

**Statement of Work (SOW)
Medical Health Evaluation, Vaccination, & Certification**

SPECIFICATIONS

I. SCOPE OF WORK:

The PA Department of Agriculture (PDA) requires a Contractor to administer health screenings and fit testing for hazardous material exposure and provide certification for employees who perform a variety of job duties including but not limited to exposure to rabid animals, laboratory work, farm investigations, food manufacturing inspections, custodial and maintenance work, and animal disease investigation and response. These duties may involve exposure to blood borne pathogens, biological, chemical, or hazardous materials, or may require wearing personal protective equipment (PPE) and respiratory protection equipment. The Contractor is also required to provide Rabies and Hepatitis B vaccinations to applicable employees. Contracted medical services are required on an as-needed basis. Health screenings and vaccinations shall be performed at the contractor's facility. The Contractor shall be located within the greater Harrisburg, Pennsylvania region and must have locations geographically dispersed throughout the Commonwealth. This contract is for a fixed-site facility; mobile services are not acceptable.

Any questions regarding the technical specifications shall be directed to Jordan Fry at 717-783-7348 or at jorfry@pa.gov. Questions regarding the bidding or contracting procedures shall be directed to Sheila Strubhar at 717-787-1467 or at sstrubhar@pa.gov.

II. PHYSICIAN QUALIFICATIONS:

Physicians performing physical examinations of employees shall demonstrate their qualifications by suitable documentation for special requirements as listed below. The PDA shall request such documentation after bid opening and prior to award of the contract.

- A. Physicians performing the examinations shall be board certified in Preventive Medicine by their respective organization (Doctors of Medicine or Doctors of Osteopathy) and their status shall meet all requirements of currency; or shall be board certified in Internal Medicine with documentation of Continuing Medical Education (CME) in Occupational Medicine.
- B. Radiologic Interpretation shall be performed by a "B" reader qualified physician as established by the National Institute of Occupational Safety and Health (NIOSH).

- C. Physicians performing the evaluations must submit documented proof (such as CME credentials, experience or Curriculum Vitae (CV)) that they have the knowledge, understanding, and training which qualifies them to properly evaluate an employee's ability to withstand the work and heat stresses they will be subjected to, as result of their work. This includes the psychological stress of emergency response situations that could endanger not only their life and health, but also that of the general population. In addition, this includes their understanding of the effects of the increased heat load of various levels of work performed while wearing Tyvec coveralls or other types of coveralls.
- D. Audiometric tests must be performed by a licensed or certified audiologist, otolarngologist, or other physician, or by a technician who is certified by the Council for Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper functioning of the audiometer being utilized. A technician who operates microprocessor audiometers does not need to be certified. A technician must be responsible to an audiologist, otolarngologist, or physician. The audiologist or other individual administering the audiometric test should be able to provide instruction to the employer and employee on proper fit of hearing protection.
- E. Physicians shall be knowledgeable in interpreting the results of biological tests as they relate to all parameters of the individual's work.
- F. Physicians shall have acquired the necessary expertise through at least three (3) years of experience working in Occupational Medicine.

III. HEALTH SCREENING REQUIREMENTS BY JOB:

- A. All X-rays shall be performed with equipment that is in compliance with the DEP' s regulations for X-ray equipment.
- B. All laboratory tests shall be performed by a facility that is accredited by federal/state or other pertinent laboratory groups, especially occupational health laboratory accreditation; and have a full-time quality control program.
- C. If medically required, contactor shall perform analysis of human biological samples for xenobiotics (examples: urine arsenic levels, blood lead levels, blood PCB levels, etc.). The Contractor shall contact the PDA for approval, prior to conducting these tests.
- D. Where not specified by regulations, the NIOSH/OSHA/USCG/EPA manual "Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities", dated October 1985, and any revisions thereto, shall be utilized.

This includes the sample examination detailed in the Medical Program Chapter and includes pulmonary function tests, if applicable, and electrocardiogram.

- E. The health screenings shall adhere to Occupational Safety and Health (OSHA) standards and interpretations as set forth in 29 CFR 1910.120 - Hazardous Waste Operations and Emergency Response, as required by the Environmental Protection Agency (EPA) 40 CFR, Part 311, Worker Protection Standards for Hazardous Waste Operations and Emergency Response.
- F. Evaluation of respirator questionnaires will adhere to standards and interpretations as set forth in 29 CFR 1910.134 - Respiratory Protection.

IV. GENERAL REQUIREMENTS:

- A. Contractor shall provide medical screenings for exposure to asbestos and asbestos-related diseases when needed for medical monitoring processes which includes: medical questionnaires, physician's evaluation, chest x-ray, and pulmonary function test, and evaluations for respirator use as requested; and specialty follow-up screenings, as indicated on Attachment A. The Report Processing/Administrative Fee shall include all charges for submission of all medical records, including questionnaires and lab tests, as well as confidential reports to the PDA Human Resource Office.
- B. Contractor shall provide testing in response to blood and/or body fluid exposures.
- C. Contractor shall draw blood for bio-banking on an as needed basis.
- D. Contractor shall provide a copy of logs showing reference tests performed on equipment utilized in the various tests to ensure that such equipment is in proper operating condition according to manufacturer specifications.
- E. Contractor shall wash hands before conducting physical examinations and shall wear protective gloves while performing physical examinations.
- F. The PDA shall provide the physician with the following:
 - 1. A position description shall be provided by the employee, of the employee's duties, as they relate to the employee's exposure.
 - 2. Employee's exposure level, if known, or anticipated exposure level, if known.
 - 3. Information from previous health screenings of the employee under this

program, which is not readily available to the examining physician.

4. A description of personal protective equipment used or to be used.
 - I. PDA employees shall complete an OSHA Respirator Medical Evaluation Questionnaire and a past health history form, prior to the health screening being conducted. The Contractor shall submit a sample past health history form to the PDA for review and approval. The form shall include the employee's name, personnel employee number, PO number, organization code, and program area.
 - J. The Contractor shall provide the PDA with a signed, summarized statement that the employee is capable, or not capable, of carrying out assigned duties as required. The statement shall be limited to specific findings or diagnoses related to occupational exposure and shall contain the following information:
 1. The physician's opinion as to whether the employee has a detected medical condition which would place the employee's health at increased risk of material impairment by performing job duties or using respiratory protection equipment.
 2. The physician's recommended limitation and duration of such limitation upon the employee's assigned work.
 3. The results of the health screening and tests.
 4. A statement that the employee has been informed by the physician of the results of the health screening and any medical conditions which require restriction, further examination or treatment by a specialist or the employee's personal physician.

Note – the Contractor shall supply an identical copy of the statement for the employee's personal copy. The Contractor shall provide a sample to the PDA for review and approval.

5. The Contractor shall send complete copies of health screening/test results to the employee and to the PDA within 30 days after the results are complete. The PDA shall maintain these records in a confidential medical file for thirty 30 years.

In the event the Contractor fails to submit the health screening/test

results to the PDA and employee within 30 days from the completion, the PDA reserves the right to assess liquidated damages in the amount of \$10.00 per day in excess of the allotted 30 days.

6. At the termination of this contract, the Contractor shall transfer all medical records generated by this contract to the newly designated contractor within 30 days of notification of contract termination at no cost to the PDA.

V. INSURANCE REQUIREMENTS:

The Contractor shall purchase and maintain at its expense the following types of insurance, issued by companies acceptable to the Commonwealth.

- A. Worker's Compensation Insurance sufficient to cover all of the employees of Contractor working to fulfill this contract.
- B. Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of the contract. The amount of bodily injury insurance shall not be less than \$300,000 for injury or death of persons per occurrence.

Such policy shall name the **Commonwealth as an additional insured**. Prior to the commencement of work under this contract, the Contractor must provide the Commonwealth with current Certificates of Insurance. These Certificates shall contain a provision that coverages afforded under the policy shall not be cancelled or changed until at least thirty (30) days' written notice has been given to the Commonwealth.

VI. CONTRACT TERM:

The contract shall commence upon execution and terminate June 30, 2023. Further, the parties hereto may agree to renew this contract for up to four (4) additional consecutive annual terms with a final termination date of June 30, 2027, upon the same terms and conditions. With each contract renewal request, the Contractor shall provide the PDA with at least sixty (60) days' written notice of the Contractor's desire to renew.

If an increase is to be applied, Contractor and the PDA shall negotiate the unit prices, agreeable to both parties, at least ninety (90) days prior to renewal date.

VII. BID AWARD:

Contractor shall complete and submit **Attachment A** for bid award and enter total of

Attachment A within the **Invitation for Bid Document** unit price/total line item price. Failure to do so may result in the bid being rejected as nonresponsive. Bid shall be awarded to the lowest responsive/responsible bidder.

VIII. PAYMENT TERMS:

Payment shall be on a reimbursement basis for services performed. Contractor shall submit individual invoices to: **Commonwealth of Pennsylvania — PO Invoice, PO Box 69180, Harrisburg, PA 17101**. All invoices shall include the name of each employee, current PO number and date and type of services performed. If the invoices contain errors, they will be returned to the Contractor for corrections. Once the corrections have been completed, the invoices shall be returned to PDA for payment.

**ATTACHMENT A
BID AWARD**

FISCAL YEAR 2017-2018

A. Initial Asbestos Exposure Examinations to Include:

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|---|----------------------------|
| 1. History and Physical Exam | 25 exams @ \$_____ = _____ |
| 2. Pulmonary Function spirometry screen (if required) | 63 tests @ \$_____ = _____ |
| 3. Electrocardiogram | 63 tests @ \$_____ = _____ |
| 4. Routine Chest X-Ray—Posterior/Anterior and Lateral | 63 tests @ \$_____ = _____ |
| 5. Complete Blood Count (CBC) and SMA-24 | 63 tests \$_____ = _____ |
| 6. Biochemical profile (MM. SMA-20) | 63 tests \$_____ = _____ |
| 7. Urinalysis | 63 tests \$_____ = _____ |
| 8. Baseline visual acuity and color perception | 63 tests \$_____ = _____ |
| 9. Audiogram | 63 tests \$_____ = _____ |
| 10. B-Read X-Ray | 63 tests \$_____ = _____ |
| 11. Report Processing/Administrative Fees | 63 tests \$_____ = _____ |

TOTAL SECTION A \$_____

B. Follow-Up Exams:

May include any of tests A1 through A10, as referenced above. If tests are required, they will be paid in accordance with the rates set forth in tests A1 through A10.

- | | | |
|---|--------------|-----------------|
| Physician's Fee | 50 employees | \$_____ = _____ |
| Report Processing/Administrative Fee | 50 employees | \$_____ = _____ |
| Routine Chest X-Ray
(every three years for annual follow-up) | 50 employees | \$_____ = _____ |

TOTAL SECTION B = \$_____

C. Specialty Follow-Up Exam (i.e. for exposure):

May include any of the tests A1 through A10, as referenced above. If tests are required, they will be paid in accordance with the rates set forth in tests A1 through A10. Specialty testing may also be required as set forth in Section III.C.

Physician's Fee 10 employees \$_____ = _____

Report Processing/Administrative Fee 10 employees \$_____ = _____

TOTAL SECTION C \$ _____

Asbestos exposure exam (includes physical exam, pulmonary spirometry screen, and routine chest X-Ray with B-read) 63 employees \$_____ = _____

TOTAL SECTION C \$ _____

SUM TOTALS OF SECTIONS A, B, & C, \$ _____

Estimated Quantities: The quantities herein are estimated only and may increase or decrease depending on the needs of the PDA. Contractor shall be paid at the unit price bid for services performed.

The PDA may have need for additional tests or medical services during the course of the contract. In that event, such services shall be provided under this contract and the Contractor shall provide costs for such tests/services in writing for PDA review and approval.