

CREMATION SERVICES - SCOPE OF WORK

SCI ALBION

SCOPE OF WORK

The Contractor shall provide funeral services to the State Correctional Institution at Albion, as needed and requested.

Questions regarding the technical aspect of this Statement of Work shall be directed to: Mike Edwards, Corrections Health Care Administrator, #814-756-5778 or micedwards@pa.gov

Questions regarding contracting procedures shall be directed to: Karen Bartley, Procurement Specialist 3 @ 223-797-5100, or email kbartley@pa.gov

SERVICES

1. The Contractor must be licensed to engage in the practice of mortuary sciences in the Commonwealth of Pennsylvania.
2. Funeral services shall be performed in conformity with the standards of the National Funeral Directors Association, the Selected Independent Funeral Homes, and The Pennsylvania Funeral Trust.
3. The Contractor shall remove the remains of deceased inmates from the Institution, county morgue, local hospital, or other local facility.

Contractor will remove remains from SCI Albion no later than 6 hours upon notification from SCI Albion medical staff once the body has been released for removal by the Erie County coroner's office. Contractor will provide custodial care cold storage if or when necessary until the body is either legally claimed by family members or cremated under terms of this contract.

4. The Contractor shall prepare the deceased bodies, provide all necessary transportation, obtain burial permits and authorizations for cremations, file death certificates, and perform any other duty incidental to the cremation of a human corpse.
5. All ground transportation of the deceased shall be in hearse-style vehicles. Should the Contractor have to travel outside a 60 mile radius from the institution to pick up a body at a location other than at SCI Albion, the Contractor may charge for mileage based on the current GSA mileage reimbursement rate. Mapquest/Google Maps will be used to determine the amount of miles outside the 60 mile range for compensation purposes using the most direct route. Mileage will be added as a separate line item on purchase order at time of service.
6. If a body is claimed by a family member, there will be no payment under this contract by the Commonwealth. The Contractor shall advise the entity claiming the corpse that they will be responsible for any and all costs incurred and arrange for payment. If a body is not

claimed within five days, SCI Albion will authorize the Contractor to cremate the corpse in accordance with the terms of this contract. In no case may the Contractor's payment for storage of a deceased body that is to be cremated under this contract exceed 5 days. The Contractor will only be reimbursed for sheltering a deceased body up to and including the day that the institution authorizes a corpse to be cremated but may not, under any circumstance, bill for more than five days of storage.

7. It shall be the responsibility of the Contractor, at no additional charge to the Commonwealth, to file the necessary application forms in obtaining one (1) copy of death certificate from the Division of Vital Records or local registrar for all burials and cremations. The certificate shall be forwarded to the Institutional Health Care Administrator. The Contractor shall also assist the Institution in obtaining any Social Security, insurance, or other death benefit to which the deceased may be entitled. The Institution shall provide the Contractor with all available personal data on the deceased required for these purposes.
8. The Contractor shall store cremated remains for a reasonable period of time, not less than six (6) months in duration. Cremation remains not legally claimed from the contractor's storage shall be buried in a local cemetery selected by the Contractor. The Contractor must at the time of burial provide written notification to the Business Manager at the State Correctional Institution at Albion, of the location of the burial.
9. The Contractor's principal place of business for funeral services must be within a sixty (60) mile radius of the Institution.

CONTRACT TERM/OPTION TO RENEW:

The anticipated term of this contract is July 1, 2024 through June 30, 2025. Service will begin as of midnight on the effective date of the service order and will continue until midnight on the termination date.

The Commonwealth, with the mutual consent of the Contractor, shall have the option of four (4) one (1) year renewals to begin respectively at the expiration of the then current term, upon the same terms, covenants, and conditions, provided; however, that the Contract has not been terminated. Notice of the election by the Commonwealth to exercise the option hereunder shall be given to the Contractor in writing at least ninety (90) days prior to the expiration of the then current terms.

The Contractor may, in July of each subsequent renewal year, increase the unit prices which must be mutually agreed upon by the Commonwealth and Contractor. The Contractor shall provide written notification to the Department no later than March 31, of each subsequent renewal year if such increases are to be requested. Requests received after the March 31st deadline will not be considered.

OPTION TO EXTEND:

The Commonwealth reserves the right, upon notice to the Contractor, to extend the Contract/PO or any part of the Contract/PO for up to three (3) months upon the same terms and conditions. An extension will be utilized to prevent a lapse in Contract/PO coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

ESTIMATED QUANTITIES

The quantity of service is an estimate. If service usage needs increase or decrease during the effective time period of the contract, the Contractor agrees to provide the additional units of service at the original contract unit rates or accept the decrease in service.

INSURANCE REQUIREMENTS

1. The Contractor shall purchase and maintain, at its expense, the following types of Insurance, issued by companies acceptable to the Commonwealth:
 - i. **Workmen's Compensation Insurance** sufficient to cover all of the employees of contractor working to fulfill this contract.
 - ii. **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 \$500,000 for injury to or death of persons per occurrence. The amount of Property Damage Insurance shall not be less than \$300,000 per occurrence.
2. Such policies shall name "**The Commonwealth of PA-DOC**" as an additional insured. Prior to the commencement of work under this contract, the Contractor must provide the Commonwealth with current Certificates of Insurance which evidence that the Commonwealth has been included on the policy as an additional insured. **These certificates must include the contract location and a brief description of the contract work.** These certificates shall contain a provision that coverage afforded under the policy shall not be canceled or changed until at least thirty (30) days prior written notice has been given to the Commonwealth.

ADDITIONAL PROVISIONS

1. The Contractor shall abide by all rules and regulations of the PA Department of Corrections while on State Property. All vendors or their subcontractors will have to submit clearance checks as well as attend orientation on security, tool control and PREA before entering the facility.
2. The Contractor's services shall be scheduled at times acceptable to the Institution's staff.

RATE SCHEDULE

1. It is understood and agreed that the rates proposed for the itemized service units will be total and final and that the Commonwealth will not pay any additional sum or sums for funeral services over and above the contract unit rates.
2. Payment will be rendered after each satisfactory occurrence. Bid prices are final. There will be no additional charges for travel time, mileage, meals, etc.

3. Vendor to provide License number documentation to SCI Albion.

INVOICES

1. All invoices for this contract are to be submitted to the PP&R Comptroller Office per the address on the purchase order. Invoice to include: Purchase Order number as well as your SAP vendor number, date services rendered, services provided, inmate name and number, unit cost, total cost. Invoices should be in accordance with the description of items listed on the bid form.
2. Copies of invoices are to be submitted to the State Correctional Institution at Albion.
3. Vendor shall be reimbursed for actual services provided.

Please Bill To:

For the preferred Email Invoice option, visit www.budget.pa.gov Click Programs and select E-Invoicing.

Or mail paper invoice to:

Commonwealth of Pennsylvania
PO Box 69180, Harrisburg, PA 17106

For specific payment status, please contact the Payable Services Call Center toll-free at: 1877-435-7363 or by email at RA-PSCPaymentInquire@pa.gov. Payment status is also available via the Vendor Payments and Invoices In-Process Reports on the following website: www.vendorregistration.state.pa.us

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