**ATTACHMENT A**

**SOLICITATION NO. 650000284**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded as an agency specific Contract on behalf of the [Oklahoma Department of Veteran Affairs](https://web-wpodvasite002-650.azurewebsites.net/), ODVA, for mobile diagnostic x-ray services, as ordered by seven (7) ODVA facilities to aid in the evaluation and assessment of individual(s) medical issue(s). ODVA, facilities and locations are listed below:

1. [Ardmore Veterans Center](https://odva.ok.gov/veterans-centers/ardmore/) 1015 S. Commerce Ardmore, OK 73401
2. [Clinton Veterans Center](https://odva.ok.gov/veterans-centers/clinton/) 1704 South 4th Street Clinton, OK 73601
3. [Claremore Veterans Center](https://odva.ok.gov/veterans-centers/claremore/) 3001 West Blue Starr Dr. Claremore, OK 74018
4. [Norman Veterans Center](https://odva.ok.gov/veterans-centers/norman/) 1776 East Robinson Norman, OK 73071
5. [Lawton Veterans Center](https://odva.ok.gov/veterans-centers/lawton/)  501 SE Flower Mound Rd Lawton, OK 73501
6. [Sulphur Veterans Center](https://odva.ok.gov/veterans-centers/sulphur/) 304 East Fair lane Sulphur, OK 73086
7. [Talihina Veterans Center](https://odva.ok.gov/veterans-centers/talihina/) 10014 SE 1138th Ave Talihina, OK 74571

**BACKGROUND**

The Oklahoma state Veterans program administered by ODVA, under the direction of the [Oklahoma Veterans Commission](https://oklahoma.gov/veterans/about-odva/veterans-commission.html), as the controlling board, provides a complete service to the state's Veterans. Service includes nursing care, financial assistance in emergencies, and field service counseling in the filing of claims for [U.S. Department of Veterans Affairs](https://www.va.gov/) and state benefits.

**1.** **Contract Term and Renewal Options**

The initial Contract term, which begins on the effective date of the Contract, is one year and there are four (4) one-year options to renew the Contract.

* 1. Renewal option(s) shall be agreed upon in writing and signed by both parties prior to renewal effective date.

**2.** Certain Contract requirements are attached hereto as Exhibit One (1) and incorporated herein.

**2.1** **Mandatory Contract Requirements**

a. Supplier shall perform diagnostic x-rays as ordered by Veterans Center physicians to aid in the evaluation and assessment of medical conditions.

b. Supplier shall be 100% digital and use only digital plates.

c. Supplier shall have the ability to integrate with and upload the images into [Point Click Care](https://pointclickcare.com/) (PCC), ODVA, electronic health record.

d. Supplier shall provide all equipment necessary and for the transportation, set-up, and the operation of the portable x-ray equipment.

e. Supplier shall provide designated mobile x-ray services to include, all x-ray services, whether single or series, at the Veterans Center locations on an on-call or emergency basis.

f. Supplier shall demonstrate and provide adequate medical equipment, adequacy of personnel, ease of mobility, fleet capacity, work experience, expertise, safety precautions, and infection control principles for both the technician and the individual. All equipment must meet the standards of state and/or federal regulations on radiation.

g. Supplier shall provide x-ray technicians that meet any state licensing or accreditation requirements.

h. Supplier shall render all services not specifically identified, but are nonetheless contemplated, herein which ODVA, in its sole discretion, determines are necessary for the Supplier to provide for ODVA related to maintenance and repairs of custodial floor equipment.

**2.1.1** **Supplier Credentials**

a.Every employee and agent used by the supplier to perform services hereunder are, currently and shall be during the term of this Contract, qualified to perform the services based upon education, training and experience as an x-ray technician(s).

b. Upon request, Supplier shall timely provide proof of all education and training pertinent to performing diagnostic x-ray testing.

**3.** Contextual information regarding the Contract is attached hereto as Exhibit two (2) and incorporated herein.

 **3.1** **Supplier Obligation**

a. Supplier shall comply with all necessary laws, rules, regulations, and licenses necessary to provide x-ray services.

I. Supplier shall limit radiation exposure to the residents of the Veterans Centers in accordance with the industry standards.

ii. Supplier shall have experience working in or having familiarity with the long-term care environment.

iii. Supplier shall waive all charges, except for the cost of the x-rays, if the x-ray must be re-taken for any reason, except for non-cooperation.

b. Testing shall be available regularly between 8:00 am and 4:00 pm, Monday thru Friday; and after hours, weekends, and holidays, as needed.

c. Supplier shall bill ODVA, for 70%+ service-connected residents and residents without insurance. Supplier will bill Medicare or other available insurance for all other residents.

i. Supplier will invoice each Veteran Center separately.

ii. Supplier will provide per test fees per x-ray based on the codes and descriptions on Exhibit titled Price.

**3.3 ODVA Obligations**

a. ODVA, may, in its sole discretion, designate an ODVA employee to serve as its coordinator to work directly with the supplier to coordinate the services to be performed hereunder.

b. ODVA, shall provide the supplier, with copies of its applicable standard operating procedures that apply to the supplier, while at an ODVA facility and shall take all reasonable steps to assure the supplier’s complete access to an ODVA facility which are necessary for the performance of the supplier’s duties hereunder.

c. ODVA, shall facilitate supplier access to veteran’s centers.

d. ODVA, shall assure x-ray requisitions are properly completed and work with the supplier if any corrections to submitted requisitions are needed.

c. ODVA, shall monitor the contract, including provision of service, availability of funds, contractor compliance with contract terms and conditions, verifying professional licenses, and certifications are current.

**3.4 Notices**

 a. In addition to notice requirements under the terms of this Contract otherwise, the following individuals shall also be provided the request, approval, or notice, as applicable:

1. Oklahoma Department of Veterans Affairs Contact Monitor

 (contact information to be provided with post award documents)

 2132 NE 36th St

 Oklahoma City, OK 73111

1. With a copy, which shall not constitute notice, to:

 Oklahoma Department of Veterans Affairs

 Office of General Counsel

 2132 NE 36th St

 Oklahoma City, OK 73111

**3.5 Invoice(s) and Payment(s)**

a. The invoice shall be submitted by email to the Oklahoma Department of Veterans Affairs: Jennifer.Pettis@ODVA.ok.gov

b. The billing shall include dates covered, hours worked, description of services provided, and hourly rate. The hourly rate paid does not include the ability to pay overtime. The payment of any overtime compensation due is the sole responsibility of the Supplier.

c. The Purchase Order (PO) number should appear on all documentation, including but not limited to:

i. packing slips, invoices, bills of lading, correspondence, subject line of emails, envelope addresses, and packages.

ii. The purchase order number should be visible without the need to open the package.

1. Shipments, invoices, and other documentation without the purchase order number may result in refusal of delivery, delays in payment, or other delays in response.

 **3.6 Representations of Warranties of the Supplier**

a. The Supplier shall continuously monitor and evaluate the competence and performance of each employee or agent used in performance of its obligations under this Contract and shall not use any employee or agent not competent or qualified to participate in the rendering of services under this Contract to ODVA.

b. All information that has been or will be furnished by the supplier to ODVA, concerning the supplier and the services performed pursuant to this Contract is true and correct in all respects.