

Department of Human Services

**Statement of Work**

Mobile Diagnostic Imaging Services

**I. SCOPE OF SERVICE**

The Commonwealth of Pennsylvania (“Commonwealth”), Department of Human Services (“DHS”) requires a Contractor to provide routine and STAT mobile x-rays, ultrasound studies, electrocardiography (“ECG”), Holter monitors, Echocardiography, pulmonary function studies, and mammograms to individuals at the following five facilities located throughout the Commonwealth.

FACILITIES	HOURS OF OPERATION
Loysville Complex (“LYDC”) 8 Opportunity Drive Loysville, PA 17047	24 hours a day, 7 days a week
Northeast Secure Treatment Unit (“NESTU”) 701 Sathers Drive Pittston, PA 18640	24 hours a day, 7 days a week
South Mountain Secure Treatment Unit (“SMSTU”) 10056 South Mountain Road South Mountain PA 17621	24 hours a day, 7 days a week
Southeast Youth Development Center (“SYDC”) 1212 Mokychic Drive Bld. 12 Schwenksville, PA. 19473	24 hours a day, 7 days a week
Youth Forestry Camp #3 (“YDC#3”) 4534 Tar Kiln Road James Creek, PA 16657	24 hours a day, 7 days a week

**II. CONTRACT TERM**

The selected Contractor will be issued a contract. The term of the contract will commence on the Effective Date and will end two years after the Effective Date. The parties may agree to renew the contract for up to three additional one-year periods, upon the same terms and conditions as set forth in the contract.

At the time of each renewal DHS and the selected Contractor may negotiate the contract unit price not to exceed a maximum of three percent over the unit price in effect of each renewal term.

DHS shall submit a renewal letter to the Contractor requesting approval for the renewal at least 90 days prior to the expiration date of the then-current contract term.

The Commonwealth may further extend the term of the contract for up to three months upon the same terms and conditions where a continued need exists for the services of the selected contractor and there has been no termination under the terms of the contract.

Upon award of the contract, purchase orders will be issued by the facilities in accordance with the selected Contractor's contract on an as needed basis. No work shall begin or be reimbursed prior to the issuance of the fully executed contract or purchase order.

The selected Contractor will be paid after submitting invoices, provided such invoices are in accordance with the terms of the contract and approved by the Commonwealth Contract Monitor. Final payment will not be made until all project work has been successfully completed.

### **III. SCOPE OF WORK**

The selected Contractor shall perform all diagnostic imaging services at a specified location on facility grounds that include routine and STAT X-rays, ultrasound studies, bone density scans, ECG, Holter monitors, echocardiography, pulmonary function studies, and mammograms. The selected Contractor shall utilize their own private secure remote wireless internet connection, or radiology telehealth services when necessary, and possess the most current state-of-the-art portable imaging equipment.

#### **A. Diagnostic Imaging Services:**

The selected Contractor shall provide routine non-STAT and STAT diagnostic imaging services on facility grounds on an as needed basis according to a pre-arranged schedule or STAT emergency request for services, as ordered by the facility medical provider.

##### **1. STAT Diagnostic Imaging Services**

The selected Contractor shall provide all STAT diagnostic imaging services by a qualified, licensed, technician and interpreted by a Board-Certified Radiologist, Cardiologist, or Pulmonologist in accordance with Section IV. C. of this document.

##### **2. X-Rays, Ultrasounds, and Bone Density Scans**

The selected Contractor shall provide x-rays, ultrasound and bone density services by a qualified, licensed technician and interpreted by a Board-Certified Radiologist in accordance with Section IV. C. of this document.

##### **3. ECGs, Holter Monitors, and Echocardiograms**

The selected Contractor shall provide ECGs, Holter monitors, and echocardiogram services by a qualified, licensed technician and interpreted by a Board-Certified Cardiologist in accordance with Section IV.C and D of this document.

4. Pulmonary Function Studies

The selected Contractor shall provide pulmonary function studies services by a qualified, licensed technician and interpreted by a Board-Certified Pulmonologist in accordance with Section IV.C and D of this document.

5. Mammograms

The selected Contractor shall provide mammogram services by a qualified, licensed technician and interpreted by a Board-Certified Radiologist in accordance with Section IV.C and D of this document.

- B. The selected Contractor shall comply with facility safety and security protocols, complete all the appropriate forms for each service administered, and submit or provide electronic access to all required reports within the specified time frames as listed in section IV of this document.

**IV. REQUIREMENTS:**

- A. The selected Contractor shall meet all applicable standards regulated by Department of Health, Agency for Healthcare Research and Quality (“AHRQ”).
- B. The selected Contractor shall provide the name and telephone number of the Board-Certified Radiologist, Cardiologist, or Pulmonologist that interprets the images and writes the reports to allow the facility medical department to contact the healthcare provider for additional information or clarification.
- C. All portable x-ray and diagnostic imaging services must be provided by a healthcare organization that complies with Centers for Medicare and Medicaid Services (“CMS”) standards which can be found at [www.cms.gov](http://www.cms.gov) under the "Portable X-Ray Services" section.
- D. The selected Contractor shall provide the following data upon award of a Contract and, thereafter, on a yearly basis to the facilities’ contract monitors, except as otherwise specified below:
1. Ongoing quality assurance and performance improvement monitoring activities to ensure quality service provision.
  2. Competency evaluations on all employees providing services.
  3. Tuberculin Skin Test (“TST”) on all employees or subcontractors who have actual physical contact with consumers.

4. A copy of the annual Pennsylvania Department of Health Survey Report. The selected Contractor shall also provide an annual list of licensed or registered X-ray technologists and current medical radiologists, cardiologists, and pulmonologists, as well as a copy of their license and board certification certificate.
  5. Copies of the Certificate of Liability Insurance and Radiologist Malpractice Insurance. The selected Contractor shall provide updated copies upon renewal of insurance throughout the term of the contract, including any renewals.
  6. Certificate of American College of Radiology (“ACR”) mammography unit certification.
- E. The selected Contractor shall provide mobile diagnostic imaging services 24 hours a day, 7 days a week. If a facility requires other prescheduled, routine services the facility contract monitor, and selected Contractor shall mutually agree on a schedule.
- F. The selected Contractor shall only provide additional services within the scope of work after receiving approval from the facility contract monitor in writing, prior to the selected Contractor providing the service. The selected Contractor shall identify all costs for the additional services to the facility monitor prior to requesting approval.
- G. Forms and Report Requirements:
1. Forms

The selected contractor and facility medical department shall complete all appropriate forms for each scheduled and emergency service.

    - a. Within two weeks after the contract Effective Date, the selected Contractor shall contact each facility contract monitor listed in Section VI to obtain the required forms and instructional materials. The selected Contractor shall provide all required forms and instructional materials to the facility contract monitor for each scheduled service. The selected Contractor shall also provide web access log in credentials and training materials to diagnostic imaging business portal to all facility contract monitors.
    - b. Upon request of the selected Contractor, the facility contract monitors shall provide the selected Contractor with all required forms and instructional materials regarding the safety and security protocols to gain entry to the facility, details on scheduling procedures, and reporting requirements.
  2. Report Requirements
    - a. Non-STAT Diagnostic Services:

- i. The selected Contractor shall provide preliminary readings of all non-stat imaging via telephone within six hours after the request of the physician.
    - ii. The selected Contractor shall submit a signed written report of interpretation of routine imaging services to the requesting facility via fax to the Facility Contract Monitor within 24 hours after examination, with a hard copy to follow within two calendar days.
  - b. STAT Diagnostic Imaging Services:
    - i. The selected Contractor shall capture, analyze, and provide a prompt interpretation of STAT x-ray, imaging studies, and ECGs by submitting a written report of the results to the Facility Contract Monitor within four hours after the exam, unless the physician's orders specify a different time frame.
    - ii. The selected Contractor shall call in, fax, and make STAT Ultrasound Diagnostic Services for Deep Venous Thrombosis available to the facility medical department via the business provider portal within two hours after Radiologist interpretation.
  - c. Positive or Critical Results:
    - i. In the event of a positive or critical finding for all imaging services, the selected Contractor shall fax the findings within one hour after the board-certified Radiologist, Cardiologist, or Pulmonologist has interpreted the images, and make the images available via the business provider portal. The selected Contractor shall also follow-up by calling the facility medical department within one hour to confirm receipt of the results. Critical or positive findings are defined as:
      1. All foreign bodies;
      2. All pneumonias;
      3. All fractures;
      4. Abdominal studies with free air under the diaphragm; and
      5. Abdominal studies suggesting obstruction.
    - ii. The selected Contractor shall submit the signed written interpretation report within 24 hours after the scheduled service.

H. The Facilities shall notify the selected Contractor in writing of any unsatisfactory services rendered and the selected Contractor shall correct the deficiency immediately after such notification.

## **V. BID INFORMATION:**

- A. Contractors must provide all-inclusive bid prices for the respective services. Contractors should not invoice for any additional charges for travel time, mileage, rental of any type of equipment, or other services.

- B. All bids must be submitted electronically through the portal:  
[www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)
- C. This solicitation includes the following attachments in addition to this Statement of Work:
1. Standard Terms and Conditions
  2. Addendum to Standard Terms and Conditions
  3. Business Associate Addendum
  4. General Conditions and Instructions to Bidders
  5. Worker Protection and Investment Certification Form
  6. Lobbying Certificate
  7. Services Provided by Contractor Form
- D. Contractors must fully complete the Worker Protection and Investment Certification Form, Lobbying Certificate Form, and Services Provided by Contractor Form and submit with their bid.
- E. Contractors must submit all other information requested in this Statement of Work with its bid.

## VI. FACILITY CONTRACT MONITORS

Loysville Complex 8 Opportunity Drive Loysville, PA. 17047	Robert Polites Central Region Nurse Manager TEL: 717-789-5565
Northeast Secure Treatment Unit 701 Sathers Drive Pittston, PA. 18640	Karen Weaver, Eastern Region Nurse Manager TEL: 570-271-4711
South Mountain Secure Treatment Unit 10056 South Mountain Road South Mountain, PA. 17261	Robert Polites Central Region Nurse Manager TEL: 717-789-5565
Southeast Youth Development Center 1212 Mokyhic Drive, Bld. 12 Schwenksville, PA. 19473	Karen Weaver, Eastern Region Nurse Manager TEL: (570) 271-4711
Youth Forestry Camp#3 4534 Tar Kiln Road James Creek, PA. 16657	Robert Polites Central Region Nurse Manager TEL: 717-789-5565

## VII. QUESTIONS AND ANSWERS

All questions regarding the IFB must be submitted via the [RApwbidquestions@pa.gov](mailto:RApwbidquestions@pa.gov) email address. All questions must be received by 10/30/2025 10:00 AM. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be posted by 11/05/2025 at 12:00 PM.

### **VIII. CONTRACT QUANTITIES**

The quantities are estimated only and may increase or decrease dependent upon the needs of the department.

### **IX. CONTRACT AWARD**

Award will be made based on the lowest responsible and responsive bidder.

The awarded bid will result in a contract. Payment under the contract shall be made pursuant to price class lists as submitted by the selected Contractor.

DHS, in accepting any bid or portion thereof, contracts only and agrees to purchase only the services in such quantities as represents the actual requirements of DHS.

### **X. PAYMENT PROVISIONS:**

The selected Contractor will be reimbursed only for commodities/services performed and accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in the invoices being returned to the contractor and will substantially delay the processing of payments. The contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the contractor's letterhead.

A Service Receipt should be sent to:

DHS – Loysville Complex  
Attn: Accounting Dept.  
8 Opportunity Drive  
Loysville, PA 17047

The invoice should contain at minimum the information listed on the sample invoice – *Supplier Sample Invoice* can be found at:

<http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>

### **XI. PRISON RAPE ELIMINATION ACT:**

In accordance with its zero-tolerance policy, DHS prohibits all forms of sexual abuse and sexual harassment of juvenile in its facilities. The selected contractor shall comply with

Department policy and with the Prison Rape Elimination Act of 2003 (PREA) and its regulation at 28 C.F.R. Part 115 Subpart D, Standards for Juvenile Facilities.

At a minimum, the selected Contractor shall provide a copy of DHS's Zero Tolerance for Sexual Abuse and Harassment pamphlet to all staff members, including staff of subcontractors who have any contact with juveniles at the facility and shall provide to DHS confirmation of each staff member's receipt and understanding of the pamphlet as well as to any new staff that may be hired for the duration of the contract. The selected contractor staff members and subcontractors, if any, will not be permitted to provide services until completed sign-off forms are received for those individuals who may come in contact with juveniles at the facility.

DHS may require selected contractor's staff, including that of subcontractors to undergo additional DHS provided training on their responsibilities under DHS's sexual abuse and sexual harassment prevention, detection and response policies and procedure. DHS will determine whether additional training is required based upon the nature of contracted services and the level of contact with juveniles at the facility.

Failure to meet the DHS's requirements regarding PREA training may result in consequences ranging from an individual's inability to provide services up to and including termination of the contract.