

Performance Work Statement

Directorate of Emergency Services Graduation Week Ambulance Support U.S. Army Garrison West Point West Point, New York

A. **GENERAL**. Contractor shall furnish all services, materials, supplies, labor, equipment, superintendence, and travel as necessary for the performance of the work specified herein. All work shall be in accordance with this Performance Work Statement. This is a non-personal service contract.

B. **DESCRIPTION**. Contractor will provide qualified certified first responders, drivers, and certified equipment necessary to provide emergent medical coverage. Emergency Medical services include Advance Life Support (ALS), Basic Life Support (BLS), and First Aid during US Military Academy (USMA) Graduation Week activities, to include the Graduation Parade, the Graduation Banquet, and the Graduation Ceremony.

C. **PERIOD OF PERFORMANCE**: On-scene work for this contract will be Graduation Week 2023 and subsequent graduation weeks ending in May 2027.

D. **TRAINING AND CERTIFICATION**: Contractor will provide New York State Certified Ambulances with crews that meet all requirements as established under Article 30 of the New York State Public Health Law and in conformance with Part 800 of the NYCRR.

a. The minimum requirement for an ALS Ambulance is one certified paramedic, and one emergency medical technician, capable of providing emergency medical service, advanced life support, and patient evacuation to a critical care facility.

b. The minimum requirement for an BLS Ambulance is two certified emergency medical technicians, capable of providing emergency medical service, basic life support, and patient evacuation to a critical care facility

c. Contractor shall provide ambulances, registered and insured; fully licensed, certified and registered as an EMS vehicle in accordance with laws and regulations; and be able to respond to emergency BLS and ALS incidents.

d. Contractor personnel shall be trained and possess current certifications as paramedics/emergency medical technicians capable of providing emergency medical service, advanced life support, and patient transport/evacuation.

e. Contractor personnel shall submit to and successfully pass a National Criminal Background Check.

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E. OPERATIONS:

a. Report Time. Contractor will ensure ambulances arrive and be ready to respond no later than 30 minutes prior to the scheduled start time, through the scheduled end time.

b. Report Location. Contractor will provide ambulances at the identified location based on mission specifics in accordance with this contract.

a. Government COR will provide designated parking areas for contractor ambulances based on mission requirements.

b. Upon arrival report in to the Government COR.

c. At the end of the scheduled shift, Contractor shall confirm with the Government COR clearance to demobilize.

d. Government COR may designate a staging area, or forward staging area for ambulances and/or emergency services, for each event.

2. Command and Control.

a. Contractor shall provide on-site management to coordinate with Government COR and/or West Point Fire & Emergency Services.

b. Government COR and/or West Point Fire & Emergency Services shall retain the ability to relocate, dispatch, and deploy all ambulances associated with this contract, in coordination with the Contractor's on-site manager

3. Graduation Week Events 2023:

a. Tuesday, 23 May 2023: Wreath Laying Alumni Review Parade: Contractor will provide one Supervisor, two ALS and one BLS ambulance with crews. Ambulances will report to parking area in the vicinity of Bldg. 613- Johnson Stadium. Ambulances and site management personnel will be on-site and ready for operations from 0900-1300 hrs.

b. Friday, 26 May 2023: Graduation Parade: Contractor will provide two ALS and one BLS ambulance with crews. Ambulances will report to parking area in the vicinity of Bldg. 613- Johnson Stadium. Ambulances and site management personnel will be on-site and ready for operations from 0900-1300 hrs.

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- c. Friday, 26 May 2023: Graduation Banquet: Contractor will provide one ALS ambulance with crews. Ambulance will report to Central Area staging next to Bldg. 745- Washington Hall. Ambulances and site management personnel will be on-site and ready for operations from 1830-2100 hrs.
- d. Saturday, 27 May 2023: Graduation: Contractor will provide one Supervisor, two ALS and one BLS ambulance with crews. Ambulances will report to Gate 7 in the vicinity of Bldg. 700- Michie Stadium. Ambulances and site management personnel will be on-site and ready for operations from 0600-1400 hrs.

F. WEATHER CONDITIONS.

- a. Government may cancel services mandated by this PWS if events are cancelled or altered due to inclement or severe weather.
- b. Government may alter services and/or support hours mandated by this PWS based on weather forecast, up to 48 hours prior to each event.

G. PROPERTY & EQUIPMENT. Contractor shall sign for hand-held radios from Government COR and/or F&ES Representative. Portable radios shall be turned back in at the conclusion of the event.

H. BILLING AND INVOICING.

- a. All invoices will be processed through the Wide Area Workflow system in accordance with this contract.
- b. In the event of cancellation after the Contractor has already properly reported for the event, the event is billable. The Contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the United States Military Academy via secure data collection site. The Contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractor may direct questions to the help desk at: <http://www.ecmra.mil/>.
- c. Government shall incur no obligation or liability for ambulance transportation charges incurred by any patient transported from the work site to any designated care facility.

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d. Government shall incur no obligation for accidents resulting in damage to contractor vehicles or injury to any personnel, in the ambulance, or other, from the work site to any designated care facility.

I. POST AWARD MEETING:

a. Post-Award Meeting. Contractor will attend a post-award meeting with the Government COR within one week after award of contract, at no cost to the government. Government COR will provide mission brief and conduct reconnaissance of work sites as necessary with the contractor.

J. WEST POINT INSTALLATION ACCESS:

a. All non-DoD affiliated personnel are required to submit to the Department of the Army baseline background check using the National Crime Information Center (NCIC) and Interstate ID Index and the Terrorist Screening Data Base (TSDB) to be granted access to the installation.

b. Contractor will coordinate with Government COR for submittal of request forms for all contractors associated with this performance work statement. Contractors will provide full name and date of birth, and submit to background check as described in paragraph a.

c. Contractor personnel may be required to obtain and wear a Government issued identification badge while on the installation. Failure to have appropriate identification visible while working on the installation is grounds for removal. Failure to complete this requirement and obtain badges will not constitute an excusable delay in the performance of this contract.

d. Upon completion of this contract, contractor employees must turn-in their identification badge to the Government COR. Should an employee leave prior to the contract expiration, they must turn-in their identification badge at that time. Any contractor employee added after the initial start-up, must follow the same process to obtain a badge that is described herein.

e. Contractor personnel may be required to submit for credentialing by another Federal law enforcement agency. Contractor is responsible for replacement of any contractor personnel that are not able to pass additional credentialing.

f. This is a non-personal service contract. The Contractor will provide personnel with sufficient expertise to complete the work specified in this Performance Work Statement (PWS).

K. APPEARANCE:

a. Contractor employees shall wear appropriate uniform, clean, and in good repair; consisting of badge/emblem/embossing that identifies the employee as a medical services professional, and the company name.