

## **STATEMENT OF WORK COURIER SERVICES**

### **SOUTH TEXAS VETERANS HEALTH CARE SYSTEM**

#### **1. GENERAL**

1.1 General: This is a non-personal services contract/order to provide courier services and the associated services described herein. The Government shall not exercise any supervision or control over the service providers providing the services described herein.

1.2 Description of Services/Introduction: The Contractor shall provide all personnel, transportation, equipment, supplies, facilities, supervision, and other items and non-personal services necessary to perform the courier services, as defined in this Statement of Work. The Contractor assumes all liability risks for the work performed under the contract/order. The Contractor must assume total liability for all contract employees. The Contractor shall perform to the standards of the contract/order.

1.3 Physical Security: The Contractor shall be responsible for safeguarding all government equipment, information and property while performing the services described herein.

1.4 Period of Performance: Twelve Months (1 Year), with four (4) Option Periods with twelve Months

1.5 Type of Contract: The government will award a firm-fixed-priced contract/order

1.6 Service Contract Act: The Service Contract Act applies to the contract. Current Service Contract Act Wage Determinations for the service areas will be attached to the contract. Employees performing under this contract must be paid at least the pay and fringe benefits described therein.

1.7 Contracting Officer Representative (COR): The COR will be identified by a separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. A letter of designation issued to the COR, a copy of which will be provided to the Contractor, states the responsibilities and limitations of the COR, especially with regards to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.8 Contract Administration: The Contracting Officer is the only person authorized to approve changes or modify any of the requirements under this contract. The Contractor shall communicate with the Contracting Officer on all matters pertaining to contract administration. Only the Contracting Officer is authorized to make commitments or issue changes that will affect price, quantity, or quality of performance in this contract. In the event the Contractor effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof. All changes to the contract will be issued via an amendment and/or modification in writing from the Contracting Officer to the Contractor.

1.9 Invoices: Invoices are to be submitted electronically; monthly, upon completion of the services that are performed. Electronic invoices can be submitted at no additional cost at the VA Vendor Information System (VIS) website <https://www.vis.fsc.va.gov/login.aspx?ReturnUrl=%2fDefault.aspx>, or at <http://www.tungsten-network.com/us/en/veterans-affairs/>. Invoices must include the obligation number that is provided on the contract, for the specific period of performance, to ensure timely payment. The COR is responsible for acceptance of services and/or the processing of receiving reports for the services provided to the government.

## **2. BACKGROUND**

2.1 The South Texas Veterans Health Care System (STVHCS) Pharmacy Service has a need for the transportation of pharmaceuticals from the Audie L. Murphy VA Hospital to other STVHCS facilities on an as-needed basis.

2.2 The STVHCS Logistics Service has a need for the transportation of supplies, to and from the Audie L. Murphy VA Hospital, and to and from the Kerrville VA Hospital on a regular, weekly basis.

## **3. SCOPE OF WORK**

Contractor shall provide pick-up and delivery (courier) services from the Audie L. Murphy VA Hospital to other STVHCS facilities on an as-needed basis. Contractor shall provide pick-up and delivery (courier) services from the Audie L. Murphy VA Hospital to the Kerrville VA Hospital, and from the Kerrville VA Hospital, back to the Audie L. Murphy VA Hospital on a regular, weekly basis.

## **4. CONTRACTOR QUALIFICATIONS AND PROVISIONS**

4.1 Contractor shall ensure compliance with all State, Federal and Local laws and regulations. Employees performing services under the contract/order shall meet all State, Federal, and Local laws and regulations; including, but not limited to: licensing, education and qualification requirements for the type of services that are to be performed.

4.2 Contractor has the capacity to reasonably provide physical safeguards to protect VA property during the transportation, or transfer, until delivery to the destination.

4.3 The Contractor shall ensure all employees performing work under the contract/order are not listed on the Health and Human Services – Office of Inspector General (HSS/OIG) list of excluded individuals or entities on the OIG website ([https://oig.hhs.gov/exclusions/exclusions\\_list.asp](https://oig.hhs.gov/exclusions/exclusions_list.asp)).

4.4 Contractor shall ensure personnel can speak and understand the English language.

4.5 The contract contains clause 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business (SDVOSB) set-aside. The SDVOSB concern agrees that at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other SDVOSB concerns.

## **5. TASK SPECIFICATIONS**

5.1 Contractor shall provide courier services in accordance with the schedule

- a. All services are to be performed between the hours of 8:00 AM and 4:00 PM, as needed, Monday through Friday, excluding federal recognized holidays.
  - i. Most items will fit into a small tote. Logistics supply items are expected to be no larger than a bread box (approximately less than two (2) square feet).
  - ii. Contractor shall provide transportation of pharmacy shipments at approximate room temperature of 74 degrees Fahrenheit.

## 5.2 Schedule

STVHCS Facility	Address	Frequency	Pick-Up	Drop-Off
<b>Pharmacy</b>				
Audie L. Murphy VA Hospital	7400 Merton Minter St. San Antonio, TX 78229		After 8:00 AM	
STVHCS Dental Outpatient Clinic	8410 Datapoint Dr. San Antonio, TX 78229	As-Needed, Tuesdays		
VA Villa Serena	4455 Horizon Hill Blvd. San Antonio, TX 78229	As-Needed, Tuesdays		
Polytrauma Rehabilitation Pr.	4949 Gus Eckert Rd. San Antonio, TX 78240	As-Needed, Mon - Friday		Before 4:00 PM
<b>Logistics</b>				
Audie L. Murphy VA Hospital	7400 Merton Minter St. San Antonio, TX 78229	Tuesdays	12:00 PM	
Kerrville VA Hospital	3600 Memorial Blvd. Kerrville, TX 78028	Tuesdays	Before 3:00 PM	Before 3:00 PM
Audie L. Murphy VA Hospital	7400 Merton Minter St. San Antonio, TX 78229	Tuesdays		Before 4:00 PM

5.3 The names of government personnel that are points of contact will be provided in a separate letter addressed to the Contractor.

5.4 The VA reserves the right to thoroughly inspect and investigate the Contractor's facility, transportation and qualifications to ensure compliance with the services that are being performed.

## 6. GOVERNMENT SPECIFICATIONS

**6.1 Government Furnished Property:** None

**6.2 Information Systems Officer, Information Protection:**

The Contractor ***will not*** have access to VA Desktop computers nor will they have access to online resources belonging to the government while conducting services.

**6.3 Privacy Officer:**

The Contractor ***will not*** have access to protected Patient Health Information (PHI) nor will they have the capability of accessing patient information during the services provided to the VA and if removal of equipment from the VA is required, any memory storage devices, such as hard drives, solid state drives and non-volatile memory units will remain in VA control and will not be removed from VA custody. All research data available for Contractor analyses is de-identified.

**6.4 Records Manager:** Reserved

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