall constitute total cost for services rendered. No additional charges are to be billed to the patient, the patient's family, or patient's insurance by the Contractor, the facility or by any other party furnishing services for such care, unless otherwise authorized by the Government.

27. CONTRACTOR PERSONNEL QUALIFICATIONS, RESPONSIBILITIES:

The Contractor shall be entirely responsible for providing appropriate benefits, vacation time, sick days and federal and state requirements for all Contractor Personnel performing under this contract such as, but not limited to; professional liability insurance, worker's compensation, income tax withholding, social security payment, health examinations, availability of health insurance and payment of overtime.

All Contractor Personnel providing direct care services must have appropriate identification and have evidence of any required certifications, license, health clearances, qualifications and training prior to providing any services to veterans. Must also speak, read, and write English fluently.

Verification of current, appropriate, required qualifications (license, certifications, etc.) and competency files for all Contractor Personnel is the responsibility of the Contractor. The Contractor must be practicing in accordance with County, City, State and Federal laws. Any Contractor Personnel who require access to VA computer systems will be required to attend security and operations training and the Contractor will be required to provide security background checks for them. The need for access will be determined on a position and responsibility basis individually.

28. ADP SECURITY (Automated Data Processing Security)

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA

policy. Protects the data from unregulated release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement.

29. ACCEPTANCE OF CONTRACTOR PERSONNEL:

The Government reserves the right to examine, approve and/or disapprove individuals based on the information provided in credentials and/or resumes, which must include three (3) current references verifying practice experience.

30. CONTRACTOR PERSONNEL SECURITY REQUIREMENTS:

A. Security

The Office of Security and Law Enforcement provides Department-wide policy on the assignment of appropriate position sensitivity designations associated with VA positions involving national security and public trust responsibilities, and on the level of background investigations required for applicants for, and incumbents of, those positions. In addition to VA employees, the policy and investigative requirements are applicable to Contractor Personnel who require access to VA computer systems designated as sensitive.

Contractor and Sub-Contractor Personnel who require access to VA computer systems shall be subject to all necessary background investigations and receive a favorable adjudication from the VA Office of Security and Law Enforcement to ensure compliance with such policy. If such investigation has not been completed prior to contract commencement, the Contractor shall be responsible for the actions of those individuals performing under the contract.

Should the contract require Contractor Personnel to maintain U.S. citizenship, the Contractor shall be responsible for compliance. Regardless of U.S. citizenship requirements, Contractor Personnel are required to read, write, speak, and understand the English language, unless otherwise specified in this contract or agreed to by the Government.

The cost for such investigations shall be borne by the Contractor, either in advance or as reimbursement to the Government. The level of sensitivity shall be determined by the Government on the basis of the type of access required. The level of sensitivity will determine the depth of the investigation and the cost thereof. At this time, the current estimated costs for such investigations are as follows:

LEVEL OF SENSITIVITY	BACKGROUND INVESTIGATION LEVEL	APPROXIMATE COST
Low Risk	National Agency Check with Written Inquiries	\$ 279.00
Moderate Risk	Minimum Background Investigation	\$ 989.00
High Risk	Background Investigation	\$ 4,225.00

The Contractor shall be required to furnish all applicable employee information required to conduct the investigation, such as, but not limited to, the name, address, and social security number of Contractor Personnel. The VA will provide all the necessary instructions and guidance for submission of the documents required to conduct the background investigation. Background investigations shall not be

required for Contractor Personnel who will not be required to access VA computer systems nor gain access to sensitive materials.

B. Information Security Awareness

Contractors, contractor personnel, subcontractors, and subcontractor personnel shall be subject to the same Federal laws, regulations, standards, and VA Directives and Handbooks as VA and VA personnel regarding information and information system security.

A contractor/subcontractor shall request logical (technical) or physical access to VA information and VA information systems for their employees, subcontractors, and affiliates only to the extent necessary to perform the services specified in the contract, agreement, or task order.

All contractors, subcontractors, and third-party servicers and associates working with VA information are subject to the same investigative requirements as those of VA appointees or employees who have access to the same types of information. The level and process of background security investigations for contractors must be in accordance with VA Directive and Handbook 0710, Personnel Suitability and Security Program. The Office for Operations, Security, and Preparedness is responsible for these policies and procedures.

The contractor or subcontractor must notify the Contracting Officer immediately when an employee working on a VA system or with access to VA information is reassigned 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.

Information made available to the contractor or subcontractor by VA for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the VA. This clause expressly limits the contractor/subcontractor's rights to use data as described in Rights in Data - General, FAR 52.227-14(d) (1).

The contractor/subcontractor shall not make copies of VA information except as authorized and necessary to perform the terms of the agreement or to preserve electronic information stored on contractor/subcontractor electronic storage media for restoration in case any electronic equipment or data used by the contractor/subcontractor needs to be restored to an operating state. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.

If VA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for VA to withhold payment to the contractor or third party or terminate the contract for default or terminate for cause under Federal Acquisition Regulation (FAR) part 12.

If a VHA contract is terminated for cause, the associated BAA must also be terminated and appropriate actions taken in accordance with VHA Handbook 1600.01, Business Associate Agreements. Absent an agreement to use or disclose protected health information, there is no business associate relationship.

The contractor/subcontractor must store, transport, or transmit VA sensitive information in an encrypted form, using VA-approved encryption tools that are, at a minimum, FIPS 140-2 validated.

Except for uses and disclosures of VA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose VA information only in two other situations: (i) in response to a qualifying order of a court of competent jurisdiction, or (ii) with VA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, VA information and information systems to the VA contracting officer for response.

Notwithstanding the provision above, the contractor/subcontractor shall not release VA records protected by Title 38 U.S.C. 5705, confidentiality of medical quality assurance records and/or Title 38 U.S.C. 7332, confidentiality of certain health records pertaining to drug addiction, sickle cell anemia, alcoholism or alcohol abuse, or infection with human immunodeficiency virus. If the contractor/subcontractor is in receipt of a court order or other requests for the above mentioned information, that contractor/subcontractor shall immediately refer such court orders or other requests to the VA contracting officer for response.

The term "security incident" means an event that has, or could have, resulted in unauthorized access to, loss or damage to VA assets, or sensitive information, or an action that breaches VA security procedures. The contractor/subcontractor shall immediately notify the COTR and simultaneously, the designated ISO and Privacy Officer for the contract of any known or suspected security/privacy incidents, or any unauthorized disclosure of sensitive information, including that contained in system(s) to which the contractor/subcontractor has access.

To the extent known by the contractor/subcontractor, the contractor/subcontractor's notice to VA shall identify the information involved, the circumstances surrounding the incident (including to whom, how, when, and where the VA information or assets were placed at risk or compromised), and any other information that the contractor/subcontractor considers relevant.

Consistent with the requirements of 38 U.S.C. 5725, a contract may require access to sensitive personal information. If so, the contractor is liable to VA for liquidated damages in the event of a data breach or privacy incident involving any SPI the contractor/subcontractor processes or maintains under this contract. However, it is the policy of VA to forgo collection of liquidated damages in the event the contractor provides payment of actual damages in an amount determined to be adequate by the agency.

All contractor employees and subcontractor employees requiring access to VA information and VA information systems shall complete the following before being granted access to VA information and its systems:

- (1) Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the Contractor Rules of Behavior, Appendix E relating to access to VA information and information systems;
- (2) Successfully complete the VA Cyber Security Awareness and Rules of Behavior training and annually complete required security training;

(3) Successfully complete the appropriate VA privacy training and annually complete required privacy training; and

(4) Successfully complete any additional cyber security or privacy training, as required for VA personnel with equivalent information system access [to be defined by the VA program official and provided to the contracting officer for inclusion in the solicitation document – e.g., any role-based information security training required in accordance with NIST Special Publication 800-16, Information Technology Security Training Requirements.]

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.

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.

WD 15-5594 (Rev.-4) was first posted on www.wdol.gov on 01/03/2017

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of		Wage Determination No.: 2015-5594
Director	Wage Determinations		Revision No.: 4
			Date Of Revision: 12/30/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Nevada
Area: Nevada County of Clark

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.46
01012 - Accounting Clerk II		17.36
01013 - Accounting Clerk III		19.42
01020 - Administrative Assistant		23.32
01035 - Court Reporter		21.97
01041 - Customer Service Representative I		11.92
01042 - Customer Service Representative II		13.40
01043 - Customer Service Representative III		14.63
01051 - Data Entry Operator I		12.82
01052 - Data Entry Operator II		15.23
01060 - Dispatcher, Motor Vehicle		15.60
01070 - Document Preparation Clerk		12.73
01090 - Duplicating Machine Operator		12.73
01111 - General Clerk I		13.04
01112 - General Clerk II		14.23
01113 - General Clerk III		15.96
01120 - Housing Referral Assistant		20.62
01141 - Messenger Courier		12.36
01191 - Order Clerk I		13.78
01192 - Order Clerk II		15.25
01261 - Personnel Assistant (Employment) I		16.60
01262 - Personnel Assistant (Employment) II		18.57
01263 - Personnel Assistant (Employment) III		20.70
01270 - Production Control Clerk		19.21
01290 - Rental Clerk		12.93
01300 - Scheduler, Maintenance		16.53
01311 - Secretary I		16.53
01312 - Secretary II		18.49
01313 - Secretary III		20.62

01320	- Service Order Dispatcher	14.55
01410	- Supply Technician	23.32
01420	- Survey Worker	15.69
01460	- Switchboard Operator/Receptionist	12.44
01531	- Travel Clerk I	13.54
01532	- Travel Clerk II	14.37
01533	- Travel Clerk III	15.42
01611	- Word Processor I	14.01
01612	- Word Processor II	15.72
01613	- Word Processor III	17.59
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	25.48
05010	- Automotive Electrician	19.42
05040	- Automotive Glass Installer	18.81
05070	- Automotive Worker	18.81
05110	- Mobile Equipment Servicer	17.19
05130	- Motor Equipment Metal Mechanic	20.23
05160	- Motor Equipment Metal Worker	18.81
05190	- Motor Vehicle Mechanic	19.73
05220	- Motor Vehicle Mechanic Helper	16.39
05250	- Motor Vehicle Upholstery Worker	18.01
05280	- Motor Vehicle Wrecker	18.81
05310	- Painter, Automotive	19.42
05340	- Radiator Repair Specialist	18.81
05370	- Tire Repairer	15.78
05400	- Transmission Repair Specialist	20.23
07000	- Food Preparation And Service Occupations	
07010	- Baker	14.92
07041	- Cook I	14.02
07042	- Cook II	15.56
07070	- Dishwasher	12.03
07130	- Food Service Worker	13.19
07210	- Meat Cutter	16.52
07260	- Waiter/Waitress	10.74
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	18.45
09040	- Furniture Handler	15.34
09080	- Furniture Refinisher	17.07
09090	- Furniture Refinisher Helper	16.15
09110	- Furniture Repairer, Minor	17.74
09130	- Upholsterer	20.45
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.24
11060	- Elevator Operator	11.26
11090	- Gardener	14.77
11122	- Housekeeping Aide	13.85
11150	- Janitor	13.85
11210	- Laborer, Grounds Maintenance	12.59
11240	- Maid or Houseman	13.95
11260	- Pruner	11.69
11270	- Tractor Operator	13.67
11330	- Trail Maintenance Worker	12.59
11360	- Window Cleaner	14.92
12000	- Health Occupations	
12010	- Ambulance Driver	20.94
12011	- Breath Alcohol Technician	20.94
12012	- Certified Occupational Therapist Assistant	26.42

12015 - Certified Physical Therapist Assistant	27.52
12020 - Dental Assistant	16.98
12025 - Dental Hygienist	38.31
12030 - EKG Technician	25.74
12035 - Electroneurodiagnostic Technologist	25.74
12040 - Emergency Medical Technician	20.94
12071 - Licensed Practical Nurse I	19.79
12072 - Licensed Practical Nurse II	22.14
12073 - Licensed Practical Nurse III	24.70
12100 - Medical Assistant	15.59
12130 - Medical Laboratory Technician	18.12
12160 - Medical Record Clerk	16.12
12190 - Medical Record Technician	18.05
12195 - Medical Transcriptionist	17.03
12210 - Nuclear Medicine Technologist	38.94
12221 - Nursing Assistant I	11.80
12222 - Nursing Assistant II	13.27
12223 - Nursing Assistant III	14.48
12224 - Nursing Assistant IV	16.26
12235 - Optical Dispenser	22.54
12236 - Optical Technician	14.17
12250 - Pharmacy Technician	16.46
12280 - Phlebotomist	16.03
12305 - Radiologic Technologist	31.88
12311 - Registered Nurse I	28.00
12312 - Registered Nurse II	34.26
12313 - Registered Nurse II, Specialist	34.26
12314 - Registered Nurse III	41.45
12315 - Registered Nurse III, Anesthetist	41.45
12316 - Registered Nurse IV	49.67
12317 - Scheduler (Drug and Alcohol Testing)	25.92
12320 - Substance Abuse Treatment Counselor	20.74
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	23.60
13012 - Exhibits Specialist II	29.25
13013 - Exhibits Specialist III	32.10
13041 - Illustrator I	20.20
13042 - Illustrator II	25.05
13043 - Illustrator III	27.64
13047 - Librarian	32.39
13050 - Library Aide/Clerk	16.30
13054 - Library Information Technology Systems Administrator	29.24
13058 - Library Technician	20.59
13061 - Media Specialist I	21.10
13062 - Media Specialist II	23.62
13063 - Media Specialist III	26.32
13071 - Photographer I	15.64
13072 - Photographer II	17.49
13073 - Photographer III	21.68
13074 - Photographer IV	26.51
13075 - Photographer V	32.08
13090 - Technical Order Library Clerk	20.47
13110 - Video Teleconference Technician	27.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.25
14042 - Computer Operator II	19.48

14043 - Computer Operator III	21.51
14044 - Computer Operator IV	23.91
14045 - Computer Operator V	26.47
14071 - Computer Programmer I	25.73
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17.25
14160 - Personal Computer Support Technician	23.91
14170 - System Support Specialist	26.16
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.50
15020 - Aircrew Training Devices Instructor (Rated)	35.69
15030 - Air Crew Training Devices Instructor (Pilot)	41.62
15050 - Computer Based Training Specialist / Instructor	29.50
15060 - Educational Technologist	28.49
15070 - Flight Instructor (Pilot)	41.62
15080 - Graphic Artist	23.97
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	38.62
15086 - Maintenance Test Pilot, Rotary Wing	38.62
15088 - Non-Maintenance Test/Co-Pilot	38.62
15090 - Technical Instructor	20.05
15095 - Technical Instructor/Course Developer	24.52
15110 - Test Proctor	16.18
15120 - Tutor	16.18
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	12.07
16030 - Counter Attendant	12.07
16040 - Dry Cleaner	15.61
16070 - Finisher, Flatwork, Machine	12.07
16090 - Presser, Hand	12.07
16110 - Presser, Machine, Drycleaning	12.07
16130 - Presser, Machine, Shirts	12.07
16160 - Presser, Machine, Wearing Apparel, Laundry	12.07
16190 - Sewing Machine Operator	16.79
16220 - Tailor	17.96
16250 - Washer, Machine	13.23
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.34
19040 - Tool And Die Maker	24.66
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.73
21030 - Material Coordinator	19.21
21040 - Material Expediter	19.21
21050 - Material Handling Laborer	12.83
21071 - Order Filler	13.11
21080 - Production Line Worker (Food Processing)	16.73
21110 - Shipping Packer	15.83
21130 - Shipping/Receiving Clerk	15.83
21140 - Store Worker I	15.93
21150 - Stock Clerk	19.89
21210 - Tools And Parts Attendant	16.73
21410 - Warehouse Specialist	16.73
23000 - Mechanics And Maintenance And Repair Occupations	

23010 - Aerospace Structural Welder	31.16
23019 - Aircraft Logs and Records Technician	25.70
23021 - Aircraft Mechanic I	29.78
23022 - Aircraft Mechanic II	31.16
23023 - Aircraft Mechanic III	32.31
23040 - Aircraft Mechanic Helper	23.00
23050 - Aircraft, Painter	28.48
23060 - Aircraft Servicer	26.70
23070 - Aircraft Survival Flight Equipment Technician	28.48
23080 - Aircraft Worker	27.03
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	27.03
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	29.78
23110 - Appliance Mechanic	24.30
23120 - Bicycle Repairer	17.36
23125 - Cable Splicer	32.82
23130 - Carpenter, Maintenance	24.00
23140 - Carpet Layer	21.41
23160 - Electrician, Maintenance	27.33
23181 - Electronics Technician Maintenance I	24.23
23182 - Electronics Technician Maintenance II	28.88
23183 - Electronics Technician Maintenance III	30.32
23260 - Fabric Worker	21.76
23290 - Fire Alarm System Mechanic	22.50
23310 - Fire Extinguisher Repairer	20.62
23311 - Fuel Distribution System Mechanic	25.32
23312 - Fuel Distribution System Operator	20.62
23370 - General Maintenance Worker	22.19
23380 - Ground Support Equipment Mechanic	29.78
23381 - Ground Support Equipment Servicer	25.70
23382 - Ground Support Equipment Worker	27.03
23391 - Gunsmith I	20.62
23392 - Gunsmith II	22.89
23393 - Gunsmith III	25.32
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.43
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	24.52
23430 - Heavy Equipment Mechanic	26.50
23440 - Heavy Equipment Operator	29.12
23460 - Instrument Mechanic	25.32
23465 - Laboratory/Shelter Mechanic	24.11
23470 - Laborer	12.83
23510 - Locksmith	21.42
23530 - Machinery Maintenance Mechanic	29.74
23550 - Machinist, Maintenance	20.67
23580 - Maintenance Trades Helper	20.86
23591 - Metrology Technician I	25.32
23592 - Metrology Technician II	26.50
23593 - Metrology Technician III	27.47
23640 - Millwright	25.52
23710 - Office Appliance Repairer	20.43
23760 - Painter, Maintenance	22.28
23790 - Pipefitter, Maintenance	26.83
23810 - Plumber, Maintenance	26.03
23820 - Pneudraulic Systems Mechanic	25.32

23850	- Rigger	28.15
23870	- Scale Mechanic	22.89
23890	- Sheet-Metal Worker, Maintenance	28.32
23910	- Small Engine Mechanic	18.97
23931	- Telecommunications Mechanic I	24.45
23932	- Telecommunications Mechanic II	27.59
23950	- Telephone Lineman	22.85
23960	- Welder, Combination, Maintenance	20.67
23965	- Well Driller	25.40
23970	- Woodcraft Worker	25.32
23980	- Woodworker	18.49
24000	- Personal Needs Occupations	
24550	- Case Manager	15.95
24570	- Child Care Attendant	12.74
24580	- Child Care Center Clerk	17.75
24610	- Chore Aide	11.04
24620	- Family Readiness And Support Services Coordinator	15.95
24630	- Homemaker	19.78
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	28.14
25040	- Sewage Plant Operator	33.13
25070	- Stationary Engineer	28.14
25190	- Ventilation Equipment Tender	22.77
25210	- Water Treatment Plant Operator	33.13
27000	- Protective Service Occupations	
27004	- Alarm Monitor	24.78
27007	- Baggage Inspector	12.46
27008	- Corrections Officer	28.25
27010	- Court Security Officer	28.63
27030	- Detection Dog Handler	20.45
27040	- Detention Officer	28.25
27070	- Firefighter	26.62
27101	- Guard I	12.46
27102	- Guard II	20.45
27131	- Police Officer I	31.02
27132	- Police Officer II	34.47
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	11.87
28042	- Carnival Equipment Repairer	12.49
28043	- Carnival Worker	10.24
28210	- Gate Attendant/Gate Tender	16.94
28310	- Lifeguard	11.52
28350	- Park Attendant (Aide)	18.95
28510	- Recreation Aide/Health Facility Attendant	13.83
28515	- Recreation Specialist	18.13
28630	- Sports Official	15.09
28690	- Swimming Pool Operator	20.30
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	30.08
29020	- Hatch Tender	30.08
29030	- Line Handler	30.11
29041	- Stevedore I	28.59
29042	- Stevedore II	33.40
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist, Center (HFO) (see 2)	36.98
30011	- Air Traffic Control Specialist, Station (HFO) (see 2)	25.50

30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.09
30021 - Archeological Technician I	19.86
30022 - Archeological Technician II	22.19
30023 - Archeological Technician III	26.16
30030 - Cartographic Technician	28.17
30040 - Civil Engineering Technician	27.63
30051 - Cryogenic Technician I	25.90
30052 - Cryogenic Technician II	28.60
30061 - Drafter/CAD Operator I	20.33
30062 - Drafter/CAD Operator II	22.74
30063 - Drafter/CAD Operator III	25.36
30064 - Drafter/CAD Operator IV	30.87
30081 - Engineering Technician I	16.94
30082 - Engineering Technician II	19.03
30083 - Engineering Technician III	23.33
30084 - Engineering Technician IV	26.37
30085 - Engineering Technician V	32.26
30086 - Engineering Technician VI	39.04
30090 - Environmental Technician	26.42
30095 - Evidence Control Specialist	23.39
30210 - Laboratory Technician	23.70
30221 - Latent Fingerprint Technician I	25.90
30222 - Latent Fingerprint Technician II	28.60
30240 - Mathematical Technician	28.17
30361 - Paralegal/Legal Assistant I	18.47
30362 - Paralegal/Legal Assistant II	22.89
30363 - Paralegal/Legal Assistant III	28.00
30364 - Paralegal/Legal Assistant IV	33.87
30375 - Petroleum Supply Specialist	28.60
30390 - Photo-Optics Technician	28.17
30395 - Radiation Control Technician	28.60
30461 - Technical Writer I	22.46
30462 - Technical Writer II	27.49
30463 - Technical Writer III	32.96
30491 - Unexploded Ordnance (UXO) Technician I	23.50
30492 - Unexploded Ordnance (UXO) Technician II	28.44
30493 - Unexploded Ordnance (UXO) Technician III	34.09
30494 - Unexploded (UXO) Safety Escort	23.50
30495 - Unexploded (UXO) Sweep Personnel	23.50
30501 - Weather Forecaster I	25.90
30502 - Weather Forecaster II	31.49
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25.36
30621 - Weather Observer, Senior	(see 2) 27.49
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	28.44
31020 - Bus Aide	13.60
31030 - Bus Driver	17.32
31043 - Driver Courier	15.16
31260 - Parking and Lot Attendant	11.11
31290 - Shuttle Bus Driver	16.04
31310 - Taxi Driver	14.17
31361 - Truckdriver, Light	16.04
31362 - Truckdriver, Medium	16.92
31363 - Truckdriver, Heavy	21.35
31364 - Truckdriver, Tractor-Trailer	21.35
99000 - Miscellaneous Occupations	

99020 - Cabin Safety Specialist	13.86
99030 - Cashier	10.29
99050 - Desk Clerk	15.25
99095 - Embalmer	30.13
99130 - Flight Follower	23.50
99251 - Laboratory Animal Caretaker I	11.36
99252 - Laboratory Animal Caretaker II	12.50
99260 - Marketing Analyst	24.96
99310 - Mortician	30.13
99410 - Pest Controller	18.30
99510 - Photofinishing Worker	16.36
99710 - Recycling Laborer	18.58
99711 - Recycling Specialist	21.18
99730 - Refuse Collector	17.25
99810 - Sales Clerk	12.06
99820 - School Crossing Guard	13.75
99830 - Survey Party Chief	34.97
99831 - Surveying Aide	19.89
99832 - Surveying Technician	27.28
99840 - Vending Machine Attendant	15.96
99841 - Vending Machine Repairer	21.22
99842 - Vending Machine Repairer Helper	18.35

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.27 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR

4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that

represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.