

SCOPE OF WORK
CERTIFIED NURSING ASSISTANTS/LICENSED PRACTICAL NURSES/REGISTERED NURSES
NON-PERSONAL PROFESSIONAL SERVICES

STATEMENT OF WORK

- a. The IHS Point of Contact shall coordinate the schedule with the Contractor. Location for the services to be conducted is:

Desert Vision Youth Wellness Center
198 South Skill Center Road, P. O. Box 458
Sacaton, AZ 85247

Nevada Skies Youth Wellness Center
104 Big Bend Ranch Road, P.O. Box 280
Wadsworth, NV 89442

The purpose of this IDIQ is to obtain non-personal professional nursing services for the Desert Vision Youth Wellness Center (DVIYWC), located in Sacaton, Arizona 85247; Nevada Skies Youth Wellness Center (NSYWC), located in Wadsworth, Nevada, 89442. Desert Vision/Nevada Skies provides Native American adolescents culturally relevant substance abuse treatment and other behavioral health interventions to address addictive lifestyles, to assist in the development of dignity and self-respect while instilling hope and promoting wellness in youth, families, and communities.

The Contractor is requested to provide non-personal PROFESSIONAL NURSING SERVICES for a 12-month base period and four (4) 12-month option periods. Shift times and schedules are subject to change based on the medical needs of the patient population and hospital/clinic operations.

- a. The vendor will provide nursing services with the following Qualifications:
- Level 1 or higher Certified Nursing Assistant (CNA)
 - Level 2 Licensed Practical Nurse (LPN)
 - Level 2 Registered Nurse (RN)

Registered Nurse Qualifications:

The Contractor shall supply Registered Nurses that have the requisite qualifications, education, training, licensing, previous work experience, knowledge, and competence to provide all services contained within this Statement of Work.

Education: The minimum requirement is an Associate's Degree from an Accredited Nursing School Program; however, a Bachelor's in Science Degree in Nursing is preferred.

Experience: Minimum of (1) year's work experience as a Registered Nurse.

Licenses and Certifications:

- Must possess a current, active, and unrestricted Registered Nurse License free from disciplinary actions. This license may be granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Valid driver's license granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Certification requirements are determined by specialty area. All certifications must be current.

- BCLS (Basic Cardiac Life Support)/CPR (Cardiopulmonary Resuscitation)
- ACLS (Advanced Cardiovascular Life Support)
- STABLE (Sugar, Temperature, Airway, Blood pressure, Lab work, Emotional support)

Licensed Practical Nurse (LPN) Qualifications:

The Contractor shall supply LPN's that have the requisite qualifications, education, training, licensing, previous work experience, knowledge, and competence to provide all services contained within this Statement of Work.

Education: The minimum requirement is an high school diploma or GED and graduated from an Accredited Licensed Practical Nurse Program.

Experience: Minimum of (1) year's work experience as an LPN.

Licenses and Certifications:

- Must possess a current, active, and unrestricted License for Practical Nurse free from disciplinary actions. This license may be granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Valid driver's license granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Certification requirements are determined by specialty area. All certifications must be current.
 - BCLS (Basic Cardiac Life Support)/CPR (Cardiopulmonary Resuscitation)
 - ACLS (Advanced Cardiovascular Life Support)

Certified Nursing Assistant Qualifications:

The Contractor shall supply CNA's that have the requisite qualifications, education, training, licensing, previous work experience, knowledge, and competence to provide all services contained within this Statement of Work.

Education: The minimum requirement is an high school diploma or GED and graduated from an Accredited Certified Nursing Assistant Training/Program.

Experience: Minimum of (2) year's work experience as a Certified Nursing Assistant.

Licenses and Certifications:

- Must possess a current, active, and unrestricted Certified Nursing Assistant certification free from disciplinary actions. This license may be granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Valid driver's license granted by any U.S. state or territory, the District of Columbia, or the Commonwealth of Puerto Rico.
- Certification requirements are determined by specialty area. All certifications must be current.
 - BCLS (Basic Cardiac Life Support)/CPR (Cardiopulmonary Resuscitation)
 - ACLS (Advanced Cardiovascular Life Support)

General Qualifications for RN, LPN and CNA:

Computer Literacy: Nurses shall be proficient in writing, typing, and have a basic working knowledge and understanding of computer hardware and software applications.

Health Restrictions: Duties require walking, standing, bending, and some lifting, e.g., to assist patients out of wheelchairs, move patients on and off examining tables or stretchers, etc. Nurses shall not have any work or health restrictions, which could directly or indirectly interfere with the performance of providing services.

Immunizations: Nurses shall comply with all immunization requirements; immunization is a condition of employment. Please note, these immunization requirements are subject to change.

Nurses will be screened for the following in accordance with the Department of Health & Human Services Indian Health Service Employee Immunization Program and COVID vaccination policy:

- Measles, Mumps, and Rubella (MMR) – 2 doses, or laboratory evidence of immunity, or laboratory confirmation of disease, or born before 1957
- Hepatitis B – 3 doses or laboratory evidence of immunity by positive serum titer
- Varicella shots – 2 doses of live vaccine, or healthcare provider diagnosis of varicella disease, or laboratory evidence of immunity or laboratory confirmation of disease, or employee reports date(s) of chicken pox
- Tetanus, Diphtheria, and Pertussis (Tdap) & Tetanus, Diphtheria (Td) – Single dose of Tdap, or Tdap booster vaccination (one dose within 10 years)
- Tuberculosis – based upon annual TB risk assessment in accordance with the most recent CDC recommendations for skin testing. Current requirement for PIMC is two-step TST process within 12 months of onboarding
- Influenza – mandatory during the CDC-determined influenza season, currently October 1 to March 31
- COVID-19 vaccinations

Cultural and Language Sensitivity: Nurses shall demonstrate appropriate/professional behavior, plus possess sufficient initiative, interpersonal relationship skills, and, social sensitivity to constructively relate to IHS employees, contractors, vendors, patients, and members of the Native American community. They shall display sensitivity to the unique cultural factors of the people they treat, including language and communication style, village and tribal customs, use of traditional healers, isolation, housing conditions, and lack of resources. Some patients may not speak English; therefore Nurses must be comfortable rendering services while using an interpreter. Nurses must excel in a team environment and shall exhibit tact and diplomacy while working in stressful situations.

- b. Contractor will provide nursing services for the following assignment periods:
 - 4-week Block Contract
 - 8-week block contract
 - 13-week block contract

- c. Schedule - The NA, LPN and/or RN shall perform work 0-48 hours per week depending on need at DVNSYWC. 12-hour shifts are the routine scheduled tours with the following tours:
- NA's – Night Shift 10 pm to 10:30 am
 - NA's – Day Shift 10 am to 10:30 pm
 - LPN/RN - Day Shift 9 am to 9:30 pm
 - LPN/RN – Night Shift 9pm to 9:30 am

Shifts can include 4 hours, 6 hours, 8 hours, 10 hours, or 12 hours' tours with variable start times depending on the program's needs.

Contract provider shall work weekends, weekdays, and holidays depending on the need at DVYWC/NSYWC.

- d. Nursing Director will provide vendor with shifts or weeks services are needed to include nights, weekends, and holidays. DV/ NSYWC will notify the contractor as soon as a need for services is identified.
- e. Major Duties - Under direct supervision of DV/NSYWC Chief Nurse Officer (CNO) and Licensed Independent Provider (LIP), the NA, LPN and RN shall provide nursing services to clients admitted to the DVNSYWC within their scope of practice.
- f. Services shall include but are not limited to RN/LPN:
1. Assist in and/or completes initial nursing assessment and mental status examination on new admissions, formulating nursing diagnosis and treatment plan.
 2. Provides health assessment and monitors resident health throughout treatment at Center.
 3. Makes referrals and arranges for adjunctive health care services.
 4. Administers prescription medications as prescribed.
 5. RN and LPN reviews client's laboratory results. Refers abnormal findings to licensed independent provider.
 6. Participates in and provides clinical consultation and leadership in treatment planning, interventions and reviews, is an active member of the multi-disciplinary treatment team.
 7. Provides health education teaching services to residents. Works with residents in their activities of daily living to promote:
 - (a) Abstinence from substance of abuse
 - (b) Healthy living habits, and
 - (c) Improved interpersonal interactions.
 8. Provides a wide range of teaching and counseling services to residents, families and community which includes physical effects of substance abuse, dysfunctional interpersonal and family patterns, and co-dependency.
 9. Assures quality nursing practice and quality clinical/program care and maintains compliance with Joint Commission standards and professional nursing practice standards.

10. Collaborates with other health care professionals to identify problems, evaluate compliance with nursing practice standards, and resolve problems.
11. Contractor will participate in off campus activities provided for clients as requested in order to provide nursing coverage to clients at all times.
12. Contractor shall participate in staff training as requested.
13. Contractor is under the guidance of Center Director or designee.
14. Contractor must be capable of completing work on a daily basis and maintaining contact with clients, family members, counselor aides, nurses and other clinical staff.
15. Contractor must be capable of lifting 40 pounds and must be able to bend, lift and pull.
16. Contractor must be able to participate in standing, sitting, walking, driving and participating in patient care activities.
17. Contractor must be able to actively participate in supporting a residential treatment program includes outdoor settings and regional community activities

g. Major Duties NA's

18. Contractor shall participate in staff training as requested.
19. Contractor must be capable of completing work on a daily basis and maintaining contact with clients, family members, counselor aides, nurses and other clinical staff.
20. Contractor must be capable of lifting 40 pounds and must be able to bend, lift and pull.
21. Contractor must be able to participate in standing, sitting, walking, driving and participating in patient care activities.
22. Contractor must be able to actively participate in supporting a residential treatment program includes outdoor settings and regional community activities

EVALUATION:

- A. Overall evaluation of contractor's performance in meeting terms of this contract shall be performed by the Contracting Officer's Representative weekly or daily as needed.
- B. Service evaluation:
 1. Work performed by nurses and Assigned to the facility, shall be subject to all quality assurance monitors and performance improvement studies performed by the facility.
 2. The Contractor shall be informed of any quality of work problems identified by the facility. The Contractor shall take corrective action and report the corrective action to the facility in writing within one week of receiving notice of the problem.

SECURITY REQUIREMENTS/BACKGROUND INVESTIGATION:

IHS security clearance/background investigation is mandatory for all Nurses provided under this contract. Nurses cannot begin work until they have been cleared by IHS and issued a badge.

The Contractor shall pre-screen Nurses prior to referring them for employment under this contract, including verifying that the Nurse is not included on the Inspector General's exclusion list (currently located at <http://exclusions.oig.hhs.gov/>).

Nurses who have been referred to work under this contract shall work directly with IHS to complete all security clearance/background investigation requirements. The following information is for illustrative and planning purposes only. Security clearance/background investigation procedures are subject to change.

Documents: The following documents will need to be returned as instructed by IHS personnel for credentialing of candidates after AWARD. For documents that require signatures: Wet signature/date is recommended; PDF signatures will not be accepted.

1. Current resume
2. OF-306 – Declaration for Federal Employment (All questions must be answered; signature and date in box 17a must be completed.)
3. OF-306 Addendum
4. IHS Provisional Access Memo
5. Protecting Children from Sexual Abuse in Health Care Settings (Provide a copy of the Certificate of Completion.)
6. No FEAR Act Training (Provide a copy of the Certificate of Completion.)
7. OFI-86C form
 - Include permanent address as well as any temporary addresses used while on assignments.
 - Fill in items 1 through 6, plus item 13.
 - Leave item 14 blank (IHS personnel security will fill this in.)
 - Return the form in **fillable** format
8. Applicable state forms – these will be identified by IHS personnel security. To preview which forms will be required, please reference Child Care Agency Guide (11/01/21).

NOTE: If it is determined that a full background investigation is needed, IHS will initiate one in e-QUIP.

SUPERVISORY GUIDELINES:

The contractor shall work under the supervision DVNSYWC Chief Nursing Officer or designee and shall follow established guidelines of the facility and facility Specific Policies and Procedures.

CONTRACTORS PERFORMANCE CONDITIONS AND RESPONSIBILITIES:

- A. Licensure shall be from any state, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States. The contractor shall validate individual nurse license and assure each license is in good standing.
- B. Each licensed nurse shall present an original current license when reporting to the DVNSYWC for duty or for orientation whichever comes first. A copy is required for the contract file.

- C. Contractor is subject to a character investigation in the performance of the contract in accordance with P.L. 101-630, Indian child protection and Family Violence Act of 1990.
- D. Contractor is responsible for reporting all taxes from wages earned under this contract to the appropriate state, federal and local agencies.
- E. Contractor is responsible for maintaining satisfactory standard of competence, conduct, appearance and integrity. The quality of work performance of the contractor shall be subject to review.
- F. Contractor shall abide by the facility Standard of Conduct and policies and procedures.
- G. Contractor is compensated only for hours actually worked based on profession/skill set at the agreed hourly rate. No travel time in compensated facilities' rate. Hourly rate is the same rate for non-holidays and holidays.
- H. Contractor is responsible for completing time sheets for actual hours worked Contractor must maintain valid active driver's license.

ACCOUNTABILITY:

Time and attendance logs or sign-in/sign-out sheets shall be kept on file and verified by the Chief Nursing Officer or designee to ensure that services called for under the contract have been fully rendered. Time and attendance logs shall be provided to the IHS Point of Contact.

ADMINISTRATIVE DATA:

Ms. Eugena Crossland is hereby designated as the Contracting Officer's Representative (COR) for this contract. The designated COR project officer's responsibilities will be to coordinate with the Contractor the technical aspects of this service, perform inspection and the review of performance hereunder. The COR does not have the authority to change or alter the order amount, terms, and conditions. The COR shall be responsible for the following:

- (1) Shall monitor the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes to the contract;
- (2) Shall perform technical evaluation, as required;
- (3) Shall perform technical (daily and final) inspection and acceptance as required by this contract;
- (4) Shall assist the Contractor in the resolution of technical problems encountered during performance;
- (5) Shall certify receipt and acceptance of service and submit a final receiving report.

IHS Point of Contact

Eugena Crossland, CEO
Desert Vision Youth Wellness Center
P.O. Box 458
Sacaton, Arizona 85247

Phone: 520-562-4205
Fax: 520-562-3415
Email: eugena.crossland@ihs.gov

Technical Point of Contact

Joan Parrish, CNO
Desert Vision Youth Wellness Center
P.O. Box 458

Phone: 520-562-4250
Fax: 520-562-3415
Email: joan.parrish@ihs.gov

APPLICABLE LAWS:

The following legal requirements apply to the Contractor as well as to the Nurses provided under this contract.

Pro-Children Act of 1994

The Contractor certifies that it will comply with the provisions of Public Law 103-227, Pro-Children Act of 1994 which imposes restrictions on smoking where federally funded children's services are provided. The Act requires that smoking should be prohibited in any indoor facility owned, leased, or contracted for or used for the routine or regular provision of health care, day care, or early childhood development (Head Start) services to children under the age of 18. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. By submitting an offer and entering into a contractual agreement with the Government, Contractors certify that they will comply with the requirements of the Act. Contractors must obtain the same certification from the Nurses they provide under this contract.

P.L. 101-630, The Indian Child Protection and Family Violence Prevention Act

Contracted personnel whose duties and responsibilities involve regular contact or control over children are subject to a character investigation as required by Public Law 101-630, The Indian Child Protection and Family Violence Act. IHS will conduct these investigations following award of a contract. The character investigation may be waived if, in the judgment of the Contracting Officer, in consultation with the Personnel Officer, an investigation has already been conducted and is on file. Until the character investigation has been completed and the Contracting Officer has been notified of the results, contracted personnel must not have unsupervised contact with Indian children.

Department of Health and Human Services Tobacco Policy

The Contractor's employee shall comply with the Department of Health & Human Services Tobacco-Free Policy (copy available upon request). Contractor's employee shall not use tobacco products of any kind (e.g., cigarettes, cigars, pipes, and smokeless tobacco) while on any HHS Property- owned or controlled.

Indian Child Protection and Family Violence Prevention Act and Crime Control Act of 1990

No performance under this contract will be allowed without full compliance with the Indian Child Protection and Family Violence Prevention Act, Public Law 101-630, the Indian Health Service memo dated February 3, 1997, Investigations on Child Care Workers, and the Crime Control Act of 1990, Public Law 101-647. Contractor shall ensure that proposed providers cooperate with and assist the Government in the conduction of any necessary background checks.

END OF STATEMENT OF WORK