

PERFORMANCE WORK STATEMENT(PWS) FOR
THE DELAWARE ARMY NATIONAL GUARD'S
(DEARNG)

1.0 General:

The contractor shall provide all personnel, equipment, tools, materials, supervision, and services necessary to provide instruction tailored towards continuing medical education (CME) as defined in this PWS. The contractor shall perform to the standards in this contract.

1.1 Background: Medic and provider continuing medical education is vital for retention, confidence in skills and credentialing for Military Occupational Specialty (MOS) and national recognized medical licensing. Medical Education and Demonstration Individual Competence (MEDIC) and providers shall maintain proficiency In Accordance With (IAW) TC 8-800 and Army Regulation (AR) 40-68. Failure to meet these requirements risk loss of MOS and possible administrative separation from the Army. The Delaware Medical Readiness Detachment is intending to utilize part of their Annual Training (AT) in July 2023 to accomplish several of these medical training requirements.

1.2 Scope: The contractor is to develop and execute a six (6) day training course that will include in-person classroom instruction, practical exercises, and hands-on evaluations. Classroom size will be up to 40 Delaware Army National Guard (DEARNG) service members. Upon completion of the course, service members will receive training in Basic Life Support (BLS), Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), Canine Tactical Medical Course (K9TC3), Tactical Combat Casualty Care – Medical Personnel (TCCC-MP) and trauma scenario lanes for end course evaluation.

1.2.1 Classroom Instruction: The classroom will be provided by the DEARNG and will be located at the Joint Forces Reserve Center (JFRC) at 1 Vavala Way, New Castle, DE 19720. The contractor shall provide hard copies of lesson materials ensure that hard copy lesson materials are provided to all students, administer, and grade quizzes/checks on learning for each block of instructions. Classroom Instruction blocks will include the following subjects at a minimum:

1.2.1.1 **Basic Life Support.** The BLS course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED.

1.2.1.2 **Advanced Cardiovascular Life Support.** The ACLS course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR.

1.2.1.3 **Pediatric Advanced Life Support.** The PALS course is for healthcare providers who respond to emergencies in infants and children and for personnel in emergency response, emergency medicine, intensive care and critical

care units.

1.2.1.4 **Canine Tactical Medical Course.** The K9TC3 program provides handlers, medics, tactical medics, and other support members with the medical skills needed to prevent and treat injuries and illnesses in working dogs.

1.2.1.5 **Tactical Combat Causality Care for Medical Personnel.** TCCC-MP is a course for military medical personnel, including medics, corpsmen and pararescue personnel deploying in support of combat operations. Other military medical personnel, including nurses and physicians, are eligible to take this course. The TCCC-MP curriculum is based on the TCCC Guidelines developed by the Joint Trauma Systems (JTS) Committee on Tactical Combat Causality Care.

1.2.1.6 **Trauma Lanes and Scenarios.** Training will end with a culminating joint-trauma event where all sections will come together to treat a wide variety of injured casualties.

1.2.2 **Practical Exercises:** Each block of instruction will include group and individual problems to reinforce classroom lesson material and objectives throughout the lesson.

1.2.3 **End of Block Quizzes:** Each block of instruction shall include an end of course evaluation that will cover lesson material and objectives.

1.3 **Period of Performance (POP):** The Period of Performance shall be:
17-22 July 2023.

1.4 **Quality Control (QC):** The contractor shall develop and maintain an effective QC program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QC program is how he assures himself his work complies with the requirement of the contract. As a minimum, the contractor shall develop QC procedures addressing the areas identified in technical exhibit 1, "Performance Requirements Summary." After acceptance of the QC plan, the contractor shall receive the contracting officer's (KO's) acceptance in writing of any proposed change to his system.

1.5 **Quality Assurance (QA):** The government shall evaluate the contractor's performance under this contract IAW accordance with the Quality Assurance Surveillance Plan (QASP). QASP is primarily focused on what the government must do to ensure the contractor has performed IAW the performance standards. QASP defines how the performance standards will be applied, the frequency of surveillance, and the minimum.

1.6 Period of Performance (POP) Contractor is responsible for providing and conducting a training week that contains six (6) days of classroom and practical instruction. The classroom instruction shall be conducted between the hours of 0800 to 1600 hours. The training shall be conducted to standard/completion. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.7 **Contracting Officer's Representative (COR):** The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure the contractor performs the technical requirements of the contract; perform inspections necessary in connection with contract performance; maintain written and oral communications with the contractor concerning technical aspects of the contract; issue written interpretations of technical requirements, including government drawings, designs, and specifications; monitor contractor's performance and notify both the Contracting Officer (KO) and contractor of any deficiencies; coordinate availability of government-furnished property; and provide site-entry of contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the contractor, states the responsibilities and limitations of the COR, especially about 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 manager (CM):** The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the KO. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

1.9 Identification of contractor employees: All contract personnel attending meetings, answering government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are government officials. They must also ensure all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

1.9.1 Special Qualifications: Instructor certifications for BLS, CLS, PALS, TCCC and K9TC3

1.9.2 **Contractor Travel:** Travel and lodging for the instructor will be included in the contract.

1.9.3 **Security Requirements.** The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the COR. The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of

Emergency Services or Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DOD), HQDA and/or local policy. Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.9.4 Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

1.9.5 IWATCH Training. The contractor with an area of performance within an Army-controlled installation, facilities or area shall brief all employees on the local IWATCH program. This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR or the KO. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employees commencing performance. The contractor shall report completion for each affected contractor employee and subcontractor employee, to the COR, or to the KO if a COR is not assigned, within 15 calendar days after completion of training.

1.10 Post Award Conference/Periodic Progress Meetings: The contractor agrees to attend any post award conference convened by the KO in accordance with Federal Acquisition Regulations Subpart 42.5. The KO, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings, the Contracting Officer will apprise the contractor of how the Government views the contractor's performance and the contractor shall apprise the Government of problems, if any, being experienced the contractor shall resolve outstanding issues raised by the Government. Contractor attendance at these meetings shall be at no additional cost to the Government.

2.0 Definitions and Acronyms:

2.1 CONTRACTOR. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.2 CONTRACTING OFFICER (KO). A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally

bind the government.

2.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR). An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.4 DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.5 DELIVERABLE. Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.6 KEY PERSONNEL. Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.7 PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.

2.8 QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.9 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.10 QUALITY CONTROL. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.11 SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.12 WORKDAY. The number of hours per day the Contractor provides services in accordance with the contract.

2.13 WORK WEEK. Monday through Friday, unless specified otherwise.

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Joint Forces Reserve Center (JFRC) at 1 Vavala Way, New Castle, DE 19720.

3.2 Materials: NONE.

3.3 Equipment: NONE.

3.4 Services: NONE.

3.5 Utilities: NONE.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E):

4.1 General: The contractor shall furnish everything required to perform these services as indicated.

5.0 Requirements: The contractor shall:

5.1 The contractor is responsible for providing the DEARNG service members with the required classroom instruction, material, practical exercises detailed in the PWS.

5.2 The contractor shall provide quizzes, feedback, and evaluations for all blocks of instruction.

6.0 Applicable Publications: Publications applicable to this PWS are listed below: NONE.

TECHNICAL EXHIBIT 1

Performance Requirements Summary

This Performance Requirements Summary includes performance standards. The Government will use these standards to determine contractor performance and will compare contractor performance to the Acceptable Quality Level (AQL).

PWS Paragraph	Task	Performance Standard	Acceptable Quality Levels	Surveillance Method
1.2.1	Classroom Instruction	The contractor will ensure competent, experienced instructors are utilized for all blocks of instruction	The contractor will ensure that hard copy lesson materials are provided to all students.	COR/ On Site
1.2.2	Practical Exercises	The contractor will provide practical problems for the class to work as individuals or groups throughout each lesson	The contractor will administer practical problems for individual or group learning throughout each block of instructions	COR/ On Site
1.2.3	Individual Quizzes	The contractor shall administer, grade, and review individual quizzes at the end of each lesson block	The contractor shall administer, grade, and review individual quizzes at the end of each lesson block	COR/ On Site