

Request for Quotes

04/1/2025 – 3/31/2026 Contract Year

Agency: Carl D. Perkins Job Corps Center
478 Meadows Branch
Prestonsburg, KY 41653



This is a Subcontracting Opportunity

I. SOLICITATION

This Request for Quote is provided for **NP/PA services** located on the center as set forth below in the SOW for the Carl D. Perkins Job Corps Center operated by Insights Training Group under Contract number 1605JE-21-C-0009 with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes (RFQ). Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the RFQ. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the request to quote. The full listing of the Terms and Conditions can be found on the Insights website at www.insightssl.net.
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to Collins.donna@jobcorps.org

1. REPRESENTATION

A. Specific Requirements

1. The parties mutually agree that this agreement shall be in effect April 1, 2025, through March 31, 2026.
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Perkins Job Corps Center Director.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

- 1. Quotes must be submitted by Monday March 24th , 2025 at 12:00pm EST.**
- 2. Once awarded, Contractor must be able to start work within (5) five business days.**

C. Schedules and Delays

The contractor shall, upon acceptance of award, perform the work or service in accordance with the Scope of Work, and start work on a date and time as set forth in the SOW within 5 (five) business days.

II. INSTRUCTIONS – QUOTE SUBMISSION REQUIREMENTS

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses, certification, and be registered in the State of Kentucky to perform the scope of work.
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable.
4. A minimum 60-day bid guarantee is required.
5. Goods and services are sales/use tax-exempt.
6. Subcontractor must accept purchase orders with net terms.
7. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

III. SCOPE OF WORK (SOW):

The center and the center Nurse Practitioner/Physician Assistant (NP/PA) hereby agree that the services to be provided will include, but will not be limited to, those health and wellness services specified in the Job Corps Federal Regulations (Title 20 Code of Federal Regulations, Part 638.510) in the Job Corps Policy and Requirements Handbook (PRH) Chapter 6, and applicable Technical Assistance Guides (TAGs). These services include:

1. The development, implementation, and monitoring of the total center health and wellness program, to help students become and stay employed, including:
 - Advising the center director and health services staff on all medical and health related matters. This shall include staffing requirements; the advisability of medical separations, including the furnishing of diagnosis, prognosis, and recommendations for future care; the utilization and cost of services; the personalization of patient care; and any other health areas deemed appropriate by the center physician and the center director.
 - Consulting with center staff on ordering, accounting for, and safeguarding health equipment, supplies, and medications.
 - With due regard for Job Corps requirements, the NP/PA will prioritize health needs and set program direction accordingly. To accomplish this, the NP/PA should confer with the health and wellness manager (HWM), the center dentist, and center mental health consultant (CMHC), and meet with the center director or administrative officer on a monthly basis to review policies and expenditures for that period and establish restraints, if necessary, to stay within budgetary guidelines. The NP/PA may involve the regional health consultants in this process, if needed.
 - Developing a system to promote the coordination and integration of the health components (medical, oral health, mental health, environmental health, and health education) with other center activities. This will be done in cooperation with the HWM, center dentist, and CMHC.
 - Providing advice and assistance to health education instructors on the implementation of the health and wellness program and promoting health and wellness outside the clinic walls (i.e., out on center) to enhance employability of the total student population.
 - Ensuring the maintenance, confidentiality, and safeguarding of all health records. Issuing and maintaining signed and dated standing orders for medical care in accordance with Technical Assistance Guide M: Standing Orders.
 - Staying current on Job Corps policies and procedures via frequent communication with the center's HWM and review of the Job Corps health and wellness website.
2. Providing direct medical services to students, including:

- A cursory medical inspection for each student within the first 48 hours after arrival on center, and a definitive medical examination and health history of each student, within 14 days of arrival on center. The medical examination will include the interpretation of all routine laboratory tests. Although much of this work may be delegated, the NP/PA maintains the ultimate responsibility for the quality of work performed.
- Diagnosis and treatment of illness and injury, including the center NP/PA's availability on center for acute illness and injury visits.
- Arrangements for preventive immunizations and detection and control of communicable diseases as specified in PRH-6: Appendix 601 and TAG B: Immunization and Communicable Disease Control.
- Provision of all necessary referrals for specialist and institutional care and assisting in reviewing follow up information from such off-center referrals.
- Providing a system of 24-hour emergency back-up coverage/referral.

Section B

The center NP/PA agrees to adhere to the policies, procedures, and guidelines established by Job Corps. The undersigned further agree that the NP/PA will have primary responsibility to implement the program outlined above and may be assisted by the Job Corps National Office and/or health consultants. The center NP/PA, with the concurrence of the center director, may delegate by written and dated standing orders any of his/her responsibilities set forth in this contract to appropriate qualified staff. The center NP/PA may delegate professional responsibilities set forth in this contract to another full- or part-time physician's assistant or nurse practitioner only with the center director's prior concurrence and a prior review of the secondary clinician's qualifications by the regional director and regional medical consultant.

It is understood that the medical services provided by the center NP/PA are subject to monitoring and review by Job Corps. The center NP/PA may contact the regional medical consultant with any questions/concerns.

Under this agreement, the center NP/PA is an independent contractor and not an employee or agent of the contractor or the Department of Labor, Job Corps. The center NP/PA agrees to provide malpractice insurance to cover the NP/PA's professional services to students. The center NP/PA agrees to indemnify and save the center harmless from any expenses, including attorney's fees and claims on account of damage to property or bodily injury (including death) which may be sustained by himself/herself or his/her employees in connection with work performed.

The center NP/PA agrees to make no public statements concerning students or Job Corps activities without prior written approval of the center director or his designated representative.

All research projects and/or publications relating to Job Corps health activities will first be cleared through the National Office of Job Corps, Washington, D.C.

IV. INSURANCE

Prior to starting any work or service physically on center, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Kentucky compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance

at least (15) fifteen days prior to the expiration of such policy. Contractor must give PJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

V. Termination of Agreement

This agreement may be terminated by the center operator, or subcontractor upon thirty (30) days written notice. The notice shall be effective on the same date as duly posted in the United States mail, certified, addressed and postage paid. The notice shall be sent to the affected parties at:

To the center: Carl D. Perkins Job Corp Center
Attn: Center Director
478 Meadows Branch
Prestonsburg, KY 41653

To the center operator: Insights Training Group LLC
327 N. Main St.
Marion, VA 24354

To Subcontractor: TBD

The center operator also reserves the right to terminate this agreement, in whole or in part, with or without notice.

VI. EVALUATION FACTORS FOR AWARD:

1. INSIGHTS anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose quote is technical acceptable and the lowest price.

1. **Invoicing/Certified Payroll**

Invoices shall be rendered by Contractor with net terms.

2. **Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

3. **Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

IX. PERIOD OF PERFORMANCE

Remuneration for services rendered will be proposed at a dollars-per-hour rate for:

April 1, 2025 through March 31, 2026)

X. Attachment 1 – Contract Clauses by Reference

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: www.Insightsllc.net.

XI. Attachments 2-5

Attachment 2: Vicinity Map

Attachment 3: Site Plan

XII. Vendor's Proposal

2. VICINITY MAP

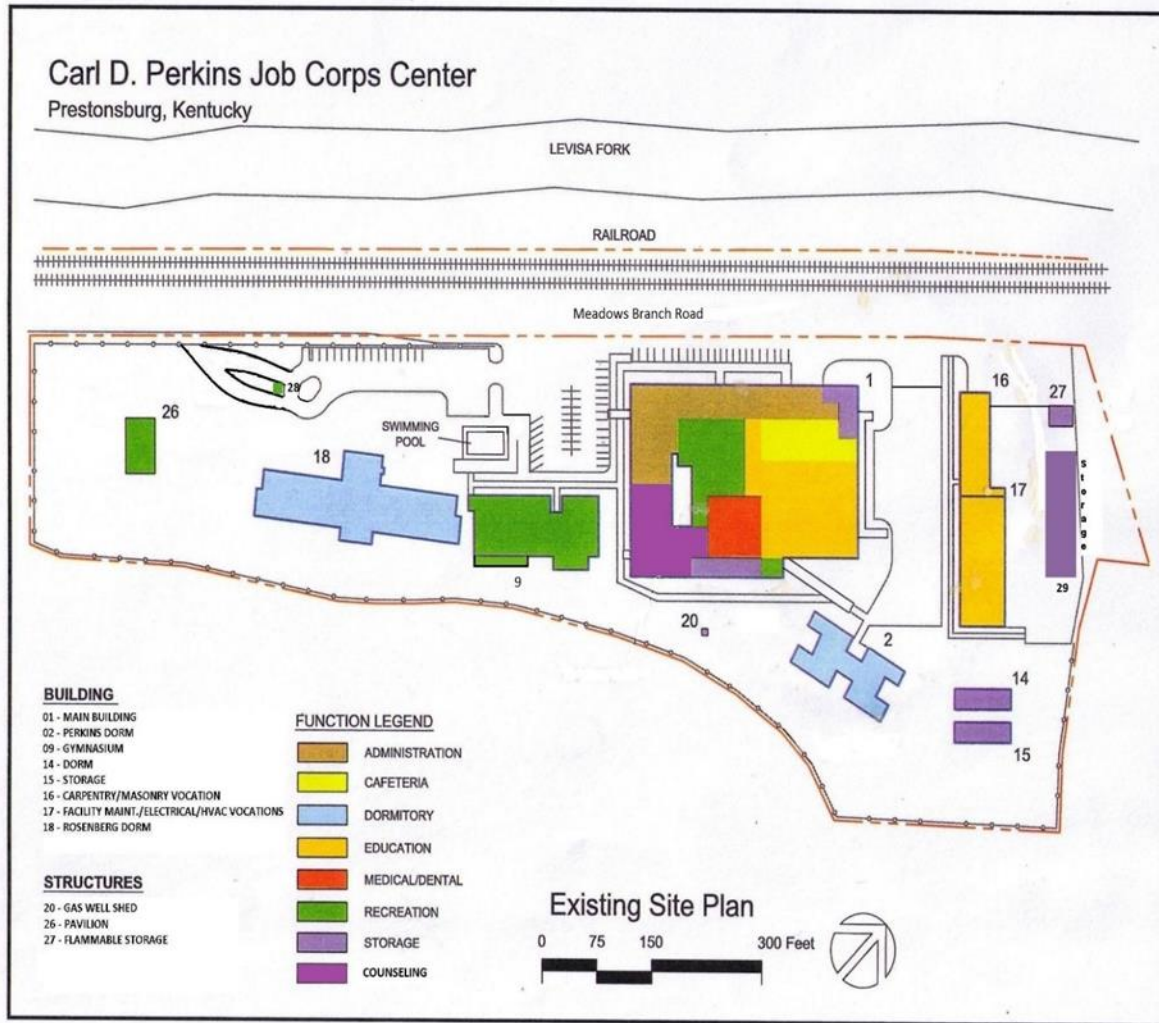


VICINITY MAP

Carl D. Perkins Job Corps Center
Prestonsburg, Kentucky



3. SITE PLAN



Vendor's Proposal

A. Physician Assistant or Nurse Practitioner's Information:

Name: _____
Address 1: _____
Address 2: _____
City, State, Zip Code: _____

B. Compensation

April 1, 2025 through March 31, 2026 Remuneration for services rendered will be at the rate of [\$_____] dollars per hour for an average of (5) hours per week.

Signature Date

Print Name

Company

Address

City, State, Zip Code

Phone #

Email Address

***Please include all licenses, relative past performance, pertinent credentialing, resume, and any applicable insurance coverages (i.e., general & malpractice).**

Authorized Official (Signature) Date
Carl D Perkins Job Corps Center

ITG Corporate Finance Date