

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGES OF PAGES 1 23
2. AMENDMENT/MODIFICATION NO. Mass Modification 0022		3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY: Department of Veterans Affairs National Acquisition Center P.O. Box 76, Bldg. 37 Hines, IL 60141		CODE: 003B6B	7. ADMINISTERED BY (If other than Item 6) CODE:	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(X)	9A. AMENDMENT OF SOLICITATION NUMBER
				9B. DATED (SEE ITEM 11)
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NUMBER
				10B. DATED (SEE ITEM 13)
			CODE FACILITY CODE	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
(x)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.			
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: 52.212-4(c) Contract Terms and Conditions - Commercial Items (Changes)			
	D. OTHER (Specify type of modification and authority)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)				
621 I Schedule Updates: Modify the Scope of Solicitation and the Geographic Coverage				
This modification is issued to incorporate geographic coverage revisions into the contract referenced above pursuant to the issuance of Amendment 0008 under 621 I Solicitation RFP-797-FSS-00-0115-R4. The new and previous text versions of the clauses are available on Continuation pages 2 through 23.				
Eligibility for Receiving Orders: This base contract builds flexibility for the contractor to perform services nationwide without any additional modifications to the base contract. Contract award establishes the awardee as eligible to fulfill orders for every state and local requirements to perform work under a request for quote/order.				
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
			Joshua J. Ladwig	
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
			(Signature of Contracting Officer)	10/23/2025
			(Signature of Contracting Officer)	

New Updated Clauses

SCOPE OF SOLICITATION (May 2025)

The Federal Supply Schedule (FSS) program, known as the Multiple Award Schedule (MAS) Program, is directed and managed by GSA. It provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite-delivery, indefinite quantity contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA has delegated authority to the VA to manage the Schedules for medical supplies and services under the VA FSS program.

This solicitation is for the offering of allied and professional healthcare services for the purpose of providing temporary personnel to fulfill staffing needs in the performance of patient care, healthcare treatment and advice in healthcare settings. Services performed under this contract will be performed at government locations, e.g. Medical Treatment Facilities (MTF), VA Medical Centers (VAMC), clinics and/or other government healthcare access points. Any placements made in non-government facilities or private residences shall be deemed outside of the scope of the solicitation/contract. Specific services, tasks to be performed, and performance standards will be specified by the ordering activity.

Commercial Items: Per GSA Regulation 538.271(a), MAS awards are for commercial items as defined in FAR 2.101.

Geographic Coverage: This solicitation is issued to establish contracts for the domestic delivery of temporary healthcare staffing services. Domestic delivery is defined within this document in clause 552.238-113 Scope of Contract (Eligible Ordering Activities) as “delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories”. Therefore, pricing shall be proposed for nationwide (i.e. domestic delivery, as set forth above and in clause 552.238-113)

Special Item Numbers (SINs): FSS solicitations set forth broad categories of accepted products/services, referred to as Special Item Numbers (SINs), listed in the Continuation of SF1449 (located within this document). SINs listed in this solicitation in the Continuation of SF1449 are labor categories that may be offered. Offerors are free to choose which labor categories they will offer as long as those categories fall within one of the solicitation’s pre-defined SIN categories or are a subcategory of a pre-defined SIN. Labor categories that do not fall within one of the predefined SINs are considered to be out of scope of the solicitation and cannot be awarded. Offerors shall clearly identify in their proposal each labor category, including subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.). Additionally, offered labor categories must be classified as specialties or subspecialties of healthcare service as defined under the Standard Occupational Classification (https://www.bls.gov/soc/2018/major_groups.htm). A labor category’s acceptability under the schedule may be further restricted by a determination of fair and reasonable pricing. It is within the Government’s discretion to determine the contractor’s capability and to limit SINs. Offerors who cannot provide services for at least one labor category will not be considered for award.

Pricing/Hourly Rate & Associated Costs

- **Hourly Ceiling/Not-to-Exceed (NTE) Rates:** Pricing proposed under this solicitation and awarded under resultant contracts shall reflect the highest hourly rate for each labor category based on the awarded geographic coverage. The awarded price is also known as the “ceiling” price or the Not-to-Exceed (NTE) rate. Ordering Activities must evaluate task order pricing

based on the location in which the service will be provided, which could be significantly less than the awarded ceiling/NTE rate.

- **Fully Loaded Pricing/Rates:** Proposed pricing shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes, and applicable required insurance. The awarded price will also include the industrial funding fee. Note that costs related to security clearances, contractor held medical malpractice insurance, and contractor certifications/licenses/accreditations shall be factored into the offered price. Proposed pricing shall not include travel and per diem costs.
- **Non-Reimbursable Costs:** Costs that shall be borne by the contractor at no additional expense to the Government include, but are not limited to, the following:
 - **Security Clearances:** All costs associated with obtaining/possessing required security clearances should be factored into the offered price.
 - **Travel/Lodging/Per Diem:** Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to these charges. Local travel is not reimbursable unless otherwise determined by the ordering activity's Contracting Officer.
 - **Certifications, Licenses and Accreditations:** All costs associated with obtaining required certifications, licenses and accreditations should be factored into the offered price.
 - **Insurance:** All costs associated with obtaining/possessing required insurance should be factored into the offered price.
 - **Healthcare Screenings/Tests/Procedures** for personnel providing services under this contract are not reimbursable. This includes an annual Purified Protein Derivative (PPD) reading or evaluation if known PPD reactor.
- **Reimbursable Costs - Travel/Lodging/Per Diem:** The Contractor may be required to travel in performance of orders issued under this contract. These costs may be directly reimbursed by the ordering activity to the extent authorized by the ordering agency, as specified in the task order. The Industrial Funding Fee does NOT apply to travel and per diem charges. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. More information on Federal Travel Regulations can be found at: www.gsa.gov/federaltravelregulation. Note that airfare shall be based upon the lowest available cost - coach or economy airfare. The use of any airfare other than coach or economy must be approved in writing, in advance, by the ordering activity's Contracting Officer. Contractors are not entitled to the government contract air fares that are awarded under the airline passenger transportation services (city-pair program) contract without the express consent of the airline. This applies even when a government activity and/or Contracting Officer authorize air travel.

Non-Personal Services

This solicitation is for non-personal services. A nonpersonal services contract is defined in FAR 37.101 as "a contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees." Contractor personnel who furnish services for a nonpersonal services order under this contract shall not be considered employees of the Government for any purposes. The contractor will perform independently and not as an agent of the Government. The ordering activity may evaluate the quality of professional and administrative services provided but retains no control over professional aspects of the services rendered.

*** End of clause.*

Note: State Vet Homes with sharing agreements are also included as eligible ordering activities.

*** End of clause.*

PROPOSED PRICING & COMMERCIAL SALES PRACTICES

PROPOSED PRICING & COMMERCIAL SALES PRACTICES (CSP) (MAY 2025)

REQUIRED FORMAT: Proposed Government pricing and CSP shall be provided in Excel format in **Document 03 - Proposed Pricing and CSP**.

DEFINITION of TERMS: Please note the following definitions of terms referenced within the spreadsheet and within some regulations in this solicitation.

Concession: A benefit, enhancement or privilege (other than a discount), which either reduces the overall cost of a customer's acquisition or encourages a customer to consummate a purchase. Concessions include, but are not limited to complementary/free hours, extended price guarantees and bonus services.

Discount, as used in this solicitation, means a reduction to net prices/rates (published or unpublished). Discounts include, but are not limited to, rebates, quantity discounts, purchase option credits, and any other terms or conditions other than concessions) which reduce the amount of money a customer ultimately pays for services ordered or received. Any net price/rate lower than the standard price is considered a "discount" by the percentage difference from the standard price/rate to the net price.

Customer, as used in this solicitation, means any entity which acquires services from the Offeror. The term customer includes, but is not limited to, state and local governments, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's pricing policies or practices are the same for all customers in the category.

Most Favored Customer (MFC): The commercial customer who receives the best upfront (guaranteed) discount. This is not inclusive of "conditional" discounts, such as prompt payment discounts, annual rebates based on reaching a threshold, etc., which must be listed in Fig 515.4-2.

IFF = Industrial Funding Fee: A fee of **1.0%** shall be included in the final proposed FSS price (see 552.238-80) per the following calculation: Proposed FSS Price without IFF *divided by* 0.99.

GENERAL INFORMATION FOR SUBMISSION OF PRICING

- 1) Special Item Numbers (SINs)/Labor Categories:** Offerors may offer on any single or combination of SINs. The offeror shall identify and clearly define each labor category, including subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.). Labor categories are provided in generic terms in the Continuation of SF1449 (located within this document).
- 2) Geographic Coverage:** This solicitation is issued to establish contracts for the domestic delivery of temporary healthcare staffing services. Domestic delivery is defined within this document in clause 552.238-113 Scope of Contract (Eligible Ordering Activities) as "delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.
- 3) Proposed Pricing:** Offerors shall propose pricing as an hourly rate for each labor category based on the awarded geographic coverage. This price represents the highest hourly rate for each proposed labor category based on the awarded geographic coverage. Pricing is also known as the "ceiling" price or the Not-to-Exceed (NTE) rate. Note that Ordering Activities will evaluate task order pricing based on the location in which the service will be provided, which could be significantly less than the awarded ceiling/NTE rate.

- a) **Supporting Documentation:** Only pricing approaches for which an offeror can provide supporting documentation (e.g. copies of invoices, proposals, pricing agreements with corporate customers, internal policies, market prices, quote sheets, etc.) demonstrating that it is in fact a commercial practice will be acceptable. Identify the effective period, pricing and any other applicable terms and conditions clearly. Provide any other additional supporting documentation and/or rationale that will demonstrate price realism.
 - b) **Fully Loaded Pricing:** Pricing shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes and applicable required insurance. This is generally known as “fully loaded” rates.
 - c) **Industrial Funding Fee (IFF):** A 1% Industrial Funding Fee (IFF) will automatically calculate in the prices submitted with their offer. The fee will be included in the award price(s) and be reflected in the total amount charged to the ordering activities. See clause 552.238-80 Industrial Funding Fee (IFF), found elsewhere in the solicitation, for additional information regarding the collection and remittance of the IFF.
 - d) **Transportation Costs:** Offerors shall not include transportation costs in the price offered. Costs for transportation and lodging required for on-site services at an activity will be in accordance with the regulatory implementation of Public Law 99-234 and Federal Acquisition Regulation (FAR) 31.205-46, Travel Costs and the Contractor’s cost accounting system/Federal Government Travel Regulations (FTR). The FTR can be found at: www.gsa.gov/federaltravelregulation. These costs may be directly reimbursed by the ordering activity, as specified in the task order. See clause C-FSS-370 Contractor Tasks / Special Requirement, found in section C.1.7 in the solicitation.
- 4) Economic Price Adjustment (EPA):** All prices, under this schedule will be fixed price subject to economic price adjustment. A fixed-price contract with economic price adjustment provides for upward and downward revision of the stated contract price upon the occurrence of specified contingencies. The Government’s experience is that commercial prices in this industry are not based on established pricelists or catalogs, rather they are based on “Market Prices”. FAR 2.101 defines “market price” as, *“Current prices that are established in the course of ordinary trade between buyers and sellers free to bargain and that can be substantiated through competition or from sources independent of the offerors.”*
- Economic prices adjustments to prices awarded as Market Price will be subject to the stability of market or labor conditions that exist during an extended period of contract performance. Price adjustments will be restricted to industry-wide contingencies and adjustments based on labor costs will be limited to the contingencies beyond the contractor's control. These conditions will be verified by obtaining adequate information to establish the base level from which adjustment will be made and may require verification of data submitted and are subject to I-FSS-969 Economic Price Adjustment FSS Multiple Award Schedule Market Prices.
- 5) Reimbursement Requests:** The Contractor shall only be reimbursed for travel and per diem expenses as outlined on the executed task order. Reimbursements for costs that are not specifically addressed in this Solicitation or in the resultant Contract or task order ARE NOT ALLOWED. Generally, it is a Government policy not to allow a charge of profit or fee on reimbursable items and to only reimburse actual costs consistent with the FTR.
- a) **Local Travel:** No reimbursement will be made by the Government for a Contractor’s local travel unless otherwise determined by the ordering activity’s Contracting Officer. Field facility directors/head of activity are responsible for determining the areas to be covered by local travel. Travel outside of the normal commuting area of the facility may be reimbursable by the Government in accordance with FTR.
 - b) **Transportation/Lodging Reimbursement:** Any resultant Contractor under this schedule shall notify the ordering activity, in writing, of the proposed request for reimbursement of

transportation and/or lodging expenses, at the time they are responding to a task order request.

- c) **Airfare:** Airfare shall be based upon the lowest available cost—coach or economy airfare. The use of any airfare other than coach or economy must be approved in writing in advance, by the ordering activity’s Contracting Officer. Contractors are not entitled to the government contract air fares that are awarded under the airline passenger transportation services (city-pair program) contract without the express consent of the airline. This applies even when a government activity and/or Contracting Officer authorize air travel.

DOCUMENT 03, TAB 1 INSTRUCTIONS: PROPOSED PRICING & BILLING DISCLOSURES

Row 1 - Current, Accurate, and Complete Date: Enter the date for which the data provided in the Tab 1 is current, accurate and complete. At a minimum, the Government expects you to provide information that is, to the best of your knowledge and belief, current, accurate, and complete as of 60 calendar days prior to its submission.

Row 2 - Date Range for Transactional Data & Commercial Agreements: Provide the date range which represents the start and end date of the transactional data and commercial agreements used to populate the most frequently billed price, the lowest billed price (i.e. MFC price), and the highest billed price in Tab 1.

Column A - Special Item Number (SIN): Choose the SIN from the drop-down list. For a list of SINs and their corresponding labor categories, see the Continuation of SF1449 located within this document.

Column B - Labor Category Description (job title): Enter the labor category which corresponds to the SIN in Column A. For a list of SINs and their corresponding labor categories, see the Continuation of SF1449 located within this document. The offeror shall identify and clearly define each labor category to include subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.).

Column C - Proposed FSS Ceiling Price without IFF: Enter the “fully loaded” proposed price (i.e. hourly rate) to the Government not including the Industrial Funding Fee (IFF) of 1%. The “fully loaded” price/rate shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes and applicable required insurance. This price must match the fully loaded price/rate listed on the “Pricing Validation - Cost Buildup” tab of the spreadsheet. Note: This price **excludes** per diem, transportation and housing, shift differentials, holiday differentials, non-guaranteed differential, and malpractice insurance.

Column D - Proposed FSS Ceiling Price with 1% IFF: This cell will automatically add the 1% Industrial Funding Fee (IFF) to the proposed price in Column C via the following calculation: Proposed price without IFF *divided by* 0.99.

Column E - Most Frequently Billed (MFB) Commercial Price: Enter the price/rate the you most frequently bill to all commercial customers. Note: This is not the average billed price/rate but the price/rate that you have billed most often.

Column F - % Difference between Proposed FSS Price w/out IFF & MFB Price: This cell will automatically calculate the difference between proposed FSS price without IFF in column C and the most frequently billed (MFB) commercial price in column E.

Column G - MFC Price (Commercial Lowest Billed Price): Enter the lowest “fully loaded” price/rate currently being billed to/paid by any commercial customer under an active agreement or within 30 days of this submission, consistent with the “Proposed Pricing” directions provided in the General Information for Submission of Pricing. If your firm does not have substantial commercial sales, then provide this disclosure for any customer, including government customers, with whom you are currently doing business.

In the event that your firm does not have a current/recent placement for an individual labor category, provide the most recent contract price billed. It may be necessary to factor out travel costs in your disclosure so a meaningful comparison can be conducted. The Government may request copies of invoices to validate disclosures.

Column H - % Difference between Proposed FSS Price w/out IFF & MFC Price: This cell will automatically calculate the difference between proposed FSS price without IFF in column C and the Most Favored Customer (MFC) price (i.e. the commercial lowest billed price) in column G.

Column I - MFC Price (Lowest Billed Price) Location: Enter the location (city and state) of the lowest price currently being billed (listed in column G). If the MFC is a government customer, provide the agency, city, and state.

Column J - Commercial Highest Billed Price: Enter the highest “fully loaded” price currently being billed to/paid by any commercial customer under an active agreement or within 30 days of this submission, consistent with the “Proposed Pricing” directions provided in the General Information for Submission of Pricing. If your firm does not have substantial commercial sales, then provide this disclosure for any customer, including government customers, with whom you are currently doing business.

In the event that your firm does not have a current/recent placement for an individual labor category, provide the most recent contract price billed. It may be necessary to factor out travel costs in your disclosure so a meaningful comparison can be conducted. The Government may request copies of invoices to validate disclosures.

Column K - Highest Billed Location: Enter the location (city and state) of the highest price currently being billed (listed in column I). If the highest price was billed to a government customer, provide the agency, city, and state.

Column L - Average Annual Personnel Placements: Enter the average annual number of personnel placements made for each SIN/Labor Category.

DOCUMENT 03, TAB 2 INSTRUCTIONS: Pricing Validation – Cost Buildup

Provide the requested information for each SIN category/labor category description, including the base annual wages and rate, employer paid fringe, overhead/G&A costs, and profit margin. Total costs will be reflected on this tab in column R as the Proposed FSS price with IFF and must match the Proposed FSS price without IFF in Tab 1 under column C. For your convenience, column T in this tab provides a yes/no indication of whether these prices match. If column T reflects “no” for any line item, then the offeror shall adjust either the Proposed Price with IFF on Tab 1 column C *or* the elements within this tab such that the two prices match and all responses in column T reflect “yes”.

DOCUMENT 03, TAB 3 INSTRUCTIONS: Sales Disclosures

For each proposed SIN category/labor category description, provide the actual annual Government sales, actual annual commercial sales, and projected annual sales to the Government. The sales disclosed must represent a 12-month period that is either the contractor’s last fiscal year or a more recent 12-month period. The specific start and end date of the 12-month period must be disclosed at the top of Tab 3.

DOCUMENT 03, TAB 4 INSTRUCTIONS: Labor Category Descriptions

Provide the description of each offered labor category, including subcategory and level where applicable. The description should include education/minimum training, experience in number of years, licenses, certifications, and CPR (i.e. basic, advanced, or pediatric), and other, as applicable.

*** End of clause.*

ADDITIONAL CHARGES/DISCOUNTS/CONCESSIONS OFFERED TO THE GOVERNMENT (MAY 2025)

The offeror shall complete the table below with those terms offered commercially and those offered to the Government at this time. If you are not offering a specific term, please enter "NONE". Indicate "see attached" if you are including an attachment for one or more terms below.

Prompt Payment Discount: *For direct orders only.* Include terms, e.g. 5% 15, Net 30. Enter standard terms if no prompt payment is offered.

Commercial Terms: _____

Proposed Government Terms: _____

Annual Rebates

Commercial Terms: _____

Proposed Government Terms: _____

Minimum Order

Commercial Terms: _____

Proposed Government Terms: _____

Shift Differentials: Provide evening, nights & weekend terms and prices.

Commercial Terms: _____

Proposed Government Terms: _____

Overtime Rate(s) and Double Time Rate (as applicable): Provide detailed terms for states that require specific terms.

Commercial Terms: _____

Proposed Government Terms: _____

Holiday Rate(s): Provide detailed terms (*only holidays recognized by the Federal Government*).

Commercial Terms: _____

Proposed Government Terms: _____

On-Call/Call Back Terms (Physicians)

Commercial Terms: _____

Proposed Government Terms: _____

On-Call/Call Back Terms (Non-Physicians)

Commercial Terms: _____

Proposed Government Terms: _____

Work Week

Commercial Terms: _____

Proposed Government Terms: _____

Background Investigations

Commercial Terms: _____

Proposed Government Terms: _____

Billing Frequency

Commercial Terms: _____

** End of clause.

CONTRACTOR QUALIFICATIONS (MAY 2025)

Please respond to areas A-D below. If it is necessary to provide any response as an attachment, rather than responding in the space provided, please indicate "See Attached". Information provided by the offeror in this section will be used by the Government in making a responsibility determination pursuant to [FAR Part 9](#).

A. RELEVANT CORPORATE EXPERIENCE

- 1) **Years of Experience:** Number of years of corporate experience providing temporary healthcare staffing services relevant to this solicitation: _____. A minimum of two years corporate experience in providing services relative to this solicitation is required to qualify for an award. To qualify for the minimum experience, the services provided must be as prime contractor, not as a subcontractor.
- 2) **Facility Types:** Identify the specific types of facilities your company has serviced (i.e. hospitals, clinics, etc.). _____
- 3) **Other:** Provide any other information relevant to your corporate experience with temporary healthcare staffing services: _____

B. GEOGRAPHIC COVERAGE

- 1) **Current Coverage:** List the specific U.S. states, including Alaska, Hawaii, Puerto Rico, Washington D.C., and U.S. territories in which you are currently providing or have provided temporary staffing services relative to this solicitation in the last two years. Enter "Nationwide" if currently/recently providing nationwide (i.e. domestic delivery) coverage. _____
- 2) **Proposed Coverage:** Pricing proposed under this solicitation and awarded under resultant contracts shall reflect the highest hourly rate for each labor category based on the Nationwide geographic coverage Respond to each of the four questions below regarding proposed coverage. Please note that qualifying "*supporting documentation*" means evidence of separate awards in the form of paid invoices. The awards must be for services provided relative to this solicitation in the last two years.

- a) **Do you understand you are offering Nationwide (i.e. Domestic Delivery) Coverage?**
 YES NO
- b) **Do you understand that Nationwide coverage includes the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.**
 YES NO
- c) **Do you understand that you must be able to provide the supporting documentation (i.e. evidence of separate awards in the form of paid invoices for services provided relative to this solicitation in the last two years)**
 YES NO
- d) **I am providing supporting documentation as described above for Nationwide Coverage**
 YES NO

C. MANAGEMENT PLAN

- 1) **Recruitment & Retention:** Describe your systems/resources/plans for recruitment and retention of qualified personnel: _____
- 2) **Substitution Plan:** Describe your comprehensive plan for substitution of personnel performing task orders to ensure fulfillment of staffing requirements during planned and unplanned absences both permanent and temporary: _____
- 3) **Professional Compensation Plan:** Within Solicitation Document 03 (Excel Spreadsheet), Tab 2, I am providing a copy of my company's Professional Compensation Plan as required by clause 52.222-46 Evaluation of Compensation for Professional Employees.
- 4) **Policy on Uncompensated Overtime:** YES NO Proposed labor categories include employees who are exempt from the Federal Labor Standards Act (FLSA).
If responding "Yes" to the above, confirm the following: I am providing a copy of my company's policy on uncompensated overtime in accordance with provision 52.237-10 Identification of Uncompensated Overtime.
- 5) **Credentials/Qualifications for Personnel:** Provide responses to the following which applies to all individuals performing services under the terms of this contract, *including any subcontractors utilized at the task order level:*
 - a) YES NO Personnel will possess a full and unrestricted professional license or certification? *Please note that personnel with ECFMG Certification or Letter of Fifth Pathways are restricted and, therefore, unacceptable.*
 - b) YES NO Personnel are US citizens or are able to provide evidence of eligibility to work in the US and can speak, understand, read and write the English language fluently?
 - c) YES NO Personnel will hold current certification in Basic Life Support (BLS) and/or Advanced Cardiac Life Support (ACLS)?
 - d) YES NO Personnel are able to provide a statement from a physician or a report of a physical examination indicating that individuals are free from mental or physical impairments that would restrict performance of required services? Note that expenses for all required tests and/or procedures shall be borne by the contractor at no additional expense to the Government.
 - e) YES NO Personnel are able to provide health or medical records demonstrating that individuals who have patient contact show immunity to Measles, Mumps and Rubella (MMR), to provide evidence of varicella immune status or a statement of history of chicken pox, and on an annual basis provide a current Purified Protein Derivative (PPD) reading or evaluation if known PPD reactor?
 - f) YES NO Personnel have the qualifications, including licenses, prescribed by such agency or entity or, if no such requirement are prescribed, shall comply with the licensing requirement applicable in the location where such services are to be performed?
 - g) YES NO Does company perform reference checks, verification of work history, litigation and check for suspensions for the personnel performing services under this contract and, if necessary, takes necessary steps to ensure quality service?
 - h) YES NO Does company perform at least a 7 Panel Drug Screen and check and verify absence of negative reports for Local and National with Sex Offender, OFAC, SSN, Driver License or State Issued Identification for the personnel performing services under this contract?
If more or less are performed, please list background checks performed: _____
 - i) YES NO Personnel are computer literate and have moderate typing skills, basic computer navigation skills, and the ability to work efficiently with electronic medical records?
 - j) Describe your comprehensive plan used for verification of medical credentials and work history, to include malpractice, of proposed professional healthcare personnel. Include detailed processes utilized to screen applicants and mitigate risk. _____

D. CERTIFICATIONS, LICENSES, INSURANCE, ETC.

1) **Medical Liability Insurance:** The offeror must submit with their proposal a certificate of medical liability insurance, as required by clause 52.237-7, issued by a responsible carrier that meets the below requirements. This may be met either under a new policy or a combination of old and new policies. Please verify compliance with each of the following:

- a) Policy is active and current, according to the effective dates.
- b) Policy is issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence: \$1 million per occurrence/\$ 3 million aggregate.
- c) Liability coverage limits are not shared within the policy.

OR

- Liability coverage limits are shared within the policy and evidence been provided from the insurance carrier to demonstrate that coverages for Medical Liability are not shared with any other policies, coverages, or entities
- d) Policy contains an endorsement stating that any cancellation or material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer.
- e) The certificate holder is identified as the following:
VA National Acquisition Center
Federal Supply Schedule Service (003B6B)
P.O. Box 76, Bldg. 37
Hines, IL 60141

2) **Other Licenses, Certifications, or Accreditations:** My company possess current licenses, certifications, or accreditations (i.e. State Certification, Joint Commission on Accreditation of Healthcare Organization (JCAHO), etc.). YES NO

If yes, I am providing current copies of each with this proposal. *Note: Only those achievements verified by the CO can be listed the Authorized FSS Pricelist*

*** End of clause.*

COMPLIANCE CONFIRMATION (MAY 2025)

Complete GSA's [Pathway to Success](#) course

Applies only to new offerors without a current FSS contract under VA or GSA. Offerors with GSA FSS or VA FSS contracts that expired within 12 months prior to offer submission are not required to retake this training. The individual whose name appears on the course completion certificate must be an officer of the company and also be designated as an authorized negotiator. The course must be completed within one year prior to the date of submission of your proposal.

*** End of clause.*

Previous Clauses Highlighting Revisions

SCOPE OF SOLICITATION (SEP 2021)

The Federal Supply Schedule (FSS) program, known as the Multiple Award Schedule (MAS) Program, is directed and managed by GSA. It provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite-delivery, indefinite quantity contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA has delegated authority to the VA to manage the Schedules for medical supplies and services under the VA FSS program.

This solicitation is for the offering of allied and professional healthcare services for the purpose of providing temporary personnel to fulfill staffing needs in the performance of patient care, healthcare treatment and advice in healthcare settings. Services performed under this contract will be performed at government locations, e.g. Medical Treatment Facilities (MTF), VA Medical Centers (VAMC), clinics and/or other government healthcare access points. Any placements made in non-government facilities or private residences shall be deemed outside of the scope of the solicitation/contract. Specific services, tasks to be performed, and performance standards will be specified by the ordering activity.

Commercial Items: Per GSA Regulation 538.271(a), MAS awards are for commercial items as defined in FAR 2.101.

Geographic Coverage: This solicitation is issued to establish contracts for the domestic delivery of temporary healthcare staffing services. Domestic delivery is defined within this document in clause 552.238-113 Scope of Contract (Eligible Ordering Activities) as “delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories”. ~~Offerors may limit the proposed geographic service area to a minimum of one entire state in which they are capable of performance for each SIN.~~ Therefore, pricing ~~may~~ shall be proposed for nationwide (i.e. domestic delivery, as set forth above and in clause 552.238-113) ~~and/or limited geographic service coverage (i.e. by region or by individual states).~~ It is within the Government’s discretion to determine the contractor’s capability and to limit SINs or geographic coverage. Offerors who cannot provide services for at least one labor category and in at least one entire state will not be considered for award.

Special Item Numbers (SINs): FSS solicitations set forth broad categories of accepted products/services, referred to as Special Item Numbers (SINs), listed in the Continuation of SF1449 (located within this document). SINs listed in this solicitation in the Continuation of SF1449 are labor categories that may be offered. Offerors are free to choose which labor categories they will offer as long as those categories fall within one of the solicitation’s pre-defined SIN categories or are a subcategory of a pre-defined SIN. Labor categories that do not fall within one of the predefined SINs are considered to be out of scope of the solicitation and cannot be awarded. Offerors shall clearly identify in their proposal each labor category, including subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.). Additionally, offered labor categories must be classified as specialties or subspecialties of healthcare service as defined under the Standard Occupational Classification (https://www.bls.gov/soc/2018/major_groups.htm). A labor category’s acceptability under the schedule may be further restricted by a determination of fair and reasonable pricing. It is within the Government’s discretion to determine the contractor’s capability and to limit SINs. Offerors who cannot provide services for at least one labor category will not be considered for award.

Pricing/Hourly Rate & Associated Costs

- **Hourly Ceiling/Not-to-Exceed (NTE) Rates:** Pricing proposed under this solicitation and awarded under resultant contracts shall reflect the highest hourly rate for each labor category based on the awarded geographic coverage. The awarded price is also known as the “ceiling” price or the Not-to-Exceed (NTE) rate. Ordering Activities must evaluate task order pricing based on the location in which the service will be provided, which could be significantly less than the awarded ceiling/NTE rate.
- **Fully Loaded Pricing/Rates:** Proposed pricing shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes, and applicable required insurance. The awarded price will also include the industrial funding fee. Note that costs related to security clearances, contractor held medical malpractice insurance, and contractor certifications/licenses/accreditations shall be factored into the offered price. Proposed pricing shall not include travel and per diem costs.
- **Non-Reimbursable Costs:** Costs that shall be borne by the contractor at no additional expense to the Government include, but are not limited to, the following:
 - **Security Clearances:** All costs associated with obtaining/possessing required security clearances should be factored into the offered price.
 - **Travel/Lodging/Per Diem:** Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to these charges. Local travel is not reimbursable unless otherwise determined by the ordering activity’s Contracting Officer.
 - **Certifications, Licenses and Accreditations:** All costs associated with obtaining required certifications, licenses and accreditations should be factored into the offered price.
 - **Insurance:** All costs associated with obtaining/possessing required insurance should be factored into the offered price.
 - **Healthcare Screenings/Tests/Procedures** for personnel providing services under this contract are not reimbursable. This includes an annual Purified Protein Derivative (PPD) reading or evaluation if known PPD reactor.
- **Reimbursable Costs - Travel/Lodging/Per Diem:** The Contractor may be required to travel in performance of orders issued under this contract. These costs may be directly reimbursed by the ordering activity to the extent authorized by the ordering agency, as specified in the task order. The Industrial Funding Fee does NOT apply to travel and per diem charges. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. More information on Federal Travel Regulations can be found at: www.gsa.gov/federaltravelregulation. Note that airfare shall be based upon the lowest available cost - coach or economy airfare. The use of any airfare other than coach or economy must be approved in writing, in advance, by the ordering activity’s Contracting Officer. Contractors are not entitled to the government contract air fares that are awarded under the airline passenger transportation services (city-pair program) contract without the express consent of the airline. This applies even when a government activity and/or Contracting Officer authorize air travel.

Non-Personal Services

This solicitation is for non-personal services. A nonpersonal services contract is defined in FAR 37.101 as “a contract under which the personnel rendering the services are not subject, either by the contract’s terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.” Contractor personnel who furnish services for a nonpersonal services order under this contract shall not be considered employees of the Government for any purposes. The contractor will perform independently and not as an agent of the Government. The

ordering activity may evaluate the quality of professional and administrative services provided but retains no control over professional aspects of the services rendered.

****End of clause.**

Note: State Vet Homes with sharing agreements are also included as eligible ordering activities. Offerors may limit the proposed geographic service area to a minimum of one entire state in which they are capable of performance for each SIN. Therefore, pricing may be proposed for nationwide (i.e. domestic delivery) and/or limited geographic service coverage (i.e. regional or state by state coverage).

****End of clause.**

PROPOSED PRICING & COMMERCIAL SALES PRACTICES (CSP) (MAR 2021)

REQUIRED FORMAT: Proposed Government pricing and CSP shall be provided in Excel format in Document 03 - Proposed Pricing and CSP.

DEFINITION of TERMS: Please note the following definitions of terms referenced within the spreadsheet and within some regulations in this solicitation.

Concession: A benefit, enhancement or privilege (other than a discount), which either reduces the overall cost of a customer's acquisition or encourages a customer to consummate a purchase. Concessions include, but are not limited to complementary/free hours, extended price guarantees and bonus services.

Discount, as used in this solicitation, means a reduction to net prices/rates (published or unpublished). Discounts include, but are not limited to, rebates, quantity discounts, purchase option credits, and any other terms or conditions other than concessions) which reduce the amount of money a customer ultimately pays for services ordered or received. Any net price/rate lower than the standard price is considered a "discount" by the percentage difference from the standard price/rate to the net price.

Customer, as used in this solicitation, means any entity which acquires services from the Offeror. The term customer includes, but is not limited to, state and local governments, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's pricing policies or practices are the same for all customers in the category.

Most Favored Customer (MFC): The commercial customer who receives the best upfront (guaranteed) discount. This is not inclusive of "conditional" discounts, such as prompt payment discounts, annual rebates based on reaching a threshold, etc., which must be listed in Fig 515.4-2.

IFF = Industrial Funding Fee: A fee of 1.0% shall be included in the final proposed FSS price (see 552.238-80) per the following calculation: Proposed FSS Price without IFF *divided by* 0.99.

GENERAL INFORMATION FOR SUBMISSION OF PRICING

- 6) Special Item Numbers (SINs)/Labor Categories:** Offerors may offer on any single or combination of SINs. The offeror shall identify and clearly define each labor category, including

subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.). Labor categories are provided in generic terms in the Continuation of SF1449 (located within this document).

- 7) **Geographic Coverage:** This solicitation is issued to establish contracts for the domestic delivery of temporary healthcare staffing services. Domestic delivery is defined within this document in clause 552.238-113 Scope of Contract (Eligible Ordering Activities) as “delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories. Offerors shall also define the geographic service area in which they are capable of performing. Offerors may propose nationwide and/or limited geographic area pricing by region or state. If different service areas and/or prices apply within a SIN it must be clearly identified.
- 8) **Proposed Pricing:** Offerors shall propose pricing as an hourly rate for each labor category based on the awarded geographic coverage. This price represents the highest hourly rate for each proposed labor category based on the proposed awarded geographic coverage. Pricing is also known as the “ceiling” price or the Not-to-Exceed (NTE) rate. Note that Ordering Activities will evaluate task order pricing based on the location in which the service will be provided, which could be significantly less than the awarded ceiling/NTE rate.
- a) **Supporting Documentation:** Only pricing approaches for which an offeror can provide supporting documentation (e.g. copies of invoices, proposals, pricing agreements with corporate customers, internal policies, market prices, quote sheets, etc.) demonstrating that it is in fact a commercial practice will be acceptable. Identify the effective period, pricing and any other applicable terms and conditions clearly. Provide any other additional supporting documentation and/or rationale that will demonstrate price realism.
 - b) **Fully Loaded Pricing:** Pricing shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes and applicable required insurance. This is generally known as “fully loaded” rates.
 - c) **Industrial Funding Fee (IFF):** A 1% Industrial Funding Fee (IFF) will automatically calculate in the prices submitted with their offer. The fee will be included in the award price(s) and be reflected in the total amount charged to the ordering activities. See clause 552.238-80 Industrial Funding Fee (IFF), found elsewhere in the solicitation, for additional information regarding the collection and remittance of the IFF.
 - d) **Transportation Costs:** Offerors shall not include transportation costs in the price offered. Costs for transportation and lodging required for on-site services at an activity will be in accordance with the regulatory implementation of Public Law 99-234 and Federal Acquisition Regulation (FAR) 31.205-46, Travel Costs and the Contractor’s cost accounting system/Federal Government Travel Regulations (FTR). The FTR can be found at: www.gsa.gov/federaltravelregulation. These costs may be directly reimbursed by the ordering activity, as specified in the task order. See clause C-FSS-370 Contractor Tasks / Special Requirement, found in section C.1.7 in the solicitation.
- 9) **Economic Price Adjustment (EPA):** All prices, under this schedule will be fixed price subject to economic price adjustment. A fixed-price contract with economic price adjustment provides for upward and downward revision of the stated contract price upon the occurrence of specified contingencies. The Government’s experience is that commercial prices in this industry are not based on established pricelists or catalogs, rather they are based on “Market Prices”. FAR 2.101 defines “market price” as, *“Current prices that are established in the course of ordinary trade between buyers and sellers free to bargain and that can be substantiated through competition or from sources independent of the offerors.”*
- Economic prices adjustments to prices awarded as Market Price will be subject to the stability of market or labor conditions that exist during an extended period of contract performance. Price adjustments will be restricted to industry-wide contingencies and adjustments based on labor costs will be limited to the contingencies beyond the contractor's control. These conditions will be

verified by obtaining adequate information to establish the base level from which adjustment will be made and may require verification of data submitted and are subject to I-FSS-969 Economic Price Adjustment FSS Multiple Award Schedule Market Prices.

- 10) Reimbursement Requests:** The Contractor shall only be reimbursed for travel and per diem expenses as outlined on the executed task order. Reimbursements for costs that are not specifically addressed in this Solicitation or in the resultant Contract or task order ARE NOT ALLOWED. Generally, it is a Government policy not to allow a charge of profit or fee on reimbursable items and to only reimburse actual costs consistent with the FTR.
- a) Local Travel:** No reimbursement will be made by the Government for a Contractor’s local travel unless otherwise determined by the ordering activity’s Contracting Officer. Field facility directors/head of activity are responsible for determining the areas to be covered by local travel. Travel outside of the normal commuting area of the facility may be reimbursable by the Government in accordance with FTR.
 - b) Transportation/Lodging Reimbursement:** Any resultant Contractor under this schedule shall notify the ordering activity, in writing, of the proposed request for reimbursement of transportation and/or lodging expenses, at the time they are responding to a task order request.
 - c) Airfare:** Airfare shall be based upon the lowest available cost—coach or economy airfare. The use of any airfare other than coach or economy must be approved in writing in advance, by the ordering activity’s Contracting Officer. Contractors are not entitled to the government contract air fares that are awarded under the airline passenger transportation services (city-pair program) contract without the express consent of the airline. This applies even when a government activity and/or Contracting Officer authorize air travel.

DOCUMENT 03, TAB 1 INSTRUCTIONS: PROPOSED PRICING & BILLING DISCLOSURES

Row 1 - Current, Accurate, and Complete Date: Enter the date for which the data provided in the Tab 1 is current, accurate and complete. At a minimum, the Government expects you to provide information that is, to the best of your knowledge and belief, current, accurate, and complete as of 60 calendar days prior to its submission.

Row 2 - Date Range for Transactional Data & Commercial Agreements: Provide the date range which represents the start and end date of the transactional data and commercial agreements used to populate the most frequently billed price, the lowest billed price (i.e. MFC price), and the highest billed price in Tab 1.

Column A - Special Item Number (SIN): Choose the SIN from the drop-down list. For a list of SINs and their corresponding labor categories, see the Continuation of SF1449 located within this document.

Column B - Labor Category Description (job title): Enter the labor category which corresponds to the SIN in Column A. For a list of SINs and their corresponding labor categories, see the Continuation of SF1449 located within this document. The offeror shall identify and clearly define each labor category to include subcategory and level, as applicable (e.g. SIN 621-025 Registered Nurse - ER Nurse Level I, ER Nurse Level III, etc.).

Column C - Proposed FSS Ceiling Price without IFF: Enter the “fully loaded” proposed price (i.e. hourly rate) to the Government not including the Industrial Funding Fee (IFF) of 1%. The “fully loaded” price/rate shall include direct labor, fringe benefits, overhead, general and administrative expenses, profit or fee, payroll taxes and applicable required insurance. This price must match the fully loaded price/rate listed on the “Pricing Validation - Cost Buildup” tab of the spreadsheet. Note: This price **excludes** per diem, transportation and

housing, shift differentials, holiday differentials, non-guaranteed differential, and malpractice insurance.

Column D - Proposed FSS Ceiling Price with 1% IFF: This cell will automatically add the 1% Industrial Funding Fee (IFF) to the proposed price in Column C via the following calculation: Proposed price without IFF *divided by* 0.99.

Column E - Most Frequently Billed (MFB) Commercial Price: Enter the price/rate the you most frequently bill to all commercial customers. Note: This is not the average billed price/rate but the price/rate that you have billed most often.

Column F - % Difference between Proposed FSS Price w/out IFF & MFB Price: This cell will automatically calculate the difference between proposed FSS price without IFF in column C and the most frequently billed (MFB) commercial price in column E.

Column G - MFC Price (Commercial Lowest Billed Price): Enter the lowest “fully loaded” price/rate currently being billed to/paid by any commercial customer under an active agreement or within 30 days of this submission, consistent with the “Proposed Pricing” directions provided in the General Information for Submission of Pricing. If your firm does not have substantial commercial sales, then provide this disclosure for any customer, including government customers, with whom you are currently doing business. In the event that your firm does not have a current/recent placement for an individual labor category, provide the most recent contract price billed. It may be necessary to factor out travel costs in your disclosure so a meaningful comparison can be conducted. The Government may request copies of invoices to validate disclosures.

Column H - % Difference between Proposed FSS Price w/out IFF & MFC Price: This cell will automatically calculate the difference between proposed FSS price without IFF in column C and the Most Favored Customer (MFC) price (i.e. the commercial lowest billed price) in column G.

Column I - MFC Price (Lowest Billed Price) Location: Enter the location (city and state) of the lowest price currently being billed (listed in column G). If the MFC is a government customer, provide the agency, city, and state.

Column J - Commercial Highest Billed Price: Enter the highest “fully loaded” price currently being billed to/paid by any commercial customer under an active agreement or within 30 days of this submission, consistent with the “Proposed Pricing” directions provided in the General Information for Submission of Pricing. If your firm does not have substantial commercial sales, then provide this disclosure for any customer, including government customers, with whom you are currently doing business.

In the event that your firm does not have a current/recent placement for an individual labor category, provide the most recent contract price billed. It may be necessary to factor out travel costs in your disclosure so a meaningful comparison can be conducted. The Government may request copies of invoices to validate disclosures.

Column K - Highest Billed Location: Enter the location (city and state) of the highest price currently being billed (listed in column I). If the highest price was billed to a government customer, provide the agency, city, and state.

Column L - Average Annual Personnel Placements: Enter the average annual number of personnel placements made for each SIN/Labor Category.

DOCUMENT 03, TAB 2 INSTRUCTIONS: Pricing Validation – Cost Buildup

Provide the requested information for each SIN category/labor category description, including the base annual wages and rate, employer paid fringe, overhead/G&A costs, and profit margin. Total costs will be

reflected on this tab in column R as the Proposed FSS price with IFF and must match the Proposed FSS price without IFF in Tab 1 under column C. For your convenience, column T in this tab provides a yes/no indication of whether these prices match. If column T reflects “no” for any line item, then the offeror shall adjust either the Proposed Price with IFF on Tab 1 column C or the elements within this tab such that the two prices match and all responses in column T reflect “yes”.

DOCUMENT 03, TAB 3 INSTRUCTIONS: Sales Disclosures

For each proposed SIN category/labor category description, provide the actual annual Government sales, actual annual commercial sales, and projected annual sales to the Government. The sales disclosed must represent a 12-month period that is either the contractor’s last fiscal year or a more recent 12-month period. The specific start and end date of the 12-month period must be disclosed at the top of Tab 3.

DOCUMENT 03, TAB 4 INSTRUCTIONS: Labor Category Descriptions

Provide the description of each offered labor category, including subcategory and level where applicable. The description should include education/minimum training, experience in number of years, licenses, certifications, and CPR (i.e. basic, advanced, or pediatric), and other, as applicable.

*****End of clause.***

ADDITIONAL CHARGES/DISCOUNTS/CONCESSIONS OFFERED TO THE GOVERNMENT (MAR 2021)

The offeror shall complete the table below with those terms offered commercially and those offered to the Government at this time. If you are not offering a specific term, please enter “NONE”. Indicate “see attached” if you are including an attachment for one or more terms below.

Prompt Payment Discount: *For direct orders only.* Include terms, e.g. 5% 15, Net 30. Enter standard terms if no prompt payment is offered.

Commercial Terms: _____

Proposed Government Terms: _____

Annual Rebates

Commercial Terms: _____

Proposed Government Terms: _____

Minimum Order

Commercial Terms: _____

Proposed Government Terms: _____

Shift Differentials: Provide evening, nights & weekend terms and prices.

Commercial Terms: _____

Proposed Government Terms: _____

Overtime Rate(s) and Double Time Rate (as applicable): Provide detailed terms for states that require specific terms.

Commercial Terms: _____

Proposed Government Terms: _____

Holiday Rate(s): Provide detailed terms (*only holidays recognized by the Federal Government*).

Commercial Terms: _____

Proposed Government Terms: _____

On-Call/Call Back Terms (Physicians)

Commercial Terms: _____

Proposed Government Terms: _____

On-Call/Call Back Terms (Non-Physicians)

Commercial Terms: _____

Proposed Government Terms: _____

Work Week

Commercial Terms: _____

Proposed Government Terms: _____

Background Investigations

Commercial Terms: _____

Proposed Government Terms: _____

Billing Frequency

Commercial Terms: _____

~~**Other Terms:** Provide a description of any commercial policies/standards your firm has related to permanent placement fees, lead times, late order cancellation, and any other terms not covered elsewhere:~~

*****End of clause.***

CONTRACTOR QUALIFICATIONS (MAR 2021)

Please respond to areas A-D below. If it is necessary to provide any response as an attachment, rather than responding in the space provided, please indicate "See Attached". Information provided by the offeror in this section will be used by the Government in making a responsibility determination pursuant to [FAR Part 9](#).

A. RELEVANT CORPORATE EXPERIENCE

- 4) **Years of Experience:** Number of years of corporate experience providing temporary healthcare staffing services relevant to this solicitation: _____. A minimum of two years corporate experience in providing services relative to this solicitation is required to qualify for an award.

To qualify for the minimum experience, the services provided must be as prime contractor, not as a subcontractor.

- 5) **Facility Types:** Identify the specific types of facilities your company has serviced (i.e. hospitals, clinics, etc.). _____
- 6) **Other:** Provide any other information relevant to your corporate experience with temporary healthcare staffing services: _____

B. GEOGRAPHIC COVERAGE

- 3) **Current Coverage:** List the specific U.S. states, including Alaska, Hawaii, Puerto Rico, Washington D.C., and U.S. territories in which you are currently providing or have provided temporary staffing services relative to this solicitation in the last two years. Enter “Nationwide” if currently/recently providing nationwide (i.e. domestic delivery) coverage. _____

- 4) **Proposed Coverage:** Pricing proposed under this solicitation and awarded under resultant contracts shall reflect the highest hourly rate for each labor category based on the Nationwide geographic coverage. ~~Offerors may propose pricing by individual states, pricing by region, or nationwide (i.e. domestic delivery) pricing.~~ Respond to each of the four ~~three~~ questions below regarding proposed coverage. For each choice selected, you must also check the box to verify your submission of the requested supporting documentation. Please note that qualifying “supporting documentation” means evidence of separate awards in the form of paid invoices. The awards must be for services provided relative to this solicitation in the last two years.

a) Do you understand that you are ~~Offering~~ Nationwide (i.e. Domestic Delivery) Coverage?

YES NO

b) Do you understand that Nationwide coverage includes the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.

YES NO

c) Do you understand that ~~In order to be awarded nationwide coverage, you must be able to provide the supporting documentation (i.e. evidence of separate awards in the form of paid invoices for services provided relative to this solicitation in the last two years) described below for each region.~~

YES NO

d) I am providing supporting documentation as described below above for all regions. Nationwide Coverage.

YES NO

e) ~~Offering States by Region?~~ YES NO

~~If yes, select each offered region below and verify compliance with the stated supporting documentation requirement.~~

~~**Northeastern Region of the US:** Maine, New York, New Jersey, Vermont, Massachusetts, Rhode Island, Connecticut, New Hampshire, Pennsylvania, and Delaware. I am providing supporting documentation for 5 states (2-3 paid invoices per state).~~

~~**Mid-Atlantic Region of the US:** Maryland, District of Columbia, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Florida. I am providing supporting documentation for 4 states (2-3 paid invoices per state).~~

~~Midwestern Region of the US: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. I am providing supporting documentation for 5 states (2-3 paid invoices per state).~~

~~Southern Region of the US: Oklahoma, Arkansas, Missouri, Kentucky, Tennessee, Alabama, Mississippi, Alabama, and Louisiana. I am providing supporting documentation for 4 states (2-3 paid invoices per state).~~

~~Southwestern Region of the US: Nevada, Utah, Colorado, Texas, New Mexico, Arizona, California. I am providing supporting documentation for 4 states (2-3 paid invoices per state).~~

~~Northwestern Region of the US: Washington, Oregon, Montana, Idaho, Wyoming. I am providing supporting documentation for 3 states (2-3 paid invoices per state).~~

~~f) Offering Individual States? YES NO If yes, respond to both of the following. List all offered states, including Washington, D.C., Alaska, Hawaii, Puerto Rico, and any other U.S. Territories. Do not list states proposed under Regions above. _____~~

~~I am providing supporting documentation for each state (2-3 paid invoices per state).~~

C. MANAGEMENT PLAN

5) **Recruitment & Retention:** Describe your systems/resources/plans for recruitment and retention of qualified personnel: _____

6) **Substitution Plan:** Describe your comprehensive plan for substitution of personnel performing task orders to ensure fulfillment of staffing requirements during planned and unplanned absences both permanent and temporary: _____

7) **Professional Compensation Plan:** Within Solicitation Document 03 (Excel Spreadsheet), Tab 2, I am providing a copy of my company's Professional Compensation Plan as required by clause 52.222-46 Evaluation of Compensation for Professional Employees.

8) **Policy on Uncompensated Overtime:** YES NO Proposed labor categories include employees who are exempt from the Federal Labor Standards Act (FLSA).

If responding "Yes" to the above, confirm the following: I am providing a copy of my company's policy on uncompensated overtime in accordance with provision 52.237-10 Identification of Uncompensated Overtime.

5) **Credentials/Qualifications for Personnel:** Provide responses to the following which applies to all individuals performing services under the terms of this contract, *including any subcontractors utilized at the task order level:*

k) YES NO Personnel will possess a full and unrestricted professional license or certification? *Please note that personnel with ECFMG Certification or Letter of Fifth Pathways are restricted and, therefore, unacceptable.*

l) YES NO Personnel are US citizens or are able to provide evidence of eligibility to work in the US and can speak, understand, read and write the English language fluently?

m) YES NO Personnel will hold current certification in Basic Life Support (BLS) and/or Advanced Cardiac Life Support (ACLS)?

n) YES NO Personnel are able to provide a statement from a physician or a report of a physical examination indicating that individuals are free from mental or physical impairments that would restrict performance of required services? Note that expenses for all required tests and/or procedures shall be borne by the contractor at no additional expense to the Government.

- o) YES NO Personnel are able to provide health or medical records demonstrating that individuals who have patient contact show immunity to Measles, Mumps and Rubella (MMR), to provide evidence of varicella immune status or a statement of history of chicken pox, and on an annual basis provide a current Purified Protein Derivative (PPD) reading or evaluation if known PPD reactor?
- p) YES NO Personnel have the qualifications, including licenses, prescribed by such agency or entity or, if no such requirement are prescribed, shall comply with the licensing requirement applicable in the location where such services are to be performed?
- q) YES NO Does company perform reference checks, verification of work history, litigation and check for suspensions for the personnel performing services under this contract and, if necessary, takes necessary steps to ensure quality service?
- r) YES NO Does company perform at least a 7 Panel Drug Screen and check and verify absence of negative reports for Local and National with Sex Offender, OFAC, SSN, Driver License or State Issued Identification for the personnel performing services under this contract?
If more or less are performed, please list background checks performed: _____
- s) YES NO Personnel are computer literate and have moderate typing skills, basic computer navigation skills, and the ability to work efficiently with electronic medical records?
- t) Describe your comprehensive plan used for verification of medical credentials and work history, to include malpractice, of proposed professional healthcare personnel. Include detailed processes utilized to screen applicants and mitigate risk. _____

D. CERTIFICATIONS, LICENSES, INSURANCE, ETC.

- 3) **Medical Liability Insurance:** The offeror must submit with their proposal a certificate of medical liability insurance, as required by clause 52.237-7, issued by a responsible carrier that meets the below requirements. This may be met either under a new policy or a combination of old and new policies. Please verify compliance with each of the following:
- a) Policy is active and current, according to the effective dates.
- b) Policy is issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence: \$1 million per occurrence/\$ 3 million aggregate.
- c) Liability coverage limits are not shared within the policy.

OR

- Liability coverage limits are shared within the policy and evidence been provided from the insurance carrier to demonstrate that coverages for Medical Liability are not shared with any other policies, coverages, or entities
- d) Policy contains an endorsement stating that any cancellation or material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer.
- e) The certificate holder is identified as the following:

VA National Acquisition Center
Federal Supply Schedule Service (003B6B)
P.O. Box 76, Bldg. 37
Hines, IL 60141

4) **Other Licenses, Certifications, or Accreditations:** My company possess current licenses, certifications, or accreditations (i.e. State Certification, Joint Commission on Accreditation of Healthcare Organization (JCAHO), etc.). YES NO

If yes, I am providing current copies of each with this proposal. *Note: Only those achievements verified by the CO can be listed the Authorized FSS Pricelist.*

****End of clause.**

Complete GSA's [Pathway to Success](#) course ~~and include a copy of your certificate~~

Applies only to new offerors without a current FSS contract under VA or GSA. Offerors with GSA FSS or VA FSS contracts that expired within 12 months prior to offer submission are not required to retake this training. The individual whose name appears on the course completion certificate must be an officer of the company and also be designated as an authorized negotiator. The course must be completed within one year prior to the date of submission of your proposal.

****End of clause.**