PHARMACY TECHNICIAN SERVICES
STATEMENT OF WORK

Subject

The Federal Bureau of Prisons intends to make an award for the provision of professional Pharmacy Technician Services. The Pharmacy Technician will provide services for the inmates incarcerated at the Federal Correctional Institution (FCI) Gilmer, located in Glenville, WV.

Place of Performance

Services will be performed in the Health Service Department at FCI Gilmer, located at 201 FCI Lane, Glenville, WV 26351.

Schedule

These services will be required five (5) days per week, normally consisting of 7, one (1) hour sessions per day, Monday through Friday (except Federal holidays), normally between the hours of 6:00am to 1:30pm, with a 30-minute unpaid lunch period, (if applicable). The facility is expected to require an average of 35 sessions per week. The Contracting Officer's Representative (COR) will be responsible for defining each weekly schedule. The schedule is subject to change based on the variable needs of the institution and the unpredictable nature of the correctional environment. Upon agreement, any changes to the schedule must be coordinated with the COR assigned. However, the daily "call-out" will dictate the exact schedule and sessions required. A mutually agreed upon schedule will be determined following award. The Contractor may be subject to schedule changes and must be flexible. The Contractor will be available for emergencies as necessary.

Due to the nature of the correctional setting, delays in performance of work may be experienced. Such delays may include but are not limited to inclement weather, electrical or mechanical problems, or other security matters. When contract employees report to the institution but are unable to perform services due to such delays, the contractor will be paid for one session. Normally, any remaining sessions for that day will be suspended and the contractor will be free to leave and the contractor will not be paid for the remaining unperformed sessions. However, if the institution requests that the contractor remain at the institution for eventual performance, the contractor shall be paid for such sessions. In the event of any absence, the contractor may make up his/her time so long as it does not exceed 35 hours in any given week. If the contractor fails to provide coverage, the Government may seek contractual remedy.

Education and Experience

The individual providing Pharmacy Technician services under this award must have completed a formal Pharmacy Technician Program and satisfactorily completed internship. The applicant must have at least 1 year of Pharmacy Technician experience, have a current BLS CPR certification, and experience working in a correctional environment is preferred, but not required. The applicant must possess knowledge of methods, techniques, and procedures to perform job activities on various types of medical equipment and automated systems and of safety principles and infection control in the patient care environment. Possess the ability to relate and deal

effectively with Physicians, peers, inmates, and others; to recognize, report, and record changes in patient's physical and emotional condition; and to administer medication.

Quoters must specifically identify the individual that will be performing these services under any subsequent award. The quoter must provide proof that their candidate meets all qualifications. The candidate's name and qualifications must be submitted at the time the quote is submitted. All Contractors must submit with their quote a resume, photocopies of documents evidencing education and training.

Health Requirements

The contractor shall ensure their employee is free of communicable diseases. Any individual who subsequently develops a medical condition which might reasonably be expected to place other workers, inmates, or the public at risk shall be immediately removed from affected activities. In any such case, the contractor shall be responsible, at no additional cost to the institution, for securing the services of any replacement personnel required to perform this contract.

The contract employee may be required to submit to testing for/or provide evidence acceptable to the clinical director of recent testing for tuberculosis of other communicable diseases. Failure to submit to testing for or providing acceptable evidence of recent testing for or immunity to selected communicable diseases shall be grounds for denying access to inmates. The contract employee shall immediately inform, in writing to the Contract Officer's Representative (COR) and Administrative Contracting Officer, any adverse action taken by any regulatory body involving certification. This includes, but is not limited to, suspensions, revocations, restrictions on licensure as a Pharmacy Technician.

Description of Duties

The Contractor has sole responsibility and discretion for choosing and implementing the manner and method of performing tasks outlined in this Statement of Work as long as the requirements are met in accordance with the policies described herein.

The services, although not directly supervised, shall be reviewed by institution medical staff and the COR to ensure contract compliance. The Contractors performance will be evaluated in accordance with FAR Part 42.

All duties shall be performed in accordance with standards and methods generally accepted within the field of Pharmacy Technician services, and compliance with all Federal and State policy and regulations.

The Contractor shall adhere to all standards and regulations associated with The Joint Commission (TJC) and American Correctional Association Foundation/Core Standards for Adult Correctional Institutions. The manner and method of performance are the sole responsibility and within the sole discretion of the Contractor, provided, the Contractor performs the services in accordance with standards and practices consistent with those in the community. The

PHARMACY TECHNICIAN SERVICES
STATEMENT OF WORK

Contractor's performance shall be monitored by the COR.

The services provided, will be provided in the method commensurate with the local community. These services, although not directly supervised, will be reviewed by a physician on staff at FCI Gilmer. The performance of these services will also be verified by the designated COR.

The Contractor shall be responsible for, but are not limited to:

- Assist the staff pharmacist in ordering, stocking, storing, and dispensing of prescription and non-prescription medications while demonstrating knowledge of the budgetary guidelines and BOP Formulary constraints.

- Maintain pharmacy areas in a clean and orderly fashion consistent with departmental safety and sanitation guidelines.

- Assist the pharmacist in maintaining stock of up-to-date medications (checking for outdates per policy) in the main pharmacy, satellite camp, crash carts, emergency bags and Automated Dispensing Systems.

- Assist the Pharmacist with maintaining stock of forms as needed and prepare Pill Line Medication cards and unit dose medications for pyxis.

- Complete and maintain competency as indicated by the ability to complete the Pharmacy Competency Module while maintaining knowledge of BOP Formulary and any changes to this document.

- Maintain the narcotics count and the needle and syringe inventories.

- Maintain and re-stock adequate supplies for the "Night Stock" cabinet, and perform audits of the "Night Stock" or Automated Dispensing System.

- Possess a working knowledge and maintain technical computer skills pertaining to pharmacy issues.

- Must participate in Improving Organizational Performance Data and Quality Assurance Activities as directed by the Pharmacist or HSA.

Perform minor clerical duties; such as use of BOP electronic medical record, computer documentation and scheduling, scanning documents, filing, typing, call-outs, institutional memorandums, answering phones, scheduling patients and maintaining stock records.

Attire

The Contractor must wear appropriate and professional attire at all times. The Contractor is prohibited from wearing khaki or green clothing of any type as this is the color clothing the inmate population wears.

PHARMACY TECHNICIAN SERVICES
STATEMENT OF WORK

Patient Management

The contractor will be responsible for receiving patients and explaining procedures to alleviate undue anxiety, submitting reports and evaluations as requested. The contractor will be responsible for following directives and comply with Bureau of Prisons Health Services Manual, local institutional mandates, and the Health Services Department's policies in the management of all patient encounters.

Patients shall be afforded impartial access to treatment or accommodations that are available or medically indicated, regardless of race, creed, sex, national origin, or religion. Staffing shall be commensurate with the expected needs of the patients and within the scope of services offered. The contractor shall NOT provide information to the inmates(s). If the situation arises where inmate(s) are required to be provided information, the Clinical Director, Health Services Administrator (HSA), or COR shall provide any information the inmate(s) are to receive. The contractor is required to maintain an open line of communication with the Clinical Director, HSA, and COR.

Inmate Management

Provision of services will require frequent and unsupervised contact with inmates. The contract employee shall not be responsible for the management of any inmates, other than to ensure inmates involved within the contract's scope of work abide by all rules to ensure their safety and well-being. The successful contractor shall attend the Institution Familiarization Orientation program prior to assuming institution involvement. Reimbursement to the contractor for the time spent in the institution orientation or other specific security-related training will be at the contract rate, prorated hourly. The contractor may, at any time, be removed from the institution at the discretion of the CEO. The contractor is to constantly be aware of security and maintain a professional relationship with inmates at all times. Any violation of the institution's rules and regulations are to be brought immediately to the attention of any Government employee employed at the institution. The contractor will be required to provide documentation to the COR, or designee, of any infractions of institutional rules and regulations by inmates for proper action.

Employee Health Requirements:

The Contractor shall ensure that the Pharmacy Technician is free of infectious diseases. Any individual performing as a licensed Pharmacy Technician under this contract who subsequently develops a medical condition which might reasonably be expected to place other workers, patients, or the public at risk shall be immediately removed from activities requiring performance of invasive procedures and activities which might reasonably be expected to place other workers, patients, or the public at risk. In any such case, the Contractor shall be responsible, at no additional cost to the institution, for securing the services of any replacement personnel required to contract performance

PHARMACY TECHNICIAN SERVICES
STATEMENT OF WORK

Restrictions on Contract Workers:

The Contractor shall not supervise inmates, supervise Bureau of Prisons staff, participate in inmate accountability, formulate policy or procedures, or attend meetings, staff recalls or staff functions.

Institution Security

The contractor/contract employees shall agree to all regulations prescribed by the institution for the safety, custody, and conduct of inmates. The contract employee will be required to operate a system of records as identified for medical treatment documentation and will require adherence to the Privacy Act of 1974. The contract employee will be required to sign in and out of the institution for accountability purposes. A badge will be issued and worn at all times for proper identification.

Non-Personal Services/Common Law Employee Information

The service is a contractual arrangement and not a personnel appointment. Payment is based on the provision of an end product or the accomplishment of a specific result. The service does not constitute an employer/employee relationship. The contractor will not be subject to Government supervision, except for security related matters. However, contractor performance shall be monitored.

If the resulting contract is made to an individual(s), the provision of these services has been determined to meet certain criteria for creating common law employee relationship. Therefore, the BOP is responsible for the payment of FICA taxes (7.65%) and the withholding of the individual's taxes. These responsibilities apply only when award of this solicitation is made to an individual. It does not apply to companies or individuals who are incorporated. For evaluation purposes, an additional 7.65% will be added to the price submitted by individuals who are not incorporated.