

PERFORMANCE WORK STATEMENT (PWS)
Periodic Health Assessment (PHA) Services

Illinois Army National Guard

21 December 2017

PART I: GENERAL INFORMATION

1.1 **Background.** This is a non-personal services contract to obtain medical and dental periodic health assessments. Individual Medical Readiness (IMR) and Fully Medically Ready (FMR) are the basic principles of force-sustainment for Army National Guard (ARNG) forces. Medical and Dental health is vital for force health protection and failure to achieve a standard of level of medical and dental health could preclude a soldier from deploying.

Historically, the Illinois Army National Guard (ILARNG) completed annual PHAs using Joint Forces Medical Detachment (JFMD) organic resources and expending contracted agencies through the National Guard Bureau (NGB). Due to upcoming missions such as the Joint Readiness Training Center (JRTC) exercise, the JFMD medical providers and personnel staff are unable to conduct PHAs.

1.2 **Scope.** The objective of this Performance Work Statement (PWS) is to conduct and complete the various components of IMR/FMR, Medical and Dental Readiness on all eligible Service Members (SM) of the ILARNG. The contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, and supervision necessary to perform Periodic Health Assessment(s) (PHA) as defined in this Performance Work Statement (PWS) except for those items specified in Paragraph 5.1 as government furnished property and support.

The main objective of this service is to conduct and complete the components of the PHA to ensure ILARNG Soldiers meet Individual Medical Readiness (IMR) and the Fully Medically Ready (FMR) standards of Army Regulation (AR) 40-501, Standards of Medical Fitness, DoDI 6200.de Periodic Health Assessment Program, and AR 40-3, Medical, Dental, and Veterinary Care, in order to deploy. PHAs shall be performed in accordance with (IAW) ARs 40-501 and 40-3, Occupational Safety and Health Administration (OSHA) requirements, ILARNG policies and procedures, and Federal regulations

Medical readiness is key to the success of the ILARNG. NGB requires an annual 90% FMR force. Medical and dental health are vital for force protection and the IMR of all Soldiers. Each PHAs will consist of evaluating deployment limiting medical conditions, dental assessments, routine adult immunizations, blood pressure testing, height and weight screening, Human Immune Deficiency Virus (HIV) testing, hearing readiness evaluations, Mental Health Assessment, and vision readiness exams. Additional details about the specific work requirements can be found in paragraph 3.0.

Furthermore, each PHA action requires specific data input into Medical Operational Data System (MODS) and the Medical Electronic Data Care History and Readiness Tracking System (MEDCHART) applications.

1.3 **Periods of Performance.** The period of performance for the contract shall be for nine months or the remainder of Fiscal Year (FY) 2018 plus one option year.

1.4 **Place of Performance.** Services are to be completed on location at various ILARNG Armories & Training Sites across the State. PHA events are performed at the following ILARNG armories. Each event requested identifies specific PHA locations.

<u>ILARNG Armory Locations</u>
Camp Lincoln, 1301 N. MacArthur Blvd, Springfield, IL 62702-2317 (Sangamon County)
Peoria Armory, 2323 S. Airport Rd., Peoria, IL 61607 (Peoria County)
Mt. Vernon Armory, 600 Shiloh Dr., Mt. Vernon, IL 62864 (Jefferson County)
Kankakee Readiness Center, 1191 E 4000 S Road, Kankakee, IL 60901 (Kankakee County)
Marseilles Training Center, 1700 Army Road, Marseilles, IL 61341(La Salle County)

North Riverside Armory, 8660 W. Cermak Road, North Riverside, IL 60546 (Cook County)
Crestwood Armory, 12828 S. Springfield Ave., Crestwood, IL 60445 (Cook County)
Normal Armory, 1510 Millennium Blvd., Normal, IL 61761 (McClean County)
Mattoon Armory, 112 Broadway Ave East, Mattoon, IL 61938 (Coles County)
Marion Armory, 11427 Minuteman, Marion, IL 62959 (Menard County)
General Jones Armory, 5200 S. Cottage Grove, Chicago IL 60615 (Cook County)
Urbana Armory, 600 E. University Ave., Urbana, IL 61802 (Champaign County)
Kedzie Armory, 1551 North Kedzie, Chicago, IL 60651 (Cook County)
Freeport Armory, 1236 South Adams Ave, Freeport, IL 61032 (Stephenson County)
Kewanee Armory, 111 N. East St, Kewanee, IL 61443 (Henry County)
Fort Sheridan, 3155 Blackhawk Drive, Fort Sheridan, IL 60037 (Lake County)
Milan Armory, 5212 78 th Ave, Milan, IL 61264 (Rock Island County)
Galesburg Armory, 362 N Linwood Rd, Galesburg, IL 61401 (Knox County)
Rock Falls Armory, 716 6th Ave, Rock Falls, IL 61071 (Whiteside County)

1.5 Hours of Operation. The contractor shall start in-processing Soldiers for PHA events no later than (NLT) 7:30 am (CST) and continue through 6:00 pm (CST) on the requested scheduled dates. It may be necessary to continue past this time in order to complete the services for all Soldiers listed on the roster.

PART II: GENERAL REQUIREMENTS:

2. This section describes general requirements for this effort.

2.1 Applicable Documents and Reference Materials.

Clinical Laboratory Improvement Amendments (CLIA), http://www.cms.gov/clia/
Army Regulation (AR) 40-501, Standards of Medical Fitness, 16 June 2017
AR 40-35, Dental Readiness and Community Oral Health Protection, 21 July 2016
AR 40-3, Medical, Dental, and Veterinary Care, 23 April 2013
AR 40-5, Preventative Medicine, 25 May 2007
DOD Instruction 6055.12 Hearing Conservation Program, 3 December 2010
OSHA Standards, https://www.osha.gov
DoDI 6200.de Periodic Health Assessment Program
Department of the Army Personnel Policy Guidance for Overseas Contingency Operations, 9 August 2013
Army Aeromedical Policy Letters and Technical Bulletins

2.2 Post Award Meeting. After award of the contract, the Contractor Project Manager (PM), the Contracting Officer (KO), and Contracting Officer's Representative (COR) can request a meeting (or conference call) to clarify PWS requirements; discuss the process for issuing requests for proposals for each individual PHA; discuss contract requirements such as deliverable products; special contract clauses; quality control/assurance procedures; invoicing and billing procedures; local site regulations or access requirements; and environmental requirements. Periodic update/status meetings may be scheduled as necessary to review contractor performance.

2.3 Site Visits. Site visits are available to clarify requirements for each site PHA event. Set-up time for each PHA should be scheduled the Friday before the event, during the hours of 11:00 am to 3:30 pm (CST).

2.4 Acronym Table

Acronym	Definition
ADA	American Dental Association
AQL	Acceptable Quality Level
AR	Army Regulation
ARNG	Army National Guard
AT	Antiterrorism
ATCTS	Army Training Certification Tracking System
CLIA	Clinical Laboratory Improvement Amendments
CMRA	Contractor Manpower Reporting Application
COR	Contracting Officer's Representative
CORT	Contracting Officer's Representative Tracking
CST	Central Standard Time
DA	Department of Army
DENCLASS	Dental Classification System
DNA	Deoxyribonucleic Acid
DoD	Department of Defense
DOEHRS	Defense Occupational and Environmental Health Readiness System
DRC	Dental Readiness Class
FDA	Food and Drug Administration
FMR	Fully Medically Ready
FY	Fiscal Year
G6PD	Glucose-6 Phosphate Dehydrogenase
HIPAA	Health Insurance Portability and Accountability Act
HIV	Human Immunodeficiency Virus
HRR	Health Record Repository
IAW	In Accordance With
ILARNG	Illinois Army National Guard
IMR	Individual Medical Readiness
JFMD	Joint Forces Medical Detachment
JRTC	Joint Readiness Training Center
MEDCHART	Medical Electronic Data Care History and Readiness Tracking System
MEDPROS	Medical Protection System
MHA	Medical Health Assessment
MMR	Mumps/Measles/Rubella

MODS	Medical Operational Data System
NAC	National Agency Checks
NLT	No Later Than
OPSEC	Operations Security
OSHA	Occupational Safety and Health Administration
PHA	Periodic Health Assessment
PII	Personally Identifiable Information
PM	Project Manager
PPE	Personal Protective Equipment
PRS	Performance Requirements Summary
PSA	Prostate Specific Antigen
PSR	Periodontal Screening and Recording
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RFP	Request for Proposal
SF	Standard Form
SOP	Standing Operating Procedure
SM	Service Member
SPRINT	Speech Recognition In Noise Test
SSN	Social Security Number
TSH	Thyroid Stimulating Hormone
U.S.C.	United States Code
WAWF	Wide Area Workflow

PART III: PERFORMANCE REQUIREMENTS:

3. General Information:

3.1 Specific Tasks and Work Requirements. The contractor shall perform the following tasks to deliver the required services. The contractor shall meet these specifications to demonstrate its technical, operational, and administrative expertise in support of ILARNG objectives. A complete list of deliverable documents (any PWS document identified with the number A00X) is located in PART VI.

3.2 Medical Examination Requirements:

3.2.1 The contractor shall obtain a blood pressure reading on each Soldier, annotate it on the PHA form, and enter into the MODS, Medical Health Assessment (MHA) application IAW AR 40-501 within 7-10 business days.

3.2.2 The contractor shall measure the height and weight of each Soldier, annotate it on the PHA form, and enter into the data into the MHA application IAW AR 40-501 within 7-10 business days.

3.2.3 The contractor shall conduct visual acuity testing using a titmus visual acuity screener (or compatible screener), tonometry, and optometry with visual refraction. The contractor shall enter the data into the MHA application IAW AR 40-501 within 7-10 business days.

3.2.4 The contractor shall perform audiometer testing that is compatible with Defense Occupational and Environmental Health Readiness System (DOEHRS), AR 40-501, AR 40-3, AR 40-5, and DoDI 6055.12. The contractor shall provide mobile hearing equipment to handle the Soldier testing requirements. The mobile hearing booth capacity shall be large enough to process the number of Soldiers for a given event.

3.2.4.1 The contractor shall input hearing test results into DOEHRS and print off the test results on a DD 2215 / 16 within 7-10 business days. (DELIVERABLE A001)

3.2.5 The contractor shall administer required routine adult immunizations in order for Soldier to meet IMR standards IAW AR 40-501. Routine adult immunizations consists of Influenza, Varicella, Tetanus, Hepatitis A, Hepatitis B, Mumps/Measles/Rubella (MMR), and Polio. The contractors shall enter the data into the Medical Protection System Web Data Entry (MWDE) application. (DELIVERABLE A002)

3.2.6 The contractor shall ensure all laboratory technicians conduct phlebotomy laboratory services IAW with Clinical Laboratory Improvement Amendments (CLIA) Rapid Laboratory Screenings, AR 40-501, and AR 40-3, and input into Medical Protection System (MEDPROS) application within 7-10 business days. The Contractor shall conduct additional draws or tests at no additional cost in the event that lab draws cannot be tested (e.g. not enough sample collected, improper storage, or contamination of sample).

3.2.7 The contractor shall ensure any laboratory testing results conducted outside of the PHA event (i.e. HIV testing) are input into Medical Protection System (MEDPROS) application IAW AR 40-501 within 7-10 business days.

3.2.8 The contractor shall provide Lab Test Listings and Results Status Report for each day of the PHA and input all results into MEDPROS within 7-10 business days after testing is completed (DELIVERABLE A003).

3.2.8.1 The contractor shall provide a list identifying personnel who received DNA collection services at the end of each event. (DELIVERABLE A004)

3.3 Medical Exam Data Management.

3.3.1 The contractor shall use the DD Form 3024-Annual Periodic Health Assessment and complete a DD Form 2766-Adult Preventive and Chronic Care Flow Sheet to annotate all services performed for each Soldier IAW AR 40-501. All specific provider notes shall be completed on a SF 600.

3.3.2 The contractor shall input medical exam data into MEDPROS via the Medical Health Assessment (MHA) module of the Medical Operational Data System (MODS) IAW AR 40-501 within seven days of completion of the PHA. The use of MHA is required to input and sign electronic PHA forms.

3.3.2.1 DD Form 3024 PHA, DD Form 2766, DD Form 2978, and SF 600 data shall be entered in MEDPROS for each Soldier. The COR will inspect and verify acceptance within 7-10 days of completed PHA. (DELIVERABLE A005)

3.3.3 The contractor shall scan all medical documentation generated or received into the Health Record Repository (HRR) within 10-15 days after the event.

3.3.4 The contractor shall print all documentation generated during the PHA for entry into the Soldier's hard copy medical record. (DELIVERABLE A006)

3.4 Dental Exam Requirements.

3.4.1 The contractor shall perform digital bitewings and digital panoramic x-rays as required in support of the annual medical and dental screenings in accordance with AR 40-501, AR 40-35, and AR 40-3.

3.4.2 The contractor shall verify Soldiers have a current panoramic X-ray on file via MEDPROS. If missing, the contractor shall perform new radiographs.

3.4.3 The contractor shall assess the current state of oral health and risk for future dental disease as well as assessing general health factors that relate to the treatment of the patient IAW AR 40-3. The following measures are required for each periodic oral evaluation:

3.4.3.1 The contractor shall utilize the Periodontal Screening and Recording (PSR) to determine the need for periodontal treatment IAW AR 40-3.

3.4.3.2 The contractor shall conduct a Tobacco Risk Assessment, classifying Soldiers as a smoker, user of smokeless tobacco, or as both IAW AR 40-35.

3.4.3.3 The contractor shall perform an oral cancer screening on all Soldiers as part of all annual examinations IAW AR 40-35.

3.4.3.4 The dental and oral examination shall identify all deficiencies, including the dental treatment required to restore those deficiencies on Standard Form 603 Health Record-Dental and explained to the Soldier during the PHA. Input exam information into Dental Classification (DENCLASS) System within 7-10 days of completion of the PHA event IAW AR 40-501.

3.5 Dental Exam Data Management. The contractor shall upload all exams and digital x-rays into the DENCLASS system within seven days of completion of the PHA event IAW AR 40-501.

3.5.1 Each exam shall be annotated on a SF 603 (Health Record – Dental) and the DA 5570 (Health Questionnaire for Dental Treatment) for the Soldier's dental records during each event. (DELIVERABLE A007)

3.5.2 Contractor shall print all xRays, DA 5570, and SF 603 documents created during the PHA for entry into the Soldiers physical record. (DELIVERABLE A006)

PART IV. QUALITY CONTROL.

4.1 Quality Control Plan. The contractor shall develop and maintain an effective quality control plan to ensure services are performed in accordance with this PWS. This plan must identify ways in which the contractor will perform services to contract, federal and state standards, as well as procedures to prevent and ensure non-recurrence of defective services.

The plan shall include contractor's Health Insurance Portability and Accountability Act of 1996 (HIPAA) procedures for the protection of private health care information. The contractor's quality control program is the means by which the company assures that work complies with the requirements of the contract.

The contractor's Quality Control Plan (DELIVERABLE A008) shall be delivered with the proposal to the basic request for proposal (RFP) and submitted again to the Contracting Officer and COR within 30 working days after award the contract. After acceptance of the quality control plan the contractor shall receive the Contracting Officer's acceptance in writing.

4.2 Unclassified Material. During the performance of their contract, contractor employees may have access to or may generate unclassified information of a sensitive nature or personally identifiable information (PII) that is inappropriate for release to the public. Contractor shall implement information control procedures that require government approval prior to the release of any information derived from the performance on the contract by the contractor or its employees, regardless of forum.

PART V: SPECIAL REQUIREMENTS

5. This part describes other special requirements for these services.

5.1 Government Furnished Items & Support. This section identifies property, information, and/or support that will be provided for the contractor's use without cost to the contractor.

5.1.1 Support: None.

5.1.2 Facilities: The contractor will be provided the use of drill floors for waiting rooms, tables, chairs, and workspace in those areas. This also includes electrical outlets.

5.1.3 Equipment: Unless otherwise specified, the Government will not provide any medical equipment for the completion of these services.

5.1.4 Materials or Supplies: The Government will provide the following medical supplies:

5.1.4.1 The Government will provide Routine adult immunization serum.

5.2 Contractor Furnished Items and Responsibilities. The Contractor shall furnish all supplies, postage, equipment, facilities, and personnel required to perform work under this contract that are not listed under paragraph 5.1.4 of this PWS.

5.2.1 Materials and Supplies: The contractor shall provide all supplies not identified in the Government furnished items in paragraph 5.1.4.

5.2.1.1 The contractor shall provide all on-location laboratory supplies for lipid panels, glucose, and hemoglobin lab work.

5.2.1.2 The contractor shall provide immunization supplies, such as needles, syringes, latex gloves, gauze, alcohol prep pads, medical tape and isolyser/sharps containers.

5.2.1.2.1 The contractor shall utilize OSHA required personal protective equipment (PPE).

5.2.2 Shipping: The contractor shall be responsible for shipping of all contractor equipment and supplies.

5.2.3 Equipment: In an event that there is limited space, the contractor shall set up their own mobile work areas for dental exams and audiometric testing.

5.2.3.1 Medical & Dental mobile/portable facilities shall meet all OSHA, HIPAA and Privacy Act standards to ensure a safe and productive workspace for services under the Individual Readiness Requirements. Mobile and or portable exam/treatment areas must ensure that privacy is observed for all medical/dental exam rooms.

5.2.3.2 Due to nature of many drill weekends, Mobile/Portable Medical/Dental units must be able to be moved at short notice of a minimum of 1-hour notice to follow movement of patient base to be served.

5.2.3.3 The contractor shall supply a generator or standard 120 volt drop cables for power supply to mobile work areas.

5.3 Database Access: The Contractor shall obtain and maintain active access to the following databases IAW AR 40-501. In order to maintain internet connectivity to input medical data into the above systems, the contractor shall provide their own mobile internet access.

Medical Protection System (MEDPROS)
Medical Health Assessment (MHA) module of the Medical Operational Data System (MODS)
e-Profile
Defense Occupational and Environmental Health (DOEHRS)
Dental Classification System (DENCLASS)
MEDCHART
Health Record Repository (HRR)

5.4 Staffing and Certifications. In order to properly perform the requirements of this PWS the Contractor shall ensure they provide adequate staffing to meet the PHA requirements for the number of SMs that require examinations. During each PHA, each staff member will show identification badges with name and title.

5.4.1 The contractor shall provide current and valid certifications/credentials/licensure to the COR prior to start of each event. The loss of any required certification by the contractor may result in termination of this contract. (DELIVERABLE A009) Staff Certifications

5.4.2 The contractor shall be held liable and is responsible to ensure and verify the appropriate level of Credentialing

Medical Staff
Medical Physician (Physician Licensure)
Physician's Assistant (Physician Assistant Licensure)
Registered Nurse (Registered Nurse Licensure)
Nurse Practitioner (Nurse Practitioner Licensure)
Nursing Assistant (Nursing Assistant Certification)
Licensed Practical Nurse (Practical Nurse Licensure)
Medical Assistant (Medical Assistant Licensure)
Emergency Medical Technician (EMT)
Phlebotomist (Phlebotomist Certification)
Audiology Technician (Audiologist Licensure)
Optometrist (Optometrist Licensure)
Ophthalmologist (Ophthalmologist Licensure)
Optometry Technician
Occupational Health Physician (Occupational Health Physician Certified)
X-Ray Technician (X-Ray Technician Certification)
Laboratory Technician (Clinical Laboratory Improvement Amendments (CLIA) Certification)

Dental Staff
Dentist (Dentist Licensure)
Registered Dental Assistant (RDA) (Dental Hygienist Licensure)
Dental X-ray Technician (Dental Technician Certification)

5.5 Contractor Manpower Reporting. IAW Sections 235 and 233a of Title 10, United States Code (U.S.C.), and the contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Illinois Army National Guard via a secure data collection site. The

contractor shall completely fill in all required data fields using the following web address:

<https://www.ecmra.mil/Default.aspx>.

5.5.1 The line item has been included in this solicitation/contract to allow for payment to the contractor for compliance with this requirement. Upon award, the contracting office, with assistance of the ILARNG requesting activity, will create the contract in CMRA.

5.5.2 Reporting inputs will be for the labor executed during the period of performance and is considered (DELIVERABLE A010) CMRA Verification. The CMRA data must be complete prior to the contractor being paid in full. Contractors may direct questions to the help desk at <https://www.ecmra.mil/Default.aspx>.

5.6 Security and Safety. The following list of security and safety documents is described in more details below.

National Agency Checks/Standard Form 85P-Questionnaire for Public Trust Positions
Information Awareness Certificates
Antiterrorism Level I Training Certificates
Operation Security Level II Training Certificate

5.6.1 Operations Security Standing Operating Procedure. The contractor will develop their own Operations Security (OPSEC) Standing Operating Procedure (SOP) within 30 calendar days of contract award. Upon being awarded the contract, a copy of the SOP will reviewed and approved by the responsible ILARNG OPSEC officer, per AR 530-1, Operations Security. (DELIVERABLE A011) This SOP will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor identifies a person, who will be an OPSEC Coordinator.

5.6.1.1 Per Army Regulation (AR) 530-1, Operations Security, contractor employees shall complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees shall complete annual OPSEC awareness training. This training is available at the following website: <http://cdstrain.dtic.mil/opsec/story/html>.

5.6.2 Security Requirements. Contractor shall ensure contractor personnel have a completed National Agency Checks (NAC) Standard Form 85P-Questionnaire for Public Trust Positions. Contractor shall ensure the NAC check forms are completed and are on file for review upon request prior to starting any work at a government facility. (DELIVERABLE A012)

5.6.2.1 All contractor employees and affiliated personnel of the contractor are to possess identification that identifies them as such. All vehicles are subject to search without reason. The contractor shall comply with any and all installation security requirements.

5.6.3 The contractor shall ensure all contractor personnel with access to government information systems are registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and shall successfully complete the DOD Information Assurance Awareness training (available from <https://IA.signal.army.mil>) prior to access to the information system and then annually thereafter. Contractor shall have DOD Information Assurance Awareness training certificates on file for each staff member. (DELIVERABLE A013) Information Awareness Certificates.

5.6.4 Antiterrorism (AT) Level I Training: This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility, or area. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities, and controlled access areas shall complete AT Level I awareness training within ten (10) calendar days after effective date of this contract. The contractor shall submit certificates of completion (DELIVERABLE A014) for each affected contractor employee and subcontractor employee, to the COR within ten (10) calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at the following website: <https://atlevel1.dtic.mil/at>

5.6.5 "iWATCH" Training: This training is required for contractor employees with an area of performance within an Army controlled installation, facility or area. Within seven (7) calendar days after award, the ILARNG Antiterrorism Office will provide locally developed information to the contract employees regarding the types of

behavior to watch for and instruct employees to report suspicious activity to the COR. (DELIVERABLE A015)
<https://www.myarmyonesource.com/familyprogramsandservices/iwatchprogram/default.aspx>

5.7 Site Entry Information. Unscheduled gate closures by the security office may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Vehicles operated by contractor personnel are subject to search. The award of this contract does not create a right to have access to any installation. Any moving violation of any applicable regulation may result in the termination of the contractor employee's installation driving privileges.

5.8 Quality Assurance. The COR shall evaluate the contractor's performance under this contract IAW the Quality Assurance Surveillance Plan (QASP) and the Performance Requirements Summary/Surveillance Matrix. (Appendices 1 and 2). This QASP is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the acceptable quality levels.

PART VI: DELIVERABLES

6. The contractor shall provide deliverables as described in this order. The format and delivery schedule is listed in the table below.

Identifier	Name	Description
A001	Audiogram Testing (Para 3.2.4.1)	The contractor shall input all audiogram results into DOEHRs and print off the DD 2216.
A002	Immunizations (Para 3.2.5)	Contractor shall administer and input all routine immunizations into MWDE
A003	Lab Test Listing and Results Status Report (Paragraph 3.2.8)	Due each day of the PHA to the COR until all results have been received and input into MEDPROS. Format report as an Excel spreadsheet with name, last four of SSN, and service completed.
A004	DNA Collection List (Para 3.2.8.1)	List identifying personnel who received DNA collection services; must be provided to the COR NLT the end of the PHA event. Format report as an Excel spreadsheet with name, last four of SSN, and service completed.
A005	DD Form 3024 PHA, DD Form 2766, DD Form 2978, and SF 600s (Para 3.3.2.1)	DD Form 3024 PHA, DD Form 2766, DD Form 2978, and SF 600 data shall be entered in MEDPROS for each Soldier. The COR will inspect and verify acceptance within 7-10 days of completed PHA
A006	Documentation Printed (Para 3.3.4)	The contractor shall print all documentation generated during the PHA for entry into the Soldier's hard copy medical record. Electronic PHA, DD Form 2766, DD Form 2978, and SF 600s, SF 603, X-rays, and DA 5570.
A007	DENCLASS RECORDS (SF 603 and DA Form 5570). (Para 3.5.1)	Each exam will be entered into the DENCLASS reporting system and annotated on the SF 603 (Health Record – Dental) and the DA 5570 (Health Questionnaire for Dental Treatment) of the Soldier's dental records at each event upon Soldier during an event.
A008	Quality Control (Paragraph 4.1)	Submitted to the Contracting Officer and Contracting Officer's Representatives within 30 working days after award. Electronic format describing how contractor plans to perform PHA services, how they will monitor to meet quality standards and procedures to ensure non-recurrence of defective services.

A009	Staff Identification & Certifications (Para 5.4.1)	The contractor must show current and valid certifications/credentials/licensure as required for the State of Illinois for each medical evaluation event.
A010	CMRA Verification (Para 5.5.2)	Contractor shall access the Army's Contractor Manpower Reporting Application at Http://www.ecmra.mil to input invoice and labor hour data to expedite contractor payment. Notify COR by email that Deliverable A010 has been completed.
A011	Operations Security (OPSEC) Standing Operating Procedure (SOP) (5.6.1)	Due within 30 calendar days of the contract award to COR and to be reviewed and approved by the responsible ILARNG OPSEC officer, Training certificates will be reviewed prior to each PHA.
A012	Security Requirements (Para 5.6.2)	Contractor shall ensure contractor personnel have a completed National Agency Checks (NAC) Standard Form 85P-Questionnaire for Public Trust Positions. Contractor shall ensure the NAC check forms are completed and are on file for review upon request prior to starting any work at a government facility.
A013	DOD Information Assurance Awareness Training (Para 5.6.3)	Certificates due to the COR prior to start of each event for each employee and subcontractor personnel.
A014	Antiterrorism (AT) Level I Training (Para 5.6.4)	Certificates due to the COR prior to start of each event for each employee and subcontractor personnel.
A015	"iWATCH" Training (Para 5.6.5)	This training is required for contractor employees with an area of performance within an Army controlled installation, facility or area.

PART VI: APPENDICES

6.1 Appendix 1- Quality Assurance Surveillance Plan

6.2 Appendix 2- Performance Requirements Summary/Surveillance Matrix

Appendix 1-Quality Assurance Surveillance Plan (QASP)

1. Contracting Officer's Representative (COR) Contact Information. The COR and/or the Alternate COR for this contract are responsible for monitoring contractor performance. They will use the contents of this Performance Work Statement, the Performance Requirements Summary and the Quality Assurance Worksheet to document contractor performance of services rendered under this contract.

1.1 The COR for this contract is MSG Heather Meyers, heather.d.meyers2.mil@mail.mil, commercial phone: 217-761-3821.

1.2 The Alternate COR for this contract is CW3 Mariah Peterson, Mariah, Mariah.s.peterson.mil@mail.mil, commercial phone: 217-761-3796.

1.3 You will also receive a copy of the COR Appointment Letter listing the COR's authority and limitations regarding this contract. In the event that CORs change during the period of performance, the Contracting Officer will issue a new appointment letter with contact information for the new COR.

2. COR Surveillance. They will conduct surveillance/inspection using the methods listed in the Performance Requirements Summary/Surveillance Matrix (Appendix 2). The requirements summary identifies the acceptable quality levels and the surveillance methods that the COR will use for inspection. The COR shall keep records of their reviews, comments and samples of work to identify whether or not the contractor is performing per the terms

of the contract. Both satisfactory and unsatisfactory performance will be documented. The contractor's supervisor will be kept apprised of any issues that may require resolution.

3. Quality ratings are used per the table below. If a quality rating is "Satisfactory", no comments are required unless the Contracting Officer would like to identify extraordinary services. Any time the rating is less than Satisfactory, the COR shall clearly document the worksheet to indicate what did or did not occur per the PWS requirement. The quality rating may change from "Satisfactory" to "Unsatisfactory", however the COR should utilize the "Needs Attention" quality rating to alert the contracting office and the contractor of quality issues that have a potential for a "Unsatisfactory" quality rating if corrective action is not taken. Hopefully, issues have already been resolved prior to acceptance so that payment for satisfactory performance can be made.

Rating	Description
Satisfactory	Yes, performance and technical specifications are being met at Acceptable Quality Level (AQL).
Needs Attention	Yes, performance and technical specifications are currently being met at the minimum AQL, but the following service/deliverable needs contractor attention. The COR must identify what component of the deliverable and/or service requires attention.
Unsatisfactory	No, performance and technical specifications are not being met at an AQL and the following service/deliverable needs immediate contractor resolution. The Customer must identify what component of the deliverable and/or service is below the minimum AQL.

4. The COR shall upload the Performance Requirements Summary/Surveillance Matrices into Wide Area Workflow (WAWF)-Contracting Officer's Representative Tracking (CORT) so that it can become a record of performance for acceptance.

Appendix 2-Performance Requirements Summary/Surveillance Matrices

Performance Statements	Standards/Acceptable Quality Levels (AQLs)	Inspections	Rating
3.2.1 Take and Record Blood Pressure	(a) Measurements are taken and recorded IAW AR 40-501 AQL: 95%	What: Medical Data How: During PHA event spot check measurements and review input of data annotated on PHA documents. Who: COR	
3.2.2 Take and Record Height and Weight	(a) Measurements are taken and recorded IAW AR 40-501 AQL: 95%	What: Medical Data How: During PHA event spot check measurements and review input of data annotated on PHA documents. Who: COR	
3.2.3 Conduct Visual Acuity Testing	(a) Testing is conducted and recorded IAW AR 40-501 AQL: 95%	What: Medical Data How: During PHA event spot check testing station and results. Review input of data annotated on PHA documents. Who: COR	
3.2.4 Perform Audiograms. <u>Deliverable:</u> A001 Audiogram Testing	(a) Tests are compatible with (DOEHRS), AR 50-501, AR 40-3, AR 40-5 and DODI 6055.12. AQL: 100% (b) Results are entered onto a DD Form 2216 AQL: 95%	What: Actual test and medical data How: During PHA event spot check test actions and review input of data annotated on the DD Form 2766. Within seven days of PHA Event review 100% MEDPROS data. Who: COR	
3.2.4.1 Input and print Audiogram tests. <u>Deliverable:</u> A001 Audiogram Testing	(a) Results are inputted into DOEHRs. AQL: 100% (b) Audiograms are printed out on a DD Form 2216 AQL: 95%	What: MEDPROS reflects a current audiogram. How: During PHA event spot check test actions and review input of data annotated on the DD Form 2766. Within seven days of PHA Event review 100% MEDPROS data. Who: COR	

3.2.5 Administer immunizations <u>Deliverable:</u> A002 Immunizations	(a) Contractor will use MEDPROS to evaluate the need for all Soldiers in order to bring them into compliance with immunization standards. AQL: 95%	What: Medical Data How: During PHA event spot check immunizations provided and review input of data annotated on the DD Form 2766. Within seven days of PHA Event review 100% MEDPROS data. Who: COR	
3.2.6 Conduct Phlebotomy Laboratory Services	(a) Conduct services IAW with Clinical Laboratory Improvement Amendments (CLIA) Rapid Laboratory Screenings, AR 40-501, and AR 40-3 AQL: 100%	What: Lab station and medical data How: Spot check lab station and data annotated on PHA documentation. Who: COR	
3.2.7 Off-Site Laboratory Testing	(a) Off-site lab tests are entered into MEDPROS within 7-10 days. AQL: 95%	What: Medical Data How: Check to ensure data is entered into MEDPROS within 7-10 days of PHA Event. Who: COR	
3.2.8 Provide Lab Test Listings and Results Status Report. <u>Deliverable:</u> A003-Lab Test Listing and Results Status Report	(a) Provide A003 to COR each day of PHA. AQL: Listing correctly shows 95% of required tests provided and status of each test	What: Deliverable A003 and MEDPROS data How: Spot check lab technicians during performance of actual blood draws. Review A003 for status and updates until input of tests into MEDPROS. Who: COR	

<p>3.2.8.1 Complete DNA collection tests and ship to testing agency.</p> <p>Deliverable: A004-DNA Collection List</p>	<p>(a) DNA tests completed for each SM that required tests as noted on PHA roster.</p> <p>AQL: 100% DNA test correctly performed per AR 40-501 and annotated on A004.</p> <p>(b) DNA tests shipped within 24 hours of PHA.</p> <p>AQL: Roster of shipping records shall be emailed to the COR with tracking numbers of shipments.</p>	<p>What: Actual collection, deliverable A004 and MEDPROS data</p> <p>How: Spot check lab technicians during performance of actual DNA test. Compare A004 list of DNA tests with information in MEDPROS.</p> <p>Who: COR</p>	
<p>3.2.9 Additional Lab Draws or Tests</p>	<p>(a) Contractor does not charge for additional draws in the event initial draw was unable to be tested.</p> <p>AQL: 100%</p>	<p>What: Actual collections.</p> <p>How: Review lab test listings and results status report provided by contractor</p> <p>Who: COR</p>	
<p>3.3.1 Annotate All Services Performed For Each Soldier</p>	<p>(a) The contractor shall use the DD Form 3024-Annual Periodic Health Assessment, DD Form 2766, DD Form 2978 and SF 600 IAW AR 40-501.</p> <p>AQL: 100%</p>	<p>What: Electronic PHA, DD Form 2766, DD Form 2978, and SF 600s and MEDPROS records</p> <p>How: Spot check documents during event. Check MEDPROS within 7 days of event, perform 100% records review.</p> <p>Who: COR</p>	
<p>3.3.2 Input Medical Exam Data Into MEDPROS</p>	<p>(a) All data entered into MEDPROS within 7 days of completion of PHA</p> <p>AQL: 95%</p>	<p>What: MEDPROS systems</p> <p>How: Make sure contractor has access and permissions to input data in MEDPROS prior to event.</p> <p>Who: COR</p>	

<p>3.3.2.1 Medical Exam Records & Data Management entered into MEDPROS or MHA/MODS.</p> <p>Deliverable:</p> <p>A005- DD Form 3024, DD Form 2766, DD Form 2978, and SF 600s</p>	<p>(a) Medical exams are completed on the DD Form 3024, DD Form 2766, DD Form 2978, and SF 600s</p> <p>AQL: 100%</p> <p>(b) All data entered into MEDPROS/MHA/MODS at time of assessment.</p> <p>AQL: 95%</p> <p>(c) Electronic PHA, DD Form 2766, DD Form 2978, and SF 600s are printed</p> <p>AQL: 100%</p>	<p>What: Electronic PHA, DD Form 2766, DD Form 2978, and SF 600s and MEDPROS records</p> <p>How: Spot check a representative sample of DD Form 2766 during PHA event. Prior to PHA completion, spot check MEDPROS. Within 7 days of event, perform 100% records review.</p> <p>Who: COR</p>	
<p>3.3.3 Scan Documentation to Health Record Repository</p>	<p>(a) All documentation generated for each Soldier during the PHA will be scanned to HRR within 10-15 days after the event.</p> <p>AQL: 95%</p>	<p>What: Documentation in HRR.</p> <p>How: Spot check HRR 10-15 days after each event</p> <p>Who: COR</p>	
<p>3.3.4 Print All Documentation Generated During the PHA</p> <p>Deliverable A006</p>	<p>(a) Print all documentation generated during the PHA for entry into the Soldier's hard copy medical record.</p> <p>AQL: 95%</p>	<p>What: All PHA generated documents printed.</p> <p>How: Verify with Soldiers at final checkout during event.</p> <p>Who: COR</p>	
<p>3.4.1 Complete Digital Bitewings and Digital Panoramic X-rays</p>	<p>(a) Ensure each SM has panoramic x-ray representing the current oral condition on file. each x-ray properly identified and dated for each SM</p> <p>(b) Using FDA guidelines, complete x-ray if missing or not current.</p> <p>AQL: 95%</p>	<p>What: X-rays in HRR</p> <p>How: Spot check during event and review of x-rays in HRR.</p> <p>Who: COR</p>	
<p>3.4.2 Verify Soldiers Have a Current Panoramic X-ray</p>	<p>(a) Check MEDPROS to verify each Soldier has panoramic X-ray on file.</p> <p>AQL: 95%</p>	<p>What: Panoramic X-ray on file in MEDPROS</p> <p>How: Verify with contractor prior to PHA event.</p> <p>Who: COR</p>	

3.4.3 Assess The Current State of Oral Health and Risk for Future Dental Disease	(a) Conduct services defined in para 3.3.3.1; 3.3.3.2; 3.3.3.3 and 3.3.3.4 of this PWS. AQL: 100%	What: Completion of oral health exams. How: Spot check documentation during event and review MEDPROS 7-10 days after event. Who: COR	
3.4.3.1 Conduct a Tobacco Risk Assessment	(a) Tobacco Risk Assessment, classifying Soldiers as a smoker, user of smokeless tobacco or as both. AQL: 100%	What: Completion of Tobacco Risk Assessment. How: Spot check documentation during event and review MEDPROS 7-10 days after event. Who: COR	
3.4.3.2 Perform a Thorough Oral Cancer Screening	(a) Perform a thorough oral cancer screening on all Soldiers as part of all annual examinations. AQL: 100%	What: Completion of oral cancer screening. How: Spot check documentation during event and review MEDPROS 7-10 days after event. Who: COR	