Statement of Work (SOW)
Sexual Assault Examiner Training
12/27/2012
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STATEMENT OF WORK (SOW)

Domestic and Sexual Violence Training

Vision Statement

American Indian and Alaska Native (AI/AN) women experience some of the highest rates of domestic and sexual violence (DSV) in the United States. The impact of child abuse and neglect on AI/AN children is profound. Research suggests exposure to violent experiences may result in a number of physical, medical, social, and psychological consequences. Specialized training is needed to prepare health care providers to conduct the medical forensic examination and to collaborate in a coordinated community response to DSV.

1 Domestic and Sexual Violence Training

While the Indian Health Service (IHS) was previously the principal health and behavioral health care delivery system for American Indians and Alaska Natives, there is now a less centralized and more diverse network of care provided by Federal, Tribal, and Urban Indian health programs. The Indian health system denotes this larger network of programs and care delivery throughout Indian Country. The IHS is committed to providing training resources and technical support to ensure that health care providers are prepared to meet the needs of AI/AN patients with a history of DSV.

1.1 Mission

The mission of the Indian Health Service is to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.

1.2 Background

Beginning August 2010, the IHS, through its Domestic Violence Prevention Initiative (DVPI), awarded a total of 65 projects that include IHS, Tribal, and Urban Indian health programs to address DSV. Eight of the 65 projects are geared to developing and implementing hospital or clinic-based sexual assault nurse examiner-sexual assault response team (SANE-SART) programs. The DVPI expands outreach and increases awareness by funding projects that provide victim advocacy, intervention, case coordination, policy development, community response teams, and community and school education programs. Funding was also committed for the purchase of forensic equipment, medical personnel training, and the coordination of sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE), and sexual assault response team (SART) activities. In light of this commitment, IHS is seeking to provide in-person and web-based clinical forensic training.

1.3 Scope

Under this contract, the Contractor is responsible for the development, delivery, and evaluation of in-person and web-based training related to the identification, collection, and preservation of medical forensic evidence obtained during the treatment of victims of sexual and domestic violence. The Contractor shall provide Sexual Assault Examiner (SAE) trainings and continuing education units/continuing medical education (CEU/CME) credits to acquire and maintain knowledge and skills to the hospitals, health clinics, and health stations within the Indian health system. In addition, clinical skills laboratories will be developed to address competent clinical forensic practice.
2 General Requirements
This section describes the general requirements for this effort. The following sub-sections provide details of various considerations on this effort. The following schedule of tasks and deliverables outlines the requirements necessary to organize, develop, facilitate, manage, and evaluate clinical forensic trainings, clinical skills laboratories, and associated webinars and tutorials.

2.1 Non-Personal Services
The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor’s responsibility to notify the Procuring Contracting Officer (PCO) immediately.

2.2 Business Relations
The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

2.3 Contract Administration and Management
The following subsections specify requirements for contract, management, and personnel administration.

2.3.1 Contract Management
The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor must maintain continuity between the support operations between the contractor’s corporate offices and Indian Health Service Division of Behavioral Health.

2.3.2 Contract Administration
The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support contracts or task orders. The contractor shall assign work effort and maintaining proper and accurate time keeping records of personnel assigned to work on the requirement.

The Contractor will meet with the Contracting Officer Representative (COR) and IHS officials within 7 days of the contract award to become acquainted with the DBH staff, review the Scope of Work (SOW), discuss timelines and deliverables, and to begin initial planning. The Contractor and COR will hold start up meetings at the beginning of each option year of the contract to revisit and make adjustments (if necessary) to the comprehensive action plan, quality assurance plan, communications plan, evaluation plan, and project plan, to discuss ongoing tasks in the SOW, and new deliverables for the option year.
2.3.3 Personnel Administration
The contractor shall provide the following management and support as required. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the SOW requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks.

The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

2.4 Subcontract Management
The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor will manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Procuring Contracting Officer (PCO) or Contracting Officer Representative (COR). Cross teaming may or may not be permitted.

2.5 Contractor Personnel, Disciplines, and Specialties
The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The contractor shall ensure the labor categories as defined in the Labor Categories document (see attachment), labor rates, and man-hours utilized in the performance of each Task Order (SOW line item) issued hereunder will be the minimum necessary to accomplish the task.

The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

Adult Sexual Assault Examiner (SAE) and Clinical Skills Training: The Contractor will be responsible for assembling and coordinating a multidisciplinary SAE training panel to include at a minimum: two forensically experienced examiners, advocate, law enforcement officer, prosecutor, cultural expert with experience in DSV (for culturally appropriate victim-centered sexual violence responses), behavioral health provider, and live models to deliver the SAE training.

Domestic Violence Examiner (DVE) Training: The Contractor will be responsible for assembling and coordinating a multidisciplinary SAE training panel to include at a minimum: an advocate, forensic examiner, law enforcement, and prosecutor, and cultural expert with experience in culturally appropriate victim-centered domestic violence responses.

Pediatric Sexual Abuse Examiner Training: The Contractor will be responsible for assembling a multidisciplinary SAE training panel to include at a minimum: two expert child sexual abuse medical forensic examiners, child advocacy representative, behavioral health provider who specializes in working with children, child abuse law enforcement investigator, child protective service worker, and prosecutor.

2.6 Location and Hours of Work
Accomplishment of the results contained in this SOW requires work at various contractor, subcontractor, and Government facilities (mainly in the continental United States). Normal workdays are...
Monday through Friday except US Federal Holidays. Workers typically work eight (8) hours per day, 40 hours per week. Flextime workers start not earlier than 0600 and not later than 0900. Core hours of work are from 0900 to 1500 daily. All employees are expected to be available during core hours.

The Contractor will be responsible for coordinating the logistics of the trainings to include but be limited to securing a site (with priority given to Federal facilities) for the trainings, payment of non-federal sites, and on-site and web-based registration services.

2.7 Travel / Temporary Duty (TDY)
Travel to other government facilities or other contractor facilities may be required and will be specified in the SOW. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the government (subject to local policy procedures), and is on a strictly cost reimbursable basis. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and FAR 31.205-46 Travel Costs (subject to local policy & procedures; may reference FAR).
The Contractor will be responsible for coordinating the logistics of the trainings to include travel, per diem, lodging of non-federal subject matter expert instructors. Technical assistance for federal training instructors shall be provided by the Contractor to include locations, hotel information, training sites and logistics, among other pertinent information. Travel for training participants will not be covered under this contract.

3 Performance Requirements
The Contractor shall be responsible for obtaining and coordinating the appropriate number of Continuing Education Units (CEU) and Continuing Medical Education (CME) credits from accredited providers for nurses, advanced practice nurses, physicians, physician assistants, and behavioral health providers for each relevant training session.

The Contractor will be responsible for coordinating the logistics of the trainings to include but be limited to securing a site (with priority given to Federal facilities) for the trainings, payment of non-federal sites, on-site and web-based registration services, audio/visual services, training announcements, communications materials, agenda development, identification, recruitment, travel, per diem, lodging of non-federal subject matter expert trainers, and providing CEU/CME credits.

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 The Contractor shall provide courseware development for IHS, Tribal, and Urban Indian health care facilities.

3.1.1 The Contractor shall develop Sexual Assault Examiner (SAE) Curricula for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Timely
2) Compliant with the standards defined in the International Association of Forensic Nurses’ Adult and Adolescent Sexual Assault Nurse Examiner Education Guidelines and the Department of Justice’s National Training Standards
   a. AQL: Meets the guidelines

3) Culturally responsive to the American Indian/Alaska Native population
   a. AQL: Must use AI/AN cultural experts familiar with Native issues to assist in the development of a specific IHS training curriculum

4) Develop two sets of culturally specific curricula with relevant Tribal, federal, and state jurisdictional issues will be developed with one curriculum specific to Alaska Native issues.
   a. AQL: Complete

5) Consists of 40 hours of didactic training content
   a. AQL: Agenda with timeframe for didactic delivery

6) Content includes multidisciplinary training panel
   b. AQL:Outlined in curriculum

**Deliverables**
A001 SAE Curricula (one specific to Alaska)
A002 Agenda
A003 Training Materials

3.1.2 The Contractor shall develop Domestic Violence Examiner (DVE) curricula for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

**Performance Standards**

1) Timely

2) Culturally responsive to the American Indian/Alaska Native population
   a. AQL: Must use AI/AN cultural experts familiar with Native issues to assist in the development of a specific IHS training curriculum

3) Consists of 24 hours of didactic training content
   c. AQL: Agenda with timeframe for didactic delivery

4) Content includes multidisciplinary training panel
   a. AQL: Outlined in curriculum

**Deliverables**
B001 DVE Curriculum
B002 Agenda
B003 Training Materials
3.1.3 The Contractor shall develop Pediatric Sexual Abuse Examiner (PSAE) curricula for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Timely

2) Compliant with the standards defined in the International Association of Forensic Nurses’ (IAFN) Adult and Adolescent Sexual Assault Nurse Examiner Education Guidelines and the Department of Justice’s National Training Standards
   a. AQL: Meets the guidelines

3) Culturally responsive to the American Indian/Alaska Native population
   a. AQL: Must use AI/AN cultural experts familiar with Native issues to assist in the development of a specific IHS training curriculum

4) Consists of 40 hours of didactic training content
   a. AQL: Agenda with timeframe for didactic delivery

5) Content includes multidisciplinary training panel
   a. AQL: Outlined in curriculum

Deliverables
C001 PSAE Curriculum
C002 Agenda
C003 Training Materials

3.1.4 The Contractor shall develop Pediatric Clinical Skills Laboratory curriculum for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Timely
   a. AQL: See deliverable schedule. Final: One week after receipt of Government comments.

2) Compliant with IAFN required clinical preceptorship content outlined in the Sexual Assault Nurse Examiner Education Guidelines
   a. AQL: Meets guidelines

3) Consists of no more than 24 hours of one-on-one training
   a. AQL: Agenda with timeframe breakdown
4) Training components address supplemental material when low patient volume is experienced
   a. AQL: Addressed in curriculum

Deliverables
D001 Pediatric Clinical Skills Laboratory Curriculum
D002 Agenda

3.1.5 The Contractor shall develop Train the Trainer curriculum to develop the next set of leaders in providing clinical training in the field of domestic and sexual violence response.

Performance Standards

1) Timely

2) The Train the Trainer session should be no more than 24 hours in length.
   a. AQL: Agenda

3) The goal of Train the Trainer is to improve the quality of instructor-led training by enhancing the knowledge, skills, and abilities of trainers in the field.
   a. AQL: As evidenced by curriculum content.

Deliverables
E001 Train the Trainer Curriculum
E002 Agenda

3.2 The Contractor shall conduct training for IHS, Tribal, and Urban Indian health care facilities.

3.2.1 The Contractor shall conduct Adult SAE Training for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Timely
   a. AQL: According to approved Training Schedule

2) Consists of a minimum of 40 hours of didactic training
   a. AQL: As evidenced by CEU/CME offerings

3) Must accommodate up to 30 participants per training session
   a. AQL: As evidenced by registration and attendance rosters

4) The total number of in-person trainings will consist of no more than 7 trainings in each contract year.
   a. AQL: Completed
5) Submits evaluation of each training session with overall summary report
   a. AQL: Each summary report must include at a minimum: number of attendees, list of
      attendees with contact information, IHS/Tribal/Urban facilities served, evaluation of
      each trainer, overall quality of training, successes, and areas for improvement.

6) Multidisciplinary SAE training panel
   a. AQL: As evidenced by representation of training instructors

Deliverables
F001 Training Schedule and Training Logistics
F002 Evidence of CEU/CME Offerings
F003 Roster of Instructors
F004 Website Registration Link
F005 Training Announcement and Communication Materials
F006 Evaluation Reports

3.2.2 The Contractor shall conduct DVE Training for Physicians, Physician Assistants, Registered
Nurses, and Advanced Practice Nurses.

Performance Standards

1) Meets Schedules
   a. AQL: According to approved Training Schedule

2) Consists of a minimum of 24 hours of didactic training
   a. AQL: As evidenced by CEU/CME offerings

3) Must accommodate up to 30 participants per training session
   a. AQL: As evidenced by registration and attendance rosters

4) The total number of in-person trainings will consist of no more than 7 trainings in each contract
   year.
   a. AQL: Completed

5) Submits evaluation of each training session with overall summary report
   a. AQL: Each summary report must include at a minimum: number of attendees, list of
      attendees with contact information, IHS/Tribal/Urban facilities served, evaluation of
      each trainer, overall quality of training, successes, and areas for improvement.

6) Multidisciplinary SAE training panel
   a. AQL: As evidenced by representation of training instructors

Deliverables
G001 Training Schedule and Training Logistics
G002 Evidence of CEU/CME Offerings
G003 Roster of Instructors
3.2.3 The Contractor shall conduct PSAE Training for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Timely
   a. AQL: According to approved Training Schedule

2) Consists of a minimum of 40 hours of didactic training
   a. AQL: As evidenced by CEU/CME offerings

3) Must accommodate up to 30 participants per training session
   a. AQL: As evidenced by registration and attendance rosters

4) The total number of in-person trainings will consist of no more than 7 trainings in each contract year.
   a. AQL: Completed

5) Submits evaluation of each training session with overall summary report
   a. AQL: Each summary report must include at a minimum: number of attendees, list of attendees with contact information, IHS/Tribal/Urban facilities served, evaluation of each trainer, overall quality of training, successes, and areas for improvement.

6) Multidisciplinary SAE training panel
   a. AQL: As evidenced by representation of training instructors

Deliverables
H001 Training Schedule and Training Logistics
H002 Evidence of CEU/CME Offerings
H003 Roster of Instructors
H004 Website Registration Link
H005 Training Announcement and Communication Materials
H006 Evaluation Reports

3.2.4 The Contractor shall provide Adult SAE Clinical Skills Laboratories (CSL) for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Provide no more than seven CSLs
   a. AQL: Complete
2) No more than 16 hours of in-person adult sexual assault clinical skills training
   a. AQL: CEU/CME offerings

3) Uses IHS Clinical Skills Curriculum
   a. AQL: As determined by COR

4) Utilizes simulation models for forensic photography session
   a. AQL: Follows IHS CSL Curriculum

5) Utilizes live models for medical history taking and intimate examination techniques
   a. AQL: Follows IHS CSL Curriculum

6) The Contractor will provide all needed supplies and use existing Government owned simulation models and digital cameras.
   a. AQL: Completed and shipped back to IHS at end of training schedule

Deliverables
I001 Agenda
I002 Training Roster including Instructors and Live Models
I003 Training Schedule – Dates & Locations
I004 Proof of CEU/CME offerings
I005 Training Announcements
I006 Training Materials
I007 Website Registration Link
I008 Returned equipment, if any
I009 Evaluation summary reports

3.2.5 The Contractor shall provide PSAE Clinical Skills Laboratories (CSL) for Physicians, Physician Assistants, Registered Nurses, and Advanced Practice Nurses.

Performance Standards

1) Provides one-on-one clinical skills training through a high volume clinic
   a. AQL: Clinical setting approved by COR

2) No more than 24 hours of in-person adult sexual assault clinical skills training
   a. AQL: CEU/CME offerings

3) Uses IHS PSAE developed Clinical Skills Curriculum
   a. AQL: As determined by COR

4) Trainers are identified expert pediatric sexual abuse examiners
   a. AQL: As identified in training instructor roster

Deliverables
J001 Agenda
J002 Training Roster of Instructors
3.3 The Contractor shall provide two separate monthly webinar series: one for domestic and sexual violence and the other for child maltreatment.

Performance Standards

1) The Contractor will develop webinar training announcements
   a. AQL: As evidenced by deliverable

2) The Contractor will provide website registration for attendees
   a. AQL: As evidenced by website

3) Total of no more than 24 webinars each contract year
   a. AQL: Completed

4) Topics must be varied and developed in conjunction with IHS DBH staff
   a. AQL: To be determined by COR

5) Webinar capacity must accommodate at least 1500 participants
   a. AQL: Completed

6) Webinars must have recording and play back capability
   a. AQL: As evidenced by website listing

7) CEUs/CMEs offered with each webinar
   a. AQL: Reports of CEUs/CMEs issued

8) Summary reports of topics, presenters, attendees, and IHS Area and facilities served
   a. AQL: Complete

Deliverables
L001 Training Announcements and Communication Materials
L002 Website Registration Link
L003 Webinar Topic Calendar
L004 Roster of Webinar Presenters
L005 Proof of CEU/CME Offerings
L006 Summary Reports
L007 Web-based Learning Management System Demo
3.4 The Contractor shall provide web-based Adult SAE, DVE, and PSAE training through an existing learning management system that is fully developed and operational.

Performance Standards

1) Timely
   a. AQL: According to approved Training Schedule

2) Consists of a minimum of 40 hours of didactic training
   a. AQL: As evidenced by CEU/CME offerings

3) Must accommodate up to a total of 90 participants per year in each training: Adult SAE, DVE, and PSAE.
   a. AQL: As evidenced by registration and attendance rosters

4) Multidisciplinary SAE training panel
   a. AQL: As evidenced by representation of training instructors on roster

5) Must provide tutorial webinar for all participants prior to training and provide point of contact instructor for questions and support during the course.
   a. AQL: Provided in Web-based Training Demonstration

6) Develops and submits web-based training for Adult SAE, DVE, PSAE
   a. AQL: Draft/Demonstration modules submitted and approved by COR Final: One week after receiving Government comments

7) Submits evaluation of each training session with overall summary report
   a. AQL: Each summary report must include at a minimum: number of attendees, list of attendees with contact information, IHS/Tribal/Urban facilities served, evaluation of each trainer, overall quality of training, successes, and areas for improvement.

Deliverables
M001 Training Schedule and Training Logistics
M002 Web-based Training Modules
M003 Evidence of CEU/CME Offerings
M004 Roster of Instructors
M005 Website Registration Link
M006 Training Announcement and Communication Materials
M007 Evaluation Reports
M008 Web-based Training Demonstration

3.5 The Contractor shall develop annual domestic violence awareness training for IHS, Tribal, and Urban Indian health care facilities.

Performance Standards
1) Timely  
   a. AQL: See deliverable schedule  

2) Develop curriculum for one hour required training for all staff  
   a. AQL: Completed  

3) Develop curriculum for an additional hour of required training for health care staff to include behavioral health professionals, physicians, nurses, and other identified by the COR  
   a. AQL: Stated in curriculum  

4) Curriculum development at a minimum must follow the National Consensus Guidelines on Identifying and Responding to Domestic Violence Victimization in Health Care Settings Appendix M and other areas identified by the COR  
   a. AQL: As determined by COR  

5) Training must be delivered through a web-based system and accommodate 5000 participants annually.  
   a. AQL: Web-based system demonstration  

6) Develop evaluation methods to consist of a pre- and post-test for training modules  
   a. Templates  

7) Provide certificate of attendance, CEUs, and CMEs at the completion of the training  
   a. AQL: As evidenced by CEU/CME offerings  

8) Culturally responsive to the American Indian/Alaska Native population  
   a. AQL: Must use AI/AN cultural experts familiar with Native issues to assist in the development of a specific IHS training curriculum  

9) Provide summary reports of training with annual report  
   a. Evaluation summary  

Deliverables  
N001 (2) Curricula  
N002 Proof of CEU/CME Offerings  
N003 Certificate of Attendance Template  
N004 Pre- and Post-Test Template  
N005 Demo of Web-based Training  
N006 Website Registration Link  
N007 Evaluation Report  
N008 Summary Report of Training  

3.6 The Contractor will provide Train the Trainer session to be made available to IHS, Tribal, and Urban Indian health care staff or relevant training participants responding to sexual violence in AI/AN communities.  

1) Timely
a. AQL: According to approved Training Schedule

2) Consists of a minimum of 24 hours of didactic training
   a. AQL: As evidenced by CEU/CME offerings

3) Must accommodate up to 30 participants per training session
   a. AQL: As evidenced by registration and attendance rosters

4) The total number of in-person trainings will consist of no more than 3 trainings per year.
   a. AQL: Completed

5) Submits evaluation of each training session with overall summary report
   a. AQL: Each summary report must include at a minimum: number of attendees, list of attendees with contact information, IHS/Tribal/Urban facilities served, evaluation of each trainer, overall quality of training, successes, and areas for improvement.

**Deliverables**
P001 Training Schedule and Training Logistics
P002 Evidence of CEU/CME Offerings
P003 Roster of Instructors
P004 Website Registration Link
P005 Training Announcement and Communication Materials
P006 Evaluation Reports

**4 Special Requirements**
This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

**4.1 Security and Safety**
**DD Forms 254**: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254, which will be further identified in the DD Form 254 for each TO, as required. All contractor personnel with access to unclassified information systems, including e-mail, shall have at a minimum a favorable National Agency Check (NAC).

**Visitor Group Security Agreement.** The contractor shall sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract or Task Order. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

**4.2 Reporting**
The contractor shall follow the reporting plan submitted as part of the proposal and keep the Government fully informed of status throughout the contract period. Throughout the contract period, it
is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission.

The Contractor shall provide status reports to the COR to include but not be limited to expense variance to budget, logistical updates, attendee metrics, attendee training evaluations, project plan tracking, evaluation data, and other items as determined by the COR. The Contractor shall deliver status reports by email or postal service no less than every month but may be adjusted as determined necessary by the COR throughout the course of the project. Electronic reports shall be presented in Microsoft Office format and approved by the COR. The monthly status reports shall be discussed at the Start-Up meeting.

The Contractor shall provide to the COR, annual performance reports that include but are not limited to project plan status and accomplishments, fiscal accountability, evaluation data, sub-Contractor performance reports (if applicable) and a Contractor self-evaluation report. The Contractor shall provide a written outline of the annual report to the COR for approval according to the deliverable schedule. The annual reports shall be delivered by e-mail and postal service according to the deliverable schedule before the end of the contract period. The annual report shall be discussed at the Start-up meeting.

4.3 Storage and Disposition of Materials
Disposition of any national training and marketing materials will be determined in the Start-Up meeting. Storage should be available as soon as national materials are generated. A disposition schedule will be discussed with the COR during the Start-Up meeting.

4.4 Environmental Requirements
The contractor shall comply with all documents listed below as mandatory and referenced under paragraph 3.0, Performance Requirements. Compliance with documents listed as non mandatory is the contractors' option.
Mandatory compliance document: None
Non Mandatory document: None

4.5 Website Development
The Contractor shall design, host, and provide application/technical support, maintenance, and updates for the Training Website. If required, the Contractor shall comply with the IHS Office of Information Technology requirements when developing the website. At a minimum, the information on the website shall provide: the capability for online training registration, the training flyers, announcements, and communications materials for trainings, information on CEU/CME credits, and other information deemed necessary by the COR. All web-based materials, including curriculum content, presentations, webinars, etc. must be 508 compliant. Website finalization requires approval by the COR.

4.6 Correspondence and Conference Calls
The Contractor shall provide weekly pre and post training updates and correspondence as determined necessary by the COR. The weekly conference call schedule may be adjusted as determined by the COR. Training updates and correspondence include but are not limited to training summaries, conference call agendas and minutes, and any other items deemed necessary by the COR.
### 5 Deliverables

The contractor shall provide deliverables as described in subsequent task orders. Deliverables shall be specified by the government. Format and delivery schedule for deliverables shall be outlined in CDRLs and/or other means TBD.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Deliverable Schedule for Contract Base Year</th>
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</thead>
<tbody>
<tr>
<td>Within 7 days of contract execution</td>
<td>Start Up Meeting</td>
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<tr>
<td>1 month after award</td>
<td><strong>Task 4.6 Website Development</strong></td>
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<td></td>
<td>Training Website Demo</td>
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<td><strong>Task 3.4</strong></td>
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<tr>
<td></td>
<td>L007 Web-based Learning Management System Demo</td>
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<td><strong>Task 3.3 Webinars</strong></td>
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<td>L001 Training Announcements and Communication Materials</td>
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<td>L002 Website Registration Link</td>
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<tr>
<td></td>
<td>L003 Webinar Topic Calendar</td>
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<tr>
<td></td>
<td>L004 Roster of Webinar Presenters</td>
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<tr>
<td>2 months after award</td>
<td><strong>Task 3.1.1 DRAFT Adult SAE Curricula</strong></td>
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<tr>
<td></td>
<td>A001 SAE Curricula</td>
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<tr>
<td></td>
<td>A002 Agenda</td>
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<tr>
<td></td>
<td>A003 Training Materials</td>
</tr>
<tr>
<td></td>
<td><strong>Task 3.2.1 Adult SAE Training</strong></td>
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<td>F001 Training Schedule and Training Logistics</td>
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<td></td>
<td>F003 Roster of Instructors</td>
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<td>F004 Website Registration Link</td>
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<td></td>
<td>F005 Training Announcement and Communication Materials</td>
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<td></td>
<td><strong>Task 3.2.4 Adult Clinical Skills</strong></td>
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<td>I001 Agenda</td>
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<td>I002 Training Roster including Instructors and Live Models</td>
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<td></td>
<td>I003 Training Schedule – Dates &amp; Locations</td>
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<td>I005 Training Announcements</td>
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<td>I006 Training Materials</td>
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<td>I007 Website Registration Link</td>
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<td>Deliverable Schedule for Contract Base Year</td>
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</table>
| 3 months after award| Task 3.2.1 Adult SAE Training  
F002 Evidence of CEU/CME Offerings  
Task 3.2.4 Adult Clinical Skills  
I004 Proof of CEU/CME offerings  
Task 3.3 Webinars  
L005 Proof of CEU/CME Offerings |
| 4 months after award| Task 3.4 Web-based Training (for Adult SAE)  
M001 Training Schedule and Training Logistics  
M002 Web-based Training Modules  
M003 Evidence of CEU/CME Offerings  
M004 Roster of Instructors  
M005 Website Registration Link  
M006 Training Announcement and Communication Materials  
M007 Evaluation Reports |
| 5 months after award| Task 3.4 Web-based Training (for Adult SAE)  
M008 Web-based Training Demonstration |
| 6 months after award| Task 3.4 Web-based Training (for Adult SAE)  
Adult SAE web-based 1st cohort begins |
<p>| 7 months after award|                                                                                                                                                                                  |
| 8 months after award|                                                                                                                                                                                  |</p>
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Deliverable Schedule for Contract Base Year</th>
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| 9 months after award     | Task 3.1.4 DRAFT Pediatric Clinical Skills  
|                          | D001 Pediatric Clinical Skills Laboratory Curriculum  
|                          | D002 Agenda  
|                          | Task 3.4 Web-based Training (for Adult SAE in Option Year 1)  
|                          | M001 Training Schedule and Training Logistics  
|                          | M002 Web-based Training Modules  
|                          | M003 Evidence of CEU/CME Offerings  
|                          | M004 Roster of Instructors  
|                          | M005 Website Registration Link  
|                          | M006 Training Announcement and Communication Materials  
|                          | Task 3.2.4 Adult Clinical Skills for Option Year 1  
|                          | I001 Agenda  
|                          | I002 Training Roster including Instructors and Live Models  
|                          | I003 Training Schedule – Dates & Locations  
|                          | I005 Training Announcements  
|                          | I006 Training Materials  
|                          | I007 Website Registration Link  

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<th>Deadline</th>
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| 10 months after award         | **Task 3.1.2** DRAFT DVE Curricula  
B001 DVE Curriculum  
B002 Agenda  
B003 Training Materials  

**Task 3.1.3** DRAFT PSAE Curricula  
C001 PSAE Curriculum  
C002 Agenda  
C003 Training Materials  

**Task 3.2.5** Pediatric Clinical Skills for Option Year 1  
J001 Agenda  
J002 Training Roster of Instructors  
J003 Training Schedule – Dates & Locations  
J004 Proof of CEU/CME offerings  
J005 Training Announcements  
J006 Training Materials  
J007 Website Registration Link  

**Task 3.5** DRAFT DV Awareness Training  
N001 (2) Curricula  
N003 Certificate of Attendance Template  
N004 Pre- and Post-Test Template  

**Task 4.2** Annual Report  
Annual Performance Report Outline *MUST INCLUDE ALL EVALUATION SUMMARY REPORTS FOR TRAINING COMPLETED IN CURRENT CONTRACT YEAR
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Deliverable Schedule for Contract Base Year</th>
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</thead>
</table>
| 11 months after award | **Task 3.2.1 In-Person Adult SAE Training**  
                      | F001 Training Schedule and Training Logistics for Option Year 1  
                      | F002 Evidence of CEU/CME Offerings  
                      | F003 Roster of Instructors  
                      | F004 Website Registration Link  
                      | F005 Training Announcement and Communication Materials  
                      | **Task 3.2.2 In-Person DVE Training**  
                      | G001 Training Schedule and Training Logistics for Option Year 1  
                      | G002 Evidence of CEU/CME Offerings  
                      | G003 Roster of Instructors  
                      | G004 Website Registration Link  
                      | G005 Training Announcement and Communication Materials  
                      | **Task 3.2.3 In-Person PSAE Training**  
                      | H001 Training Schedule and Training Logistics for Option Year 1  
                      | H002 Evidence of CEU/CME Offerings  
                      | H003 Roster of Instructors  
                      | H004 Website Registration Link  
                      | H005 Training Announcement and Communication Materials  
                      | **Task 3.3 Monthly Webinars**  
                      | L001 Training Announcements and Communication Materials  
                      | L002 Website Registration Link  
                      | L003 Webinar Topic Calendar for Option Year 1  
                      | L004 Roster of Webinar Presenters for Option Year 1  
                      | **Task 4.2 Annual Report**  
                      | Annual Performance Report Draft  
| 12 months after award | **Task 3.2.4 Adult Clinical Skills**  
                      | I002 Training Roster including Instructors and Live Models  
                      | I003 Training Schedule – Dates & Locations for Option Year 1  
                      | I005 Training Announcements  
                      | I007 Website Registration Link  
                      | **Task 4.6 Website Development**  
                      | Website Updates for Training Option Year 1  
                      | **Task 4.2 Annual Report**  
<pre><code>                  | Annual Performance Report Final |
</code></pre>
<table>
<thead>
<tr>
<th>Deadline</th>
<th>Deliverable Schedule for Option Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 7 days of contract execution</td>
<td>Start Up Meeting</td>
</tr>
</tbody>
</table>
| 1st month of Option Year 1 | Task 3.3 Webinar  
Webinar Kick off for Option Year 1 |
| 2nd month of Option Year 1 | Task 3.4 for Web-based DVE Training for Option Year 1  
M001 Training Schedule and Training Logistics  
M002 Web-based Training Modules  
M002 Evidence of CEU/CME Offerings  
M003 Roster of Instructors  
M004 Website Registration Link  
M005 Training Announcement and Communication Materials  
Task 3.5 Annual DV Awareness Training  
N002 Proof of CEU/CME Offerings  
N005 Demo of Web-based Training  
N006 Website Registration Link  
N007 Evaluation Report  
N008 Summary Report of Training |
| 3rd month of Option Year 1 | Task 3.4 for Web-based DVE Training  
M007 Web-based Training Demonstration  
Task 3.5 Annual DV Awareness Training  
Training begins |
| 4th month of Option Year 1 | |
| 5th month of Option Year 1 | |
| 6th month of Option Year 1 | Task 3.2.1 Adult SAE Training for Option Year 2  
|                          | F001 Training Schedule and Training Logistics  
|                          | F003 Roster of Instructors  
|                          | F004 Website Registration Link  
|                          | F005 Training Announcement and Communication Materials  
| Task 3.4 Web-based Adult SAE Training in Option Year 2  
|                          | M001 Training Schedule and Training Logistics  
|                          | M002 Web-based Training Modules  
|                          | M003 Evidence of CEU/CME Offerings  
|                          | M004 Roster of Instructors  
|                          | M005 Website Registration Link  
|                          | M006 Training Announcement and Communication Materials  
| 7th month of Option Year 1 | Task 3.2.3 In-Person PSAE Training for Option Year 2  
|                          | H001 Training Schedule and Training Logistics for Option Year 1  
|                          | H003 Roster of Instructors  
|                          | H004 Website Registration Link  
|                          | H005 Training Announcement and Communication Materials  
| Task 3.2.4 Adult Clinical Skills for Option Year 2  
|                          | I001 Agenda  
|                          | I002 Training Roster including Instructors and Live Models  
|                          | I003 Training Schedule – Dates & Locations  
|                          | I005 Training Announcements  
|                          | I006 Training Materials  
|                          | I007 Website Registration Link  
| Task 3.2.5 Pediatric Clinical Skills for Option Year 2  
|                          | J001 Agenda  
|                          | J002 Training Roster of Instructors  
|                          | J003 Training Schedule – Dates & Locations  
|                          | J004 Proof of CEU/CME offerings  
|                          | J005 Training Announcements  
|                          | J006 Training Materials  
|                          | J007 Website Registration Link  

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
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</thead>
</table>
| 8\(^{th}\) month of Option Year 1 | Task 3.1.5 Train the Trainer curriculum  
E001 Train the Trainer Curriculum  
E002 Agenda  
Task 3.2.2 In-Person DVE Training for Option Year 2  
G001 Training Schedule and Training Logistics  
G002 Evidence of CEU/CME Offerings  
G003 Roster of Instructors  
G004 Website Registration Link  
G005 Training Announcement and Communication Materials  
Task 3.4 Web-based DVE Training for Option Year 2  
M001 Training Schedule and Training Logistics  
M002 Web-based Training Modules  
M003 Evidence of CEU/CME Offerings  
M004 Roster of Instructors  
M005 Website Registration Link  
M006 Training Announcement and Communication Materials |  
| 9\(^{th}\) month of Option Year 1 | Task 3.4 Web-based PSAE Training for Option Year 2  
M001 Training Schedule and Training Logistics  
M002 Web-based Training Modules  
M003 Evidence of CEU/CME Offerings  
M004 Roster of Instructors  
M005 Website Registration Link  
M006 Training Announcement and Communication Materials  
M007 Evaluation Reports  
M008 Web-based Training Demonstration |  
| 10\(^{th}\) month of Option Year 1 | Task 3.3 Webinars for Option Year 2  
L001 Training Announcements and Communication Materials  
L002 Website Registration Link  
L003 Webinar Topic Calendar  
L004 Roster of Webinar Presenters  
L005 Proof of CEU/CME Offerings  
L006 Summary Reports  
L007 Web-based Learning Management System Demo  
Task 2.12: Annual Performance Report Outline **MUST INCLUDE ALL EVALUATION SUMMARY REPORTS FOR TRAINING COMPLETED IN CURRENT CONTRACT YEAR |  
| 11\(^{th}\) month of Option Year 1 | Task 2.12: Draft Annual Performance Report Due |  
| 12\(^{th}\) month of Option Year 1 | Task 2.12: Final Annual Performance Report Due  
Task 4.6 Website Development  
Website Updates for Training Option Year 1 Completed |
### Deadline

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>Deliverable Schedule for Option Year 2</th>
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<tbody>
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<td>Start Up Meeting</td>
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<tr>
<td>Task 3.4 Web-based PSAE Training for Option Year 2</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; month of Option Year 2</td>
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<td>Training Begins</td>
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<td>Task 3.3 Webinar</td>
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<tr>
<td>Webinar Kick off for Option Year 2</td>
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<tr>
<td>Task 3.5 Annual DV Awareness Training</td>
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<tr>
<td>Training continues</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; month of Option Year 2</td>
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<td>Task 3.1.5 Train the Trainer</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; month of Option Year 2</td>
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<td>Task 4.2 Annual Report</td>
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<td>Annual Performance Report Outline *MUST INCLUDE ALL EVALUATION SUMMARY REPORTS FOR TRAINING COMPLETED IN CURRENT CONTRACT YEAR</td>
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<td>7&lt;sup&gt;th&lt;/sup&gt; month of Option Year 2</td>
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<tr>
<td>11&lt;sup&gt;th&lt;/sup&gt; month of Option Year 2</td>
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### 6 Related Documents

The following Documents are related to this project:
1) IHS Clinical Skills Curriculum (attached)