

B.1 STATEMENT OF OBJECTIVES

1.0 PURPOSE

The Department of Veterans Affairs (VA) requires a Contractor to provide a national match service for VA psychology doctoral internships beginning in FY 2019 (October 2018).

2.0 SCOPE

The Contractor shall provide national match services for VA psychology doctoral internships (to include the development of the application portal) and create a database that will track the matched interns.

3.0 PERIOD OF PERFORMANCE

The anticipated Period of Performance (PoP) is a one (1) twelve-month base period with four (4) twelve-month option periods subject to the availability of appropriated funds.

4.0 BACKGROUND

VA considers trainees to be eligible for selection to the psychology doctoral internships if they have completed all clinical didactic coursework and are on track to graduate from an accredited doctoral program, which meet the VA national psychology qualification standards (QS) at training completion and time of employment. The VA psychology QS require employees to hold degrees from doctoral programs accredited by the American Psychological Association – Council on Accreditation (APA), the Psychological Clinical Science Accreditation System (PCSAS) or the Canadian Psychological Association. All three of these accreditations are recognized by the Council on Higher Accreditation, a North American standard for accreditation procedures/policy.

In academic year 2018-19 VA plans to fund 711 internship positions in 133 VA programs. These VA internship programs are in all 50 states, as well as in DC and Puerto Rico. Applicants typically apply to multiple positions, ranking an average of eight programs.

5.0 GENERAL OBJECTIVE

The objective of this contract is for the Contractor to provide a match service for VA psychology doctoral internships that adheres to VA psychology QS. Relative to VA training programs, VA considers trainees to be eligible for selection if they will hold degrees and have completed required clinical training which meet the QS at training completion. This should be aligned with the QS that include the following accreditation bodies: the PCSAS, the Canadian Psychological Association, and those programs

accredited by the APA – Council on Accreditation. All three of these accreditation bodies are recognized by the Council on Higher Accreditation, a North American standard for accreditation procedures/policy.

The Match system will operate on a fixed schedule of dates which all participants must follow. Only applicants from eligible doctoral programs may participate in VA's match service.

The Match service will provide a place for applicants to securely submit their application materials, and provide a secure mechanism to allow VA staff to view those applications.

The Match system will process the rankings submitted by applicants and VA using the Roth-Peranson algorithm. The Match system will provide a fair and orderly process to help applicants submit their applications and supporting documents to obtain positions in a VA psychology internship program of their choice and for the VA psychology Directors of Training (DoT) to obtain applicants of their choice. VA will be responsible for establishing the policies of the Match and for monitoring the implementation of the Match process.

The contractor shall deliver an initial version of a prototype match service mechanism no later than the end of the first month of the Period of Performance (PoP). Then, based on the feedback from the Office of Academic Affiliations (OAA), the Contractor shall create a final prototype match service mechanism that will be fully operational and user friendly to the applicants. This final prototype will be delivered to OAA no later than the second month after award for use with recruitment of students beginning in Fall 2018 for academic year 2019-20.

6.0 SPECIFIC OBJECTIVES

6.1 Objective 1: Phase 1 Design (Month 1)

This objective is for the Contractor to design a match program for VA psychology doctoral internships (After reviewing current prototype design, conducting research and collecting input from the brainstorm session) and to produce a timeline and milestones for Phase 2: Project Plan going forward.

This objective includes:

- a. Kick-Off Meeting to present the PMP within five (5) business days after the contract award. Location will be in the Washington, DC office of the Office of Academic Affiliations VA team.
- b. Review current prototype, initial requirements, and any examples of current match systems that could help direct design. Obtain any current design recommendations/prototypes from VA.

- c. Conduct engineering brainstorming sessions to evaluate current system and ideate how to construct a new system for VA.
- d. Brainstorming session to discuss needs with project team and clinicians.
- e. Testing of the proof-of-concept prototype to determine specifications needed.
- f. End of Phase 1 Report Meeting. Review plan for feasibility prototype with the VA team. By end of Month 1.

6.2 Objective 2: Phase 2 Develop (Month 2)

This objective is for the Contractor to develop a usable prototype for execution of the match system for VA psychology doctoral internships.

This objective includes:

- a. Refinement of the design based on the VA's team feedback and direction.
- b. Create specifications for added materials and processes.
- c. Alter design to accommodate needed changes.
- d. Phase 2 Report Meeting. By end of Month 1.
- e. Create the first match system prototype. (1 month after Contract Award Date (CAD))
- f. Testing of the match system prototype.
- g. Create the second match system prototype capable to execute matching services for academic year 2019-2020 (matching to be completed by February 2019). (2 months after Contract Award Date (CAD))

6.3 Objective 3: Database Development

The Contractor will develop a database of applicants. This will provide three functions: First, VA will be able to describe basic demographics of applicants and trainees for those who were matched vs. those who did not match (indicating whether VA included the applicant on their submitted ranking list). Second, VA will use the listing of selected and matched applicants to follow these trainees progress into VA or non-VA employment. It will capture some basic demographics including the incoming intern's doctoral program (institution name, degree type, and program type), recognized accreditation body for each matched institution, and number of positions matched at each VA internship program. Third, it will identify how many positions matched at each VA program, as well as in which phase of the match, if it is decided to have multiple phases.

6.4 Objective 4: Final match system prototype

The objective is for the Contractor to refine the match system based on user feedback for a final version to be completed.

This objective includes:

- a. Refinement of the design based on the VA's team feedback and direction.
- b. Refinement of the design based on user feedback.
- c. Alter design to accommodate needed changes.
- d. Testing of the final match system prototype.
- e. Create the final system prototype for execution in matching of students in academic year 2021 and beyond. (12 months after Contract Award Date (CAD))

6.5 Objective 5: Reporting

The contractor shall provide the following additional deliverables:

Program Management Plan (PMP) that identifies all tasks, resources utilized (i.e., number, labor category, and description), deliverables to be completed, and the corresponding timetable/delivery dates. The PMP shall include a description of the plan for effective survey execution and program management.

Kick-Off Meeting to present the PMP within five (5) business days after the contract award. Location to be proposed by the Contractor

Bi-weekly reporting (Contractor format) to track progress shall be submitted to the COR within three (3) business after the two week period concludes.

7.0 DELIVERABLES

7.1 Deliverables/Report Requirements

If for any reason, any deliverable cannot be delivered in the time schedule, the Contractor shall provide a written explanation to the Contracting Officer's Representative (COR). This written transmittal shall include a firm commitment of when the work shall be completed. This notice to the COR shall cite the reasons for the delay, and the impact on the overall project. The Contracting Officer (CO) shall review the facts and issues in response with applicable regulations.

7.2 Government Acceptance

The Government will have five (5) business days to review each document submitted by the Contractor and provide feedback/comments to the Contractor unless otherwise specified in the Task Order. The Contractor shall have five (5) business days to incorporate comments unless otherwise specified. Delivery of final document with incorporated comments shall constitute acceptance by the Government. The designated Government officials shall have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to requirements established in the Performance Metrics. In the event of a rejected deliverable, the Contractor shall be notified by the designated Government official with reasons for rejection. The Contractor shall take corrective action immediately and shall be remedied within 24 hours to meet Government's requirement.

7.3 Schedule of Deliverables

All deliverables are electronic unless otherwise noted. The table below represents the Government's objectives with regards to the completion of this project.

Objective	Deliverables	No Later Than
6.1	Designs for Match Service Prototype	1 month after CAD
6.2	Phase 2 Project Plan	5 weeks after CAD
6.2	First match system prototype	7 weeks after CAD
6.2	Second match system prototype	2 months after CAD
6.3	Database Development	4-6 months after CAD
6.4	Refining match system prototype based on user feedback	4-12 months after CAD
6.5	Program Management Plan	At CAD
6.5	Bi-Weekly Progress Report	Bi-Weekly

(CAD = Contract Award Date, Days = Calendar Days unless otherwise noted)

8.0 GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will provide contractor with current requirements for match system prototype.

9.0 GOVERNMENT FURNISHED EQUIPMENT (GFE)

The Government will not provide any furnished equipment.

10.0 SECURITY AND PRIVACY REQUIREMENTS

10.1 ADDENDUM A – VA INFORMATION AND INFORMATION SYSTEM SECURITY/PRIVACY LANGUAGE

11.0 CONSTRAINTS

- a. The full performance of this contract shall be at the Contractor facility.

- b. Due to the close collaboration needed between the Government team and the Contractor team on this project, the Contractor facility must be able to host teleconference meetings (following the in-person kickoff meeting).