Indian Health Service (IHS)

Mid-Atlantic Tribal Health Center Pharmacy

UPS System for Pharmacy Refrigeration

Statement of Work
for the
UPS System for Pharmacy Refrigeration

3/23/2026

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Statement of Work (SOW)
for the
UPS System for Pharmacy Refrigeration

1.0 General

1.1 Background

The Mid-Atlantic Tribal Health Center Pharmacy stores vaccines and temperature-sensitive medications valued at over $40,000. Continuous cold-chain maintenance is required per CDC guidelines (CDC Vaccine Storage Toolkit). Any interruption in power may compromise medication integrity, result in loss or disposal, and disrupt patient care services.

1.2 Objective

Acquire, install, and commission a UPS system that maintains continuous power to pharmacy refrigeration units, ensuring uninterrupted pharmacy operations and compliance with federal storage standards.

1.3 Scope of Work

The contractor shall provide all labor, materials, equipment, and services necessary to furnish, deliver, install, configure, and commission an uninterruptible power supply (UPS) system to support pharmacy refrigeration units at the Mid-Atlantic Tribal Health Center Pharmacy.

The work includes site assessment, system delivery, installation, electrical connection, testing and commissioning, and training of pharmacy personnel. The UPS system shall ensure continuous power to designated refrigeration units to maintain proper storage conditions for vaccines and temperature-sensitive medications in accordance with applicable federal standards.

The contractor shall provide all required documentation, including equipment submittals, installation plans, commissioning reports, and training materials, as specified in this Statement of Work.

1.4 Period of Performance

The period of performance of this contract is 30–60 calendar days after contract award.

1.5 Place of Performance

Mid-Atlantic Tribal Health Center Pharmacy

1.6 Applicable Documents

1. CDC Vaccine Storage Toolkit: https://www.cdc.gov/vaccines/hcp/admin/storage/index.html
2. National Electrical Code (NEC): https://www.nfpa.org/NEC
3. OSHA Electrical Standards: https://www.osha.gov/electrical

2.0 Specific Requirements/Tasks

The contractor shall perform the following tasks. Estimated labor hours are provided for planning purposes.

2.1 Task 1 – Site Assessment (Estimated: 8–12 hours)

The contractor shall conduct a site assessment to verify electrical load requirements, existing pharmacy refrigeration units, installation location, and any installation constraints that may affect performance or safety.

2.2 Task 2 – Furnish UPS System (Estimated: 4–6 hours)

The contractor shall furnish an uninterruptible power supply (UPS) system and all associated materials necessary for complete installation and operation. The UPS system shall meet the minimum technical requirements identified in this Statement of Work.

2.2.1 Minimum Technical Requirements

The UPS system shall meet the following minimum requirements:

a. Output power of 5 kW / 5000 W, single-phase.
b. Battery capacity of 19.2 kWh AGM lead-acid or equivalent.
c. Input/output voltage of 120 V, 60 Hz.
d. Transfer time of no more than 20 milliseconds.
e. A minimum of four duplex receptacles (NEMA 5-20R or equivalent).
f. Remote monitoring capability and alarm dry contacts.
g. Mobile, stainless-steel under-counter cabinet suitable for a healthcare environment.
h. Compatibility with existing pharmacy refrigeration units at the Mid-Atlantic Tribal Health Center, based on verified electrical load requirements.
i. The UPS system and installation shall comply with applicable CDC guidelines, National Electrical Code (NEC), and OSHA electrical standards.
j. Installation shall include proper grounding, labeling, and safe configuration suitable for a healthcare environment.

k. The UPS system should be mobile and suitable for under-counter use within a clinical setting.

2.3 Task 3 – Delivery and Installation (Estimated: 16–24 hours)

The contractor shall deliver, install, connect, and configure the UPS system at the Mid-Atlantic Tribal Health Center pharmacy in accordance with manufacturer specifications and applicable electrical and safety standards.

2.4 Task 4 – Testing and Commissioning (Estimated: 8–12 hours)

The contractor shall test and commission the UPS system to verify proper installation and operation. Testing shall include a simulated power outage to confirm uninterrupted support to designated refrigeration units.

2.5 Task 5 – Training (Estimated: 4–6 hours)

The contractor shall provide on-site training to designated pharmacy personnel on UPS system operation, alarm response, routine inspection, and basic battery maintenance.

3.0 Delivery or Deliverables

Timely submission of deliverables is essential to successful contract performance. The contractor shall provide all deliverables in accordance with the schedule, format, and content requirements specified below.

3.1 Deliverables Table

Deliverable	Description	Due Date	Format	Recipient
Equipment Submittals	Manufacturer specifications and product data for UPS system	Within 5 calendar days of award	Electronic (PDF)	COR
Installation Plan	Site layout, installation approach, and connection details	Prior to installation	Electronic (PDF)	COR
Commissioning Report	Documentation of testing, system performance, and simulated outage results	Within 5 days after commissioning	Electronic (PDF)	COR
As-Built Diagrams & Schematics	Final installed configuration and wiring diagrams	Within 5 days after installation	Electronic (PDF)	COR
Training Materials	Documentation used for personnel training	At time of training	Electronic (PDF)	COR

4.0 Meetings

4.1 Post-Award Kickoff Meeting

The Government may conduct a post-award kickoff meeting within 5 business days of contract award. The purpose of the meeting is to review the scope of work, schedule, deliverables, roles and responsibilities, and any site-specific requirements.

The meeting may be conducted virtually or on-site at the Mid-Atlantic Tribal Health Center, as determined by the Government.

4.2 Project Coordination

The contractor shall coordinate with the Contracting Officer's Representative (COR) as necessary to schedule site access, delivery, installation, testing, and training activities.

4.3 Status Updates

The contractor shall provide status updates to the COR upon request and shall promptly communicate any issues, delays, or risks that may impact performance.

5.0 Required Travel and Other Direct Costs (ODCs)

The principal place of performance is the Mid-Atlantic Tribal Health Center. All costs associated with travel, delivery, installation, labor, materials, and any other direct costs required to perform this Statement of Work shall be included in the firm-fixed price.

No separate reimbursement for travel or other direct costs will be authorized unless approved in advance, in writing, by the Contracting Officer.

6.0 Government Furnished Property/Equipment/Information

No Government-furnished property, equipment, or information will be provided to the contractor under this contract. The Government will provide reasonable access to the facility for installation and performance of work, coordinated through the Contracting Officer's Representative (COR).

The contractor shall be responsible for providing all labor, materials, equipment, tools, and resources necessary to perform the requirements of this Statement of Work.

7.0 Special Instructions

The Government will consider the requirement successfully completed when all the following conditions are met:

1. The UPS system is fully delivered, installed, and operational at the Mid-Atlantic Tribal Health Center pharmacy.

2. The UPS system is connected to all designated pharmacy refrigeration units and functions as intended.

3. During a simulated power outage, the UPS system provides uninterrupted power to connected refrigeration units, maintaining required operating conditions.

4. All system testing and commissioning activities have been completed and documented in a commissioning report.

5. Training has been provided to designated pharmacy personnel on system operation, alarm response, and routine maintenance.

6. All required deliverables have been submitted, reviewed, and approved by the Contracting Officer's Representative (COR).

8.0 Glossary of Abbreviations and Acronyms

Acronym	Definition
UPS	Uninterruptible Power Supply
COR	Contracting Officer's Representative
SOW	Statement of Work
IGCE	Independent Government Cost Estimate
AJM	Acquisition Justification Memorandum
NEC	National Electrical Code
OSHA	Occupational Safety and Health Administration
CDC	Centers for Disease Control and Prevention
kW	Kilowatt
kWh	Kilowatt-hour
ms	Millisecond

Security Requirements and Personal Identity Verification Procedures (Non-Classified Contract)

FAR 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL

a. The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.
b. The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

   (1) When no longer needed for contract performance.

   (2) Upon completion of the Contractor employee's employment.

   (3) Upon contract completion or termination.

c. (c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.
d. (d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

Qualifications of Employees

a. The Contracting officer or a designated representative may require the Contractor to remove any employee(s) from IHS controlled buildings or other real property should it be determined that the individual(s) are either unsuitable for security reasons or otherwise unfit to work on IHS controlled property.
b. The Contractor shall fill out and cause each of its employees performing work on the Contract work to fill out, for submission to the Government, such forms as may be necessary for security or other reasons. These forms shall be completed electronically. Upon request of the Contracting Officer, the Contractor and its employees shall be fingerprinted.
c. Each employee of the Contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151, or, who presents other evidence from the Immigration and Naturalization Service that employment will not affect his immigration status.

Suitability Determinations

a. All Contract employees requiring routine unescorted access to Federally-controlled facilities and/or information systems for more than 6 months (Regular Employees) will be required to undergo a suitability determination before a facility identification card is issued. Prior to the time that an identification card is issued, such Regular Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badging, and escorted entry, as applicable.
b. Failure of a Regular Employee to receive a favorable suitability determination shall be cause for removal of the employee from the work site and from other work in connection with the Contract.
c. Contract employees working less than 6 months (Temporary Employees) may, at the Government's option, be required to undergo a lesser form of suitability determination. Prior to the time that an identification card is issued, if at all, such Temporary Employees will be required to comply with normal facility access control procedures, including sign-in, temporary badge, and escorted entry, as applicable.
d. Temporary Employees who have not received a favorable suitability determination shall be escorted government at all times while in non-public space, as directed by the CO or designee. The CO or their designee shall provide the Contractor with required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the Government for processing **not later than 14 days** following being provided by the Government.
e. The Government, at its sole discretion, may grant temporary suitability determinations to Regular or Temporary Employees. However, the granting of a temporary suitability determination to any such employee shall not be considered as assurance that a favorable suitability determination will follow.
f. The Contracting Officer or his/her designated representative shall provide the Contractor with required forms for obtaining necessary clearances. The Contractor shall be required to cause such forms to be returned to the Government for processing **not later than 14 days** following being provided by the Government.
g. The Contractor shall be responsible for planning and scheduling its work in such a manner as to account for facility access issues. Difficulties encountered by the Contractor in gaining access to facilities by its employees and subcontractors shall not be an excuse to any Contractor performance under the Contract.

Compliance with Security Requirements

a. The Contractor shall comply with all IHS security requirements in the building(s) where work is being performed. Contractor personnel requiring access to IHS's Network shall comply with all Federal Information Technology (IT) regulations regarding Trusted Internet Connection (TIC) in conjunction with IHS Division Information Resource Management (DIRM) IT policies, i.e., all IHS IT systems needing network connectivity must reside on the IHS network.

b. When a controlled personnel identification access system is used at a site where work is performed, the Agency will be responsible for providing any required access credentials. Credentials shall be displayed at all times or as otherwise required by the Agency.

c. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.