Statement of Work (SOW)

1. PROJECT TITLE: BFSU POSTAGE FUNDING

2. BACKGROUND/PURPOSE: The Blackfeet Service Unit (BFSU) requests immediate postage funding for our outgoing mailroom operations, which processes a high volume of outgoing mail daily. The BFSU continues to process these volumes of critical patient communications, including e.g., test results, billing statements, and medical records. Adequate postage is essential to maintaining both our regulatory compliance and our standard of patient care.

   Failure to fund these mailings risks violating the HIPAA Right of Access Rule, which mandates that patients receive requested health records within 30 days. Additionally, to maintain HIPAA compliance, our sensitive documents must be sent via First-Class Mail or secured methods like Certified Mail, which incurs specific postal rates. Without immediate postage allocation, the BFSU will face critical backlogs that compromise our legal obligations to our patients and our hospital's operational integrity.

3. SCOPE: Applying postage funding by loading postage onto the PB meter to cover mailing costs.

4. APPLICABLE DOCUMENTS: None

5. TASKS: Fund Postage by Phone or Reserve Account, pre-paying for United States Postal Service (USPS) postage through Pitney Bowes (PBI) to ensure funds are transferred to USPS:

   1. PO Processing: Action the PO by logging the funding amount to the BFSU's specific Postage.
   2. Fund Transfer to USPS: Route the funds directly to the USPS to load postage evidence.
   3. Meter Credit Update: Confirm and notify BFSU that the postage balance is updated and ready to be downloaded directly into PB Postage Meter via a network or analog connection.
   4. Record Keeping: Track postage deposits, advances, and usage in compliance with USPS Code of Federal Regulations.

6. DELIVERABLES AND DELIVERY SCHEDULE:
   1. Successful download availability of the funded postage amount on the designated Pitney Bowes meter.
   2. Detailed statement or email confirmation of funds deposited into our account.
   3. Delivery shall occur to coincide with the time of award.

7. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION: NONE

8. PLACE OF PERFORMANCE: Mailroom 105A, PHS Browning Hospital, Blackfeet Service Unit, 760 Hospital Circle, Browning MT 59417.

9. PERIOD OF PERFORMANCE: Shall include a twelve (12) month base year and four twelve (12) month option periods. Option periods are contingent on funding availability.

Base Year	07/06/2026 – 07/05/2027
Option Yr 1	07/06/2027 – 07/05/2028
Option Yr 2	07/06/2028 – 07/05/2029
Option Yr 3	07/06/2029 – 07/05/2030
Option Yr 4	07/06/2030 – 07/05/2031

10. SECURITY: NONE