



**U.S. Immigration
and Customs
Enforcement**

December 19, 2022

Ms. Jacqueline Stevens
601 University Place, 2d floor
Political Science Department
Evanston, IL 60208

**RE: Stevens v. ICE 20-cv-2725
ICE FOIA Case Number 2020-ICLI-00042
Twenty-Fifth Interim Release**

Dear Ms. Stevens:

This letter is the twenty-fifth interim response to your client's Freedom of Information Act (FOIA) requests to U.S. Immigration and Customs Enforcement (ICE). Your client seeks records relating to the following Freedom of Information Act requests: 2018-ICFO-56530, 2020-ICFO-18634, 2019-ICFO-33429, 2019-ICFO-29171, 2018-ICFO-59138, and 2019-ICFO-24680. ICE has considered your request under the FOIA, 5 U.S.C. § 552. This interim response provides additional documents responsive to your FOIA requests 2018-ICFO-59138.

FOIA request 2018-ICFO-59138 seeks:

“A. The most recent Jail Services Costs Statement (JSCS) for the following facilities ICE uses to hold people under immigration laws:

- 1) the Berks County Residential Center, Berks County, PA;
- 2) South Texas Family Residential Center, Dilley, TX;
- 3) Hudson County Jail, Hudson County, NJ;
- 4) Stewart County, GA, (CoreCivic);
- 5) Aurora, Colorado (GEO)
- 6) Tacoma, WA (GEO)
- 7) Otay Mesa, CA (CoreCivic)
- 8) Eloy, AZ (CoreCivic)
- 9) Pinal County Jail, AZ
- 10) Otero County Processing Center, NM (MTC)
- 11) Joe Corley Detention Facility, Conroe TX (GEO)
- 12) Houston, TX (CoreCivic on Export Drive)
- 13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)
- 14) LaSalle, LA

B. Memorandum from Michael J. Davidson, Chief, CALD, OPLA, ICE to William C. Randolph, Director and Head of Contracting Activity, OAQ, ICE, Funding Intergovernmental Service Agreements (Feb. 7, 2013)

C. All information in any medium including but not limited to e-mail, text messages, reports, contracts, memoranda, letters, or faxes signed by, from, to OR about Charlie Dent, John McCormack, Eric Ruth, Matthew Lerch, Judith Kraine, Mark Baldwin, William Dennis, Thomas Gajewski, Judith Schwank, Mark Scott in ICE components that handle Berks County, PA ICE Intergovernmental Service Agreements (IGSAs) and not responsive to previous requests. This means any document under ICE control associated with detention or removal operations, facility leases, purchases, sales, or services rendered in Berks County, PA that reference any of the individuals listed above is responsive to this request. Please make sure to inquire of any ICE component responsible for any negotiations with Berks County. The time frame of this request is 2000 to the present.

The most likely location of records responsive to this request are offices responsible for the Berks County, PA operations, contracts, and reviews, including but not limited to litigation for that facility. In particular, there should be communications in 2006 about ICE-contracted facility firings based on allegations of unlawful actions. Components within ICE that are alerted about misconduct or possible litigation should be searched for responsive records.

D. Please also include all grievance logs and grievances for Berks County, PA, Hudson County, NJ, and Otero County Processing Center, January 1, 2010, to present. (Names and other Personally Identifying information is of course exempt and may be redacted.)

E. All Jail Services Costs Statements for Berks County Family Facility and Hudson County, NJ 2001 to present.

F. Since January 1, 1999, the earliest first 100 pages of documents associated with the IGSA for:

1. Berks County, PA
2. Hudson County, NJ

For "F" please request documents of the component of ICE predecessor INS that would initiate discussions of IGSAs for the purposes of holding people under immigration laws. I am seeking the first information referencing these county governments as suitable detention locations by an INS component in any medium, including but not limited to emails, letters, proposals, memorandums, or reports.

G. All Evaluations associated with contracts for facilities below, including technical and performance evaluations by the Contracting Officers and ICE Detention Planning and Acquisition Unit and ongoing performance and renewals by contract officers EXCEPT Inspector reports. The time frame for this request is January 1, 2000, or the first year of the facility's submission of the JCSC through the present.

- 1) the Berks County Residential Center, Berks County, PA;
- 2) South Texas Family Residential Center, Dilley, TX;

- 3) Hudson County Jail, Hudson County, NJ;
- 4) Stewart County, GA, (CoreCivic);
- 5) Aurora, Colorado (GEO)
- 6) Tacoma, WA (GEO)
- 7) Otay Mesa, CA (CoreCivic)
- 8) Eloy, AZ (CoreCivic)
- 9) Pinal County Jail, AZ
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- 11) Joe Corley Detention Facility, Conroe TX (GEO)
- 12) Houston, TX (CoreCivic on Export Drive)
- 13) IAH, Secure Adult Detention Center (MTC) (Livingstone, TX)
- 14) LaSalle, LA

H. Evaluations of JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Unit for all detention contracts since January 1, 2008.

I. Evaluations of the FIRST JCSCs by Contracting Officers and ICE Detention Planning and Acquisition Units (or their predecessors) for all currently operating ICE/INS detention facilities except as covered by (H).”

ICE has considered your requests under the FOIA, 5 U.S.C. § 552.

A search of the Office of Acquisitions located records that were potentially responsive to your request. For this production ICE reviewed 968 pages of potentially responsive documents. ICE has determined that 672 pages were nonresponsive; 173 pages will be released in full and the remaining 123 pages will be withheld in part pursuant to FOIA Exemptions 4, 6, and 7(C) and 7(E) as described below. A total of 296 pages have been Bates numbered 2020-ICLI-00042 9202 through 2020-ICLI-00042 9497.

Included in this release are 156 pages that were sent to CoreCivic from the November 2022 production for consultation. After review, ICE has determined that 104 pages will be released in full and portions of the remaining 52 pages will be withheld pursuant to FOIA Exemptions 4, 6, 7(C) and, 7(E) as described below. These pages have been Bates numbered 2020-ICLI-00042 CoreCivic 109 through 2020-ICLI-00042 CoreCivic 264.

FOIA Exemption 4 protects trade secrets and commercial or financial information obtained from a person that is privileged or confidential. The courts have held that this subsection protects (a) confidential commercial information, the disclosure of which is likely to cause substantial harm to the competitive position of the person who submitted the information and (b) information that was voluntarily submitted to the government if it is the kind of information that the provider would not customarily make available to the public. I have reviewed the responsive documents, the submitter’s objections to release, and relevant case law, and I have determined that portions of the responsive records are exempt from disclosure under subsection (b)(4) of the FOIA and must be withheld in order to protect the submitter’s proprietary interests.

ICE has applied FOIA Exemptions 6 and 7(C) to protect from disclosure the personally identifiable information of DHS employees and third parties contained within the records.

FOIA Exemption 6 exempts from disclosure personnel or medical files and similar files the release of which would cause a clearly unwarranted invasion of personal privacy. This requires a balancing of the public's right to disclosure against the individual's right to privacy. The privacy interests of the individuals in the records you have requested outweigh any minimal public interest in disclosure of the information. Any private interest you may have in that information does not factor into the aforementioned balancing test.

FOIA Exemption 7(C) protects records or information compiled for law enforcement purposes that could reasonably be expected to constitute an unwarranted invasion of personal privacy. This exemption takes note of the strong interests of individuals, whether they are suspects, witnesses, or investigators, in not being unwarrantably associated with alleged criminal activity. That interest extends to persons who are not only the subjects of the investigation, but those who may have their privacy invaded by having their identities and information about them revealed in connection with an investigation. Based upon the traditional recognition of strong privacy interest in law enforcement records, categorical withholding of information that identifies third parties in law enforcement records is ordinarily appropriate. As such, I have determined that the privacy interest in the identities of individuals in the records you have requested clearly outweigh any minimal public interest in disclosure of the information. Please note that any private interest you may have in that information does not factor into this determination.

FOIA Exemption 7(E) protects records compiled for law enforcement purposes, the release of which would disclose techniques and/or procedures for law enforcement investigations or prosecutions or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law. I have determined that disclosure of certain law enforcement sensitive information contained within the responsive records could reasonably be expected to risk circumvention of the law. Additionally, the techniques and procedures at issue are not well known to the public.

If you have any questions about this letter, please contact Assistant United States Attorney Alex Hartzler at Alex.Hartzler@usdoj.gov.

Sincerely,

Meronica D. Stoney
(A) Deputy FOIA Officer

Enclosure: 452 pages

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00004	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW (b)(6); (b)(7)(C) WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detent Mngt/Detent Contract-LAG Immigration and Customs Enforcement Office of Acquisition Management 24000 Avila Road, (b)(6); (b)(7)(C) Attn: (b)(6); (b)(7)(C) Laguna Niguel CA 92677	CODE ICE/DM/DC-LAGUNA
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CORECIVIC INC ATTN (b)(6); (b)(7)(C) 5501 VIRGINIA WAY (b)(6); (b)(7)(C) BRENTWOOD TN 37027		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 1597341510000	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. 70CDCR20D00000007	10B. DATED (SEE ITEM 13) 12/19/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification / FAR 43.103(a)

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 159734151

Contracting Officer's Representative (COR): (b)(6); (b)(7)(C)@ice.dhs.gov,
619-436-(b)(6); (b)(7)(C)

Alternate Contracting Officer's Representative (ACOR): (b)(6); (b)(7)(C)
(b)(6); (b)(7)(C)@ice.dhs.gov, 619-661-(b)(6); (b)(7)(C)

Contracting Officer's Technical Point of Contact: (b)(6); (b)(7)(C)
(b)(6); (b)(7)(C)@ice.dhs.gov, 619-661-(b)(6); (b)(7)(C)

The purpose of this modification is as follows:

A) Add new CLINs for medical services under 0007, 1007, and 2007.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6); (b)(7)(C) Vice President, Partnership Contracts Counsel	15B. CONTRACTOR/OFFEROR (b)(6); (b)(7)(C)	15C. DATE SIGNED 6/10/2020	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6); (b)(7)(C) TEL: 949.360-(b)(6); (b)(7)(C) EMAIL: (b)(6); (b)(7)(C)@ice.dhs.gov	15B. UNITED STATES OF AMERICA (b)(6); (b)(7)(C) signed by (b)(6); (b)(7)(C) (Signature of Contracting Officer)	16C. DATE SIGNED 10 June 2020
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CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR20D00000007/P00004

PAGE OF
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NAME OF OFFEROR OR CONTRACTOR
CORECIVIC INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0007	<p>B) Incorporate revised Sections IV.J, IV.J.3, and V.D to the Performance Work Statement, dated June 04, 2020.</p> <p>C) Incorporate medical services staffing pattern.</p> <p>D) Total amount of the modification is (b)(4)</p> <p>E) The total amount of the IDIQ is increased as follows: From: (b)(4) To: (b)(4)</p> <p>Period of Performance: 12/20/2019 to 12/19/2034</p> <p>Add Item 0007 as follows:</p> <p>Medical Services Medical Services Monthly Fixed Amount at (b)(4)</p> <p>(b)(4)</p>				(b)(4)
1007	<p>Medical per diem will increase annually in accordance with inflator in the current contract Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Period of Performance: 09/10/2020 to 12/19/2024</p> <p>Add Item 1007 as follows:</p> <p>Medical Services Medical Services Monthly Fixed Amount at (b)(4)</p> <p>(b)(4)</p>				(b)(4)
	<p>Medical per diem will increase annually in accordance with inflator in the current contract Amount: (b)(4) (Option Line Item) 10/20/2024 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>Period of Performance: 12/20/2024 to 12/19/2029</p> <p>Add Item 2007 as follows: Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR20D00000007/P00004

PAGE OF
3 3

NAME OF OFFEROR OR CONTRACTOR
CORECIVIC INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
2007	<p>Medical Services Medical Services Monthly Fixed Amount at (b)(4) (b)(4) Medical per diem will increase annually in accordance with inflator in the current contract Amount: (b)(4) (Option Line Item) 10/20/2029 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD Period of Performance: 12/20/2029 to 12/19/2034 All other terms and conditions remain the same.</p>	(b)(4)			

U.S. Department of Homeland Security
Immigration and Customs Enforcement



Section C
Performance Work Statement
Detention Services
(California-Wide)
(June 04, 2020)

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I. EXPLANATION OF TERMS/ACRONYMS

1. ADMINISTRATIVE SEGREGATION: A form of separation from the general population used when the continued presence of the detainee in the general population would pose a threat to life, property, self, staff, or other detainees or to the security or orderly running of the facility. This housing status also includes detainees who require protective custody, those who cannot be placed in the local population because they are in route to another facility (holdovers), those who are awaiting a hearing before a disciplinary panel, and those requiring separation for medical reasons.
2. ADULT LOCAL DETENTION FACILITY (ALDF): A facility which detains persons over the age of 18.
3. ALIEN: Any person who is not a citizen or national of the United States.
4. AMERICAN CORRECTIONAL ASSOCIATION (ACA): The American Correctional Association is the oldest and largest international correctional association in the world. ACA serves all disciplines within the corrections profession and is dedicated to excellence in every aspect of the field.
5. BED-DAY: The total billable cost to the Government to maintain and house one detainee for one day. Bed-day means a detainee that is referred to a contractor for detention. The bed days are calculated by subtracting the date booked into custody from the date released from custody. The contractor may charge for day of arrival, but not day of departure.
6. BED-DAY RATE: The rate charged for each individual detainee per day. Bed-day rate is an all-inclusive burdened rate including direct costs, indirect costs, overhead, and profit necessary to provide the detention, and food service requirements as described in the PWS.
7. BOOKING: A procedure for the admission of an ICE detainee, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's accompanying personal property. The Contractor may be responsible for booking the detainee into ICE systems upon receiving the detainee.
8. BUREAU OF PRISONS (BOP): The U.S. Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.
9. CATEGORICAL EXCLUSION (CATEX): A determination that a particular activity that does not need to undergo detailed environmental analysis in an Environmental Assessment (EA) or Environmental Impact Statement (EIS) because it has been found to normally not have the potential, individually or cumulatively, to have a significant effect on the human environment.
10. CLASSIFICATION: A process for determining the needs and requirements of aliens for whom detention has been ordered and for assigning them to housing units and programs according to their needs, security risk level, and existing resources of the facility.
11. CONTRABAND: Items that pose a threat to the security of people or property. A contraband item fits into either the category of hard or soft contraband as defined below:

- a) **Hard Contraband:** Any item that is inherently dangerous as a weapon or tool of violence, e.g., knife, explosives, “zipgun,” brass knuckles. Because hard contraband presents an immediate physical threat in or to the facility, a detainee found in possession of hard contraband could face disciplinary action or criminal prosecution.
 - b) **Soft Contraband:** Any item that presents a nuisance, which does not pose a direct and immediate threat to an individual’s safety. None-the-less, soft contraband has the potential to create dangerous or unsanitary conditions in the facility, such as excess papers that create a fire hazard, food items that are spoiled or retained beyond the point of safe consumption, etc.
12. **CONTRACTING OFFICER (CO):** An employee of the Government responsible for the complete conduct and integrity of the contracting process, including administration after award. The only individual authorized to issue changes to this contract.
 13. **CONTRACTING OFFICER’S REPRESENTATIVE (COR):** Employees of the Government responsible for monitoring all technical aspects and assisting in administering the contract.
 14. **CONTRACTOR:** The entity, which provides the services, described in this Performance Work Statement (PWS).
 15. **CONTRACTOR EMPLOYEE:** An employee of a private Contractor hired to perform a variety of detailed services under this contract.
 16. **CONTROL ROOM:** Integrates all internal and external security communications networks within a secure room. Activities conducted within the control room have a critical impact on the institution’s orderly and secure operation.
 17. **CREDENTIALS:** Document providing primary source verification including education, training, licensure, experience, board certification, and expertise of an employee.
 18. **DEPARTMENT OF HOMELAND SECURITY (DHS):** A department of the United States Government, which includes U.S. Immigration and Customs Enforcement (ICE).
 19. **DEPARTMENT OF JUSTICE (DOJ):** A department of the United States Government, which includes the Executive Office of Immigration Review (EOIR), the Federal Bureau of Investigation (FBI), the Federal Bureau of Prisons (BOP), and the U.S. Marshals Service (USMS).
 20. **DESIGNATED SERVICE OFFICIAL:** An employee of U.S. Immigration and Customs Enforcement designated in writing by the ICE Field Office Director (FOD) to represent ICE on matters pertaining to the operation of the facility.
 21. **DETAINEE:** Any person confined under the auspices and the authority of any Federal agency. Many of those being detained may have substantial and varied criminal histories.
 22. **DETAINEE RECORDS:** Information concerning the individual’s personal, criminal and medical history, behavior, and activities while in custody, including, but not limited to:
 - a) Detainee, Personal Property
 - b) Receipts, Visitors List, Photographs
 - c) Fingerprints, Disciplinary Infractions
 - d) Actions Taken, Grievance Reports, Medical
 - e) Records, Work Assignments, Program Participation
 - f) Miscellaneous Correspondence, etc.
 23. **DETENTION OFFICERS:** Contractor’s uniformed staff members responsible for the security, care, transportation, and supervision of detainees during all phases of activity in

a detention facility. The officer is also responsible for the safety and security of the facility.

24. DETENTION STANDARDS COMPLIANCE UNIT (DSCU): The purpose of the DSCU is to develop and prescribe policies, standards, and procedures for ICE detention operations and to ensure detention facilities are operated in a safe, secure, and humane condition for both detainees and staff.
25. DIRECT SUPERVISION: A method of detainee management that ensures continuing direct contact between detainees and staff by posting an officer(s) inside each housing unit. Officers in general housing units are not separated from detainees by a physical barrier. Officers provide frequent, non-scheduled observation of and personal interaction with detainees.
26. DIRECTIVE: A document issued by the U.S. Government and signed by the President, Departmental Secretary, or an Assistant Secretary that establishes policy, delegates' authority, and/or assigns responsibilities.
27. DISCIPLINARY SEGREGATION: A unit housing detainees who commit serious rule violations.
28. EMERGENCY: Any significant disruption of normal facility procedure, policy, or activity caused by riot, strike, escape, fire, medical exigency, natural disaster, or other serious incident.
29. EMERGENCY CARE: Care for an acute illness or unexpected serious health care need that cannot be deferred until the next scheduled sick call.
30. ENFORCEMENT AND REMOVAL OPERATIONS (ERO): A division within ICE, whose mission is the planning, management, and direction of broad programs relating to the supervision, detention, and removal of detainees who are in the United States illegally.
31. ENTRY ON DUTY (EOD): The first day the employee begins performance at a designated duty station on this contract.
32. ENVIRONMENTAL ASSESSMENT (EA): A concise public document for which a Federal agency is responsible that serves to: briefly provide sufficient evidence and analysis for determining whether to prepare an EIS or a Finding of No Significant Impact (FONSI), aid an agency's compliance with the National Environmental Policy Act (NEPA) when no EIS is necessary, and facilitate preparation of an EIS when one is necessary.
33. ENVIRONMENTAL IMPACT EVALUATION: The process of determining the level of significance of a potential impact on the human environment. It includes all necessary information needed to analyze the potential for environmental impact of a proposed action, assign a value to the level of impact (e.g., minor, moderate, or major), consider mitigation, and determine the level of significance; whether significant or not. An environmental impact evaluation results in either the application of a CATEX, documentation in the form of an EA and FONSI or a final EIS and Record of Decision (ROD).
34. ENVIRONMENTAL IMPACT STATEMENT (EIS): A detailed written statement as required by section 102(2)(C) of the NEPA. It is a comprehensive document that provides full and fair discussion of significant environmental impacts caused by the proposed action(s). It also states the reasonable alternatives, and which of those would

avoid or minimize the adverse impact(s) or enhance the quality of the human environment.

35. EXECUTIVE OFFICE OF IMMIGRATION REVIEW (EOIR): An agency of DOJ. The primary mission of the Executive Office for Immigration Review (EOIR) is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings.
36. EXTRAORDINARY CIRCUMSTANCES: When evaluating whether or not to apply a CATEX to a proposed action, these are circumstances associated with the proposed action that might give rise to significant environmental effects requiring further analysis and documentation in an EA or EIS.
37. FACILITY: The physical plant and grounds in which the Contractor's services are operated.
38. FACILITY ADMINISTRATOR: The official, regardless of local title (e.g., jail administrator, Warden, Facility Director, superintendent), who has the ultimate responsibility for managing and operating the contracted detention facility. The qualifications for the holder of this office shall be consistent with ACA standards.
39. FINDING OF NO SIGNIFICANT IMPACT (FONSI): A document by a Federal agency briefly presenting the reasons why an action, not otherwise excluded, will not have a significant effect on the human environment, and for which an EIS therefore will not be prepared.
40. FIRST AID: Health care for a condition that requires immediate assistance from an individual trained in first aid care and the use of the facility's first aid kits.
41. FLIGHT OPERATIONS UNIT (FOU): The FOU is the principal mass air transportation and manages government and contract flights.
42. GOVERNMENT: Refers to the United States Government.
43. GRIEVANCE: A written complaint filed by a detainee with the facility administrator concerning personal health/welfare or the operations and services of the facility.
44. HEALTH AUTHORITY: The physician, health administrator, or agency on-site that is responsible for health care services pursuant to a written agreement, contract, or job description.
45. HEALTH CARE: The action taken, preventive and therapeutic. To provide for the physical and mental well-being of the detainee population. Health care may include medical services, dental services, mental health services, nursing, personal hygiene, dietary services, and environmental conditions at the facility.
46. HEALTH CARE PERSONNEL: Duly licensed individuals whose primary duties are to provide health services to detainees in keeping with their respective levels of health care training or experience.
47. HEALTH UNIT (HU): The physical area in the facility and organizational unit set-aside for routine health care and sick call. The HU is the designated part of the facility for the delivery of care to detainees on an ambulatory or observation basis.
48. ICE Designee- ICE personnel designated by the COR.
49. ICE HEALTH SERVICES CORP (IHSC): The ICE Health Service Corps serves as the medical authority for ICE on a wide range of medical issues, including the agency's comprehensive detainee health care program.

50. ICE Vehicle Control Officer – ICE personnel responsible for fleet management of government vehicles.
51. IMMEDIATE RELATIVES: Spouses, children (including stepchildren and adopted children) and their spouses, parents (including stepparents), brothers and sisters (including stepbrothers and sisters and half-brothers and sisters) and their spouses.
52. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE): A law enforcement agency within the U.S. Department of Homeland Security.
53. INCIDENT REPORT: A written document reporting an event, such as minor disturbances, officer misconduct, any detainee rule infraction, etc.
54. JUVENILE DETAINEE: Any detainee under the age of eighteen (18) years.
55. KEY PERSONNEL: Any one of the following positions employed by the Contractor; Warden or Facility Director, Assistant Warden or Assistant Facility Director, Supervisory Detention Officer, Training Officers, Quality Assurance Manager.
56. LIFE SAFETY CODE: A manual published by The National Fire Protection Association specifying minimum standards for fire safety necessary in the public interest.
57. LOGBOOK: The official record of post operations and inspections.
58. MAN-HOUR: Man-hour means productive hours when the required services are performed. Only productive hours can be billed and invoiced.
59. MEDICAL RECORDS: Separate records of medical examinations and diagnosis maintained by the responsible physician or nurse. The following information from these records shall be transferred to the detainee record: date and time of all medical examinations; and, copies of standing or direct medical orders from the physician to the facility staff.
60. MEDICAL SCREENING: A system of structured observation and/or initial health assessment to identify newly arrived detainees who could pose a health or safety threat to themselves or others.
61. MILEAGE RATE: A fully burdened rate inclusive of the mileage rate in accordance with General Service Administration Federal Travel Regulation, vehicle equipment, maintenance, and fuel costs.
62. NEPA-COMPLIANCE DOCUMENT: A document by a Federal agency that records how the agency meets the requirements of NEPA through the evaluation of the proposed action. This document could be a CATEX, EA and FONSI, or EIS and ROD.
63. NON-CONTACT VISITATION: Visitation that restricts detainees from having physical contact with visitors using physical barriers such as screens and/or glass. Voice communications between the parties are typically accomplished with telephones or speakers.
64. NON-DEADLY FORCE: The force a person uses with the purpose of not causing or which would not create a substantial risk of causing death or serious bodily harm.
65. NOTICE TO PROCEED (NTP): Written notification from the Government to the Contractor stating the date that the Contractor may begin work, subject to the conditions of the contract.
66. OFFICE OF PROFESSIONAL RESPONSIBILITY, PERSONNEL SECURITY UNIT (OPR-PSU): The ICE office which implements a component-wide personnel security program.
67. ON CALL/REMOTE CUSTODY OFFICER POST: Posts operated as requested by the COR, or other ICE designee, and including, but not limited to, escorting and custody of

detainees for hearings, ICE interviews, medical watches, and any other location requested by the COR.

68. PAT DOWN SEARCH: A quick patting of the detainee's outer clothing to determine the presence of contraband.
69. PERFORMANCE WORK STATEMENT (PWS): That portion of the contract, which describes the services to be performed under the contract.
70. PHASE I ENVIRONMENTAL SITE ASSESSMENT (PHASE I ESA): An evaluation and report prepared to identify potential or existing environmental contamination liabilities associated with real property. Phase I ESAs must be carried out in accordance with the standard promulgated in ASTM 1527-13.
71. POLICY: A definite written course or method of action, which guides and determines present and future decisions and actions.
72. POST ORDERS: Written orders that specify the duties of each position, hour-by-hour, and the procedures the post officer will follow in carrying out those duties.
73. PREVENTIVE MAINTENANCE: A system designed to enhance the longevity and/or usefulness of buildings and equipment in accordance with a planned schedule.
74. PROCEDURE: The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of that policy.
75. PRODUCTIVE HOURS: These are hours when the required services are performed and can be billed.
76. PROJECT MANAGER: Contractor employee responsible for on-site supervision of all Contractor employees, with the authority to act on behalf of the Contractor. The Project Manager cannot simultaneously serve in the role of manager and Detention Officer or Supervisory Detention Officer.
77. PROPERTY: Refers to personal belongings of a detainee.
78. PROPOSAL: The written plan submitted by the Contractor for consideration by ICE in response to the Request for Proposal (RFP).
79. QUALIFIED HEALTH PROFESSIONAL: Physicians, dentists, and other professional and technical workers who by state law engage in activities that support, complement, or supplement the functions of physicians and/or dentists who are licensed, registered, or certified, as appropriate to their qualifications, to practice.
80. QUALITY ASSURANCE: The actions taken by the Government to assure requirements of the PWS are met.
81. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP): A Government-produced document that is based on the premise that the Contractor, and not the Government, is responsible for the day-to-day operation of the facility and all the management and quality control actions required to meet the terms of the contract. The role of the Government in quality assurance is to ensure performance standards are achieved and maintained. The QASP validates that the Contractor is complying with ERO-mandated quality standards in operating, maintaining, and repairing detention facilities.
82. QUALITY CONTROL (QC): The Contractor's inspection system which covers all the services to be performed under the contract. The actions that a Contractor takes to control the production of services so that they meet the requirements stated in the contract.

83. QUALITY CONTROL PLAN (QCP): A Contractor-produced document that addresses critical operational performance standards for services provided.
84. RECORD OF DECISION (ROD): A document that explains an agency's decision, describes the alternative the agency considered, and discusses the agency's plans for mitigation and monitoring, if necessary.
85. RELIEF FACTOR: Indicates how many persons it takes to fill a single job position for a single shift, taking into account vacation, sick leave, training days, and other types of leave.
86. RESPONSIBLE PHYSICIAN: A person licensed to practice medicine with whom the facility enters into a contractual agreement to plan for and provide health care services to the detainee population of the facility.
87. RESTRAINT EQUIPMENT: This includes but is not limited to: handcuffs, belly chains, leg irons, straitjackets, flexi cuffs, soft (leather) cuffs, and leg weights.
88. SAFETY EQUIPMENT: This includes but is not limited to firefighting equipment, i.e., chemical extinguisher, hoses, nozzles, water supplies, alarm systems, portable breathing devices, gas masks, fans, first aid kits, stretchers, and emergency alarms.
89. SALLYPORT: An enclosure situated either in the perimeter wall or fence to the facility or within the interior of the facility, containing gates or doors at both ends, only one of which opens at a time. This method of entry and exit helps to ensure that there shall be no breach in the perimeter or interior security of the facility.
90. SECURITY DEVICES: Locks, gates, doors, bars, fences, screens, hardened ceilings, floors, walls, and barriers used to confine and control detainees. In addition, electronic monitoring equipment, security alarm systems, security light units, auxiliary power supply, and other equipment used to maintain facility security.
91. SECURITY PERIMETER: The outer portions of a facility, which provide for secure confinement of detainees.
92. SECURITY RISK – HIGH, MEDIUM, LOW:
 - High Risk Level** – (Level 3) Detainees exhibit behavioral problems, or manifest a pattern of such behavior, or have a history of violent and/or criminal activity. These detainees may not be co-mingled with low custody detainees.
 - Medium High-Risk Level** – (Level 2) Detainees exhibit minor behavioral problems or have a history of nonviolent criminal behavior. These detainees have a history of violent or assaultive charges, convictions, institutional misconduct, or those with gang affiliation.
 - Medium Low Risk Level** – (1.5) Detainees with no history of violent or assaultive charges or convictions, no institutional misconduct, and no gang affiliation.
 - Low Risk Level** – (Level 1) Detainees exhibit no behavioral problems and have no history of violent criminal behavior. This level may not include any detainee with a felony conviction that included an act of physical violence. Low risk level detainees may not be co-mingled with high custody detainees.
93. SENSITIVE INFORMATION: Any information which could affect the national interest, law enforcement activities, the conduct of federal programs, or the privacy to which individuals are entitled under Title 5, U.S. Code, Section 552a. All Detainee records are considered sensitive information.

94. SIGNIFICANT EVENT NOTIFICATION REPORT (SEN): A written document reporting a special event (e.g., the use of force, use of chemical agents, discharge of firearms).
95. SPECIAL MANAGEMENT UNIT (SMU): A housing unit for detainees in administrative or disciplinary segregation.
96. STANDING MEDICAL ORDERS: Written orders, by a physician, to medical personnel for the definitive treatment of identified minor, self-limiting conditions and for on-site treatment of emergency conditions.
97. STRIP SEARCH: An examination of a detainee's naked body for weapons, contraband, and physical abnormalities. This also includes a thorough search of all of the individual's clothing while not being worn.
98. SUITABILITY CHECK: Security clearance process for Contractor and all Contractor Employees to determine favorable suitability to work on a Government contract.
99. TOUR OF DUTY: No more than 12 hours in any 24-hour period with a minimum of eight hours off between shifts, except as directed by state or local law.
100. TRAINING: An organized, planned, and evaluated activity designed to achieve specific learning objectives. Training may occur on site, at an academy of training center, at an institution of higher learning, through contract service, at professional meetings or through closely supervised on-the-job training. Meetings of professional associations are considered training when there is clear evidence of the above elements. All trainers must be certified, and certification shall be approved by the COR.
101. TRANSPORTATION COSTS: The cost of all materials, equipment, and labor necessary to respond to requests by designated officials for secure movement of detainees from place to place necessary for processing, hearings, interviews, etc.
102. TRAVEL COST: Cost inclusive of lodging and meals and incidental expenses (MI&E) for Transportation Officers exceeding the standard working hours. Contractor tour of duties will comply with all current federal, state, and local laws. This includes, but is not limited to, the Federal Motor Carrier Safety Administration, CFR 395.5 - Maximum driving time for passenger-carrying vehicles. Cost is based on actual charges per occurrence, not to exceed the allowable Federal Travel Regulation rates/costs in effect on the dates of travel.
103. WEAPONS: This includes but is not limited to firearms, ammunition, knives, slappers, billy clubs, electronic defense modules, chemical weapons (mace), and nightsticks.

II. PERFORMANCE WORK STATEMENT

A. Objective

The objective of this contract is to obtain comprehensive detention services as detailed below for various levels as described within this document.

B. Background and Mission

The United States Department of Homeland Security (DHS), U.S. Immigration and Customs Enforcement (ICE) is responsible for the detention, health, welfare, transportation, and deportation of detainees in removal proceedings, and those subject to a final order of removal from the United States.

The mission of ICE Enforcement and Removal Operations (ERO) is to identify, arrest, and remove aliens, who present a danger to national security or are a risk to public safety, as well as those who enter the United States illegally or otherwise undermine the integrity of immigration laws and border control efforts.

In implementing its mission, ERO is responsible for carrying out all orders for the securing and departure activities of detainees who are designated in removal proceedings and for arranging for the detention of detainees when such becomes necessary and prescribed by law.

C. Scope of Work

A Contractor-owned/Contractor-operated detention facility to house detainees on a 24 hour per-day, seven day per week, 365 day per-year basis.

The detention center shall provide safe and secure conditions of confinement based on the individual characteristics of a diverse population, including: threat to the community, risk of flight, type and status of immigration proceeding, community ties, medical and mental health issues. The detention center shall provide easy access to legal services; abundant natural light throughout the facility; ample indoor and outdoor recreation that allows for vigorous aerobic exercise with extended hours of availability - a minimum of four hours per day of outdoor recreation; private showers and restrooms (where practicable); cafeteria style meal service; non-institutional detainee clothing; contact visitation, including special arrangements for visiting families, with extended hours including nights and weekends; private areas for attorney-client visits, with video teleconferencing capabilities; noise control; enhanced, but controlled freedom of movement (although the manner and degree of implementation may vary based on security levels); enhanced law library and legal resources; and enhanced programming, including religious services and social programs and dedicated space for religious services.

Detention services shall be performed in accordance with optimal level of the most current version of the ICE Performance-Based National Detention Standards (PBNDS) 2011. The current version is PBNDS 2011 revised in 2016 available at www.ice.gov/detention-

standards/2011. The contractor shall also abide by the March 7, 2014, DHS regulation under the Prison Rape Elimination Act of 2003 (PREA; P.L. 108-79), *Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities* (DHS PREA Standards) available at <https://www.gpo.gov/fdsys/pkg/FR-2014-03-07/pdf/2014-04675.pdf>.

The Contractor shall be responsible for obtaining and maintaining American Correctional Association (ACA) accreditation under the most current version of the Adult Local Detention Facilities (ALDF) Standards to include any supplement. Conformance with the ACA ALDF Standards is required on the first day of contract performance and accreditation shall be obtained within one year of contract award.

The Contractor shall be responsible for obtaining and maintaining accreditation under the National Commission on Correctional Health Care (NCCHC) within one year of contract performance.

In cases where there is a conflict in standards, the most stringent shall apply. If the Contractor is unable to determine which standard is more stringent, the COR shall determine the appropriate standard.

The COR does not have the authority to modify the stated terms of the contract or approve any action that would result in additional charges to the Government beyond what is stated in the CLIN schedule. The CO shall make all modifications in writing.

The Contractor shall furnish all personnel, management, equipment, supplies, training, certification, accreditation, and services necessary for performance of all aspects of the contract. Unless explicitly stated otherwise, the Contractor is responsible for all costs associated with and incurred as part of providing the services outlined in this contract.

DHS, ICE, federal entities, and third-party inspectors will conduct periodic and unscheduled audits and inspections of contract performance and the facility to ensure contract compliance. All inspectors shall have full access to the facility at all times and in all areas of performance. The Contractor shall provide full and complete cooperation for any request or investigation conducted by the Government.

Detainees are classified as High (Level 3), Medium High (Level 2), Medium Low (Level 1.5) or Low Risk (Level 1). Upon discovery that a detainee may be a juvenile, the Contractor shall immediately notify the COR and/or ICE-designee and follow the instructions of the COR or ICE-designee.

The Contractor shall not add any non-ICE detainee population to the facility from any other entity without the expressed prior written approval of the COR and/or ICE-designee.

The Contractor agrees to accept and provide for the secure custody, care, and safekeeping of detainees in accordance with the State and local laws, standards, policies, procedures for firearms requirements, or court orders applicable to the operations of the facility.

Virtual Attorney Visitation Capability

Virtual attorney visitation is an established facility protocol that allows attorneys (or legal representatives) to contact the facility and schedule video teleconference (VTC) visitation with their detainee client(s) at least 24-hours in advance of the desired teleconference.

The facility plant layout and design will accommodate virtual attorney visitation. The utilized space/room must be private, allowing for confidential attorney-client conversations, and must be equipped with video teleconference equipment and/or tablet(s) permitting both visual and audio communications.

The room must also have a windowed door or other mechanism that allows detainee observation for safety. While the designated space and equipment can be utilized for other purposes, it is expected that virtual attorney visitation will be made available for at least six (6) hours each day.

D. Facilities

1. Detention Space

The facility shall meet at a minimum all ACA and PBNDS 2011 revised 2016 requirements. Though not binding on existing detention space, the Contractor can also review the ICE Contract Detention Facility (CDF) Design Standards available as Addendum A.

The Contractor is encouraged to go beyond any minimum requirements to provide optimal detention services.

Business Permits and Licenses

The Contractor shall obtain all required permits and licenses by the date of contract award. The Contractor must (depending on the state's requirements) be licensed as a qualified security service company in accordance with the requirements of the district, municipality, county, and state in which the ICE work site is located. Throughout the term of this contract, the Contractor shall maintain current permits/business licenses and make copies available for Government inspection. The Contractor shall comply with all applicable federal, state, and local laws and all applicable Occupational Safety and Health Administration (OSHA) standards.

ICE will review and approve all design documents and maintain approval of final inspection of the facility before occupancy.

See PWS Addendums for site-specific requirements.

2. USCIS Space

See PWS Addendums for specific requirements.

3. Executive Office for Immigration Review (EOIR) Space (in accordance with Addendum B – ICE EOIR Design Standards).

See PWS Addendums for specific requirements.

4. ICE Administrative Space

See PWS Addendums for specific requirements.

The Contractor is required to provide ICE Office and Support Space at or immediately adjacent to the Contractor provided detention facility.

All office, administrative, support and multiple use space shall be complete with appropriate electrical, communication, and phone/fax/VTC connections. VTC connections shall use a PRI (T1) connection at a minimum.

All furniture and case goods shall be furnished by the Contractor.

See PWS Addendums for specific requirements.

The ICE Administrative space shall be clean, free from mold, climate controlled, with an HVAC thermostat located outside a private office (within open space) controlling no more than 2,000 square feet. The ICE Administrative space shall be separate from, but accessible to, detainee housing units and the centralized visiting area. The ICE Administrative space shall also be secure and inaccessible to Contractor staff, except when specific permission is granted by on-site ICE staff. The Contractor shall be responsible for all maintenance, security, and janitorial costs associated with the ICE Administrative space. All janitorial and maintenance within the ICE administrative and support space is the responsibility of the contractor. All ICE administrative and support space shall be cleaned daily (between the hours of 8 a.m. and 4 p.m.) by Government cleared contractor janitorial staff. Contractor is responsible for coordinating clearance activities for their janitorial staff with the Government and for costs associated with clearance.

a) Additional Requirements for ICE Administrative Office Space

1) Furniture

All furniture and case goods shall be furnished by the Contractor. Any systems furniture, such as cubicles, shall be electrically hardwired to the building electrical support by the contractor, and have bottom raceways for data and telecommunications. The systems furniture must have knockouts within the bottoms raceways as well as numerous grommets within the work surface. The system furniture must have some universal requirements for a workspace to include; a desk, chair, desk storage, overhead storage (with locking flipper doors) and lighting capacity under the overhead storage.

Cubicles should be a standard size of a minimum of 190 usable square feet, unless otherwise authorized by the COR.

See PWS Addendums for specific requirements.

2) ICE Information Technology (IT) Equipment

ICE will provide and install IT equipment in office spaces for ICE personnel only, to include CPUs, screens, printers, and fax machines.

See PWS Addendums for specific requirements

3) Communication and VTC

The Contractor is responsible for providing phone/fax/Internet/VTC services through their local provider and responsible for the costs for such services.

5. Parking Spaces at the Contracted Detention Facility:

The Contractor shall provide hard surface (concrete) parking for all ICE employees and visitors at no additional cost. The Contractor must provide ICE Employee parking in a secure surface (concrete) striped parking lot. The ICE employee parking shall be well lit and shall drain well. The ICE employee parking shall be striped and have reserved spaces painted as directed by the COR. The ICE employee parking shall have an automated entrance and exit gate, operated by the contractor provided building access badge system.

The Contractor shall provide an on-site hard surface (concrete) parking lot for visitors. Street parking for ICE visitors is not acceptable.

See PWS Addendums for specific requirements

E. Armed Transportation Services:

1. The Contractor shall provide all such ground transportation services as may be required to transport detainees securely, in a timely manner, to locations as directed by the COR or designated ICE official, including the transportation of detainees to various appointments. Regular transportation to key sites shall be provided as necessary and additional transportation requirements as requested by the COR or ICE designee. When officers are not providing transportation services, the Contractor shall assign the employees to supplement security duties within the facility. However, the primary function of these officers is transportation. Duties performed by these officers shall not incur any additional expenses to the Government.

The Contractor shall assign, at a minimum, two-person teams of transportation officers whenever necessary throughout a 24-hour period, 7 days a week, including weekends and holidays. When transporting detainees of the opposite gender, assigned transportation staff shall call in their time of departure and odometer reading; and then do so again upon arrival, to account for their time. Except in emergency situations, a single transportation staff member may not transport a single detainee of the opposite gender. Further, if there is an expectation that a pat down will occur during transport, an assigned transportation staff member of the same gender as the detainee(s) must be present.

2. The Contractor shall furnish suitable vehicles in good condition, approved by the Government and in-line with the PBNDS 2011 requirements, to safely provide the required transportation services per facility as listed below. The Contractor shall comply with all federal and state laws with regard to inspections, licensing, and registration for

all vehicles used for transportation. The Contractor shall provide parking spaces for the required vehicles at the facility.

Nothing in this contract shall restrict the Contractor from acquiring additional vehicles as deemed necessary by the Contractor at no cost to the Government. The Contractor shall not allow employees to use their privately-owned vehicles to transport detainees. The Contractor shall furnish vehicles equipped with interior security features in accordance with PBNDS 2011. The Contractor shall provide the interior security specification of the vehicles to ICE for review and approval prior to installation. Vehicles furnished by the Contractor shall be equipped with interior security features such as, but not limited to: door lock controls, window locks, a wire cage with acrylic panel between the driver seat and the rear passenger seats and provide physical separation of detainees from Detention Officers.

See PWS Addendums for specific requirements.

3. If ICE authorizes the Contractor to use Government furnished vehicles, the following requirements apply to this agreement.
 - a) The Government will provide the Contractor with Government Vehicles and Government Fleet Cards (for the purchase of fuel) for the purpose of transporting detainees to and from ICE designated facilities (see Route List or Analysis specific to each Requirement), or alternative transportation sites, in support of ERO transportation needs under this Agreement. The vehicles assigned for this purpose will remain the property of the Federal Government, and all costs associated with the operation and use of the vehicles, such as, but not limited to, vehicle maintenance and fuel, will be covered through the Government's Fleet Management Program.
 - b) The Contractor agrees to be responsible for reimbursement to ICE for any damages sustained by the vehicles as a result of any act or omission on the part of the Contractor, its employees and or persons acting on behalf of the Contractor. The Contractor shall be responsible to promptly report any accidents or damage to the Government Vehicles in accordance with the ICE Management Directives listed below and any other ICE policies that pertain to reporting such damage. The Contractor agrees to fully cooperate and assist ICE in making any claims against a third party at fault for causing the property damage to the Government Vehicles.
 - c) In addition, the Contractor agrees to hold harmless, indemnify, and assume financial responsibility for any claims or litigations filed by persons sustaining personal injuries or property damage for incidents or accidents caused by the negligent acts or omissions of the Contractor, agents, or other persons acting on behalf of the Contractor. The Contractor agrees to fully cooperate and assist ICE in the defense of any claims made against ICE, and in the event of a settlement or judgment entered against ICE for the negligent acts or omissions of the Contractor employees or agents, the Contractor agrees to reimburse ICE for said settlement or adverse judgment.

- d) In order for ICE to maintain accurate fleet records of the transportation services, the Contractor officers utilizing the vehicles shall complete specific documentation that will be provided by ICE, to record the times of vehicle usage for proper hourly guard reimbursement, and to record the inspection of the vehicles for damage each time the vehicles are used.
 - e) The COR or ICE Vehicle Control Officer will provide forms to the Contractor to request and authorize routine maintenance of vehicles.
 - f) The Contractor shall be responsible for any costs or expenses associated with the return of the vehicles, to include, towing charges, title replacement fees, or licensing expenses made necessary by the loss of any paperwork associated with the vehicles.
4. The Contractor personnel provided for transportation services shall be of the same qualifications, receive the same training, complete the same security clearances, and wear the same uniforms as those Contractor personnel provided in the other areas of this contract. Transportation officers shall have the required state licenses for commercial drivers with the proper endorsement limited to vehicles with Automatic Transmission and meet the federal and state licensing requirements.
 5. All transportation Detention Officers shall be armed in the performance of these duties. The Contractor shall supply and maintain restraining equipment, per PBNDS 2011 Standard 1.3 "Transportation (by Land)." ICE personnel reserve the right to approve such restraining equipment, as well as the right to inspect such restraining equipment.
 6. The Contractor shall comply with ICE transportation standards related to the number of hours the Contractor employee may operate a vehicle. Overnight lodging resulting from transportation services shall be approved in advance by the COR or ICE designee; overnight lodging expenses shall be billed at rates not to exceed the applicable GSA per diem rates. Transportation shall be accomplished in the most economical manner and in accordance with the applicable GSA per diem rates.
 7. The Contractor shall, upon order of the COR, or upon his or her own decision in an urgent medical situation, transport a detainee to a hospital location. An officer, or officers, shall keep the detainee under constant supervision 24 hours per day until the detainee is ordered released from the hospital, or at the order of the COR. The Contractor shall then transport the detainee to the detention site.
 8. The COR may direct the Contractor to transport detainees to unspecified, miscellaneous locations, within a 250-mile radius of the facility.
 9. When the COR or ICE- designee provides documents to the Contractor concerning the detainee(s) to be transported and/or escorted, the Contractor shall deliver these documents only to the named authorized recipients or his or her designee. The Contractor shall ensure the material is kept confidential and not viewed by any person other than the authorized recipient.

10. The Contractor shall establish a fully operational communication system compatible with ICE communication equipment that has direct and immediate contact with all transportation vehicles and post assignments. Upon demand, the COR shall be provided with the current status of all vehicles and post assignment employees.
11. Failure of the Contractor to comply fully with the detainee(s) departure as pre-scheduled may result in the Contractor having deductions made for non-performance.
12. ICE anticipates normal transportation requirements other than hospital visits and local needs. In addition to unspecified or miscellaneous locations, the contract facility must support transportation to and from locations as directed by ICE COR or designee. All transportation reports must be submitted to the COR within two business days of trip completion.

See PWS Addendums for specific requirements.

13. Monthly Status Report: The report will include, at a minimum, the information required by a G-391 for every trip as indicated in the G-391 attachments (see Attachments 1A & 1B). A breakdown of hours and personnel will also be provided and divided into Transportation Guard Hours and Stationary Guard Hours. A breakdown of vehicles used (year, model, and capacity) will also be required if the contractor is using contractor owned vehicles. This information will be available electronically to government users and submitted in addition to the invoice each month.

F. On-Call Guard Services

1. The Contractor shall provide on call guard services as requested by the COR or ICE-designated official and shall include, but is not limited to, escorting and guarding detainees to medical or doctor appointments; hearings; ICE interviews; and any other remote location requested by the COR or ICE designee. Qualified guard personnel employed by the Contractor under its policies, procedures, and practices will perform such services. The Contractor agrees to augment such practices as may be requested by ICE to enhance specific requirements for security, detainee monitoring, visitation, and contraband control. Upon the order of the COR or ICE designee or in an emergency, the contractor shall provide an officer to safeguard the detainee(s) at a medical facility while undergoing medical examination or treatment as either inpatient or outpatient care. Such assignments may include but are not restricted to medical appointments of detainees. The detainee shall be kept under constant supervision. Public contact is prohibited unless authorized in advance by the COR.
2. The numbers and frequency of these services shall vary, but to the extent possible, the COR or ICE designee shall notify the contractor four hours in advance of such need and of a schedule for the remote post to be manned. One guard shall be authorized for such post unless the COR specifies additional guards are required.
3. The following notes are applicable to the above posts:

- a) All on call posts require at least one guard that is of the same sex as the detainee.
- b) Additional officers for each post assignment may be required at the direction of the COR when operationally necessary.
- c) All necessary meals shall be provided by the contractor when the detainees(s) are in the custody of the contractor.
- d) The contractor remains responsible for providing security and preventing escapes.
- e) The Contractor shall bill On-Call Transportation/Guard Hours 1 – 8 at the “regular” hourly rate, “overtime” will begin after 8 hours in a single day per employee.

The itemized monthly invoice for such on-call guard services shall state the number of hours being billed, the duration of the billing (times and dates to include travel to and from location being guarded) and the names and “A” numbers of the detainees who were guarded. Such services shall be denoted as a separate item on submitted invoices. ICE agrees to reimburse the Contractor for actual on call guard services provided at the negotiated rate.

G. Notice to Proceed

It is essential that the Contractor be fully prepared to accept responsibility for performing the requirements of the contract. Therefore, ICE may perform required assessments to ensure contract compliance prior to issuance of the Notice to Proceed (NTP).

If ICE determines that the Contractor is capable of accepting detainees, the NTP will be issued by the Contracting Officer. The Contractor shall be prepared to begin performance and accept detainees immediately upon issuance of the NTP. Performance may begin with staged capacity or open with full capacity, as stated in the NTP. Performance includes, but is not limited to, preliminary fitness determination and training documentation for an adequate number of facility staff. Preliminary fitness determinations may take up to 30 days on average to be adjudicated and depend upon the facility providing proper initiation documentation and individuals completing the required application and fingerprints once initiated.

The contractor shall submit in writing a Quality Control Plan (QCP) and all other plans, policies, and procedures, including those identified in the PBNDS 2011 and ACA standards to the COR for review and concurrence prior to issuance of the NTP. Once written concurrence has been granted by the COR, these plans, policies, and procedures shall not be modified without the prior written approval of the COR. The Contractor’s operational and/or corporate policies that do not impact ICE operations (i.e. policies on employee sick days, vacation days, etc.) do not have to be reviewed or approved by ICE.

III. GENERAL

A. Notification and Public Disclosures

There shall be no public disclosures regarding this contract made by the Contractor (or any subcontractors) without review and approval of such disclosure by ICE Public Affairs and express permission granted by the ICE Contracting Officer. The Government considers such information privileged or confidential.

B. Records

All records related to contract performance shall be retained in a retrievable format for three years. Except as otherwise expressly provided in this PWS, the Contractor shall, upon completion or termination of the resulting contract, transmit to the Government any records related to performance of the contract, in a format acceptable to the CO and COR.

The Contractor shall comply with all statutes, regulations, and guidelines from the National Archives and Records Administration. Records and information management functions are required and mandated by the following laws and regulations: Chapters 21, 29, 31, and 33 of Title 44, United States Code; 36 CFR 12; 41 CFR 201 subchapters A and B; OMB Circular A-130; and DOJ Order 2710.8A, *Removal and Maintenance of Documents*. Criminal penalties for unlawfully destroying, damaging, removing, or improperly handling or releasing federal records are addressed in Chapters 37 and 101 of Title 18, United States Code.

The Contractor shall notify the COR and ICE designee when a member of the United States Congress or any media outlet requests information or makes a request to visit the facility. All such visits shall be in compliance with PBNDS 2011, Standard 7.2 "Interviews and Tours." The Contractor shall coordinate all public information related issues with the CO. All press statements and releases shall be cleared, in advance, with the ICE Office of Public Affairs, which can be reached through the Internet website:
<http://www.ice.gov/about/news/contact.htm>.

The Contractor shall ensure employees agree to use appropriate disclaimers clearly stating the employees' opinions do not necessarily reflect the position of the United States Government in any public presentations they make or articles they write that relate to any aspect of contract performance or the facility operations.

All detainee files are to be prepared, maintained, retired, and disposed of in accordance with ICE policy. Policy and procedures shall be developed to ensure the confidentiality and security of all detainee files. The Contractor shall be responsible for detainee record keeping services and personal property. See Part 2 of 2011 PBNDS at www.ice.gov/detention-standards/2011

The Contractor shall safeguard all records related to the operation of the facility. All records will remain the property of the U.S. Government.

C. Right of Refusal

The Contractor retains the right to refuse acceptance of any detainee if such refusal is supported by a valid justification. Examples of such justification are: any detainee found to have a medical condition that requires medical care beyond the scope of the Contractor's health care provider. In the case of a detainee already in custody, the Contractor shall notify ICE and request such removal of the detainee from the Facility. The Contractor shall allow ICE reasonable time to make alternative arrangements for the detainee.

D. Hold Harmless

The Contractor shall protect, defend, indemnify, save, and hold harmless the United States Government and its employees or agents, from and against any and all claims, demands, expenses, causes of action, judgments and liability arising out of, or in connection with, any negligent acts or omissions of the Contractor, its agents, sub-contractors, employees, assignees, or anyone for whom the Contractor may be responsible. The Contractor shall also be liable for any and all costs, expenses, and attorney's fees incurred as a result of any such claim, demand, cause of action, judgment, or liability, including those costs, expenses, and attorneys' fees incurred by the United States Government and its employees or agents. The Contractor's liability shall not be limited by any provision or limits of insurance set forth in the resulting contract.

In awarding the contract, the Government does not assume any liability to third parties, nor will the Government reimburse the Contractor for its liabilities to third parties, with respect to loss due to death, bodily injury, or damage to property resulting in any way from the performance of the contract or any subcontract under this contract.

The Contractor shall be responsible for all litigation, including the cost of litigation, brought against it, its employees, or agents for alleged acts or omissions. The CO shall be notified in writing of all litigation pertaining to this contract and provided copies of any pleadings filed or said litigation within five working days of receipt. The Contractor shall cooperate with Government legal staff and/or the United States Attorney regarding any requests pertaining to federal or Contractor litigation.

Policy and procedures shall be developed which ensure a positive relationship is maintained with all levels of the federal judiciary. The Contractor's procedures shall ensure a tracking system is established which mandates that all judicial inquiries and program recommendations are responded to in a timely and accurate manner. All judicial inquiries and Contractor responses, specifically related to a detainee, shall be made part of the detainee's file.

E. Quality Control

The Contractor is responsible for management and quality control actions necessary to meet the quality standards set forth in the contract. The Contractor shall provide a Quality Control

Plan (QCP) to the CO for concurrence not later than the post award conference (or as directed by the CO). The CO will notify the Contractor of concurrence or required modifications to the plan before the contract start date. The Contractor must make appropriate modifications and obtain concurrence of the plan by the CO before the contract start date. The Contractor shall provide an overall QCP that addresses critical operational performance standards for the services required under this contract. The QCP shall ensure that services will be maintained at a uniform and acceptable level. At a minimum, the Contractor shall review and update the QCP policies and procedures on an annual basis. The Contractor shall audit facility operations monthly for compliance with the QCP. The Contractor shall notify the Government 48 hours in advance of the audit to ensure the COR is available to participate. The Contractor's QCP shall identify deficiencies, appropriate corrective action(s), and timely implementation plan(s) to the COR.

If the Contractor proposes changes in the QCP after contract award, the Contractor shall submit them to the COR for review. If the COR concurs with the changes, the COR shall submit the changes to the CO for review and approval. The CO may modify the contract to include these changes.

F. Quality Assurance Surveillance Plan (QASP)

ICE has developed a Quality Assurance Surveillance Plan (QASP), Attachment 2, pursuant to the requirements of the PWS. It will present the financial values and mechanisms for applying adjustments to the Contractor's invoices as dictated by work performance measured to the desired level of accomplishment.

1. The purpose of the QASP is to:
 - a) Define the roles and responsibilities of participating Government officials.
 - b) Define the types of work to be performed.
 - c) Describe the evaluation methods that will be employed by the Government in assessing the Contractor's performance.
 - d) Describe the process of performance documentation.
2. Roles and Responsibilities of Participating Government Officials
 - a) The COR(s) will be responsible for monitoring, assessing, recording, and reporting on the technical performance of the Contractor on a day-to-day basis. The COR(s) will have primary responsibility for completing "Quality Assurance Surveillance Forms" to document their inspection and evaluation of the Contractor's work performance.
 - b) The Contracting Officer (CO) or designee has overall responsibility for evaluating the Contractor's performance in areas of contract compliance, contract administration, cost and property control. The CO shall review the COR's evaluation of the Contractor's performance and invoices. If applicable, deductions or withholdings will be assessed in accordance with the evaluation of the Contractor's performance, e.g., monetary adjustments for inadequate performance.

G. Contractor's Failure to Perform Required Services

The rights of the Government and remedies described in this section are in addition to all other rights and remedies set forth in the contract. Specifically, the Government reserves its rights under the Inspection of Services and Termination clauses. Any reductions in the Contractor's invoice shall reflect the contract's reduced value resulting from the Contractor's failure to perform required services. The Contractor shall not be relieved of full performance of the services hereunder and may be terminated for default based upon inadequate performance of services, even if a reduction was previously taken for any inadequate performance.

H. Inspection by Regulatory Agencies

Work described in the contract is subject to inspection by other Government agencies. The Contractor shall participate in responding to all requests for information and inspection or review findings by regulatory agencies.

I. Performance Evaluation Meetings

The Contractor's representatives shall meet with the COR(s) on a monthly basis or as deemed necessary by either party. These meetings will provide a management level review and assessment of Contractor performance, and a discussion and resolution of problems.

IV. PERSONNEL AND STAFFING

REQUIRED SECURITY LANGUAGE FOR SENSITIVE /BUT UNCLASSIFIED (SBU) CONTRACT DETENTION FACILITY

SECURITY REQUIREMENTS

General: Performance under this Contract Detention Facility agreement (will) require(s) access to sensitive DHS information and will involve direct contact with ICE Detainees. The Service Provider shall adhere to the following.

Contractor Employee Fitness Screening: Screening criteria under DHS Instruction 121-01-007-001 (Personnel Security, Suitability and Fitness Program), or successor thereto, that may exclude contractor employees from consideration to perform under this agreement includes:

- Misconduct or negligence in employment;
- Criminal or dishonest conduct;
- Material, intentional false statement or deception of fraud in examination or appointment;
- Refusal to furnish testimony as required by 5 CFR § 5.4 (i.e., a refusal to provide testimony to the Merit Systems Protection Board or the Office of Special Counsel);
- Illegal use of narcotics, drugs, or other controlled substances without evidence of substantial rehabilitation.

- Alcohol abuse, without evidence of substantial rehabilitation, of a nature and duration that suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of the applicant or appointee or others;
- Illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation;
- Knowing and willful engagement in acts or activities designed to overthrow the U.S. Government by force;
- Any statutory or regulatory bar which prevents the lawful employment of the person involved in the position in question (for Excepted Service employees); and
- Any other nondiscriminatory reason that an individual's employment (or work on a contract) would not protect the integrity of promote the efficiency of the service.

Contractor Employee Fitness Screening: Screening criteria under 6 CFR § 115.117 (Sexual Abuse and Assault Prevention Standards) implemented pursuant to Public Law 108-79 (Prison Rape Elimination Act (PREA) of 2003) or successor thereto, that WILL exclude contractor employees from consideration to perform under this agreement includes:

- Engaged in Sexual Abuse in a Prison, Jail, Holding Facility, Community Confinement Facility, Juvenile Facility, or other Institution as defined under 42 USC 1997;
- Convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse;
- Civilly or administratively adjudicated to have in engaged in such activity.

Subject to existing law, regulations and/or other provisions of this Agreement, illegal or undocumented aliens shall not be employed by the Service Provider.

A. General

The United States Immigration and Customs Enforcement (ICE) has determined that performance of the tasks as described in the resultant contract agreements require that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor) have access to sensitive DHS information and ICE Detainees, and that the Contractor will adhere to the following:

B. Preliminary Fitness Determination

ICE will exercise full control over granting, denying, withholding or terminating unescorted government facility and/or sensitive Government information access for contractor employees, based upon the results of a Fitness screening process. ICE may, as it deems appropriate, authorize and make a favorable expedited preliminary Fitness determination based on preliminary security checks. The preliminary Fitness determination will allow the contractor employee to commence work temporarily prior to the completion of a Full Field Background Investigation. The granting of a favorable preliminary Fitness shall not be

considered as assurance that a favorable final Fitness determination will follow as a result thereof. The granting of preliminary Fitness or final Fitness shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by ICE, at any time during the term of the contract. No employee of the Contractor shall be allowed to enter on duty and/or access sensitive information or systems without a favorable preliminary Fitness determination or final Fitness determination by the Office of Professional Responsibility, Personnel Security Unit (OPR-PSU). No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable preliminary Fitness determination or final Fitness determination by OPR-PSU. Contract employees are processed under DHS Instruction 121-01-007-001 (Personnel Security, Suitability and Fitness Program), or successor thereto; those having direct contact with Detainees will also have 6 CFR § 115.117 considerations made as part of the Fitness screening process.

C. Background Investigations

Contractor employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive information and/or ICE Detainees, shall undergo a position sensitivity analysis based on the duties each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. Background investigations will be processed through the Personnel Security Unit. Contractor employees nominated by a Contracting Officer Representative for consideration to support this contract shall submit the following security vetting documentation to OPR-PSU, through the Contracting Officer Representative (COR), within 10 days of notification by OPR-PSU of nomination by the COR and initiation of an Electronic Questionnaire for Investigation Processing (e-QIP) in the Office of Personnel Management (OPM) automated on-line system.

1. Standard Form 85P (Standard Form 85PS (With supplement to 85P required for armed positions)), “Questionnaire for Public Trust Positions” Form completed on-line and archived by the contractor employee in their OPM e-QIP account.
2. Signature Release Forms (Three total) generated by OPM e-QIP upon completion of Questionnaire (e-signature recommended/acceptable – instructions provided to applicant by OPR-PSU). Completed on-line and archived by the contractor employee in their OPM e-QIP account.
3. Two (2) SF 87 (Rev. December 2017) Fingerprint Cards. **(Two Original Cards sent via COR to OPR-PSU)**
4. Foreign National Relatives or Associates Statement. (This document sent as an attachment in an e-mail to contractor employee from OPR-PSU – must be signed and archived into contractor employee’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
5. DHS 11000-9, “Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act” (This document sent as an attachment

in an e-mail to contractor employee from OPR-PSU – must be signed and archived into contractor employee’s OPM e-QIP account prior to electronic “Release” of data via on-line account)

6. Optional Form 306 Declaration for Federal Employment (This document sent as an attachment in an e-mail to contractor employee from OPR-PSU – must be signed and archived into contractor employee’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
7. Questionnaire regarding conduct defined under 6 CFR § 115.117 (Sexual Abuse and Assault Prevention Standards) (This document sent as an attachment in an e-mail to contractor employee from OPR-PSU – must be signed and archived into contractor employee’s OPM e-QIP account prior to electronic “Release” of data via on-line account)
8. One additional document may be applicable if contractor employee was born abroad. If applicable, additional form and instructions will be provided to contractor employee. (If applicable, the document will be sent as an attachment in an e-mail to contractor employee from OPR-PSU – must be signed and archived into contractor employee’s OPM e-QIP account prior to electronic “Release” of data via on-line account)

Contractor employees who have an adequate, current investigation by another Federal Agency may not be required to submit complete security packages; the investigation may be accepted under reciprocity. The questionnaire related to 6 CFR § 115.117 listed above in item 7 will be required for positions designated under PREA.

An adequate and current investigation is one where the investigation is not more than five years old, meets the contract risk level requirement, and applicant has not had a break in service of more than two years. (Executive Order 13488 amended under Executive Order 13764/DHS Instruction 121-01-007-01)

Required information for submission of security packet will be provided by OPR-PSU at the time of award of the contract. Only complete packages will be accepted by the OPR-PSU as notified by the COR.

To ensure adequate background investigative coverage, contractor employees must currently reside in the United States or its Territories. Additionally, contractor employees are required to have resided within the United States or its Territories for three or more years out of the last five (ICE retains the right to deem a contractor employee ineligible due to insufficient background coverage). This timeline is assessed based on the signature date of the standard form questionnaire submitted for the applied position. Contractor employees falling under the following situations may be exempt from the residency requirement: 1) work or worked for the U.S. Government in foreign countries in federal civilian or military capacities; 2) were or are dependents accompanying a federal civilian or a military employee serving in foreign countries so long as they were or are authorized by the U.S. Government to

accompany their federal civilian or military sponsor in the foreign location; 3) worked as a contractor employee, volunteer, consultant or intern on behalf of the federal government overseas, where stateside coverage can be obtained to complete the background investigation; 4) studied abroad at a U.S. affiliated college or university; or 5) have a current and adequate background investigation (commensurate with the position risk/sensitivity levels) completed for a federal or contractor employee position, barring any break in federal employment or federal sponsorship.

Only U.S. Citizens and Legal Permanent Residents are eligible for employment on contracts requiring access to DHS sensitive information unless an exception is granted as outlined under DHS Instruction 121-01-007-001. Per DHS Sensitive Systems Policy Directive 4300A, only U.S. citizens are eligible for positions requiring access to DHS Information Technology (IT) systems or positions that are involved in the development, operation, management, or maintenance of DHS IT systems, unless an exception is granted as outlined under DHS Instruction 121-01-007-001.

D. Transfers from Other DHS Contracts:

Contractor employees may be eligible for transfer from other DHS Component contracts provided they have an adequate and current investigation meeting the new assignment requirement. If the contractor employee does not meet the new assignment requirement a DHS 11000-25 with ICE supplemental page will be submitted to OPR-PSU to initiate a new investigation.

Transfers will be accomplished by submitting a DHS 11000-25 with ICE supplemental page indicating "Contract Change." The questionnaire related to 6 CFR § 115.117 listed above in item 7 will be required for positions designated under PREA.

E. Continued Eligibility

ICE reserves the right and prerogative to deny and/or restrict facility and information access of any contractor employee whose actions conflict with Fitness standards contained in DHS Instruction 121-01-007-01, Chapter 3, paragraph 6.B or who violate standards of conduct under 6 CFR § 115.117. The Contracting Officer or their representative can determine if a risk of compromising sensitive Government information exists or if the efficiency of service is at risk and may direct immediate removal of a contractor employee from contract support. The OPR-PSU will conduct periodic reinvestigations every 5 years, or when derogatory information is received, to evaluate continued Fitness of contractor employees.

F. Required Reports

The Contractor will notify OPR-PSU, via the COR, of all terminations/resignations of contractor employees under the contract within five days of occurrence. The Contractor will return any expired ICE issued identification cards and building passes of terminated/resigned employees to the COR. If an identification card or building pass is not available to be returned, a report must be submitted to the COR referencing the pass or card number, name

of individual to whom issued, the last known location and disposition of the pass or card. The COR will return the identification cards and building passes to the responsible ID Unit.

The Contractor will report any adverse information coming to their attention concerning contractor employees under the contract to the OPR-PSU, via the COR, as soon as possible. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the contractor employees' name and social security number, along with the adverse information being reported.

The Contractor will provide, through the COR a Quarterly Report containing the names of contractor employees who are active, pending hire, have departed within the quarter or have had a legal name change (Submitted with documentation). The list shall include the Name, Position and SSN (Last Four) and should be derived from system(s) used for contractor payroll/voucher processing to ensure accuracy.

CORs will submit reports to psu-industrial-security@ice.dhs.gov

Contractors, who are involved with management and/or use of information/data deemed "sensitive" to include "law enforcement sensitive" are required to complete the DHS Form 11000-6-Sensitive but Unclassified Information NDA for contractor access to sensitive information. The NDA will be administered by the COR to the all contract personnel within 10 calendar days of the entry on duty date. The completed form shall remain on file with the COR for purpose of administration and inspection.

Sensitive information as defined under the Computer Security Act of 1987, Public Law 100-235 is information not otherwise categorized by statute or regulation that if disclosed could have an adverse impact on the welfare or privacy of individuals or on the welfare or conduct of Federal programs or other programs or operations essential to the national interest. Examples of sensitive information include personal data such as Social Security numbers; trade secrets; system vulnerability information; pre-solicitation procurement documents, such as statements of work; and information pertaining to law enforcement investigative methods; similarly, detailed reports related to computer security deficiencies in internal controls are also sensitive information because of the potential damage that could be caused by the misuse of this information. All sensitive information must be protected from loss, misuse, modification, and unauthorized access in accordance with DHS Management Directive 11042.1, *DHS Policy for Sensitive Information* and ICE Policy 4003, *Safeguarding Law Enforcement Sensitive Information.*"

Any unauthorized disclosure of information should be reported to ICE.ADSEC@ICE.dhs.gov.

G. Security Management

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the OPR-PSU through the COR on all security matters, to

include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COR and the OPR-PSU shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COR determine that the Contractor is not complying with the security requirements of this contract, the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

H. Information Technology Security Clearance

When sensitive government information is processed on Department telecommunications and automated information systems, the Contractor agrees to provide for the administrative control of sensitive data being processed and to adhere to the procedures governing such data as outlined in DHS MD 4300.1, *Information Technology Systems Security*, or its replacement. Contractor employees must have favorably adjudicated background investigations commensurate with the defined sensitivity level.

Contractor employees who fail to comply with Department security policy are subject to having their access to Department IT systems and facilities terminated, whether or not the failure results in criminal prosecution. Any person who improperly discloses sensitive information is subject to criminal and civil penalties and sanctions under a variety of laws (e.g., Privacy Act).

I. Information Technology Security Training and Oversight

In accordance with Chief Information Office requirements and provisions, all contractor employees accessing Department IT systems or processing DHS sensitive data via an IT system will require an ICE issued/provisioned Personal Identity Verification (PIV) card. Additionally, Information Assurance Awareness Training (IAAT) will be required upon initial access and annually thereafter. IAAT training will be provided by the appropriate component agency of DHS.

Contractor employees, who are involved with management, use, or operation of any IT systems that handle sensitive information within or under the supervision of the Department, shall receive periodic training at least annually in security awareness and accepted security practices, systems rules of behavior, to include Unauthorized Disclosure Training, available on PALMS or by contacting ICE.ADSEC@ICE.dhs.gov. Department contractor employees, with significant security responsibilities, shall receive specialized training specific to their security responsibilities annually. The level of training shall be commensurate with the individual's duties and responsibilities and is intended to promote a consistent understanding of the principles and concepts of telecommunications and IT systems security.

All personnel who access Department information systems will be continually evaluated while performing these duties. System Administrators should be aware of any unusual or

inappropriate behavior by personnel accessing systems. Any unauthorized access, sharing of passwords, or other questionable security procedures should be reported to the local Security Office or Information System Security Officer (ISSO).

J. Facility Staffing Plan, Floor Plan and Key Personnel

The Contractor shall provide a staffing plan that addresses at a minimum the staffing requirements and key personnel to be employed in connection with this contract as outlined in the PWS. The Contractor shall staff the post positions in accordance with the Contractor-submitted and Government-approved Contractor Staffing Plan to include relief factors and the agreed upon detainee ramp schedule. The number, type, and distribution of staff as described in the contract-staffing plan shall be maintained throughout the term of the contract. Written requests to change the number, type, and/or distribution of staff described in the staffing plan must be submitted to the CO, through the COR, for approval prior to implementation.

Staffing levels shall not fall below a monthly average of 75% for custody staff, 80% for health services and 75% for all other departments of the total ICE-approved staffing plan. The approved staffing levels for detention/correctional officers (custody staff) shall not fall below a monthly average of 75%. Staffing levels for all departments other than custody and health services will be calculated in the aggregate.

Each month, the Contractor shall submit to the COR the current average monthly vacancy rate and indicate any individual Health Services positions that have been vacant more than 120 days and any other individual positions that have been vacant more than 90 days. Failure to fill any individual position within 120 days (health services positions) or 90 days (all other positions) of the vacancy may result in a deduction by the CO from the monthly invoice if the vacancy in combination with other vacancies regardless of duration brings staffing levels below 75% for custody staff, 80% for health services and 75% for all other departments. The deduction shall be based on the daily salary and benefits of the vacant position. ICE may calculate the deduction retroactive to day one of the vacancy, excluding the days for ICE's conditional approval process, starting on the day of receipt and concluding on the day conditional approval is granted. No deduction shall apply during any period the Contractor documents that a vacant position was covered through the use of overtime, contract staff or otherwise. Each month, the Contractor shall submit to the COR any Key Personnel that will be absent from the facility for over five working days. If the Key Personnel will be absent for over five working days and the contractor will not provide an "acting" position to backfill that Key Personnel position during the absence, the CO has the right to make a deduction based on the daily salary and benefits of the absent Key Personnel position.

1. Minimum Staffing Requirements

Exclusive of the agreed upon ramp periods, the Contractor shall fully staff the facility to secure, control, and supervise detainees in custody, and provide medical services regardless of the detainee population. The Contractor shall ensure daily Detention Officer Assignment rosters, by shift, for the duration of the contract. The assignment rosters shall indicate the number of staff, job titles, names, hours, and days of work for each post. The daily roster shall be posted 24 hours in advance. Shift rosters must be provided to the COR on a daily

basis.

2. Supervisory Staffing

The Contractor is responsible for the satisfactory supervision of its employees at all times. Satisfactory supervision includes verifying attendance at all posts and positions and upholding the work requirements of all personnel assigned under the contract. The Contractor shall provide the COR with the names of Supervisory Detention Officers designated by the Contractor before commencement of services. In the absence of the approved Warden, another qualified person who meets the Warden position and security clearance requirements shall temporarily fill that position. This individual shall perform only job duties of the Warden in providing oversight and direction to contract Detention Officers and interfacing with ICE CORs and/or designated ICE Officers and the Contracting Officer on all contract-related matters.

3. Key Personnel

The Contracting Officer shall provide written approval before any employee is assigned as key personnel to perform duties under this contract. The Contractor shall have key personnel employed and available for duty before the Contractor can begin contract performance. Any subsequent changes to key personnel must meet these criteria and be approved in writing by the Contracting Officer. The following are considered key personnel for the contract. The Contractor may use other titles.

- a) **Facility Administrator** - The Facility Administrator shall hold an accredited bachelor's degree in an appropriate discipline, or significant military or corrections experience of a minimum 15 years, and have at least five years of related administrative experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree, as practiced in the federal hiring process. The official holding this position, even in an acting capacity, shall meet ACA requirements.
- b) **Assistant Facility Administrator** - The Assistant Warden/Facility Director shall hold an accredited bachelor's degree in an appropriate discipline or have a minimum of three years of related industry experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility. The official holding this position, even in an acting capacity, shall meet ACA requirements.
- c) **Supervisory Detention Officers.** Supervisors must have a minimum of one year of experience as a detention officer and two years of successful experience in field supervision (e.g., civilian community law enforcement, commercial or industrial guard service, or security service supervisory positions). The two-year requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the basic requirement, as practiced in the federal hiring process.

- d) **Training Officers.** Certified instructors shall conduct all instruction and testing of Contractor personnel. A state or national level recognized institution certification of instructors is mandatory unless otherwise approved in writing by the COR. Certification of instructors may be established by documentation of past experience in teaching positions or by successful completion of a course of training for qualifying personnel as instructors. The COR must approve the instructor prior to any training.
- e) **Quality Assurance Manager.** The Quality Assurance Manager shall hold an accredited bachelor's degree in an appropriate discipline or have a minimum of three years of related industry experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility.
- f) **Health Services Administrator -** Appropriate current professional licensure or certification. Minimum 3-5 years' experience in Health Care with strong business and management skills. Supervisory, leadership, conflict management, and management experience. Flexibility and ability to adapt to sudden changes in schedule and work requirements. Master's degree in Health Care Administration, Public Health or a related field, preferred. Knowledge and proficiency in MS Office Applications. Knowledge of staff development and basic adult learner teaching skills. Knowledge of forensics concepts and principles. Knowledge of team building principles.
- g) **Assistant Health Services Administrator -** Appropriate current professional licensure or certification. Minimum 3-5 years' experience in Health Care with strong business and management skills. Supervisory, leadership, conflict management, and management experience. Flexibility and ability to adapt to sudden changes in schedule and work requirements. Master's degree in Health Care Administration, Public Health or a related field, preferred. Knowledge and proficiency in MS Office Applications. Knowledge of staff development and basic adult learner teaching skills. Knowledge of forensics concepts and principles. Knowledge of team building principles.
- h) **Nurse Manager.** Must be a Registered Nurse (RN). (It is the responsibility of the incumbent to fulfill the obligation(s) of their licensing or certifying body to maintain currency. This position may be required to perform clinical activities with the scope of clinical license in times of critical needs within and at the direction of the agency.) Graduate of a school of professional nursing approved by the appropriate State accrediting agency. Must be licensed by a State, the District of Columbia, the Commonwealth of Puerto Rico, or territory of the United States. Maintains current/documented professional licensure. Master's Degree in nursing or related field – preferred. Minimum 6 years professional nursing experience. Minimum 3 years supervisory experience – preferred.
- i) **Clinical Director.** Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. Completion of three years of medical specialty training in

Family Medicine, Internal Medicine, Emergency Medicine, or other primary care specialty leading to board eligibility in that field, with board certification preferred, and at least 1 year of directly related, professional experience performing professional or scientific work in a field of medicine that may involve providing direct patient-care services. Certification of American Heart Association Basic Life Support for Healthcare Providers is required. Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. The license must be maintained in a permanent, full, and unrestricted status during the term of employment.

- j) **Federal Healthcare Program Manager.** As the Facility Healthcare Program Manager (FHPM), the incumbent is responsible to support the Health Services Administrator (HSA) in developing and maintaining a clinical program that align with IHSC policy, NCCHC, ACA or Family Residential Standards (FRS) and implementing and monitoring programming requirements as developed by MQM and PHSP that supports the safe, quality provision of care for the detained population, promotes an environment of safety and security for detainees, employees and visitors and ensures emergency preparedness and response readiness of the local clinical team. The FHPM shall hold an accredited bachelor's degree in Bachelor's degree in Nursing, Advanced Nurse Practitioner, Physician Assistant, Advanced Public Health or an equivalent degree from an accredited degree issuing institution, or have a minimum of three years of related industry experience, and have knowledge of program objectives, policies, procedures, and requirements for managing a secure detention/correctional facility.
- k) **Infection Prevention Officer.** Serves as an Infection Prevention Officer and subject matter expert for implementing activities related to infection prevention and control, tuberculosis (TB) case management, contact and outbreak investigations, and infection prevention training. Develops, implements, and monitors all associated tasks and duties related to TB case management, including, but not limited to tracking, documenting, and ensuring completeness of clinical, diagnostic, and treatment information; facilitating referrals for transnational continuity of care; reporting; and liaising with public health agencies. Maintains current license as an RN, NP, or PA; Master's degree preferred. Must be licensed by a State, the District of Columbia, the Commonwealth of Puerto Rico, or territory of the United States. Maintains CPR/BLS Certification. Strong clinical background with a minimum three years professional experience in infection prevention and control and/or TB care.

4. Facility Floor Plan and Guard Post Map

The Contractor shall provide a facility floor plan which clearly identifies all recommended detention guard posts and corresponding guard shift requirements (e.g. 24/7, 8 hours M – F, weekend-only, etc.). The floor plan shall be submitted with the facility staffing plan and shall be approved by ICE technical expert prior to commencement of services under this contract. Changes to the guard posts or shift requirements shall be approved by the CO/COR.

5. Organizational Chart

The Contractor shall provide an organizational chart that describes the structure of authority, responsibility, and accountability within the facilities. The Contractor shall update this chart as necessary. The Contractor shall make the chart available for review by the CO or COR upon request.

K. Employee Health

<https://www.osha.gov/law-regs.html>

<https://www.osha.gov/Publications/QandA/osha3160.htm>

Employee health files for all Offeror's Medical Service Providers employees must be maintained on-site. Health files are maintained in accordance with DHS and ICE Privacy Policies and the Privacy Act of 1974 and contain the following documents:

1. Initial and annual TB infection screening results;
2. Vaccination records including results, titers, and Immunization Declination Form(s);
3. OSHA 301 Incident forms;
4. Blood borne pathogen exposure documentation;
5. Respirator medical clearance;
6. Respirator fit test results; and
7. Other employee health documents.

The Medical Service Provider may initiate employment of an individual who has initiated the required vaccines schedule, and the individual hired may begin work on the contract as long as they meet all subsequent vaccine schedule requirements until fully vaccinated.

All Medical Service Providers' personnel must provide documentation regarding the following:

1. History of testing for tuberculosis (TB) within the last 12 months:
 - a) Chest x-ray if employee has a history of latent TB infection (LTBI), treatment history for LTBI or TB disease, if applicable; and
 - b) Additionally, on an annual basis and at own expense, Medical Service Provider shall provide a current TST or IGRA test result if the employee previously tested negative for LTBI, evaluation for TB symptoms if the employee previously tested positive for LTBI, and follow up as appropriate in accordance with Centers for Disease Control and Prevention (CDC) guidelines.
2. Recommended Immunizations

Individuals employed by the Medical Service Provider in a custody or detention environment are at significant risk for acquiring or transmitting Hepatitis B, measles, mumps, rubella, varicella and seasonal influenza. These diseases are vaccine preventable. Therefore, the following vaccinations are highly recommended for the Medical Service Provider's personnel. If staff decline or refuse any of these recommended vaccines, an Immunization Declination Form is required, and the Contracting Officer Representative must be notified of the refusal. ICE reserves the right to refuse Medical Service Provider employees that refuse vaccines.

- a) Hepatitis A;
- b) Hepatitis B;
(Note: The U.S. Occupational Safety and Health Administration (OSHA) Blood-borne Pathogens (BBP) Standard requires employers to provide employees at risk of occupational exposure to blood and other potentially infectious material (OPIM) with the Hepatitis B vaccination series. Refer to OSHA regulations
https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact05.html
- c) Varicella;
- d) Measles, Mumps, Rubella (MMR);
- e) Diphtheria, tetanus, a-cellular pertussis (DTAP); and
- f) Annual seasonal influenza.

The Medical Service Provider's personnel will provide immunization documentation or titer results to the Health Services Administrator or the employer's designee for placement in the employee health file. It is recommended that the CDC's Immunization of Health- Care Workers: Recommendations of the Advisory Committee on

Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) be used as a reference for employee health immunization issues.

L. Contractor's Employee Rules

The Contractor shall provide employee rules or policies, which, at a minimum, address the following:

1. Organization
2. Recruiting procedures
3. Opportunities for Equal Employment
4. Qualifying for jobs, job descriptions, responsibilities, salaries, and fringe benefits
5. Screening employees for illegal drug use
6. Holidays, leave, and work hours
7. Personnel records, employee evaluations, promotion, and retirement
8. Training
9. Standards of conduct, disciplinary procedures, and grievance procedures
10. Resignation and termination
11. Employee-management relations
12. Security, safety, health, welfare, and injury incidents

The Contractor shall provide a copy of the rules or policies to the Contractor's employees at the facility. Upon request by the COR, the Contractor shall document to the Government that all employees have reviewed a copy of the rules or policies.

M. Minimum Standards of Employee Conduct

The Contractor shall develop standards of employee conduct and corresponding disciplinary actions that are consistent with the following standards of conduct. All employees shall certify in writing that they have read and understand the standards. A record of this certificate must be provided to the COR prior to the employees beginning work under this contract. The Contractor shall hold employees accountable for their conduct based on these standards, which are not restricted to, but must include:

1. Employees shall not display favoritism or preferential treatment to one detainee, or group of detainees, over another.
2. Employees shall not discuss or disclose information from detainee files or immigration cases, except when necessary in the performance of duties under this contract.
3. The employee may not interact with any detainee except in a relationship that supports the approved goals of the facility. Specifically, employees shall not receive nor accept any personal (tangible or intangible) gift, favor, or service, from any detainee, any detainee's family, or associate no matter how trivial the gift, favor, or service may seem, for themselves or any members of their family. In addition, the employee shall not give any gift, favor, or service to detainees, detainee's family, or associates.
4. The employee shall not enter into any business relationship with detainees or their families (e.g., selling, buying, or trading personal property).

5. The employee shall not have any outside or social contact with any detainee, his or her family, or associates, except for those activities which are part of the facility program and a part of the employee's job description.
6. All employees are required to immediately report to the Warden/Facility Director or ICE Supervisor any criminal or non-criminal violation or attempted violation of these standards.
7. The Contractor shall report all violations or attempted violations of the standards of conduct or any criminal activity immediately to the COR. Violations may result in employee removal from the facility. Failure on the part of the Contractor either to report a known violation or to take appropriate disciplinary action against an offending employee or employees shall subject the Contractor to appropriate action including possible termination of the contract for default.
8. The Contractor shall not employ any person whose employment would present an actual or apparent conflict of interest. The Contractor is specifically prohibited from hiring active duty military personnel and civilians employed by the Government to perform work under this contract.

N. Removal from Duty

If the COR or the Contractor receives and confirms disqualifying information concerning a Contractor employee, the Contractor shall, upon notification by the COR, immediately remove the employee from performing duties under this contract. The Contractor shall revoke the employee's identification credentials and complete any required dispositions. The Contractor shall immediately notify the COR when the employee is removed from duty. Disqualifying information includes but is not limited to the following:

1. Conviction of a felony, a crime of violence, domestic violence, or a serious misdemeanor within the last five (5) years.
2. Possessing a record of arrests for continuing offenses.
3. Falsification of information entered on suitability forms.
4. Non-payment of court ordered payments (child support, liens, etc.) or excessive delinquent debt as determined by credit check.
5. Misconduct or negligence in prior employment, which would have a bearing on efficient service in the position in question or would interfere with or prevent effective accomplishment by the employing agency of its duties and responsibilities.
6. Alcohol abuse of a nature and duration which suggests that the applicant or appointee would be prevented from performing the duties of the position in question or would constitute a direct threat to the property or safety of others.
7. Illegal use of narcotics, drugs, or other controlled substances, without evidence of substantial rehabilitation.
8. Introduction of contraband into or onto the facility.

ICE may direct the Contractor to remove any employee who has been disqualified either for security reasons or for being unfit to perform his/her duties as determined by the COR or the Contracting Officer. The Contractor shall take action immediately and notify the COR when

the employee is removed from duty. A determination of being unfit for duty may be made from, but is not limited to, incidents of delinquency set forth below:

1. Violation of the Rules and Regulations Governing Detention facilities set forth in ICE Publications entitled "Detention Officer Handbook;"
2. Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3;
3. Neglect of duty, including sleeping while on duty, loafing, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during official time, leaving post without relief, and refusing to render assistance or cooperation in upholding the integrity of the security program at the work sites;
4. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records;
5. Theft, vandalism, immoral conduct, or any other criminal actions;
6. Possessing, selling, consuming, or being under the influence of intoxicants, drugs, contraband, or substances which produce similar effects;
7. Unethical or improper use of official authority or credentials;
8. Unauthorized use of communication equipment or government property;
9. Misuse of equipment or weapons;
10. Violations of security procedures or regulations;
11. Recurring tardiness;
12. Undue fraternization with detainees as determined by the COR;
13. Repeated failure to comply with visitor procedures as determined by the COR;
14. Performance, as determined by investigation by the Contracting Officer, involving acquiescence, negligence, misconduct, lack of diligence, good judgment, and/or good common sense resulting in, or contributing to, a detainee escape;
15. Failure to maintain acceptable levels of proficiency or to fulfill training requirements;
16. Changes in an employee's ability to meet the physical and/or mental health requirements of this contract;
17. Contractor employee who is under investigation by any law enforcement agency will be removed from duties pending outcome of the disposition.

At the direction of the COR, the Contractor shall reassign contract employees who have been arrested or who have alleged misconduct to duties that do not permit direct contact with detainees pending the disposition of the charges. Any alleged misconduct shall be reported immediately to the COR. If such reassignments are not available, the Contractor shall remove the employee from work under this contract and other ICE contracts.

O. Tour of Duty Restrictions

The Contractor shall not utilize any uniformed contractor employee to perform duties under this contract for more than 12 hours in any 24-hour period and shall ensure that such employees have a minimum of eight hours off between shifts. Authorization is required from the COR prior to an employee performing services that exceed 12 hours. If an employee is

performing other duties for either the Contractor or another employer, those hours shall count against the 12-hour limitation.

P. Dual Positions

In the event that a supervisory detention officer is not available for duty the Contractor shall provide a full-time supervisor as a replacement. A contract employee shall not hold the position of Detention Officer and Supervisory Detention Officer simultaneously. The COR will document and refer to the Contracting Officer the failure of the Contractor to provide necessary personnel to cover positions.

Q. Post Relief

As indicated in the post orders, the Detention Officer shall not leave his or her post until relieved by another Detention Officer. The Contractor or Contractor's Supervisors authorize rest or relief periods, the Contractor shall assign undesignated officers to perform the duties of the Detention Officers on break.

R. Personnel Files

The Contractor shall maintain a system of personnel files and make all personnel files available to the CO and the COR upon request. These files shall be maintained and current for the duration of the employee's tenure under the contract. The files shall contain verification of training and experience and credentials for all the staff.

S. Uniform Requirements

These requirements apply to Supervisory Detention Officers and Detention Officers who perform work under the contract.

1. Uniforms

The Contractor shall provide uniforms to its employees. The design and color of the Contractor's uniforms, patches, badges, and other identifiable markings shall not be similar in color or style to those worn by ICE officers. All officers performing under this contract shall wear uniforms of the same style and color while on duty. The rank of authority must be prominently displayed as part of each uniform. A shoulder patch should distinctly identify the Contractor. Uniforms and equipment do not have to be new but shall be in good condition and meet the standards at start of duty. Officers not in proper uniform shall be considered "not ready for duty/not on duty" until properly uniformed. All uniforms shall be clean, neat, and in good order. Uniforms that are frayed, stained, faded, or considered too worn by the COR shall be replaced by the Contractor.

The complete uniform consists of seasonal attire that includes appropriate shirt, pants, belt, jacket, shoes or boots (mandatory), duty belt, mini-mag flashlight and holder,

handheld radio, handcuff holder, and key-holder. The Contractor shall ensure that each officer has a complete uniform while performing assignments under this contract.

Prior to the contract performance date, the Contractor shall document to the COR the uniform and equipment items that have been issued to each employee. The COR shall approve or disapprove any uniform apparel. The Contractor shall provide a submittal of the uniform or any uniform changes to the COR for approval.

2. Identification Credentials

The Contractor shall ensure that all employees, both uniformed and non-uniformed (if applicable), have the required identification credentials in their possession while on the premises. The Contractor identification credential document shall contain the following:

- a) A photograph that is at least one-inch square that shows the full face and shoulders of the employee and is no more than 30 days old when the Contractor issues the credential.
- b) A printed document that contains personal data and description consisting of the employee's name, gender, birth date, height, weight, hair color and eye color, as well as the date of issuance, the signature of the employee, and the signature of project manager or designated Contractor personnel.
- c) To avoid the appearance of having Government issued badges, the contractor shall not possess wallet type badges or credentials. All credentials shall be approved by the COR.

T. Permits and Licenses

1. Licensing of Employees

The Contractor shall ensure each employee has registrations, commissions, permits, and licenses as required by the district, municipality, county, and state in which ICE work site is performed prior to EOD. The Contractor shall verify all licenses and certifications. If applicable, all Contractor staff shall possess a current license/registration, in the state in which they are practicing.

2. Jurisdiction

The Contractor's authority under this contract is limited to space or posts that are under the charge and control of ICE. The Contractor shall not extend its services into any other areas.

U. Encroachment

Contractor employees shall not have access to Government equipment, documents, materials, or telephones for any purpose other than as authorized by ICE. Contractor employees shall

not enter any restricted areas of the detention centers unless necessary for the performance of their duties.

V. Work Schedules

The Contractor shall follow the criteria described below when establishing work schedules, contact relief, rest periods, and starting and stopping work.

1. Post Work Schedules

One week in advance, the Contractor shall prepare supervisory and Detention Officer work schedules, for a two-week period, and shall post them in work areas or locker rooms. A manpower report shall be submitted to the COR on a monthly basis. Schedules shall be prepared on a form designated by ICE. Changes in duty hours shall also be posted on this form in sufficient time to ensure 24-hour advance notice. At the completion of each shift, the Contractor shall, upon request of the COR, also provide an employment report listing (copies of the sign-in sheets [GSA Form 139, Record of Arrival and Departure from Buildings during Security Hours] for each shift) for each employee who actually worked, work classification, post assignments, and hours worked, as well as total hours worked by supervisory and non-supervisory employees. A Contractor Supervisor shall conduct regular post checks to ensure personnel are on duty. When a contract employee is not being utilized at a given post, the Contractor at the direction of the COR or ICE designee may reassign him/her to another post.

2. Starting and Stopping Work

The Contractor is responsible for all employees to be dressed in full uniform and ready to begin work promptly at the beginning of each shift. Each employee shall remain at the duty locations until the shift is completed.

a) Recording Presence

The Contractor shall direct its employees to sign in when reporting for work and to sign out when leaving at the end of their period of duty. The Contractor's supervisory and regular personnel are required to register at the applicable work site(s) and shall use GSA Form 139. The Government shall specify the registration points, which will be at the protected premises, and the Contractor shall utilize those points for this purpose.

Officers, working as supervisors, shall make the designation "Supervisor" in the rank column on GSA Form 139; all others will enter "On Duty." The applicable post or position numbers may be entered in the "relief" column after mutual concurrence between ICE and the Contractor.

Each line on GSA Form 139, or other forms designated by ICE must be completed in chronological order, without exception. Lines may not be left blank between

signatures. If an entire line is used to enter a calendar date to separate individual workdays, a one-line limit for each date entered will be followed. Erasures, obliterations, superimposed, or double entries of any type on any one line are unacceptable and will not be processed for payment. If errors are made in signatures, times, post numbers, or duty status on this form, the next line immediately following the line containing such errors, will be used to record all corrected information. A single line will be drawn through the entire line on which such mistakes appear. The Contractor must attach a detailed memorandum explaining the reasons for the mistakes to each form containing erroneous entries.

b) Rest Periods

When the Contractor or a contractor supervisor authorizes rest and relief periods for the contract employees, a substitute officer shall be assigned to the duty location.

c) Work Relief

When the work assignments require that the Contractor's employees do not leave the assigned duty locations until a substitute officer has provided relief, this condition shall be explicitly stated on GSA Form 2580, Guard Post Assignment Record, or other forms designated by ICE COR. The Contractor shall enforce the procedure without exceptions.

W. Training

All training shall be conducted in accordance with PBNDS 2011, Standard 7.3 "Staff Training." Detention Officers shall not perform duties under this contract until they have successfully completed all initial training and the COR receives written certification from the Contractor. Any remuneration or pay due to the Contractor employee in accordance with U.S. Department of Labor regulations for any training time is the responsibility of the Contractor. Alternative or E-training techniques, unless approved in writing by the CO via the COR, shall not be used. The training site shall be provided at no additional cost to the Government.

1) General Training Requirements

All Officers must have the training described in the ACA Standards and in this subsection. The Contractor shall provide the required refresher courses or have an institution acceptable to the COR to provide the training. Failure of any employee to complete training successfully is sufficient reason to disqualify him or her from duty.

All new Detention Officers will receive 60 hours of basic training, not to include firearms, prior to EOD and 40 hours of on-the-job training within the first month of employment. The Contractor's Training Officer will be responsible for administering an on-the-job training program for new employees. A senior Detention Officer, at all times during this latter 40-hour period, must accompany the Detention Officers. The

Contractor's Training Officer shall send a copy of the documentation to the COR upon successful completion of the employee's on-the-job training.

In addition, after completion of the first 100 hours of training, the Contractor has 60 days to complete an additional 40 hours of training for each employee. During the remainder of the first year on duty, the Contractor shall cause the employee to have an additional 40 hours of training for a total of 180 hours within the first year of employment. The training program must directly relate to the employee's assigned position and afford application of necessary job skills.

a) Basic Training Subjects

Officers must complete the training required in accordance with the ACA and PBNDS 2011. Required training may include but not be limited to the following:

1) In-service Orientation/Social Diversity	2 HRS
2) Counseling Techniques/Suicide Prevention and Intervention*	2 HRS
3) Conduct/Duties/Ethics and Courtroom Demeanor	2 HRS
4) Bomb Defense and Threats	1 HR
5) Telephone Communications/Radio Procedures	1 HR
6) Annual IT Security Training	1 HR
7) Fire and other Emergency Procedures	2 HRS
8) Treatment and Supervision of Detainees	2 HRS
9) ICE Use of Force Policy	2 HRS
10) Security Methods/Key Control/Count	1 HR
11) Procedures/Observational Techniques	4 HRS
12) EEO/Sexual Harassment	2 HRS
13) Detainee Escort Techniques	1 HR
14) ICE Paperwork/Report Writing	2 HRS
15) Detainee Searches/Detainee Personal Property	4 HRS
16) Property/Contraband	2 HRS
17) Detainee Rules and Regulations	2 HRS
18) First Aid*	4 HRS
19) Cardiopulmonary Resuscitation (CPR)*	4 HRS
20) Blood-borne Pathogens*	2 HRS
21) Self Defense	8 HRS
22) Use of Restraints	5 HRS
23) Firearms Training**	
24) Sexual Abuse/Assault Prevention and Intervention*	2 HRS
25) ICE National Detention Standards	2 HRS

All training shall be conducted in a classroom or on-the-job training environment and shall be in accordance with the ACA Standards and PBNDS 2011. On-line training is specifically prohibited to meet these requirements, unless approved in writing by the COR.

** Critical Training Subjects*

*** Firearm Training for Detention Officers who are required to provide Armed Transportation shall be in accordance with state licensing requirements. The Contractor shall certify proficiency semi-annually.*

b) Refresher Training

Every year the Contractor shall conduct 40 hours of Refresher Training for all Detention Officers including Supervisory Detention Officers. Refresher training shall consist of these critical subjects listed above and a review of basic training subjects and others as approved by ICE.

The Contractor shall coordinate recertification in CPR and First Aid with the ICE training staff. This training shall be provided at no cost to the Government. Annually, upon completion, the Contractor shall provide documentation of refresher training to the COR.

In addition to the refresher training requirements for all Detention Officers, supervisors must receive refresher training relating to supervisory duties.

c) On-the-Job Training

After completion of the minimum of 60 hours basic training, all Detention Officers will receive an additional 40 hours of on-the-job training at specific post positions to be completed within a month of employment.

This training includes:

- 1) Authority of supervisors and organizational code of conduct.
- 2) General information and special orders.
- 3) Security systems operational procedures.
- 4) Facility self-protection plan or emergency operational procedures.
- 5) Disturbance Control Team training.

d) Training During Initial 60 Day Period

The Contractor shall provide an additional 40 hours of training for Detention Officers within 60 days after completion of first 100 hours of training. The Contractor shall provide the training format and subjects, for approval by the COR and/or CO, prior to the commencement of training.

e) Basic First Aid and CPR Training

All Contractor employees shall be trained in basic first aid and CPR. They must be able to:

- 1) Respond to emergency situations within four minutes.
- 2) Perform cardiopulmonary resuscitation (CPR).

- 3) Recognize warning signs of impending medical emergencies.
- 4) Know how to obtain medical assistance.
- 5) Recognize signs and symptoms of mental illness.
- 6) Administer medication.
- 7) Know the universal precautions for protection against blood-borne diseases.

2) Supervisory Training

All new Supervisory Detention Officers assigned to perform work under this contract must successfully complete a minimum of 40 hours of formal supervisory training provided by the Contractor prior to assuming duties. This training is in addition to mandatory training requirements for Detention Officers. Supervisory training must include at a minimum, the following management areas (in addition to 20 more hours of training):

a) Techniques for issuing written and verbal orders	2 HRS
b) Uniform clothing and grooming standards	1 HR
c) Security Post Inspection procedures	2 HRS
d) Employee motivation	1 HR
e) Scheduling and overtime controls	2 HRS
f) Managerial public relations	4 HRS
g) Supervision of detainees	4 HRS
h) Other company policies	4 HRS

Additional classes are at the discretion of the Contractor with the approval of the COR.

The Contractor shall submit documentation to the COR, to confirm that each supervisor has received basic training as specified in the basic training curriculum.

3) Proficiency Testing

The Contractor shall give each Detention Officer a written examination following each training class to display proficiency. The Contractor may give practical exercises when appropriate.

4) Certified Instructors

Certified instructors shall conduct all instruction and testing. A state or nationally recognized institution shall certify instructors unless otherwise approved in writing by the COR. Certifications of instructors may be established by documentation of past experience in teaching positions or by successful completion of a course of training for qualifying personnel as instructors. The COR must approve the instructor prior to the training course.

5) Training Documentation

The Contractor shall submit a training forecast and lesson plans to the COR or ICE designee at least 30 days prior to all training. The training forecast shall provide date, time, and location of scheduled training and afford the COR observation/evaluation opportunity.

The Contractor shall certify and submit the training hours, type of training, date and location of training, and name of the instructor monthly for each employee to the COR or ICE designee.

V. DETENTION SERVICES

A. Detention Site Standards

The Contractor shall ensure that detention sites conform to PBNDS 2011. A fire and emergency plan shall exist and shall be aggressively managed. The Contractor shall ensure facilities conformance to the following:

1. Be clean and vermin/pest free.
2. Have a suitable waste disposal program.
3. The Contractor shall provide and distribute suitable linens (sheets, pillowcases, towels, etc.). The Contractor shall launder and change linens per PBNDS 2011 4.5 Personal Hygiene.
4. The Contractor shall provide and distribute appropriate clean blankets.
5. The Contractor shall ensure fire and emergency exits remain unimpeded to permit prompt evacuation of detainees and staff members in an emergency.
6. The Contractor shall provide and distribute articles of personal hygiene (e.g., soap, personal deodorant, toothbrush, toothpaste, comb, toilet paper, and shaving equipment).

For safety, security, and sanitation purposes, an inspection of the detainee housing areas shall be conducted by a supervisor at a minimum of once per shift. The inspection shall be logged into the security logbook and be available for review by the COR or ICE designee.

All locks, windows, walls, floors, ventilators, covers, access panels, and doors shall be checked daily for operational wear and detainee tampering. The Contractor shall take immediate action to repair all defective equipment.

The facility shall be subject to periodic and random inspections by the COR, ICE designee, or other officials to ensure compliance with ICE Standards. Deficiencies shall be immediately rectified or a plan for correction submitted by the Contractor to the COR for approval.

B. Language Access

The Contractor is responsible for providing meaningful access to all programs and services (e.g. medical, intake, classification, sexual assault reporting) for individuals with limited English proficiency. This should be accomplished through professional interpretation and

translation or bilingual personnel for necessary communication with detainees who do not speak or understand English. Oral interpretation should be provided for detainees who are illiterate. Other than in emergencies, and even then, only for that period of time before appropriate language services can be procured, detainees shall not be used for interpretation or translation services. The Contractor should utilize commercial phone language interpretive services to ensure fulfillment of this requirement. All written materials provided to detainees shall generally be translated into Spanish. Where practicable, provisions for written translation shall be made for other significant segments of the ICE population with limited English proficiency.

C. Health and Medical Care Policies

The Contractor shall comply with written policies and procedures for appropriately addressing the health needs of detainees in ICE custody. Written policies and procedures shall include, but not be limited to, the following:

1. Policies and procedures for accessing 24-hour emergency medical care for ICE detainees.
2. Policies and procedures for prompt summoning of emergency medical personnel.
3. Policies and procedures for evacuation of detainees, if deemed necessary by qualified medical personnel.
4. Policies, procedures, and post procedures for duty officers to ensure that medical emergencies are recognized and promptly attended to.
5. The Contractor shall notify the COR and/or ICE designee of all detainee requests for the need of medical treatment. These requests shall be addressed with urgency.

D. Medical Services

The Contractor must provide adequate space for health services, to include office and support space within the medical clinic.

The Medical Service Provider shall be responsible for providing health care services for ICE detainees at the Facility in accordance with the current PBNDS 2011, NCCHC and/or the ACA standards that are in place at the time of this agreement, including but not limited to intake arrival screening, infectious disease screening, treatment, and public health coordination; emergent, acute and chronic care; on-site sick call; dental services; and mental health services. Also required is over the counter and prescription medications per the current ICE Health Service Corps (IHSC) National Formulary (Attachment 3) and IHSC Form 067 Request for approval of non-formulary medications (Attachment 4) or equivalent. Elicitation of a history and provision of required vaccinations per the Centers for Disease Control and Prevention (CDC) and the Advisory Committee for Immunization Practices (ACIP) recommendations is a requirement of all contractors providing health care services for ICE detainees, at a minimum to address the population that are the highest risk (i.e. Diabetics, HIV, Cancer, Seizure, Heart Disease, Asthma, Cancer and over the age of 50, pregnant females and other special populations), as well as those necessary to address public health reporting, investigations, outbreaks and pandemic events according to guidance provided by the IHSC Field Medical Coordinator (FMC) and state and local requirements. On-site routine labs and CLIA waived testing will be a requirement of the Medical Service Provider. Off-site labs must be approved through the Medical Payment Authorization Request (MedPAR) system

and will be paid for by IHSC. All routine medical supplies will be provided at no additional cost to the government or the ICE detainee. All of the above costs will be included in the Medical Services daily rate for this contract except the following, the costs of which will be covered by the Government in accordance with Paragraphs 12, 15, 16 and 19 of this Section D regarding Medical Services: off-site specialty care and specialty care provided onsite through telemedicine; emergent care and/or hospitalizations; related off-site transportation and security; approved patient-specific prescriptions for formulary and non-formulary medications and orders for durable medical equipment, regardless of the point of purchase. COVID-19 vaccinations are in development. Once FDA approved and available for administering, this vaccine, and others, are not included in the Medical Services daily rate and will be covered by the Government in accordance with a process mutually agreed upon between ICE and the Contractor.

The mechanism for approval of retail purchases of medications is required of the clinical medical authority, as designated through the position description submitted by the Medical Service Provider, and durable medical equipment will be made available through the MedPAR system with assistance of the IHSC Field Medical Coordinator (FMC) or designee as needed.

1. In the event of a medical emergency, the Medical Service Provider shall proceed immediately to provide necessary emergency medical treatment, including initial on-site stabilization and off-site transport to an appropriate emergent care facility, as needed. The Medical Service Provider shall notify ICE immediately regarding the nature of the transferred detainee's illness or injury and the type of treatment provided. The cost of all emergency medical services provided off-site will be the responsibility of ICE Health Service Corps (IHSC). At no time shall the Medical Service Provider or detainee incur any financial liability related to such services. All such services are submitted for approval through the MedPAR system. The primary point of contact for obtaining pre-approval for non-emergent care as well as the post-approval for emergent care will be the IHSC FMC assigned to this location.
2. The Medical Service Provider shall furnish a twenty-four (24) hours/seven days per week emergency medical/dental/mental health care contact list which must include local hospitals and other off-site specialty care providers. The Medical Service Provider shall ensure they have access to an off-site emergency medical provider at all times.
3. The Medical Service Provider must make available a facility emergency evacuation procedure guide that includes any patients currently housed in a medical/mental health housing area, including any isolation rooms as well as other special housing areas within the facility. The Medical Service Provider must provide training on all emergency plans to the on-site medical staff, both initially and annually after hire.
4. A separate medical record, apart from the resident's social record/or alien file, is to be maintained by the authorized Medical Service Provider. Medical records will be created and maintained by the responsible authorized Medical Service Provider and/or the ICE contracted vendor. IHSC will have full and open access to all detainee medical records during custody and up through the record retention timeframe, and as stipulated by state and local regulations. These documents will be maintained and stored per the following:
 - a) ICE Health Service Corps uses the following retention requirement to maintain detainee health records for 10 years after release from custody for adults; the records for minors

will be maintained until the minor reaches the age of 27 years. Records will be maintained in a format that is easily accessed and, in a location that is secure, pest and vermin free environment, protected from fire, flood, humidity, dust, mildew, mold, and preferably climate controlled.

- b) A copy of a detainee's medical records shall be transferred with the detainee upon request of the detainee. Otherwise a medical transfer summary shall accompany each detainee outlining necessary care during transit and initial period of detention entry into another facility, including current medications, medical precautions, tuberculosis testing and evaluation status, equipment needed, and appropriately authorized methods of travel. It is preferred that the Medical Service Provider seek to provide an Office of the National Coordinator (ONC) certified electronic health record for recording all detainee encounters. If a paper record is used, the record format must adhere to the NCCHC and/or other National Health Record format.
5. The Medical Service Provider shall furnish on-site health care under this Agreement as defined by the Facility Local Health Authority (usually the Health Administrator) and as approved by the ICE Health Authority on the effective date of this Agreement. The Medical Service Provider shall not charge any ICE detainee a fee or co-payment for medical services or treatment provided at the Facility. The Medical Service Provider shall ensure that ICE detainees receive no lower level of onsite medical care and services than those spelled out in the current PBNDS 2011 and based on community standards of care.
6. The Medical Service Provider shall ensure that all health care providers utilized for the care of ICE detainees are credentialed, to include: primary source verification, current licensure, certifications, and/or registrations within the State and/or City where they treat the detained population, and inquiry regarding sanctions or disciplinary actions (i.e. National Practitioner Data Bank). The Medical Service Provider shall retain, at a minimum, staffing levels as approved at the time of implementation, the Contract Health Services Staffing Plan (Attachment 5 to the RFP is included as an example of minimum staffing levels). The Medical Service Provider shall ensure that all health care staff employed under this agreement to provide care to ICE Detainees shall be licensed and/or certified as required by the State in which the designated facility covered under this agreement resides. At no time will unlicensed and/or uncertified health care staff provide care to ICE Detainees.
7. The Medical Service Provider shall ensure that its healthcare system /employees solicit from each detainee requests for healthcare (sick call) daily and that this is tracked through a written system of accountability and within the health record with care delivered per current PBNDS 2011, NCCHC and/or ACA standards.
8. On-site health care personnel shall perform initial medical screening within 12 hours of arrival to the Facility. Arrival screening shall include, at a minimum, all questions captured on the PBNDS 2011 Intake Screening Form (Attachment 6) or equivalent: testing for TB infection and/or disease, and the elicitation and recording of past and present medical history (mental and physical, dental, pregnancy status, history of substance abuse, screening questions for other infectious disease, and current health status). Initial screening will also entail measurement of height, weight, and a complete set of vital signs (BP, P, R, and T). Blood sugar and O2 readings

may be necessary dependent upon specified diagnosis or current medical concern exhibited or verbalized by the detainee and observed by medical provider.

- a) A full health assessment to include a history and physical examination shall be completed within the first 14 days of an adult detainee arrival unless the clinical situation dictates an earlier evaluation. Detainees with chronic medical, dental, and/or mental health conditions shall receive prescribed treatment and follow-up care with the appropriate level of provider and in accordance with the current PBNDS 2011, NCCHC and/or ACA standards.
 - b) Pregnancy Screening. Initial health screening will ensure that all female detainees/residents ages 10-56 complete a pregnancy test. The Field Operations Director (FOD) will be notified immediately regarding females determined to be pregnant, but no later than 72 hours after such determination. The field medical coordinator (FMC) and other IHSC personnel will coordinate with the Assistant FOD and /or FOD in ensuring that detention facility staff are aware of these notification requirements.
9. The Medical Service Provider must provide detainees with access to medical services, preferably on-site, or with minimal wait times for community providers. Services provided shall include sick call coverage, provision of over the counter and prescription medications, treatment of minor injuries, treatment of special needs, mental health and dental health assessments. All travel medications must be provided per the current PBNDS 2011 requirement. The facility mental health program shall include appropriate group counseling, individual talk therapy, peer-support groups, and psychiatric services to meet the needs of the population.
 10. The Medical Service Provider shall furnish mental health evaluations as determined by the Facility Local Health Authority and in accordance with the current PBNDS 2011, NCCHC and/or ACA standards.
 11. If the Medical Service Provider determines that an ICE detainee has a medical condition which renders that person unacceptable for detention under this Agreement (for example, condition needing life support, uncontrollable violence, or serious mental health condition), the Medical Service Provider shall notify their FMC and ICE. Upon such notification, the Medical Service Provider shall allow ICE reasonable time to make the proper arrangements for further disposition of that detainee. The Medical Service Provider should expect to be requested and attest to ICE that the detainee is medically cleared for transportation and advise ICE of the necessary precautions and equipment required for such transportation. IHSC FMC consultation regarding these matters is available at any time.
 12. Hospitalization of Detainees

Upon order of the COR or designated ICE officer, or in an emergency situation, the Contractor shall take custody of and safeguard detainee(s) at a hospital or clinic when the detainee(s) are undergoing medical examination. Off-site medical Transportation Services and Stationary Guard Services are not included in the Medical Services daily rate for this contract. These services will continue to be invoiced separately, in accordance with the rates established under the respective Contract Line Item Numbers. The contract employee will remain until relieved by another contract employee. Twenty-four-hour custody shall be maintained, with constant visual observation when practicable. The detainees shall not use the

telephones unless the Contractor receives prior approval from the COR or other ICE designee. The contract employees shall not fraternize with clinic/hospital staff or with casual visitors to the clinic/hospital. Detainee visitation is not permitted at the hospital. To prevent any situation which could result in a breach of security, requests for visitation while the detainee is in detention, including hospital detention shall be pre-approved by the COR(s) or other ICE designee prior to allowing access to the detainee. The Contractor is obligated to relay messages as requested by the detainee to the COR or other ICE designee.

13. Manage a Detainee Death

The Contractor shall comply with PBNDS 2011, Standard 4.7 Terminal Illness, Advanced Directives, and Death, in the event of a detainee injury or death. In the event of a detainee death, the Contractor shall immediately notify the COR or ICE designee and submit a written report within 24 hours. The Contractor shall fingerprint the deceased. Staff members performing the fingerprinting shall date and sign the fingerprint card to ensure that a positive identification has been made and file the card in the detainee's file. Personal property of the deceased shall be inventoried, and release coordinated with ICE to the designated family member, the nearest of kin, or the Consular Officer of the detainee's country of legal residence.

If death is due to violence, accident surrounded by unusual or questionable circumstances, or is sudden and the deceased has not been under immediate medical supervision, the Contractor shall notify the coroner of the local jurisdiction to request a review of the case, and if necessary, examination of the body.

The Contractor shall establish coroner notification procedures outlining such issues as performance of an autopsy, who will perform the autopsy, obtaining state-approved death certificates, and local transportation of the body.

The Contractor, in coordination with the COR or ICE-designee, shall ensure the body is turned over to the designated family member, the nearest of kin, or the Consular Officer of the detainee's country of legal residence.

14. The Medical Service Provider shall release any and all medical information for ICE detainees to IHSC representatives upon request.
15. The Medical Service Provider shall submit a Medical Payment Authorization (MedPAR) to IHSC for payment for off-site medical care (e.g. off-site lab testing, eyeglasses, prosthetics, specialty care, hospitalizations, emergency visits) and for specialty care provided onsite through telemedicine. The Medical Service Provider shall enter payment authorization requests electronically as outlined in the MedPAR User Guide: <https://medpar.ehr-icehealth.org/>.
16. The Health Authority of the Medical Service Provider shall notify ICE and the FMC as soon as possible if emergency off site care will be or was required; and in no case more than 72 hours after the detainee received such care. Authorized payment for all off-site medical and/or mental health services beyond the initial emergency situation will be made by the Veterans

Administration Financial Service Center (VA FSC) on behalf of IHSC directly to the medical provider(s).

IHSC VA Financial Services Center PO
Box 149345
Austin, TX 78714-9345
Phone: (800) 479-0523
Fax: (512) 460-5538

17. The Medical Service Provider shall allow IHSC and ICE personnel access to its facility and ICE detainees' medical records for healthcare review, complaint investigations, and liaison activities with the local contract Health Authority and associated Medical Service Provider departments in accordance with HIPAA privacy exception at 45 CFR §§ 164.512 (k)(5)(i).
18. The Medical Service Provider shall provide ICE detainee medical records to ICE whether created by the Medical Service Provider or a sub-Medical Service Provider/vendor upon request from the Contracting Officer's Representative or Contracting Officer in accordance with HIPAA privacy exception at 45 C.F.R. §§ 164.512 (k)(5)(i). This privacy exception allows disclosure without consent to a correctional institution or a law enforcement official having lawful custody of an inmate or other individual if the correctional institution or such law enforcement official represents that such protected health information is necessary for:
 - a) The provision of health care to such individuals;
 - b) The health and safety of such individual or other inmates;
 - c) The health and safety of the officers or employees of or others at the correctional institution;
 - d) The health and safety of such individuals and officers or other persons responsible for the transporting of inmates or their transfer from one institution, facility, or setting to another;
 - e) Law enforcement on the premises of the correctional institution;
 - f) The administration and maintenance of the safety, security, and good order of the correctional institution; and
 - g) Conducting a quality improvement / quality of care review consistent with an established quality improvement (medical quality management) program and interfacing with the IHSC quality improvement program consistent with federal, state, and local laws.
19. The VA Financial Services Center provides prescription drug reimbursement for individuals in the custody of ICE. Prescriptions are filled at local pharmacies which are part of the Script Care Network (or other designated Pharmacy Benefits Manager). Below is the process for obtaining prescriptions for ICE detainees:
 - a) The Medical Service Provider shall request a group number which should be used at the pharmacy in conjunction with the BIN# 004410 and Processor Control # assigned by Script Care Network to designate the pharmacy benefit is for an ICE detainee. The custodial facility should either fax or take a copy of the prescription to their participating pharmacy and indicate that the prescription is for an ICE detainee.

- b) The pharmacy shall run the prescription through the Script Care network for processing.
- c) Formulary prescriptions will be dispensed; however, there will be no need for an exchange of cash between the pharmacy and custodial facility as the pharmacy will receive payment directly from Script Care.
- d) Non-Formulary prescriptions will follow the same procedure as formulary prescriptions; however, non-formulary medications will require prior authorization. The custodial facility will fax the Drug Prior Authorization Request Form to Script Care to 409-833-7435. The authorization will be loaded into the Script Care network and the pharmacy will receive a call indicating that the prescription has been approved. Non-Formulary urgent requests must be submitted in the above manner except an X should be placed on the form marked for URGENT REQUEST and faxed to 409-923-7391. The authorization shall be loaded into the Script Care network and the pharmacy shall receive a call indicating the prescription has been approved.

For further information regarding the Script Care Network please contact the VA Financial Services Center at 800-479-0523 or Script Care directly at 800-880-9988.

20. Facility Requirements for Infectious Disease Screening

The Medical Service Provider will ensure that there is adequate space and equipment to provide medical intake screening including tuberculosis (TB) screening within the intake processing area.

a) Tuberculosis Screening

The Medical Service Provider will perform TB screening as part of the routine intake screening, which must be completed within 12 hours of detainee admission. TB screening will include, at a minimum, TB symptom screening and testing for TB infection and/or disease using any Food and Drug Administration (FDA) approved method. Detainees who have symptoms suggestive of TB disease will be immediately placed in an airborne infection isolation room and promptly evaluated for suspected TB disease. Detainees who are initially tested using a test for TB infection [TB skin test (TST) or interferon gamma release assay (IGRA)], and the results are positive according to criteria, but have no symptoms suggestive of TB disease, must be evaluated with a chest radiograph within 5 days of the notification of a positive result.

Detainees who are identified with confirmed or suspected active TB (e.g., symptoms or chest radiograph suggestive of TB) will be placed in a functional airborne infection isolation room and managed in accordance with the current PBNDS 2011 and all applicable CDC guidelines: <http://www.cdc.gov/tb/publications/guidelines/default.htm>. If there is no clinical or radiographic evidence suggestive of TB disease the detainee can be housed with the general population. Only a trained and qualified health care provider can perform chest radiography if the site has this capability, and only a credentialed radiologist can interpret these radiographs. The facility will have an alternative non-punitive process in place for detainees who refuse the TB screening assessment.

The Medical Service Provider will notify IHSC and the local health department of all detainees with confirmed or suspected TB disease, including detainees with clinical or radiographic evidence suggestive of TB. Notification shall occur within one working day of identifying a detainee with confirmed or suspected TB disease. Notification to local health departments shall identify the detainee as being in ICE custody and shall include the ICE detainee number and other identifying information. For detainees with confirmed or suspected TB disease, the Medical Service Provider will coordinate with IHSC and the local health department to facilitate release planning and referrals for continuity of care prior to release.

The Medical Service Provider will evaluate detainees annually for symptoms consistent with TB within one year of the previously documented TB evaluation. For detainees initially screened with a TST or IGRA with a negative result, annual evaluation will include testing with the same method as previously used. For detainees initially evaluated with a chest radiograph interpreted as not suggestive of TB disease, routine annual chest radiograph is not recommended.

b) Radiology Service Provider

If the Medical Service Provider utilizes radiology for TB screening, the requirement should be built into the established Medical Services daily rate for this contract. The cost of equipment, maintenance, staff training, interpretation of the radiographs by credentialed radiologists, and the transmission of data to and from the detention facility will be charged directly to the facility.

21. Airborne Precautions

In order to prevent the spread of airborne infectious disease or cross contamination of zones within the facility, it is preferred that the HVAC system in the intake screening area be designed to exhaust to the exterior and prevent air exchange between the intake screening area and any other area within the facility (see CDC guidelines <http://www.cdc.gov/tb/publications/guidelines/Correctional.htm>)

22. Language Access

The Medical Service Provider is responsible for providing meaningful access to all programs and services (e.g. medical, intake, classification, sexual assault reporting) for individuals with limited English proficiency. This should be accomplished for necessary communication with residents who do not speak or understand English through professional interpretation and translation or qualified bilingual personnel. Oral interpretation should be provided for residents who are illiterate. Only during emergencies, and even then, only for that period of time and until appropriate language services can be procured, can facility residents be used for interpretation or translation services. The Medical Service Provider should utilize commercial phone language interpretive services to ensure fulfillment of this requirement. Telephones that can be used for this purpose must be available in each classroom. In addition, deaf detainees or residents shall have access to a TTY telephone.

23. Standards of Medical Care

The Medical Service Provider is responsible for providing resources for evidence-based standards of medical care which can be used as a guide for treatment of most diagnosed health care concerns. See examples of resources below.

- a) Asthma
IHSC Sample Clinical Practice Guidelines (Attachment 7)
- b) Chemical dependence/ Intoxication/ Withdrawal
Federal Bureau of Prisons Clinical Practice Guideline: Detoxification of the Chemically Dependent Inmate. See IHSC Operations Memorandum 11-004 dated June 9, 2011 for reference.
http://www.bop.gov/resources/health_care_mngmt.jsp
- c) Diabetes
Standards of Medical Care in Diabetes—2015 American Diabetes Association
http://care.diabetesjournals.org/content/38/Supplement_1
- d) Epilepsy
American Epilepsy Society
https://www.aesnet.org/clinical_resource_s/guidelines
- e) Gender Dysphoria
IHSC Sample Clinical Practice Guidelines (Attachment 7)
- f) Hepatitis A and B
Federal Bureau of Prisons Clinical Practice Guidelines for Hepatitis A, Hepatitis B and Cirrhosis.
http://www.bop.gov/resources/health_care_mngmt.jsp
- g) Hepatitis C
IHSC Sample Clinical Practice Guidelines (Attachment 7)
- h) HIV
NIH Guidelines for the Use of Antiretroviral Agents in HIV-1 Infected Adults and Adolescents
<http://www.aidsinfo.nih.gov/guidelines>
- i) Hypertension
IHSC Sample Clinical Practice Guidelines (Attachment 7)
- j) Lipids
2013 American College of Cardiology/American Heart Association Blood Cholesterol Guideline
2011 American Heart Association Scientific Statement: Triglycerides and Cardiovascular Disease <https://circ.ahajournals.org/content/123/20/2292.full.pdf>
- k) Sickle Cell Disease
IHSC Sample Clinical Practice Guidelines (Attachment 7)
- l) Tuberculosis
Tuberculosis Management Control Guide for IHSC Medical Clinics Centers for Disease Control and Prevention
<http://www.cdc.gov/tb/publications/guidelines/default.htm>
- m) Depression
Federal Bureau of Prisons Clinical Practice Guideline: Management of Major Depressive Disorder
http://www.bop.gov/resources/health_care_mngmt.jsp
- n) Schizophrenia

24. Quality Assurance (QA) Program

The Medical Service Provider shall implement an internal review and quality assurance program for the purposes of maintaining operations in accordance with the current PBND 2011, NCCHC and/or ACA.

The minimum data inputs for trending, analysis, planning, executing, and assessing the effectiveness of QA- and quality improvement (QI)-related activities and corrective actions will derive from data collected by means of formal incident reports (see below) and the IHSC electronic Quality Medical Care (QMC) Audit tool (Attachment 8). IHSC encourages facilities to collect additional data unique to the facility and its environment for use in their QA program.

The Medical Service Provider must complete and forward to the designated IHSC FMC the QMC tool report and an analysis of incident reports (Attachment 9) on a quarterly basis on the 10th of the month following the end of each fiscal year quarter (1st quarter –Oct, Nov, Dec; 2nd quarter-Jan, Feb, Mar; 3rd quarter-Apr, May, Jun; 4th quarter-Jul, Aug, Sept).

The clinical operation will be audited by IHSC every 6 months. This audit will be conducted by a designated IHSC Healthcare professional. In addition to the audit mentioned above the facility will be assessed for maintaining compliance with the NCCHC, ACA, and the current PBND 2011 requirements.

The QA program shall include:

- a) Participation in a multidisciplinary QI committee;
- b) Collection, trending analysis, and evaluation of data, along with planning, interventions and reassessments;
- c) Analysis of the need for ongoing education and training;
- d) On-site monitoring of health service outcomes on a regular basis through:
 - 1) Chart reviews (including investigation of complaints and quality of health)
 - 2) Review of practices for prescribing and administering medication;
 - 3) Investigation of complaints and grievances;
 - 4) Monitoring of corrective action plans;
 - 5) Reviewing all deaths, suicide attempts and illness outbreaks;
 - 6) Developing and implementing QI activities or corrective actions plans to address and resolve identified problems and concerns;
 - 7) Reevaluating problems or concerns to determine whether QI activities or corrective actions implemented achieved and sustained desired results;
 - 8) Incorporating findings of internal review activities into the organization’s educational and training activities;
 - 9) Ensuring records of internal review activities comply with legal requirements on confidentiality of records.

- 10) External peer review on an annual basis for all independently licensed medical professionals.

The Medical Service Provider will achieve full NCCHC (Adult) accreditation within twelve months of the contract award. The service provided will maintain accreditation compliance at all times for the life of the contract.

25. Environmental Health

The Medical Service Provider shall implement all requirements of the Environmental Health and Safety sections of the current PBNDS 2011 in the health services areas, to include all areas where medical, dental, mental health, and intake medical screening services are performed. The Medical Service Provider shall implement all general housekeeping and environmental cleaning and disinfection in all areas where medical, dental, mental health, and intake medical screening services are rendered, including routine and terminal cleaning of medical housing and medical isolation units.

26. Electronic Health Record (eHR)

The Medical Service Provider will be responsible to provide and utilize an ONC-CCHIT Electronic Health Record.

E. Detainee Voluntary Work Program (if applicable)

The Contractor shall develop a detainee work program plan with the approval of the CO prior to receipt of the Notice to Proceed. Detainee labor shall be used in accordance with the approved detainee work plan and will be paid \$1 day. The detainee work plan must be voluntary, and may include work assignments for industrial, maintenance, custodial, service, or other jobs. The detainee work program shall not conflict with any other requirements of the contract and must comply with all applicable laws and regulations.

Detainees shall not be used to perform the responsibilities or duties of an employee of the Contractor. Detainees shall not be used to perform work in areas where sensitive documents are maintained such as designated ICE workspace. Appropriate safety/protective clothing and equipment shall be provided to detainee workers. Detainees shall not be assigned work that is considered hazardous or dangerous. This includes, but is not limited to, areas or assignments requiring great heights, extreme temperatures, use of toxic substances, and unusual physical demands.

The Contractor shall supply sufficient Detention Officers to monitor and control detainee work details. Unless approved by the COR, these work details must be within the security perimeter.

It will be the sole responsibility of ICE to determine whether a detainee will be allowed to perform on voluntary work details and at what classification level. All detainees shall be searched when they are returned from work details.

VI. REQUIRED ADMINISTRATION AND MANAGEMENT SERVICES

A. Manage the Receiving and Discharge of Detainees

1. In accordance with PBNDS 2011, the Contractor will provide for the admitting and releasing of detainees to protect the health, safety, and welfare of each individual. During the admissions process, detainees undergo screening for medical purposes, have their files reviewed for classification purposes, submit to a standard body search, and are personally observed and certified regarding the examination, categorization, inventorying, and safeguarding of all personal belongings. This shall include fingerprinting of detainees.

The Contractor shall provide a detainee classification system that adheres to the requirements of PBNDS 2011, Standard 2.2 "Custody Classification System," and ensures detainees are classified appropriately using objective criteria. Detainees will be classified upon arrival, before being admitted to the general detainee population. The Contractor will periodically re-classify detainees, in accordance with the PBNDS 2011.

The Contractor may be required to access and utilize ICE detention booking system to properly book detainees in and out of ICE custody.

2. The Contractor shall effectuate departures. Effectuating departure requires Contractor employees to perform detainee-related activity including but not limited to: positive identification, documentation preparation and review, provision of any sack lunches required, transportation, escorting and returning all DHS documentation to the appropriate DHS supervisor upon completing the escort assignment. In addition, Contractor employees shall, when required by proper authority, affirm, swear, and witness to all actions of effectuating departure that were accomplished, performed, carried-out, and done and in transactions involving the detainee(s), when required in a legal setting, deposition, or court of law.

The time, point, and manner of release from a facility shall be consistent with safety considerations and shall take into account special vulnerabilities. Facilities that are not within a reasonable walking distance of, or that are more than one mile from, public transportation shall transport detainees to local bus/train/subway stations prior to the time the last bus/train leaves such stations for the day. If public transportation is within walking distance of the detention facility, detainees shall be provided with an information sheet that gives directions to and describes the types of transportation services available. However, facilities must provide transportation for any detainee who is not reasonably able to walk to public transportation due to age, disability, illness, mental health or other vulnerability, or as a result of weather or other environmental conditions at the time of release that may endanger the or safety of the detainee. Upon release, detainees shall also be provided with a list of shelter services available in the immediate area along with directions to each shelter. Prior to their release, detainees shall be given the opportunity to make a free phone call to a friend or relative to arrange for pick up from the facility. As practicable, detainees shall be provided with a laundered set of their own clothing, or one set of non-institutional clothing and footwear, weather appropriate,

for their final destination.

B. Manage and Account for Detainee Assets (Funds, Property)

The Contractor is solely responsible for all detainee personal property (i.e. stolen/misplaced goods due to Contractor negligence and/or mishandling of detainee personal property). The Contractor shall provide written policies and procedures in managing the detainee's personal property.

The safeguarding of detainees' personal property will include: the secure storage and return of funds, valuables, baggage, and other personal property; a procedure for documentation and receipting of surrendered property; and the initial and regularly scheduled inventories of all funds, valuables, and other property. In accordance with the PBNDS 2011, every housing area shall include a designated storage area. This area shall contain a lockable or other securable space for storing detainees' authorized personal property.

Written procedures shall be established for returning funds, valuables, and personal property to a detainee being transferred or released that adheres to the requirements of ICE policy. The Contractor shall ensure that all detainees who are scheduled for either transfer or release are given all funds (in cash or check, whichever is deemed appropriate by the ICE COR or ICE designee immediately prior to leaving the facility. Confiscated foreign currency funds are to be returned to the detainee. This includes the out-processing of detainees on all removal flights. For such removal flights, the Contractor will provide all necessary items for removal processing.

C. Securely Operate the Facility

Policy and procedures for the maintenance and security of keys and locking mechanisms shall be developed, in accordance with the PBNDS 2011, 2.7 Key and Lock Control. The procedures shall include, but are not limited to: method of inspection to expose compromised locks or locking mechanisms; method of replacement for all damaged keys and/or locks; a preventive maintenance schedule for servicing locks and locking mechanisms and method of logging all work performed on locks and locking mechanisms; policy for restricting security keys from 24 hour issue or removal from the institution; and method of issuing emergency keys.

Staff responsible for lock maintenance shall receive training and be certified from a Government-approved training program specializing in the operation of locks and locking mechanisms.

The Contractor shall provide constant armed perimeter surveillance of the facility.

D. Establish and Maintain a Program for the Prevention of Sexual Abuse/Assault

The Contractor shall develop and implement a comprehensive sexual abuse/assault prevention and intervention program in accordance with PBNDS 2011, Standard 2.11, "Sexual Abuse and Assault Prevention and Intervention," and all facility requirements of

DHS PREA (“Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities,” 79 Fed. Reg. 13100 (Mar. 7, 2014), as outlined <https://www.govinfo.gov/content/pkg/FR-2014-03-07/pdf/2014-04675.pdf>). This program shall include training and/or information that is given separately to both staff and detainees.

E. Collect and Disseminate Intelligence Information

Policy and procedures for collecting, analyzing, and disseminating intelligence information regarding issues affecting safety, security, and the orderly running of the facility shall be developed. This information shall include, but not be limited to: gang affiliations; domestic terrorist groups; tracking of detainees having advanced skills in areas of concern (locksmiths, gunsmiths, explosives, and computers, etc.); narcotics trafficking; mail and correspondences; detainee financial information; detainee telephone calls; visiting room activity; and actions of high-profile detainees. The Contractor shall share all intelligence information with the Government.

F. ICE Notifications

The Contractor shall immediately report all serious incidents as outlined in the detention standards to the Field Office Director or ICE designee and the COR. Serious incidents include, but are not limited to the following: activation of disturbance control team(s); disturbances (including gang activities, group demonstrations, food boycotts, work strikes, work place violence, civil disturbances/protests); staff uses of force including use of lethal and less-lethal force (includes detainees in restraints more than eight hours); assaults on staff/detainees resulting in injuries that require medical attention (does not include routine medical evaluation after the incident); fires; fights resulting in injuries requiring medical attention; full or partial lock-down of the facility; escape; weapons discharge; suicide attempts; deaths; declared or non-declared hunger strikes; adverse incidents that attract unusual interest or significant publicity; adverse weather; fence damage; power outages; bomb threats; high profile detainee cases admitted to a hospital; significant environmental problems that impact the facility operations; transportation accidents (e.g., airlift, bus) resulting in injuries, death or property damage; and sexual assaults.

Pursuant to ICE instructions, the Contractor shall counteract civil disturbances, attempts to commit espionage or sabotage, and other acts that adversely affect the normal site conditions, the security and safety of personnel, property, detainees, and the general public.

The Contractor will complete all notifications to ICE/ERO as outlined in the PBNDS 2011.

G. Maintain Institutional Emergency Readiness

The Contractor shall submit an institutional emergency plan that will be operational prior to issuance of the NTP, in accordance with PBNDS 2011, Standard 1.1 Emergency Plans. The plan shall receive the concurrence of the COR prior to implementation and shall not be modified without the further written concurrence of the CO.

The Contractor shall have written agreements with appropriate state and local authorities that will allow the Contractor to make requests for assistance in the event of any emergency incident that would adversely affect the community.

Any decision by ICE or other federal agencies to provide and/or direct emergency assistance will be at the discretion of the Government. The Contractor shall reimburse the Government for any and all expenses incurred in providing such assistance.

The Contractor shall submit to the COR a proposed inventory of intervention equipment (e.g., weapons, munitions, chemical agents) intended for use during performance of this contract. The COR, prior to issuance of the NTP, shall provide concurrence of the intervention equipment. The approved intervention equipment inventory shall not be modified without prior written concurrence of the CO.

The Contractor shall obtain the appropriate authority from state or local law enforcement agencies to use force as necessary to maintain the security of the facility. The use of force by the Contractor shall at all times be consistent with all applicable policies of PBNDS 2011, Standard 2.15 Use of Force and Restraints.

H. Manage Computer Equipment and Services in Accordance with all Operational Security Requirements

The Contractor shall comply with all federal security and privacy laws and regulations established to protect federal systems and data. The Contractor shall inform all personnel of the confidential nature of ICE detainee information.

The Contractor shall restrict access to data information pertaining to ICE detainees to authorized employees with the appropriate clearance who require this information in the course of their official duties.

The Contractor may not disclose information pertaining to ICE detainees to a third party without written permission from the COR.

The Contractor shall develop a procedural system to identify and record unauthorized access or attempts to access ICE detainee information. The Contractor shall notify the COR or ICE-designee within four hours of a security incident.

I. Manage and Maintain a Commissary

A commissary shall be operated by the Contractor as a privilege to detainees who will have the opportunity to purchase from the commissary at least once per week. These items will not include those items prohibited by the Warden/Facility Director. All items available at the commissary must be approved by the COR or ICE-designee. The commissary inventory shall be provided to the COR upon request. Notice of any price increases must be provided to the COR. The Contractor may assess sales tax to the price of items, if state sales tax is applicable.

Revenues shall be maintained in the facility commissary account and not commingled with any other funds. If funds are placed in an interest-bearing account, the interest earned shall be credited to the detainees. Any expenditure of funds from the account shall only be made with the approval of the Contracting Officer. Any revenues earned in excess of those needed for commissary operations shall be used solely to benefit detainees at the facility. Using these funds for any expense for which the Contractor is required to pay is prohibited. The Contractor shall provide independent auditor certification of the funds to the COR every 90 days.

At the end of the contract period, or as directed by the Contracting Officer, a check for any profits remaining in this account associated with detainee commissary purchases shall be made payable to the Treasury General Trust Fund and given/transmitted to the Contracting Officer.

Detainees are permitted to receive funds from outside sources (i.e., from family, friends, bank accounts). Outside funds or those generated from work may be used to pay for products and services from the commissary.

J. Manage and Maintain a Detainee Telephone System (DTS)

1. The Contractor shall provide detainees with reasonable and equitable access to telephones as specified in PBNDS 2011, Standard 5.6 Telephone Access. Telephones shall be located in an area that provides for a reasonable degree of privacy and a minimal amount of environmental noise during phone calls.
2. If authorized to do so under applicable law, the Contractor shall monitor and record detainee conversations. If detainee telephone conversations can be monitored under applicable law, the Contractor shall provide notice to detainees of the potential for monitoring. However, the Contractor shall also provide procedures at the facility for detainees to be able to place unmonitored telephone calls to their attorneys.
3. Telephone rates shall not exceed the Federal Communications Commission (FCC) rates for inmate telephone service, as well as State established rates where applicable, and shall conform to all applicable federal, state, and local telephone regulations.
4. Video phones, portable electronics or other enhanced telecommunications features provided by the DTS Contractor to ICE detainees, based upon concurrence between ICE and the Contractor, may be added in the future subject to negotiation at no cost to ICE. These features may not in any way compromise the safety and security of the detainees, staff or the facility. Any new or enhanced telecommunications features must be integrated within the DTS service and can NOT be a separate system or software from the DTS service. Such capabilities may now or in the future include; video visitation, limited web access for law library, email, kites, commissary ordering, educational tools, news, sports, and video games. Pricing for the use of these technologies will be set by the

DTS provider, subject to negotiations with ICE, and shall be negotiated at a future time and date if required.

5. The ICE designated DTS Contractor shall be the exclusive provider of detainee telephones for this facility. This will occur at the expiration of any current contract with a Telecommunications Company. Notwithstanding any existing Telecommunications contract, the Contractor shall require the Telecommunications Company to provide connectivity to the DTS Contractor for detainee pro bono telephone calls. The Contractor shall make all arrangements with the DTS Contractor per the DTS Contract. The DTS Contractor shall be allowed to install vending debit machines and shall receive 100 percent of all revenues collected by sale of prepaid debit services. The DTS Contractor shall be responsible for furnishing all inventory and supply of all DTS calling services to the Contractor. The DTS Contractor shall be responsible for the costs incurred for installation of the equipment, any monthly telephone charges incurred from the operation of DTS, and the maintenance and operation of the system. The Contractor shall not be entitled to any commissions, fees, or revenues generated by the use of the DTS or the detainee telephones.

See PWS Addendums for specific requirements.

VII. FACILITY SECURITY AND CONTROL

A. Security and Control (General)

The Contractor shall maintain a copy of facility post orders for employee review within the areas of assignment, and shall initiate responses to any incidents as outlined in the post orders. Contractor employees shall write reports of incidents as outlined in the post orders.

The Contractor shall operate and control all designated points of access and egress on the site; such as, detainee housing units, pods, barracks, courtrooms, medical facilities, and hold rooms. The Contractor shall inspect all packages carried in or out of site in accordance with ICE procedures. The Contractor shall comply with ICE security plans.

The Contractor shall comply with all of the PBNDS 2011 pertaining to the security and control of the detention facilities. The Contractor shall adhere to local operating procedures within each facility.

The Contractor shall provide, install, and maintain a building access control system in all ICE and/or DOJ administrative space. The Contractor shall provide the Government administrative access and oversight role for system. The Contractor shall comply with ICE security plans.

B. Detainee Rights

The Contractor shall supervise, observe, and protect detainees from sexual abuse, discrimination, corporal punishment, personal injury, property damage, harassment, or violation of detainees' civil rights. Contract personnel shall have a zero-tolerance policy for

incidents of sexual abuse or assault that may occur in the facility. Contract personnel shall adhere to ICE policies, procedures, and detention standards.

Detainees have the right to be free from discrimination for any reason, including race, religion, national origin, sex, sexual orientation, gender identity, physical ability, mental ability, or political beliefs.

C. Unauthorized Access

The Contractor shall detect and detain persons attempting to gain unauthorized access to the site(s) identified in this contract.

D. Direct Supervision of Detainees

The Contractor shall provide supervision of all detainees in all areas, including supervision in detainee housing and activity areas, to permit Detention Officers to hear and respond promptly to emergencies. The Contractor shall have direct supervision monitoring each occupied housing unit. This direct supervision position or positions (determined by the size of the housing unit) is separate from the housing control post.

The Contractor shall comply with the requirements applicable to detention facilities contained in Subpart A of DHS PREA, specifically §115.13, including the development of detainee supervision guidelines that are reviewed annually, as outlined at <https://www.govinfo.gov/content/pkg/FR-2014-03-07/pdf/2014-04675.pdf>.

E. Maintain a Video Surveillance Program

The Contractor shall ensure video surveillance of hallways, exits, and common areas. Additionally, surveillance systems shall be installed and updated in accordance with DHS PREA §115.18(b). A qualified individual shall be responsible for monitoring this system inside and outside the building. Considering that the videos will be recordings of residents who may be seeking asylum or other considerations under U.S. immigration law, the Contractor is required to maintain the recordings and may not release them to anyone, unless approved by ICE. The Contractor shall retain recordings for a minimum of 90 days, or for the duration of any investigation as necessary for use by local law enforcement, ICE, or the Contractor

F. Log Books

The Contractor shall be responsible for completion and documentation of, for each shift, the following information in the logbooks:

1. Activities that have an impact on the detainee population (e.g., detainee counts, shakedowns, detainee movement in and out of the site, and escorts to and from court).
2. Shift activities (e.g., security checks, meals, recreation, religious services, property lockers, medical visits).

3. Entry and exit of vehicles and persons other than detainees, ICE staff, or Contractor staff (e.g., attorneys and other visitors).
4. Fire drills and unusual occurrences.

G. Reports

The Contractor shall furnish, on a daily basis, a manifest of all detainees currently detained in the facility. The manifest shall contain the following information for each detainee: "A" File Number (system of numbering supplied by ICE); office received from; name; date of birth; gender; nationality; date of arrival; number of days the detainee has been in the facility; and type of release, if applicable. The manifest shall be transmitted in a Microsoft Excel format. Contractor shall conduct a daily reconciliation of ICE detention manifest and the Contractor manifest to ensure accuracy. Any discrepancies in the reports shall be the responsibility of the Contractor to immediately rectify and brought to the attention of ICE.

The Contractor shall provide monthly status reports to the COR or ICE designee. Such reports shall include a monthly key indicator report, which indicates the key personnel positions of the facility (e.g., position title, name of the employee, vacancies and length of vacancies, dates of service, additional comments). These monthly reports shall be submitted to the COR or ICE designee by the fifth of each month for the previous month's activities and staffing.

The Contractor shall prepare required orders, instructions, and reports of accidents, security violations, fires, and bomb threats. The reports shall be maintained on file, concerning all activities in connection with duties and responsibilities for the services performed under this contract. All such records shall be kept using a system with a written policy, which allows the reports to be made available to the Government for inspection.

The Contractor shall, at the request of ICE, prepare any special or other reports, or issue further orders and instruction as may be required in support of work within the scope of this contract. The distribution, format, and time elements for these reports shall be directed by Government requirements.

H. Detainee Counts

The Contractor shall monitor detainee movement and physically count detainees as directed in PBNDS 2011 2.8 Population Counts.

I. Daily Inspections

The Detention Officers shall conduct daily inspections of all security aspects of the site, consistent with PBNDS 2011, Standard 2.4 "Facility Security and Control." They shall check all bars, locks, windows, walls, floors, ventilation covers, glass panels, access plates, protective screens, doors, lights, and equipment for operational wear and detainee tampering. The Detention Officers shall also report slippery floor surfaces. This documentation shall be

made daily in a logbook. Problems discovered during these inspections shall be clearly identified in the documentation.

The Contractor shall also notify the COR of any abnormalities or problems. The Contractor shall immediately notify the COR or ICE designee on duty of any physical facility damage. Written documentation of any problem areas shall be submitted to the COR by the end of the shift.

J. Deviation from Prescribed Schedule Assignments

The Contractor is authorized to deviate from the scheduled assignment when unusual conditions or circumstances so demand, and if prior approval is received from the COR. All deviations shall be recorded in the daily logbook. When the COR is not available, the Contractor shall notify the ICE-designee immediately or as soon as is practically possible.

K. Use of Force and Restraints

ICE restricts the use of physical force and restraints by Detention Officers. Any use of force or restraints must be in compliance with PBNDS 2011, Standard 2.15 "Use of Use of Force and Restraints."

L. Escapes

The Contractor shall take all appropriate measures to prevent escapes. The Contractor shall notify the COR or ICE-designee immediately if an escape or an attempted escape has occurred. The Contractor shall provide the COR and ICE-designee with a written report prior to the end of the shift. The Contractor shall be held to the following standards concerning escapes:

1. The Contractor assumes absolute liability for the escape of any detainee in its control.
2. The Contractor shall provide written policies and procedures regarding the actions to be taken in the event of an escape. This document must include reporting requirements for all contract employees, escorts, supervisors, and management personnel. These procedures shall meet the approval of the COR, be reviewed at least annually, and updated as necessary.
3. Escapes shall be grounds for removing the responsible Contractor Employee(s) from duty if the Contractor Employee(s) is/are determined by the Contractor or the COR to be negligent, reckless, or intentionally responsible for the escape. Notice of removal shall be provided to the Contracting Officer.
4. Corrective actions to prevent future escapes or attempted escapes shall be taken immediately and communicated to the COR for approval. A written report of the remedial action shall be due to the COR within 24 hours of an escape or attempted escape.
5. An escape is deemed an egregious incident and subject to an expedited processing of a Contract Discrepancy Report resulting in a deduction or withholding for any applicable standards violations.

M. Evacuation Plan

The Contractor shall furnish 24-hour emergency evacuation procedures. The Contractor shall develop a written evacuation and alternate staging plan for use in the event of a fire or major emergency, in accordance with PBNDS 2011, Standard 1.1 “Emergency Plans.”

N. Sanitation and Hygienic Living Conditions

The Contractor shall comply with the requirements of the Occupational Safety and Health Act of 1970 and all codes and regulations associated with 29 CFR 1910 and 1926. The Contractor shall comply with all applicable ICE, federal, state and local laws, statutes, regulations, and codes. In the event there is more than one reference to a safety, health, or environment requirement in an applicable, law, standard, code, regulation, or ICE policy, the most stringent requirement shall apply.

O. Physical Plant

The facility operation and maintenance shall ensure that detainees are housed in a safe, secure, and humane manner. All equipment, supplies, and services shall be Contractor-furnished and in operating condition, except as otherwise noted.

The facility, whether new construction, expansion, or an existing physical plant, shall be operated, and maintained in accordance with all applicable federal, state, and local laws, regulations, codes, guidelines, and policies. In the event of a conflict between federal, state, or local codes, regulations, or requirements, the most stringent shall apply. In the event there is more than one reference to a safety, health, or environmental requirement in an applicable law, standard, code, regulation, or Government policy, the most stringent requirement shall apply.

The facility shall provide housing configurations commensurate with the security needs of the population.

The facility, whether new construction, expansion, or existing physical plant, shall comply with the building codes under which it was permitted at the time of original construction. Whether the facility is new construction, or an expansion of an existing physical plant fire protection and life safety issues shall be governed by the building and life safety codes under which the facility was permitted at the time of original construction.

The facility, whether new construction, expansion, or existing physical plant, shall comply with the requirements in effect at the time of the original facility construction of the *Architectural Barriers Act of 1968* as amended and the *Rehabilitation Act of 1973* as amended. The standards for facility accessibility by physically handicapped persons as set forth in “Uniform Federal Accessibility Standards/Fed Std. - 795 4/01/88 Edition” (UFAS) shall apply. All areas of the buildings and site shall meet these requirements.

A safety program shall be maintained in compliance with all applicable Federal, state and local laws, statutes, regulations, and codes. The Contractor shall comply with the requirements of the *Occupational Safety and Health Act of 1970* and all codes and regulations associated with 29 CFR 1910 and 1926.

Fire Alarm Systems and Equipment – All fire detection, communication, alarm, annunciation, suppression, and related equipment shall be operated, inspected, maintained, and tested in accordance with the edition of the applicable NEC and Life Safety Codes under which the facility was permitted at the time of original construction.

The Contractor shall provide outside lighting sufficient to illuminate the entire facility and secure perimeter, subject to ICE’s visual inspection and approval.

For new construction, expansion, or existing physical plant, final and completed, the Contractor prior to issuance of the NTP shall submit design/construction documents to the COR. For all new construction or expansion, the construction schedule shall be updated to reflect current progress and submitted to the COR on a monthly basis. Government staff will make periodic visits during construction to verify Contractor progress and compliance with contract requirements. As-built drawings and current drawings of the buildings and site utilities shall be maintained in a secure location during construction and contract performance. These updates shall be provided to the COR within 30 days of any changes made. Site utilities include, but are not limited to: water and sewer lines; gas lines; tunnels; steam lines; chilled water lines; recording layouts; elevations; modifications; additions; etc. Two copies of the as-built drawings shall be provided to the COR in AUTOCAD release 14.0 on a CD-ROM no later than 90 days after issuance of the NTP.

Promptly after the occurrence of any physical damage to the facility (including disturbances), the Contractor shall report such damage to the COR or ICE designated official. It shall be the responsibility of the Contractor to repair such damage, to rebuild or restore the institution.

Government staff will be on-site to monitor contract performance and manage other Government interests associated with operation of the facility. Government staff will have full access to all areas of the facility. Contractor access to Government required space must be pre-approved by the COR. In cases of emergency the Contractor shall notify the COR promptly.

P. Environmental Policy Procedures:

1. National Environmental Policy Act (NEPA)

Any action funded in whole or in part by a Federal Agency, or requiring approval by a Federal Agency, must be evaluated in accordance with NEPA (42 U.S.C. § 4321) and related environmental laws and executive orders. Therefore, ICE requires the following deliverables from an offeror so that ICE may use the provided information to fulfill its obligations related to NEPA:

- a) The offeror must provide an Environmental Impact Evaluation, which shall include all necessary information for the agency to analyze the potential for environmental impact of a proposed action, assign a value to the level of impact (e.g., minor, moderate, or major), consider mitigation, and determine the level of significance; whether significant or not. An environmental impact evaluation is used by ICE to make a decision regarding the application of a CATEX, documentation in the form of an EA and FONSI, or a final EIS and ROD.
- b) ICE advises all offerors that, as part of the solicitation process, the offeror must provide information related to the environmental conditions of the proposed facility location(s). The offeror must provide a Phase I ESA conducted and reported in compliance with the ASTM International (ASTM) Designation E 1527-13, "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." For more information on how this report will figure into any evaluation for award, reference Section L and M of this solicitation.

2. Other Requirements

The successful awardee of any contract for detention space will remain in compliance with federal statutes during performance of the contract including, but not limited to, the following Acts: *Clean Air, Clean Water, Endangered Species, Resource Conservation and Recovery*; and other applicable laws, regulations and requirements. The successful awardee of any contract for detention space will also comply with all applicable limitations and mitigation measures identified in any document prepared in conjunction with the contract pursuant to NEPA.

The successful awardee of any contract for detention space shall be responsible for and will indemnify and hold the Government harmless for any and all spills, releases, emissions, disposal, and discharges of any toxic or hazardous substance, any pollutant, or any waste, whether sudden or gradual, caused by or arising under the performance of the contract or any substance, material, equipment, or facility utilized. For the purposes of any environmental statute or regulation, the successful awardee will be considered the "owner and operator" for any facility utilized in the performance of the contract and shall indemnify and hold the Government harmless for the failure to adhere to any applicable law or regulation established to protect the human or physical environment. The successful awardee shall be responsible in the same manner as above regardless of whether activities leading to or causing a spill, release, emission or discharge are performed by the successful awardee, its agent or designee, a detainee, visitors, or any third party.

If any spills or releases of any toxic or hazardous substance, any pollutant, or any waste into the environment occur, the successful awardee of any contract for detention space will immediately report the incident to the Contracting Officer's Representative (COR), or other ICE-designated

official as set out in the contract. The liability for any spill or release of such regulated substances rests solely with the successful awardee and its agent.

VIII. FOOD SERVICE

Manage Food Service Program in a Safe and Sanitary Environment

The Contractor shall provide detainees with nutritious, adequately varied meals, prepared in a sanitary manner while identifying, developing, and managing resources to meet the operational needs of the food service program.

The Contractor shall provide a sack meal for detainees in custody and those who are absent during any meal or planning for departure, or meals for detainees on certain travel routes (upon order by the ICE COR or ICE designee). Further, the Contractor shall provide detainee sack meals as requested by ICE staff. The contents of the sack meals must be approved by COR or ICE designee.

At the COR's request, the Contractor shall provide sack meals for detainees in ICE custody, but not yet on the Contractor's premises.

The Contractor shall identify, develop, and manage food service program policy, procedures, and practices in accordance with PBNDS 2011, Standard 4.1 "Food Service."

All food service preparation resources (appliances, freezers, food preparation tables, coolers) must be in operating condition. Additionally, the Contractor's kitchen will be in operating condition at the commencement of the contract.

IX. PROPERTY ACCOUNTABILITY

A. General

The Contractor personnel shall not permit any Government property to be taken away or removed from the premises.

The Contractor shall enact practices to safeguard and protect Government property against abuse, loss, or any other such incidents. Government property shall be used only for official business.

All Government property furnished under this contract shall remain property of the Government throughout the contract term. ICE shall maintain a written inventory of all Government property issued to the Contractor for performance hereunder. Upon expiration or termination of this contract, the Contractor shall render a written accounting to the COR of all such property. The Contractor shall assume all risk, and shall be responsible for any

damage to or loss of Government furnished property used by Contractor employees. Normal wear and tear will be allowed.

The Contractor, upon expiration or termination of services, shall immediately transfer to the COR, any and all Government property in its possession or in the possession of any individuals or organizations under its control, except as otherwise provided for in this contract. The Contractor shall cooperate fully in transferring property to the successor Contractor. The Government shall withhold final payment until adjustments are made for any lost property.

B. Use of Government Wireless Communication Devices

All personnel that have been issued a Federal Government owned wireless communication device, including but not limited to, cellular telephones, pagers or wireless Internet devices, are authorized to possess and use those items in all areas of the facility in which ICE detainees are present. Cellular, telephone, and wireless boosters shall be provided, installed, and maintained by the Contractor to ensure optimal service throughout the facility and ICE and/or DOJ administrative areas.

X. FIREARMS / BODY ARMOR

A. Firearms Requirements

The Contractor shall provide well maintained or new firearms and maintain sufficient licensed firearms and ammunition to equip each armed Detention Officer and armed supervisor(s) with a licensed weapon while on duty. Firearms may be re-issued to replacement employees throughout the life of the contract as long as the firearm is in serviceable condition. See ICE Firearms Policy Attachment 11.

Personal firearms shall not be used. A licensed gunsmith, in writing, shall certify all firearms safe and accurate.

Firearms shall be standard police service-type, semi-automatic capable of firing hollow-point ammunition that meets the recommendations of the firearms manufacturer. Ammunition will be factory load only – no reloads. The Contractor shall adhere to the manufacturer's specifications regarding ammunition retention, e.g., ammunition shall be properly rotated, and older ammunition utilized prior to utilization of newer ammunition.

The Contractor shall provide sufficient ammunition for each armed Detention Officer, including uniformed contract supervisor(s); they shall be issued three full magazines.

The Contractor shall account for all firearms and ammunition daily. If any weapons or ammunition are missing from the inventory, the COR shall be notified immediately.

All firearms shall be licensed by the State.

Firearms shall be inspected. This shall be documented by the Warden/Facility Director.

Loading, unloading, and cleaning of the firearms shall only take place in designated areas.

The firearms shall be cleaned and oiled as appropriate to ensure optimum operating conditions.

Firearms shall be carried with the safety on, if applicable, with a round in the chamber.

The Contractor shall maintain appropriate and ample supplies of firearms' upkeep and maintenance equipment (cleaning solvents, lubricating oil, rods, brushes, patches, and other normal maintenance tools).

The Contractor shall provide a complete listing of licensed firearms by serial numbers and by each safe location to the COR prior to beginning performance under this contract.

These lists shall be kept current through the terms of the contract and posted within each firearm's safe.

The Contractor shall obtain and maintain on file appropriate State and municipality permits and weapons permits for each officer.

A copy of this permit shall be provided to the COR at least three working days prior to the anticipated assignment date of any individual.

The Contractor shall ensure that its employees have all permits and licenses in their possession at all times while in performance of this contract.

The Contractor shall provide safes/vaults for storage of firearms and ammunition, for each location where firearms are issued or exchanged, which meet agency requirements and are approved for the storage of firearms and ammunition.

The COR is responsible for receiving the proposed safes/vaults prior to usage and vetting them through the appropriate ICE officials. Contract supervisors and guards shall make accurate receipt and return entries on a Firearms and Equipment Control Register.

Except when issuing or returning ammunition or firearms, each safe/vault shall remain locked at all times.

The Contractor shall be responsible for having the combination of each safe/vault changed at least once every six months, or more often if circumstances warrant.

The Contractor shall certify firearms training to the COR.

The Contractor shall certify proficiency in accordance with State requirements.

The Contractor shall provide an ICE approved intermediate weapon(s).

The Contractor shall assign one or more contractor staff to the positions of:

1. Ammunition Control Officer, and
2. Firearms Control Officer, per PBNDS 2011.

B. Body Armor Requirements

The Contractor shall provide body armor to all armed Detention Officers and armed supervisor(s). Body armor shall be worn while on armed duty. The body armor shall meet all requirements as set forth in the ICE Body Armor Policy. See ICE Body Armor Policy, Attachment 12.

The Contractor shall procure replacement body armor if the body armor becomes unserviceable, ill-fitting, worn/damaged, or at the expiration of service life.

All armed Detention Officers and armed supervisors need to be made aware of the health risks associated with the wearing of body armor in high heat/high humidity conditions and/or during strenuous exertion. When Detention Officers and supervisors are required to wear body armor, they shall be provided opportunities to re-hydrate and remove the body armor as necessary.

The use of personally owned body armor is not authorized.

XI. TRANSITION

A. Transition-In

The Contractor shall be responsible for the transition of all activities identified in this PWS. The Contractor's transition-in shall be accomplished as expeditiously as possible, with a maximum transition-in period of 60 days after contract award. The transition-in process shall not adversely impact the work being done by the outgoing Contractor. It shall be conducted in a manner consistent with safe operation requirements. The Contractor shall submit a final Transition-in Plan for approval by the Contracting Officer's Representative (COR) within two (2) weeks after award reflecting input from the COR as well as all necessary activities to facilitate the transition of services to the Contractor and expected completion dates of those activities. All activities must be completed during transition periods. The Transition-In Plan shall address, at a minimum, the following areas:

- Inventory and orderly transfer of all Government Furnished Equipment and Property (GFE/GFP);
- Transfer of documentation;
- Transfer of current project activities;
- Workplace logistics and staffing plan: Identification of the key personnel transition team members by name, position, EOD, clearance, start date, and responsibilities;

- Coordination of knowledge transfer sessions with the incumbent Contractor;
- Favorable EOD for all Contractor staff from the ICE Personnel Security Unit (PSU);
- Coordination of transition with COR;
- Any additional information required by other clauses contained in this contract.

The Transition-in Plan shall be approved by the COR and describe the Contractor's process for transitioning from the incumbent with no disruption in operational services.

B. Transition-Out

The Contractor shall be responsible for the transition-out of all technical activities identified in this PWS during the final, awarded period of performance. The Contractor shall submit the Transition-out Plan two (2) months prior to the completion of the period of performance of this contract. The Contractor's Transition-out Plan shall be approved by the COR. The Contractor shall complete the transition by the end of the period of performance of this Task Order. The Transition-Out Plan shall address, at a minimum, the following areas:

- Inventory and orderly transfer of all GFE/GFP
- Briefing on all in-progress and committed items.
- Any additional information required by other clauses contained in this contract.

The Contractor shall fully support the transition of all requirements to any successor to ensure no disruption in operational services.



OTAY MESA - ICE MEDICAL

1994 Beds

HEALTH SERVICES - 8HR SHIFTS		Job Code	1st Shift	2nd Shift	3rd Shift	Days Covered	Hrs/PP	Relief Factor	Total Staff
Post / Assignment									
HEALTH SERVICES ADMINISTRATOR		(b)(4)							
ASST HEALTH SERVICES ADMIN									
PHYSICIAN									
ARNP									
ARNP									
PSYCHIATRIST		Sr Psychiatrist							
PSYCHIATRIST									
PSYCHOLOGIST									
MENTAL HEALTH COORDINATOR									
MENTAL HEALTH SPECIALIST									
DENTIST									
DENTAL ASSISTANT									
DENTAL HYGIENIST									
CLINICAL SUPERVISOR		Director of Nursing							
RN		Infectious Disease							
RN		CQI							
RN		Chronic Care							
RN		Pharmacy							
MEDICAL RECORDS CLERK									
ADMINISTRATIVE CLERK									
X-RAY TECHNICIAN		Radiology			CONTRACT/ (b)(4)		HRS WK		
OPTOMETRIST		CONTRACT/ PRN							
HEALTH SERVICES - 12HR SHIFTS		Job Code	1st Shift	2nd Shift	3rd Shift	Days Covered	Hrs/PP	Relief Factor	Total Staff
Post / Assignment									
RN		(b)(4)							
LPN									
TOTAL		(b)(4)					(b)(4)		

01020 - Administrative Assistant
29.71
01035 - Court Reporter
25.51
01041 - Customer Service Representative I
14.32
01042 - Customer Service Representative II
16.10
01043 - Customer Service Representative III
17.57
01051 - Data Entry Operator I
15.00
01052 - Data Entry Operator II
16.37
01060 - Dispatcher Motor Vehicle
21.04
01070 - Document Preparation Clerk
17.13
01090 - Duplicating Machine Operator
17.13
01111 - General Clerk I
13.72
01112 - General Clerk II
15.34
01113 - General Clerk III
17.22
01120 - Housing Referral Assistant
21.40
01141 - Messenger Courier
15.89
01191 - Order Clerk I
17.11
01192 - Order Clerk II
18.67
01261 - Personnel Assistant (Employment) I
18.29
01262 - Personnel Assistant (Employment) II
20.67
01263 - Personnel Assistant (Employment) III
23.10
01270 - Production Control Clerk
24.21
01290 - Rental Clerk
16.09
01300 - Scheduler Maintenance
17.28
01311 - Secretary I
17.28
01312 - Secretary II
19.20
01313 - Secretary III
21.40
01320 - Service Order Dispatcher
18.80

01410 - Supply Technician
 29.71
 01420 - Survey Worker
 19.16
 01460 - Switchboard Operator/Receptionist
 15.33
 01531 - Travel Clerk I
 14.86
 01532 - Travel Clerk II
 16.24
 01533 - Travel Clerk III
 17.83
 01611 - Word Processor I
 16.07
 01612 - Word Processor II
 18.04
 01613 - Word Processor III
 20.18
 05000 - Automotive Service Occupations
 05005 - Automobile Body Repairer Fiberglass
 22.28
 05010 - Automotive Electrician
 22.37
 05040 - Automotive Glass Installer
 21.55
 05070 - Automotive Worker
 21.55
 05110 - Mobile Equipment Servicer
 19.83
 05130 - Motor Equipment Metal Mechanic
 23.16
 05160 - Motor Equipment Metal Worker
 21.55
 05190 - Motor Vehicle Mechanic
 22.75
 05220 - Motor Vehicle Mechanic Helper
 18.60
 05250 - Motor Vehicle Upholstery Worker
 20.75
 05280 - Motor Vehicle Wrecker
 21.55
 05310 - Painter Automotive
 22.79
 05340 - Radiator Repair Specialist
 21.55
 05370 - Tire Repairer
 15.52
 05400 - Transmission Repair Specialist
 23.16
 07000 - Food Preparation And Service Occupations
 07010 - Baker
 12.40
 07041 - Cook I
 14.42

07042 - Cook II
 16.40
 07070 - Dishwasher
 10.92
 07130 - Food Service Worker
 11.62
 07210 - Meat Cutter
 15.71
 07260 - Waiter/Waitress
 11.75
 09000 - Furniture Maintenance And Repair Occupations
 09010 - Electrostatic Spray Painter
 19.94
 09040 - Furniture Handler
 15.11
 09080 - Furniture Refinisher
 21.93
 09090 - Furniture Refinisher Helper
 17.69
 09110 - Furniture Repairer Minor
 20.29
 09130 - Upholsterer
 19.94
 11000 - General Services And Support Occupations
 11030 - Cleaner Vehicles
 12.96
 11060 - Elevator Operator
 13.91
 11090 - Gardener
 17.52
 11122 - Housekeeping Aide
 13.91
 11150 - Janitor
 13.91
 11210 - Laborer Grounds Maintenance
 13.93
 11240 - Maid or Houseman
 12.56
 11260 - Pruner
 13.45
 11270 - Tractor Operator
 16.31
 11330 - Trail Maintenance Worker
 13.93
 11360 - Window Cleaner
 15.25
 12000 - Health Occupations
 12010 - Ambulance Driver
 18.34
 12011 - Breath Alcohol Technician
 23.34
 12012 - Certified Occupational Therapist Assistant
 31.23

12015 - Certified Physical Therapist Assistant
32.56
12020 - Dental Assistant
19.60
12025 - Dental Hygienist
44.71
12030 - EKG Technician
31.67
12035 - Electroneurodiagnostic Technologist
31.67
12040 - Emergency Medical Technician
18.34
12071 - Licensed Practical Nurse I
20.96
12072 - Licensed Practical Nurse II
23.46
12073 - Licensed Practical Nurse III
26.15
12100 - Medical Assistant
17.39
12130 - Medical Laboratory Technician
23.36
12160 - Medical Record Clerk
19.30
12190 - Medical Record Technician
21.60
12195 - Medical Transcriptionist
22.72
12210 - Nuclear Medicine Technologist
45.12
12221 - Nursing Assistant I
12.00
12222 - Nursing Assistant II
13.49
12223 - Nursing Assistant III
14.72
12224 - Nursing Assistant IV
16.52
12235 - Optical Dispenser
21.24
12236 - Optical Technician
19.36
12250 - Pharmacy Technician
17.71
12280 - Phlebotomist
19.09
12305 - Radiologic Technologist
37.15
12311 - Registered Nurse I
29.75
12312 - Registered Nurse II
35.92
12313 - Registered Nurse II Specialist
35.92

12314 - Registered Nurse III
 42.67
 12315 - Registered Nurse III Anesthetist
 42.67
 12316 - Registered Nurse IV
 51.14
 12317 - Scheduler (Drug and Alcohol Testing)
 28.90
 12320 - Substance Abuse Treatment Counselor
 18.90
 13000 - Information And Arts Occupations
 13011 - Exhibits Specialist I
 20.91
 13012 - Exhibits Specialist II
 25.91
 13013 - Exhibits Specialist III
 31.68
 13041 - Illustrator I
 23.23
 13042 - Illustrator II
 28.78
 13043 - Illustrator III
 35.20
 13047 - Librarian
 32.83
 13050 - Library Aide/Clerk
 14.91
 13054 - Library Information Technology Systems
 29.65
 Administrator
 13058 - Library Technician
 20.85
 13061 - Media Specialist I
 21.39
 13062 - Media Specialist II
 23.94
 13063 - Media Specialist III
 26.68
 13071 - Photographer I
 16.33
 13072 - Photographer II
 18.44
 13073 - Photographer III
 22.63
 13074 - Photographer IV
 27.68
 13075 - Photographer V
 33.49
 13090 - Technical Order Library Clerk
 18.73
 13110 - Video Teleconference Technician
 19.48
 14000 - Information Technology Occupations

14041 - Computer Operator I
 17.02
 14042 - Computer Operator II
 19.04
 14043 - Computer Operator III
 21.22
 14044 - Computer Operator IV
 23.58
 14045 - Computer Operator V
 26.11
 14071 - Computer Programmer I (see 1)
 14072 - Computer Programmer II (see 1)
 14073 - Computer Programmer III (see 1)
 14074 - Computer Programmer IV (see 1)
 14101 - Computer Systems Analyst I (see 1)
 14102 - Computer Systems Analyst II (see 1)
 14103 - Computer Systems Analyst III (see 1)
 14150 - Peripheral Equipment Operator
 17.02
 14160 - Personal Computer Support Technician
 23.58
 14170 - System Support Specialist
 33.91
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 31.62
 15020 - Aircrew Training Devices Instructor (Rated)
 38.26
 15030 - Air Crew Training Devices Instructor (Pilot)
 45.86
 15050 - Computer Based Training Specialist / Instructor
 31.62
 15060 - Educational Technologist
 36.14
 15070 - Flight Instructor (Pilot)
 45.86
 15080 - Graphic Artist
 23.93
 15085 - Maintenance Test Pilot Fixed Jet/Prop
 45.86
 15086 - Maintenance Test Pilot Rotary Wing
 45.86
 15088 - Non-Maintenance Test/Co-Pilot
 45.86
 15090 - Technical Instructor
 27.52
 15095 - Technical Instructor/Course Developer
 33.68
 15110 - Test Proctor
 22.23
 15120 - Tutor
 22.23
 16000 - Laundry Dry-Cleaning Pressing And Related Occupations

16010 - Assembler
 12.09
 16030 - Counter Attendant
 12.09
 16040 - Dry Cleaner
 14.69
 16070 - Finisher Flatwork Machine
 12.09
 16090 - Presser Hand
 12.09
 16110 - Presser Machine Drycleaning
 12.09
 16130 - Presser Machine Shirts
 12.09
 16160 - Presser Machine Wearing Apparel Laundry
 12.09
 16190 - Sewing Machine Operator
 15.30
 16220 - Tailor
 15.92
 16250 - Washer Machine
 12.96
 19000 - Machine Tool Operation And Repair Occupations
 19010 - Machine-Tool Operator (Tool Room)
 21.93
 19040 - Tool And Die Maker
 25.80
 21000 - Materials Handling And Packing Occupations
 21020 - Forklift Operator
 19.50
 21030 - Material Coordinator
 24.21
 21040 - Material Expediter
 24.21
 21050 - Material Handling Laborer
 13.23
 21071 - Order Filler
 15.33
 21080 - Production Line Worker (Food Processing)
 19.50
 21110 - Shipping Packer
 15.91
 21130 - Shipping/Receiving Clerk
 15.91
 21140 - Store Worker I
 13.59
 21150 - Stock Clerk
 17.85
 21210 - Tools And Parts Attendant
 19.50
 21410 - Warehouse Specialist
 19.50
 23000 - Mechanics And Maintenance And Repair Occupations

23010 - Aerospace Structural Welder
31.08
23019 - Aircraft Logs and Records Technician
25.05
23021 - Aircraft Mechanic I
29.93
23022 - Aircraft Mechanic II
31.08
23023 - Aircraft Mechanic III
32.18
23040 - Aircraft Mechanic Helper
21.85
23050 - Aircraft Painter
28.05
23060 - Aircraft Servicer
25.05
23070 - Aircraft Survival Flight Equipment Technician
28.05
23080 - Aircraft Worker
26.48
23091 - Aircrew Life Support Equipment (ALSE) Mechanic
26.48
I
23092 - Aircrew Life Support Equipment (ALSE) Mechanic
29.93
II
23110 - Appliance Mechanic
23.50
23120 - Bicycle Repairer
17.07
23125 - Cable Splicer
34.74
23130 - Carpenter Maintenance
24.62
23140 - Carpet Layer
19.97
23160 - Electrician Maintenance
28.97
23181 - Electronics Technician Maintenance I
26.81
23182 - Electronics Technician Maintenance II
28.45
23183 - Electronics Technician Maintenance III
30.07
23260 - Fabric Worker
24.32
23290 - Fire Alarm System Mechanic
23.50
23310 - Fire Extinguisher Repairer
22.78
23311 - Fuel Distribution System Mechanic
36.65
23312 - Fuel Distribution System Operator
28.42

23370 - General Maintenance Worker
 19.20
 23380 - Ground Support Equipment Mechanic
 29.93
 23381 - Ground Support Equipment Servicer
 25.05
 23382 - Ground Support Equipment Worker
 26.48
 23391 - Gunsmith I
 22.78
 23392 - Gunsmith II
 25.90
 23393 - Gunsmith III
 29.05
 23410 - Heating Ventilation And Air-Conditioning
 27.57
 Mechanic
 23411 - Heating Ventilation And Air Contidioning
 28.63
 Mechanic (Research Facility)
 23430 - Heavy Equipment Mechanic
 28.70
 23440 - Heavy Equipment Operator
 30.28
 23460 - Instrument Mechanic
 28.24
 23465 - Laboratory/Shelter Mechanic
 27.49
 23470 - Laborer
 13.23
 23510 - Locksmith
 23.41
 23530 - Machinery Maintenance Mechanic
 27.16
 23550 - Machinist Maintenance
 22.95
 23580 - Maintenance Trades Helper
 16.57
 23591 - Metrology Technician I
 28.24
 23592 - Metrology Technician II
 29.32
 23593 - Metrology Technician III
 30.36
 23640 - Millwright
 30.05
 23710 - Office Appliance Repairer
 21.74
 23760 - Painter Maintenance
 21.93
 23790 - Pipefitter Maintenance
 26.37
 23810 - Plumber Maintenance
 24.95

23820 - Pneudraulic Systems Mechanic
 29.05
 23850 - Rigger
 25.93
 23870 - Scale Mechanic
 25.44
 23890 - Sheet-Metal Worker Maintenance
 28.02
 23910 - Small Engine Mechanic
 21.12
 23931 - Telecommunications Mechanic I
 28.77
 23932 - Telecommunications Mechanic II
 29.86
 23950 - Telephone Lineman
 34.41
 23960 - Welder Combination Maintenance
 23.95
 23965 - Well Driller
 28.10
 23970 - Woodcraft Worker
 29.05
 23980 - Woodworker
 22.51
 24000 - Personal Needs Occupations
 24550 - Case Manager
 17.79
 24570 - Child Care Attendant
 12.40
 24580 - Child Care Center Clerk
 19.94
 24610 - Chore Aide
 11.41
 24620 - Family Readiness And Support Services
 17.79
 Coordinator
 24630 - Homemaker
 20.77
 25000 - Plant And System Operations Occupations
 25010 - Boiler Tender
 34.63
 25040 - Sewage Plant Operator
 32.38
 25070 - Stationary Engineer
 34.63
 25190 - Ventilation Equipment Tender
 25.27
 25210 - Water Treatment Plant Operator
 32.38
 27000 - Protective Service Occupations
 27004 - Alarm Monitor
 28.02
 27007 - Baggage Inspector
 13.86

27008 - Corrections Officer
 33.83
 27010 - Court Security Officer
 31.56
 27030 - Detection Dog Handler
 23.51
 27040 - Detention Officer
 33.83
 27070 - Firefighter
 30.09
 27101 - Guard I
 13.86
 27102 - Guard II
 23.51
 27131 - Police Officer I
 36.97
 27132 - Police Officer II
 41.08
 28000 - Recreation Occupations
 28041 - Carnival Equipment Operator
 15.20
 28042 - Carnival Equipment Repairer
 16.19
 28043 - Carnival Worker
 11.25
 28210 - Gate Attendant/Gate Tender
 15.62
 28310 - Lifeguard
 16.03
 28350 - Park Attendant (Aide)
 17.38
 28510 - Recreation Aide/Health Facility Attendant
 12.67
 28515 - Recreation Specialist
 21.52
 28630 - Sports Official
 13.84
 28690 - Swimming Pool Operator
 17.65
 29000 - Stevedoring/Longshoremen Occupational Services
 29010 - Blocker And Bracer
 28.99
 29020 - Hatch Tender
 28.99
 29030 - Line Handler
 28.99
 29041 - Stevedore I
 27.21
 29042 - Stevedore II
 30.76
 30000 - Technical Occupations
 30010 - Air Traffic Control Specialist Center (HFO) (see 2)
 42.28

30011 - Air Traffic Control Specialist Station (HFO) (see 2)
29.16
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)
32.11
30021 - Archeological Technician I
20.59
30022 - Archeological Technician II
22.84
30023 - Archeological Technician III
28.30
30030 - Cartographic Technician
28.30
30040 - Civil Engineering Technician
28.48
30051 - Cryogenic Technician I
28.91
30052 - Cryogenic Technician II
31.93
30061 - Drafter/CAD Operator I
20.42
30062 - Drafter/CAD Operator II
22.84
30063 - Drafter/CAD Operator III
25.47
30064 - Drafter/CAD Operator IV
31.34
30081 - Engineering Technician I
18.88
30082 - Engineering Technician II
21.19
30083 - Engineering Technician III
23.70
30084 - Engineering Technician IV
29.36
30085 - Engineering Technician V
35.91
30086 - Engineering Technician VI
43.45
30090 - Environmental Technician
23.31
30095 - Evidence Control Specialist
26.11
30210 - Laboratory Technician
23.32
30221 - Latent Fingerprint Technician I
31.38
30222 - Latent Fingerprint Technician II
34.67
30240 - Mathematical Technician
27.79
30361 - Paralegal/Legal Assistant I
21.71
30362 - Paralegal/Legal Assistant II
26.91

30363 - Paralegal/Legal Assistant III
 32.91
 30364 - Paralegal/Legal Assistant IV
 39.82
 30375 - Petroleum Supply Specialist
 31.93
 30390 - Photo-Optics Technician
 28.30
 30395 - Radiation Control Technician
 31.93
 30461 - Technical Writer I
 26.28
 30462 - Technical Writer II
 32.16
 30463 - Technical Writer III
 38.90
 30491 - Unexploded Ordnance (UXO) Technician I
 26.87
 30492 - Unexploded Ordnance (UXO) Technician II
 32.51
 30493 - Unexploded Ordnance (UXO) Technician III
 38.97
 30494 - Unexploded (UXO) Safety Escort
 26.87
 30495 - Unexploded (UXO) Sweep Personnel
 26.87
 30501 - Weather Forecaster I
 28.91
 30502 - Weather Forecaster II
 35.16
 30620 - Weather Observer Combined Upper Air Or (see 2)
 25.47
 Surface Programs
 30621 - Weather Observer Senior (see 2)
 28.30
 31000 - Transportation/Mobile Equipment Operation Occupations
 31010 - Airplane Pilot
 32.51
 31020 - Bus Aide
 14.37
 31030 - Bus Driver
 17.56
 31043 - Driver Courier
 14.21
 31260 - Parking and Lot Attendant
 11.44
 31290 - Shuttle Bus Driver
 15.26
 31310 - Taxi Driver
 12.33
 31361 - Truckdriver Light
 15.26
 31362 - Truckdriver Medium
 18.11

31363 - Truckdriver Heavy
20.85
31364 - Truckdriver Tractor-Trailer
20.85
99000 - Miscellaneous Occupations
99020 - Cabin Safety Specialist
15.85
99030 - Cashier
12.02
99050 - Desk Clerk
13.47
99095 - Embalmer
24.43
99130 - Flight Follower
26.87
99251 - Laboratory Animal Caretaker I
15.26
99252 - Laboratory Animal Caretaker II
16.01
99260 - Marketing Analyst
30.03
99310 - Mortician
24.43
99410 - Pest Controller
15.69
99510 - Photofinishing Worker
19.41
99710 - Recycling Laborer
24.00
99711 - Recycling Specialist
29.16
99730 - Refuse Collector
22.78
99810 - Sales Clerk
13.18
99820 - School Crossing Guard
15.24
99830 - Survey Party Chief
30.78
99831 - Surveying Aide
20.11
99832 - Surveying Technician
27.99
99840 - Vending Machine Attendant
14.19
99841 - Vending Machine Repairer
16.89
99842 - Vending Machine Repairer Helper
14.09

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.48 per hour or \$179.20 per week or \$776.53 per month

HEALTH & WELFARE EO 13706: \$4.18 per hour or \$167.20 per week or \$724.53 per month*

* This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey

data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for

ordnance explosives and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."



U. S. Department of Homeland Security
Immigration and Customs Enforcement

**CONTRACTOR OWNED/CONTRACTOR OPERATED FOR
HEALTH SERVICES DESIGN STANDARDS**

March 11, 2005



U.S. Department of Homeland Security
IMMIGRATION & CUSTOMS ENFORCEMENT

Health Services

DESIGN STANDARDS

March 11, 2005



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1. INTRODUCTION

Health Services (HS)
- *History and Mission*

Health Services (HS)
- *Design Standards*



Health Services

HISTORY

The Immigration and Naturalization Service, now known as the Department of Homeland Security (DHS)/Bureau of Immigration and Customs Enforcement (ICE), has had a relationship with the United States Public Health Service (PHS) dating from 1891, when the Immigration Act authorized the PHS to examine and quarantine immigrants at Ellis Island. Today, that historic link is maintained by an interagency agreement between ICE and the Division of Immigration Health Services (DIHS), an agency of the PHS, and its parent organizations the Department of Health and Human Services (DHHS), Health Resources Services Administration (HRSA), Bureau of Primary Health Care (BPHC).



MISSION

The mission of the DIHS is to protect America by providing primary health care and public health services in support of immigration law enforcement. This mission is accomplished through a comprehensive delivery system that emphasizes disease screening and preventive health services and incorporates the provision of high quality, necessary and appropriate medical, dental, and mental health services in a cost-effective manner. Each DIHS medical facility operates in adherence to nationally established ICE Detention Management Standards for health care, as well as the standards of the National Commission on Correctional Health Care (NCCHC), the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and the American Correctional Association (ACA).



Health Check at Ellis Island - Early 1900's

FUNCTION

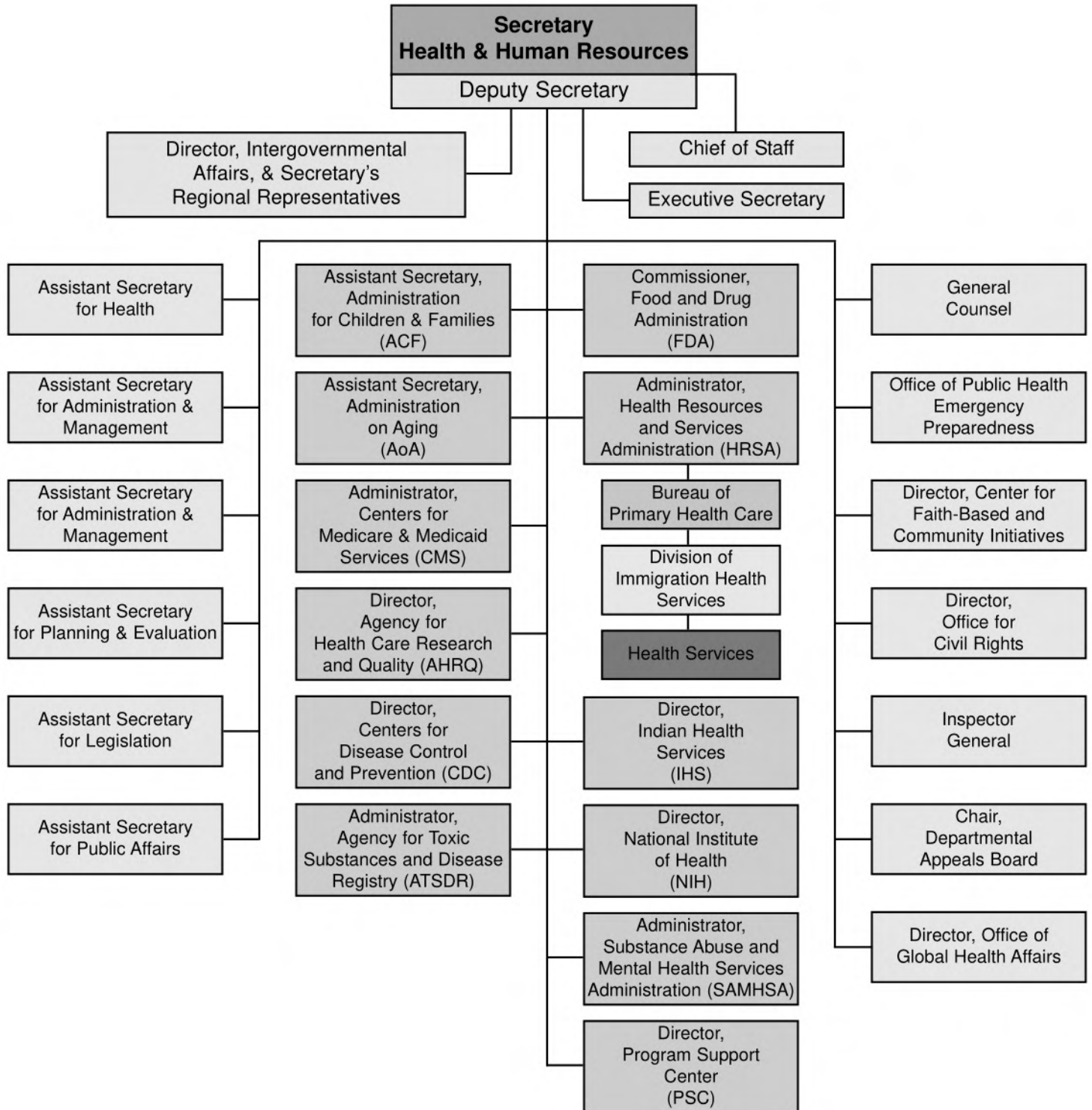
The DIHS has experienced phenomenal growth in recent years. That growth has accompanied the increased detainee population that followed changes in U.S. immigration law enacted by Congress in 1996. As recently as 1995, health care to detainees was provided almost exclusively between the hours of 8 AM and 5 PM, Monday through Friday, in eight medical facilities located in Services Processing Centers (SPC). At that time, the average detained population barely exceeded 5,000 per day.



Port Isabel Service Processing Center Groundbreaking - 2004

DIHS medical staff currently provide direct services to an average daily detained population of well over 20,000 individuals, 24 hours a day, seven days a week, in fourteen DIHS medical facilities nationwide, located in ICE Service Processing Centers, Staging Facilities, and Contract Detention Facilities (CDF).

Administration Organization - HS within U.S. Department of Health and Human Services





Health Services (cont.)

Five of the facilities have inpatient Short Stay Units. One additional medical facility, Pearsall in Texas, is scheduled to open in 2005. Based on the increasing detainee population it is anticipated that ICE will continue to expand bed capacity by opening new facilities as needed. The rapid increase in the detained population of the late 1990s far exceeded occupancy limits of existing ICE facilities. Inter-governmental service agreements (IGSAs) between ICE and various local and county governmental entities were expanded in scope and number to provide bed space in their jails for ICE detainees. As hundreds of IGSAs were enacted, the need to strengthen controls and accountability measures for the expenditure of health care funds was recognized. DIHS answered the challenge by forming the Managed Care Branch.

The Managed Care Branch was composed of a cadre of health care professionals (PHS officers), who established a mechanism for IGSA facilities to request approval for health services to detainees. These Managed Care "Coordinators" operated from an established set of principles and criteria whereby requested services would be individually considered and authorization would be granted or denied. A network of providers was developed. Contracts, memorandums of agreement, or other blanket purchase agreements were established to maximize return on health care dollars expended.

The Managed Care Branch has continued on a track of development and refinement with automation, information technology applications, and sub-contracting (ongoing) network development and claims adjudication processes. Claims reimbursement is based upon the provisions of Title 18 (18 U.S.C. 4006b) except where there is a blanket purchase agreement with a given provider or vendor. The Veterans Administration Financial Center in Austin, Texas currently pays claims.

The DIHS' value to ICE is enhanced by the newly created responders. This corps of deployable DIHS uniformed officers are available to assist with mass migration influxes, staging operations, and evacuation drills. This has proven invaluable on numerous occasions in recent years, including Tinian (Northern Mariana Islands), the Florida Keys, Guatemala, metropolitan New York City, the U.S./Mexican border, and the Port of San Diego.

An even more recent development has been the formal establishment of the DIHS Aviation Medicine Program. Some DIHS officers have successfully completed the U.S. Air Force's Aviation Medicine Academy at Brooks Air Force Base, Texas, creating a highly skilled cadre of health professionals to assist ICE with the removal of individuals to their countries of origin when medication or sedation is required.

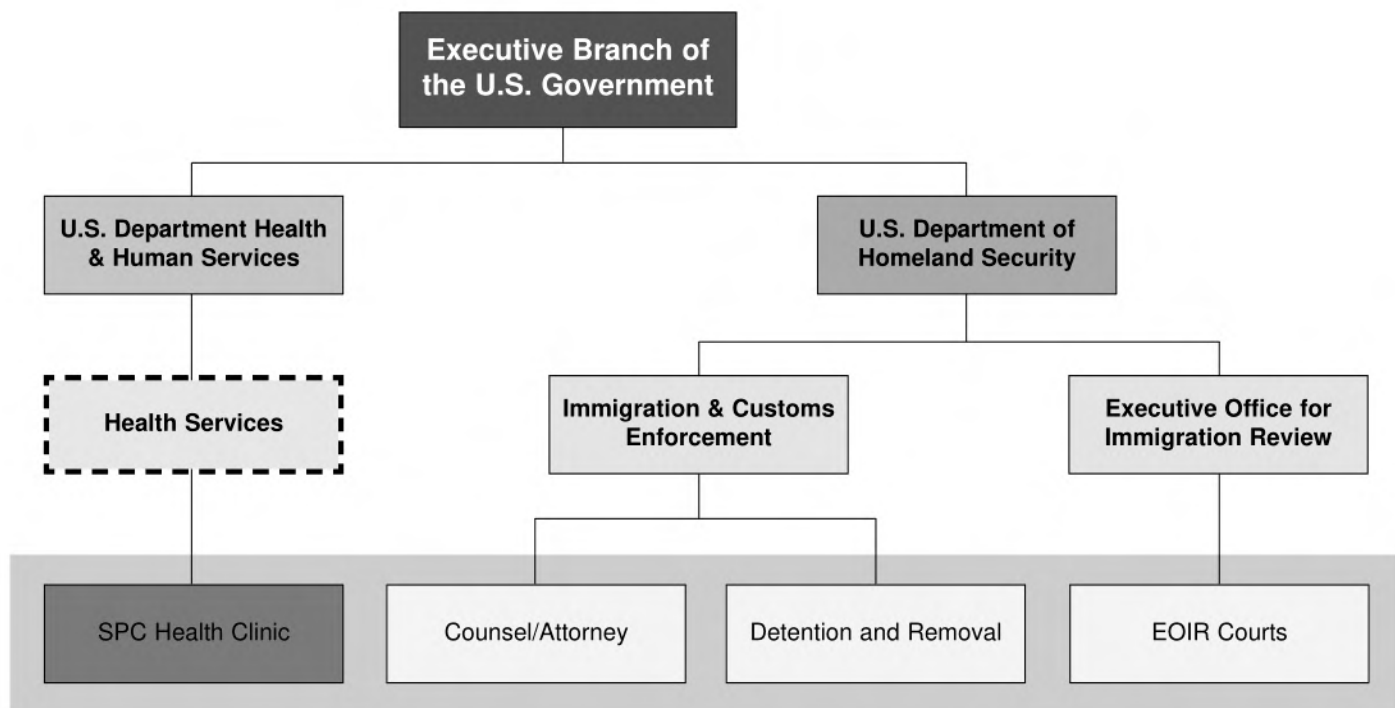


Health Inspection Aboard a Ship, Coast of Guatemala - 2003



Commonwealth of Northern Mariana Islands, Tinian - 1999

Administration Organization - HS within Service Processing Center



Three agencies are present within the SPC: Detention and Removal Operations (DRO), Executive Office of Immigration and Review (EOIR) and Health Services (HS). These groups' respective areas of responsibility are:

1. Detention and Removal Operations (DRO), which is responsible for managing the detainees, presenting cases for deportation and executing deportations.
2. Executive Office of Immigration Review (EOIR), which is part of the Department of Justice, is responsible for conducting the court hearings.
3. Health Services (HS), which is part of the Department of Health and Human Services, is responsible for providing health services.



Health Services Design Standards

DESIGN STANDARDS PURPOSE

The intent of the HS Design Standards is to provide uniform guidelines for the planning and design of new and renovated health services facilities, whether DRO owned and operated or contractor owned and operated. This document should be used as a tool for designers and DIHS staff as they plan, program, design, and build HS facilities. It provides general recommendations that should be used and adopted to fit the specific ICE mission at the location of the planned facility. The standards contained within this document should be continually upgraded as HS organizational, operational, and functional philosophies change and as new technologies become available.

DESIGN STANDARDS DEVELOPMENT PROCESS

The design standards documented herein have been developed by selected representatives of ICE and DIHS. The standards development team evaluated existing HS standards and existing HS facilities with the intent of developing HS standards that will enhance their organizational, operational, and functional efficiencies within an HS unit.

DESIGN STANDARDS DOCUMENT

The design standards document is organized for ease of use. The standards are organized into six sections. Each section is designed to stand alone so it may be extracted for use in the planning and design process.

The chart to the right briefly outlines the contents of each section of this document.

Report Sections

1. Introduction

The Introduction includes Health Services history, mission and the purpose of the Standards with a brief description of each section.

2. Organizational Requirements

This section includes the HS organization, staff forecasts, and roles/responsibilities. A staffing model illustrates the number of staff by position based on detainee population. It also illustrates the type of space based on staff function.

3. Functional Requirements

This section diagrams basic functional relationships of HS within the overall Service Processing Center (SPC) or Contract Detention Facility (CDF), and relationships among the four components within a HS Unit.

4. Space Requirements

The rationale for determining the size of a facility is dependent on the number of detainees held. The number of staff is predicated on the number of detainees and the services offered. Size of facilities are determined by the number of staff and detainees served as well as specific functional requirements of the Service Processing Center (SPC) or CDF. The space analysis is based on four capacity levels of detainee population. These were determined to be representative population levels based on DHS input. Detainee population levels were defined as <200, 200-450, 450-900, and 900-2000. As a general rule, functional spaces within PHS units are similar for each range in detainee population. There may, however, be configuration variations depending on operations and clinical staff mix.

5. Departmental Requirements

This section contains detailed information for each of the four components which makes up the HS unit. For each component you will find its organizational model/concept, critical workflow patterns, and room data sheets.

6. Appendix

This section contains a listing of reference publications and standards as well as two existing HS case studies.



Health Services (HS)
- *History and Mission*

Health Services (HS)
- *Design Standards*

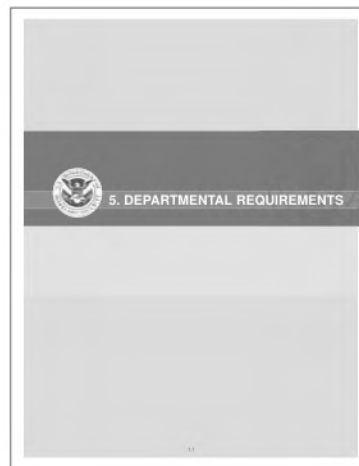


Health Services (HS)
- *Space Requirements Spreadsheet*



Health Services (HS)
- *Organization*

Health Services (HS)
- *Organizational Requirements*



Health Services (HS)
- *Space Components*

- 1.0 *Administration and Common Support*
- 2.0 *Medical Intake and Processing*
- 3.0 *Ambulatory Care Unit*
- 4.0 *Short Stay Unit (Infirmary)*



Health Services (HS)
- *Inter-Departmental Adjacencies*

Health Services (HS)
- *Intra-Departmental Adjacencies*



Reference Publications

Health Services (HS)
- *Case Studies*



2. ORGANIZATIONAL REQUIREMENTS

Health Services (HS)
- *Organization*

Health Services (HS)
- *Staff Requirements*



HS Organization

HEALTH SERVICES ORGANIZATION

There are two basic staff organizational components within Health Services as illustrated on the following page. The components are managed by the Health Services Administrator and Clinical Director. The Health Services Administrator oversees the general day-to-day operations of Health Services, while the Clinical Director oversees the clinical operations including Dental and Mental Health Services.

HEALTH SERVICES COMPONENTS

The Health Services unit is comprised of four functional units. These are the Administrative and Common Support Unit, Medical Intake Unit, Ambulatory Care Unit, and Short Stay Unit. The organizational charts on page 2.3 illustrate the interaction between staff and functional unit.

The Health Services Administrator (HSA) manages staff that work in all four units. Staff under HSA management includes the Assistant HSA and Medical Records Technicians, Pharmacist and Pharmacy Technician that are housed in the Administrative and Common Support Unit, Licensed Vocational Nurses (LVN) and Registered Nurses (RN) who work part time in the Medical Intake Unit and part time in the Short Stay Unit and the Nurse Manager who resides in the Short Stay Unit.

The Clinical Director manages clinical professional staff that works in three of the four units. Included are the Clinical Director and Administrative Assistant who work in the Administrative and Common Support Unit, Physicians, Dentists, Mental Health provider along with their assistants, and Nurse Practitioners who work in Ambulatory Care Unit. Physicians, Nurse Practitioners and Physicians Assistants and the Mental Health provider also work in the Short Stay Unit where they provide in-patient services.

FUNCTION

The SPC or CDF is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC/CDF in accordance with the Immigration and Naturalization Service Health Care Program (INS HCP) Policy Manual and in compliance with accreditation standards.

A medical clinic is located within the SPC/CDF to provide the necessary health care and treatment. Non-elective medical care not available at the SPC/CDF, but deemed necessary by the health authority, will be referred to outside sources.

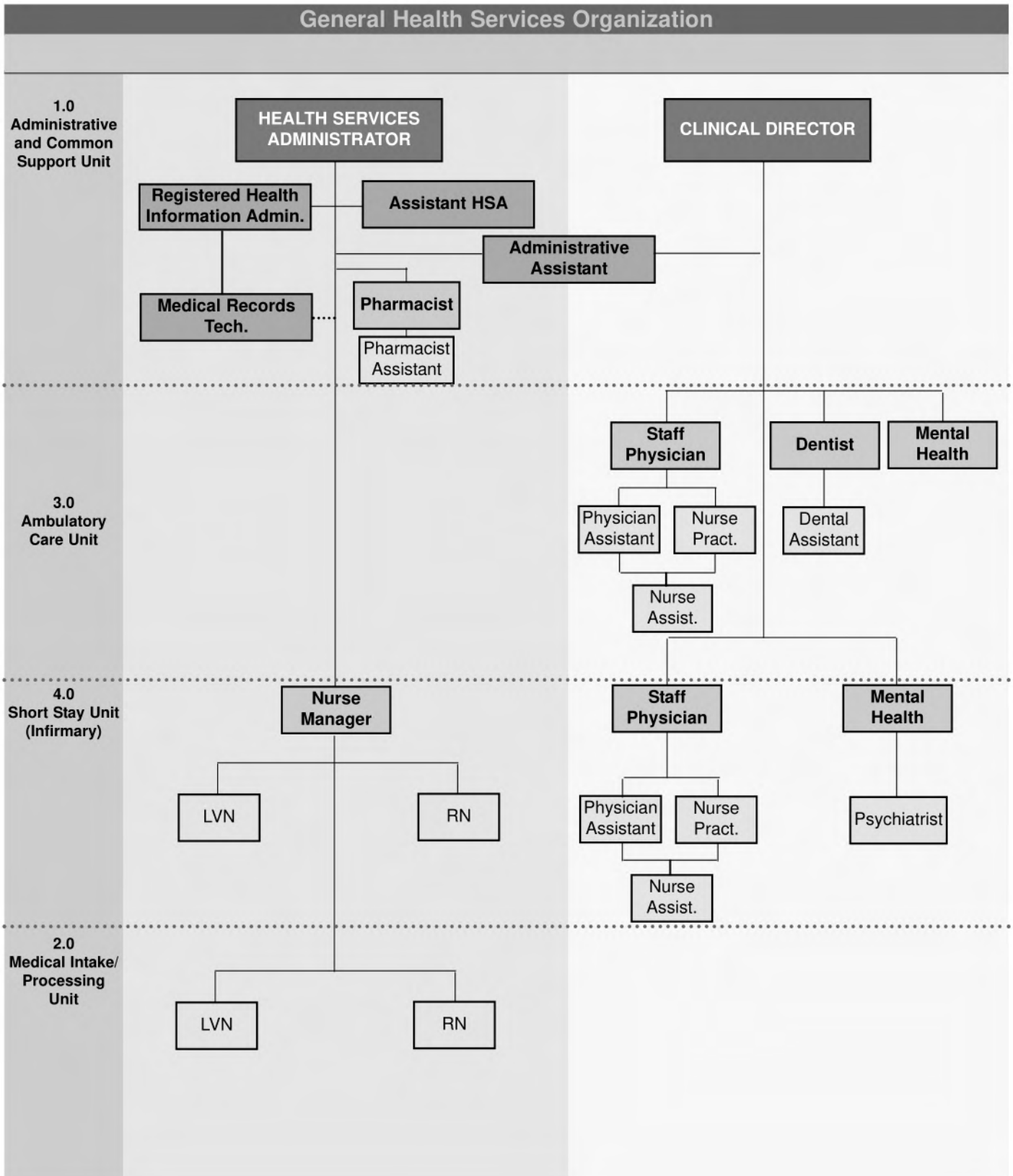
STAFF & ACTIVITIES

Mental and Health services are provided by commissioned officers of the U.S. Health Services (PHS) augmented by local contract staffing. A Clinical Director or designated health authority is responsible for the provision of health services to the detainees. Health services staff should include physicians, mid-level practitioners, nurses, mental health professionals, and a pharmacist. Other medical staff such as x-ray technicians may be added as needed.

Activities in the Health Care Unit may vary depending on the SPC/CDF size. All Health care Units are staffed 24/7 to provide intake screening and to respond to emergencies. However, at smaller SPC/CDF facilities, certain activities as routine sick call may not happen every day. At larger facilities, the clinic is typically open every day. Detainees may sign up for sick call daily and have their requests responded to during clinic operation hours. Emergencies are responded to immediately. Triage or sick call can also be conducted in a medical screening area located within each housing unit.

When detention services are provided through a contract facility, the Contractor normally provides health care services for the detainees.

Arrangements are normally made with nearby hospitals or other facilities for all health services (medical and psychiatric) that cannot be appropriately provided for within the facility. These services could include Emergency Room services, caring for severe physical conditions like quadriplegia and caring for violent mentally ill patients.





HS Staff Requirements

STAFF FORECASTS

The Health Services staff is organized into four functional components. The Staff Requirements matrix shown below illustrates the number of staff assigned to each component based on the number of detainees served at the SPC or CDF. The numbers illustrate a general rule and may vary based on the operational model used at the specific detention facility. In all cases the staffing must be verified by management for the specific hours and mix of clinical personnel.

STAFF ASSIGNMENTS

The Health Services staff may serve several functional areas within the facility. The matrix below also illustrates to which HS component the staff member is assigned.

STAFF DESCRIPTIONS

The chart on the following page contains a listing of all the staff positions by component. For each position, key roles/responsibilities are identified.

Staff Position by Component	Staff Forecast By Detainee Beds	Staff Assignment by Component			
		Administration Unit	Med. Intake & Processing	Ambulatory Care Unit	Short Stay Unit
1.0 ADMINISTRATIVE and COMMON SUPPORT UNIT	(b)(4)				
a. Clinical Director (CD)				P	S
b. Health Services Administrator (HSA)		P		S	S
c. Assistant HSA		P		S	S
d. Reg. Health Information Admin. (RHIA)		P			
e. Administrative Assistant		P			
f. Medical Records Technician (MRT)		P			
i. Pharmacist				P	
j. Pharmacist Technician				P	
Subtotal					
2.0 MEDICAL INTAKE/PROCESSING UNIT					
a. No permanent assigned staff					
3.0 AMBULATORY CARE UNIT					
a. Staff Physician				P	S
b. Nurse Practitioner/Physician's Assist.				P	S
c. Registered Nurse			P		
d. Licensed Vocational Nurse		P	P	P	
e. Dentist			P		
f. Dental Assistant			P		
g. Mental Health Provider			P	P	
h. Psychiatrist			P	P	
Subtotal					
4.0 SHORT STAY UNIT					
a. Nurse Manager (in SSU's Only)				P	
Subtotal					
TOTAL STAFF					

P = Primary
S = Secondary

HS Staff Descriptions by Component

1.0 Administrative and Common Support Unit**a. Clinical Director (CD)**

- ✓ Serves as the on-site medical authority
- ✓ Develops and coordinates all aspects of health care delivery at the SPC/CDF

b. Health Services Administrator (HSA)

- ✓ Provides administrative oversight for clinic

c. Assistant Health Services Administrator (AHSA)

- ✓ Provides an administrator trainee position
- ✓ Provides primary support for HSA
- ✓ Oversees of day-to-day operations of clinic

d. Registered Health Information Administrator (RHIA)

- ✓ Professional management of health information and supervises Medical Records Technicians

e. Administrative Assistant

- ✓ Provides administrative support to the HSA/CD

Common Support**f. Medical Records Technician**

- ✓ Performs clerical work in support of the care and treatment given to patients including maintaining patient medical records in a SPC/CDF
- ✓ Sets patient appointments
- ✓ Performs QC checks on medical records
- ✓ Inputs data entry of lab reports
- ✓ Consultation (from ancillary sources)

g. Pharmacist

- ✓ Fills, labels, and dispenses prescription medications based on physician instructions
- ✓ Manages inventory and orders/stocks pharmacy
- ✓ Screens all medication orders for harmful interactions
- ✓ Educates staff and detainees on medication use

h. Pharmacist Technician

- ✓ Performs all duties related to preparation and dispensing of medical orders
- ✓ Conducts inventory.

2.0 Medical Intake and Processing Unit

There are no permanent positions assigned to this unit. Temporary staff is available when needed from the Ambulatory Care Unit.

a. Registered Nurse/Licensed Vocational Nurse (part time)

- ✓ Conducts general health screening of intake detainees
- ✓ Completes chest x-ray
- ✓ Collects urine and blood sample - submits to Lab
- ✓ Inputs data entry for medical record including lab reports
- ✓ Clears detainee for processing to housing or requests further treatment or isolation

3.0 Ambulatory Care Unit**a. Staff Physician**

- ✓ Provides direct medical, mental health care, and infirmary care (in-patient) to detainees including examination, diagnosis, and treatment
- ✓ Emergency care of patients

b. Nurse Practitioner/Physician's Assistant

- ✓ Provides direct care to detainees per guidelines
- ✓ Performs medical histories and physical exams on detainees
- ✓ Carries out all orders directed by physician

c. Registered Nurse

- ✓ Provides direct primary nursing care to detainees in ambulatory care and Secured Housing Unit (SHU) settings
- ✓ Takes medical histories and performs physical exams
- ✓ Conducts triage and screening of detainees during sick call
- ✓ Refers medical problems to physician

d. Licensed Vocational Nurse

- ✓ Provides primary nursing care under the direction of an RN or physician or NP/PA
- ✓ Performs screenings and digital TB chest screening

e. Nursing Assistant

- ✓ Assists Nursing in providing basic nursing care

f. Dentist

- ✓ Provides full range of direct dental services to ICE detainees located at detention facility

g. Dental Assistant

- ✓ Provides assistance to the Dentist during exams and operations

h. Mental Health Provider

- ✓ Provides limited range of mental health services to include screening, group counseling, and case management

i. Psychiatrist

- ✓ Provides full range of psychiatric treatment of ICE detainees
- ✓ Prescribes medication

4.0 Short Stay Unit**a. Nurse Manager**

- ✓ Generally classified as a Registered Nurse
- ✓ Oversees Short Stay Infirmary on a day to day basis.
- ✓ Manages nurse staff and activities in Medical Intake and Processing, Common Support, Ambulatory Care, and Short Stay Units



3. FUNCTIONAL REQUIREMENTS

Health Services (HS)
- *Inter-Departmental Adjacencies*

Health Services (HS)
- *Intra-Departmental Adjacencies*



Inter-Departmental Adjacencies

SERVICE PROCESSING CENTER/CONTRACT DETENTION FACILITY

Service Processing Centers and Contract Detention Facilities (SPC/CDF) are detention facilities where DHS detains those who have entered the United States illegally or violated their immigration status. The purpose of this facility is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their own recognizance, or pending release. The SPC's purpose is not for punishment, correction, or reformation, nor is the SPC used to confine direct street arrests. Federal and state prisoners may, however be held in SPC facilities.

DHS uses SPC's/CDF's to process and detain apprehended aliens who are illegally in the United States, regardless of whether the alien entered the United States illegally or entered legally but subsequently violated the terms of their visa. All detained individuals are transferred from other institutions or facilities to the SPC/CDF. Legal processing of detainees and determination of custody status is done prior to arrivals at the SPC/CDF.

SECURITY ZONES

The secure zones of the facility correspond to the degree of detainee and public access required in the components. General zones within the facility include the following:

- Office Zone
- Court/Interface Zone
- Detainee Living Zone
- Service Zone
- Facility Support Zone

HEALTH SERVICES LOCATION

The medical facility should be located within the primary secure perimeter in a secure zone restricted from general detainee access. The medical facility should have its own secure perimeter to restrict unauthorized individuals from having access to medications, instruments, and supplies stored in the clinic. The pharmacy must also have a secure perimeter to prevent unauthorized individuals from obtaining medications.

The medical facility should be located on the ground floor to minimize vertical movement during medical emergencies. Corridors and exit ways leading to the facility exterior must be large enough for ambulance equipment, wheelchairs, and gurneys.

SPC/CDF Operational Components

Office Components

Normal office setting for administrative and public functions of the SPC/CDF. (They are located outside the secure perimeter.)

- Lobby
- Public Visitation
- Deportation
- SPC Administration
- Staff Services & Training

Detainee Living Components

Located inside the secure perimeter they are used by the detainees during their normal daily routine.

- Security Command
- Housing
- Commissary
- Recreation
- Law Library/Recreational Library
- Food Service Dining

Court/Interface Components

This component includes the EIOR Courts work area and courtroom space.

- EIOR Courts
- Detainee Visitation

Service Components

Service functions for the SPC/CDF detainee population. They are typically placed in a secure area because detainees require frequent access to them or are given work details in these components.

- Processing
- **Health Services**
- Food Preparation
- Laundry

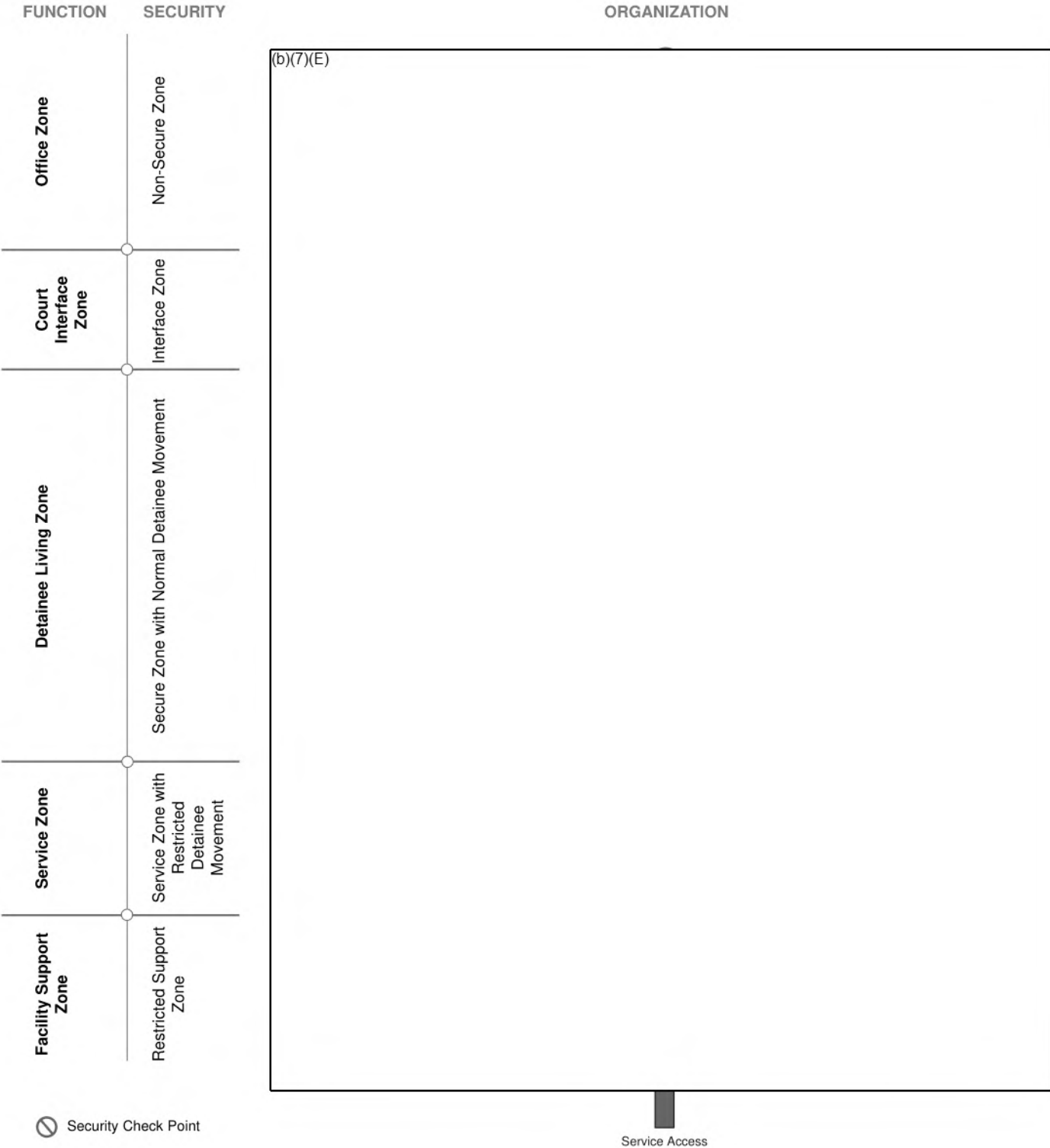
Facility Support Components

These elements support the facility but do not provide direct services to the detainees and may be located outside the secure perimeter.

- Warehouse and Supply
- Maintenance
- Central Utility Plant

SPC/CDF Organizational Model

Site Perimeter (Rural Settings Only)





Intra-Departmental Adjacencies

HEALTH SERVICES

The Service Processing Center (SPC)/Contract Detention Facility (CDF) is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC in accordance with the Immigration and Naturalization Service Health Care Program (INS HCP) Policy Manual and in compliance with accreditation standards.

A medical clinic is located within the SPC/CDF to provide the necessary health care and treatment. Non-elective medical care not available at the SPC/CDF, but deemed necessary by the health authority, will be referred to outside sources. The HS unit is organized into four functional components described to the right and illustrated on the following page.

HEALTH SERVICES LOCATION

The Health Services Unit must be located inside the secure perimeter and have a close adjacency to the Segregation Unit and Intake/Processing Unit. The unit will have secure access to the Vehicle Sally-Port for emergency transport of ill detainees to medical services outside the SPC/CDF. Access to a nurse triage room adjacent to, or within, the housing units for sick call, medication administration and other medical activities is required to minimize detainee movement.

Detainees are admitted to the Health Services area for health related issues either from initial intake screening, when an incident occurs with an existing detainee through sick call, or due to accident or trauma.

HEALTH SERVICES ORGANIZATION

The conceptual diagram on the following page illustrates the critical intradepartmental adjacencies for Health Services. Access to the facility occurs in two locations. One is from the general detainee intake and processing area, the other is from detainee housing. Detainees being processed for initial admission to the detention facility will enter Medical Intake for health screening. During this process the detainee is returned to a holding cell in Intake and Processing. The second access is for resident detainees who are being examined or treated for illnesses or health related incidents. They are brought into the facility from housing and are placed in holding cells where they are scheduled for examination and treatment (Ambulatory Care or Short Stay) by the Nurse Coordinator. Adjacent to both

Ambulatory Care and the Short Stay Units, the Administrative and Common Support Unit is a secure area segregated from detainee movement yet directly accessible from Ambulatory Care. A central control vestibule is located between the four functional units. Located in this vestibule is a Security Guard and Nurse Coordinator who monitor and control detainee movement.

Functional Components

1.0 Administrative and Common Support Unit

The Administrative and Common Support Unit houses the management and staff offices, records storage, medical storage, pharmacy and support space. It should have direct access to the Ambulatory Care Unit and contain a separate secure entrance for HS staff.

2.0 Medical Intake and Processing Unit

General Intake and Processing is a function administered by U.S. Immigration and Customs Enforcement (ICE) for detainees being admitted to the SPC/CDF. Part of processing a detainee involves screening the detainees for health related issues. These procedures are conducted in the Medical Intake Unit of Health Services. Included is detection of communicable diseases and any physical conditions requiring medical attention. Screening includes x-raying intake detainees. Detainees suspected of having tuberculosis or other highly contagious diseases are sent directly to holding cells and transported to a hospital for isolation and treatment. Detainees with other communicable diseases are sent to the Isolation Medical cells within the Short Stay Unit (Infirmary) for processing. Due to the need for health screening to take place during the general intake process, this function needs to be in close proximity to the Health Service area within the SPC/CDF.

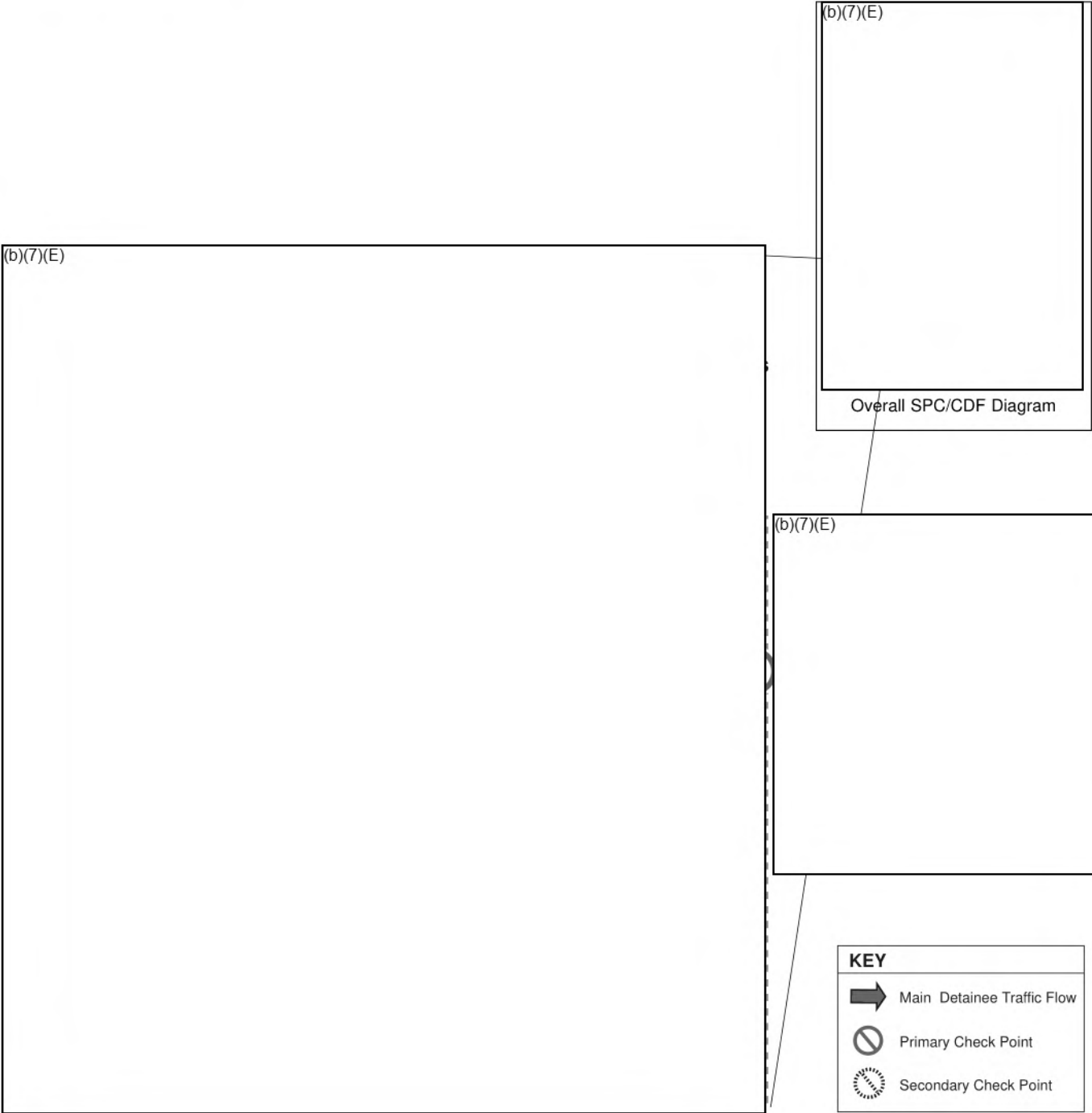
3.0 Ambulatory Care Unit

The Ambulatory Care Unit is the center for detainee sick call and administration of outpatient health care. This unit is essentially a clinic containing nurse triage, medical and dental exam rooms, laboratories, and pharmacy. One entrance to the Ambulatory Care Unit is for detainees entering from housing/triage and the other entry is from detainee general intake/processing. The Ambulatory Care Unit is connected directly to the Short Stay Unit (Infirmary) and Administrative and Common Support Unit.

4.0 Short Stay Unit (Infirmary)

The Short Stay Unit houses the primary functions for the treatment of detainees that need inpatient services. The unit includes a nurse station, clean and soiled utilities, and individual patient rooms complete with showers and toilets. The Short Stay Unit contains patient Isolation Medical Cells.

Health Services Organizational Model





4. SPACE REQUIREMENTS

Health Services (HS)
- *Space Requirements Summary*



Space Requirements Summary

SPACE FORECAST MATRIX

The space requirement for Health Services (HS) were developed through interviews with HS/ICE staff representatives. They were developed as a tool for delineation of space needs based on the number of detainees housed within a SPC/CDF.

Size of facilities are determined by the number of staff and detainees served as well as specific functional requirements of the SPC/CDF. There may, however, be variations depending on operations and specific types of clinical staff available.

The Space Requirement's Matrix on the following page is organized by individual space description. The space descriptions and corresponding area (net square footage) are organized vertically (by row) into the four functional components housed within a typical HS unit. They are: 1.0-Administrative Unit, 2.0-Medical Intake Unit, 3.0-Ambulatory Care Unit, and 4.0-Short Stay Unit (Infirmary).

The matrix is organized horizontally into separate columns representing four ranges of detainee population. These population ranges include: less than 200 detainees, 200-450 detainees, 450-900 detainees, and 900-2000 detainees. The detainee ranges were determined to best represent the capacity range for existing and planned detainee populations and the relative operations, services provided and associated functional space. The matrix on the following page is comprised of the following components:

Item Number: *Sequential numbering system related to the unit type*

HS Components & Spaces: *Room names*

Current Space Standards: *The Space Standards are square footage areas for specific functional space. They are based on the National Commission on Correctional Health Care (NCCHC) facility standards .*

Capacity: *Number of persons (staff and detainees) in a given space*

Units: *Number of spaces*

Unit NSF: *Net Square Footage for a given space*

Total NSF: *Total Net Square Footage = Number of units (spaces) x Unit Net Square Footage*

SPACE CALCULATIONS

The total Net Square Footage is the sum of all net areas of the spaces listed. This number is multiplied by a Net Usable factor (1.55) (an industry factor based on facility type and utilization efficiency) to determine Usable Square Footage. The Net Usable Area is multiplied by a usable Gross factor (1.05) to determine the Total Gross Square Foot for the HS Space Requirement.

Net Square Footage (NSF)

Total clear floor area within a given room, excluding walls, corridors, mechanical equipment rooms, shafts, stairs, and chases.

Usable Square Footage (USF)

Total floor area including mechanical and electrical equipment rooms, general circulation spaces including corridors, stairs, and elevator shafts.

Gross Square Footage (GSF)

Total of building area measured from outside face of exterior walls.



Space Requirements Matrix

Item#	HS COMPONENTS AND SPACES	Current Space Standard	SPACE FORECAST MODELS BY NUMBER OF DETAINEE BEDS																COMMENTS
			Less than 200 Detainee Beds				200-450 Detainee Beds				450-900 Detainee Beds				900-2000 Detainee Beds				
			Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	Capacity	Units	Unit NSF	Total NSF	
1.0 ADMINISTRATION and COMMON SUPPORT UNIT																			
1.1	Medical Records Administrator Office																	Registered Health Info. Administrator Private Office w/ window to MRT work area	
1.2	Health Services Administrator (HSA) Office																	Private Office	
1.3	Clinical Director (CD) Office																	Private Office	
1.4	Assistant HSA Office																	Private Office	
1.5	Administrative Ass't Workstation																	Workstation	
1.6	Work Area																	Open area for document scanner, cabinets, etc.	
1.7	Multi Purpose Room																	Lunchroom, cabinets; sink; bookcases, reference, conference, computers	
Common Support Spaces																			
1.8	Medical Records Technician (MRT) Workstation																	Workstation w/in medical records room	
1.9	Medical Records Room																	Directly adjacent to MRT's, going paperless	
1.10	LAN Room																		
1.11	Pharmacy																		
1.12	Pharmacy Supply Room																	Pill cart storage area	
1.13	Ambulatory Medical Supply Room																	w/ locked cabinet	
1.14	Medical Laboratory																		
1.15	Janitor Closet																		
1.16	Staff Toilet/Locker Room																	Staff toilet in 200 detainee facility	
1.17	Biohazard Waste / Storage Room																	Constant exhaust, seamless floor, spill containment	
Subtotal Administration and Common Support Unit																			
2.0 MEDICAL INTAKE and PROCESSING UNIT																			
2.1	Intake Screening Room																		
2.2	Teleradiology Room (X-Ray)																		
Subtotal Intake/Processing Unit																			
3.0 AMBULATORY CARE UNIT																			
3.1	Exam Room																		
3.3	Detainee Holding Area (Waiting)																	Provide 1 toilet behind partial height privacy partition in each holding cell	
3.4	Detainee Toilet																		
3.5	Dental Office																	Part of "Dental Clinic" - group dental components	
3.6	Dental Exam Room (Operatory)																	Part of "Dental Clinic"	
3.7	Dental Lab																	Part of "Dental Clinic" - group dental components	
3.8	Dental Mechanical Room																	Part of "Dental Clinic" - group dental components	
3.9	Mental Health Room																	Psychiatric, psychological or social worker (CSW)	
3.10	Nurse Coordinator Room																	BP, wt, ht etc.	
3.11	Urgent Care Room																		
3.12	Telemedicine Machine Room																		
3.13	Guard Station																		
Subtotal Ambulatory Care Unit																			
4.0 SHORT STAY UNIT (Infirmiry)																			
4.1	4 bed ward - See Comments																	Used in medical/mental referral centers replaced by universal ward room	
4.2	2 bed ward - See Comments																	Used in medical/mental referral centers replaced by universal ward room	
4.3	Single bed room - See Comments																	Used in medical/mental referral centers replaced by universal ward room	
4.4	Mental Health Ward																	Requirement dependant on ICE HQ	
4.5	Suicide Observation Room																	May double as a Time-out Room	
4.6	Safety Cell																	rubber room	
4.7	Respiratory Isolation Room w/ Vestibule																	Universal ward room - Negative pressure, bed against wall, w/ combo + shower	
4.8	Nurse Manager's Office																		
4.9	Nurses Station w/ Security Officer																		
4.10	Detainee Shower/Tub Room																	w/ roll-in shower & tub	
4.11	Medication Prep Room																		
4.12	Kitchenette																	w/ nurses station	
4.13	Physical Therapy Room																	Requirement Dependent on ICE HQ	
4.14	Infirmiry Supply Room																	wheel chairs, crutches etc. + med. Supplies	
4.15	Soiled Linen Room																	w/ slop sink	
4.16	Clean Linen Room																		
4.17	Janitor's Closet																		
4.18	Staff Toilet																		
4.19	Day Room																		
Subtotal Short Stay Unit (Infirmiry)																			
Total NSF																			
	Net Usable Factor			1.55			1.55			1.55			1.55						
	Total Usable Area (USF)= NSF x Net Usable Factor			3,881			8,334			10,098			12,445						
	Usable Gross Factor			1.05			1.05			1.05			1.05						
	Total Gross Area=USF x Usable Gross Factor			3,865			8,751			10,603			13,067						

(b)(7)(E)



5. DEPARTMENTAL REQUIREMENTS

- 1.0 Administrative and Common Support Unit
- 2.0 Medical Intake/Processing Unit
- 3.0 Ambulatory Care Unit
- 4.0 Short Stay Unit (Infirmary)



1.0 ADMINISTRATIVE and COMMON SUPPORT UNIT



Administrative and Common Support Unit - Functional Adjacencies

1.0 ADMINISTRATIVE AND COMMON SUPPORT UNIT

The Administrative and Common Support Unit contains the Administrative Offices, Medical Records Storage and Common Support Space for Public Health Services. Common Support areas include those areas that are shared between Administrative, Ambulatory Care and Short Stay functions and are Central to all three. The Administrative and Common Support Unit has direct access to the Ambulatory Care Unit. The Refer to the diagram on page 5.5.

Administrative and Common Support Unit

Critical Issues

- ✓ (b)(7)(E)
- ✓ Administrative Unit should have direct access to the Ambulatory Care Unit.

Special Requirements

(b)(7)(E)

Space Requirements

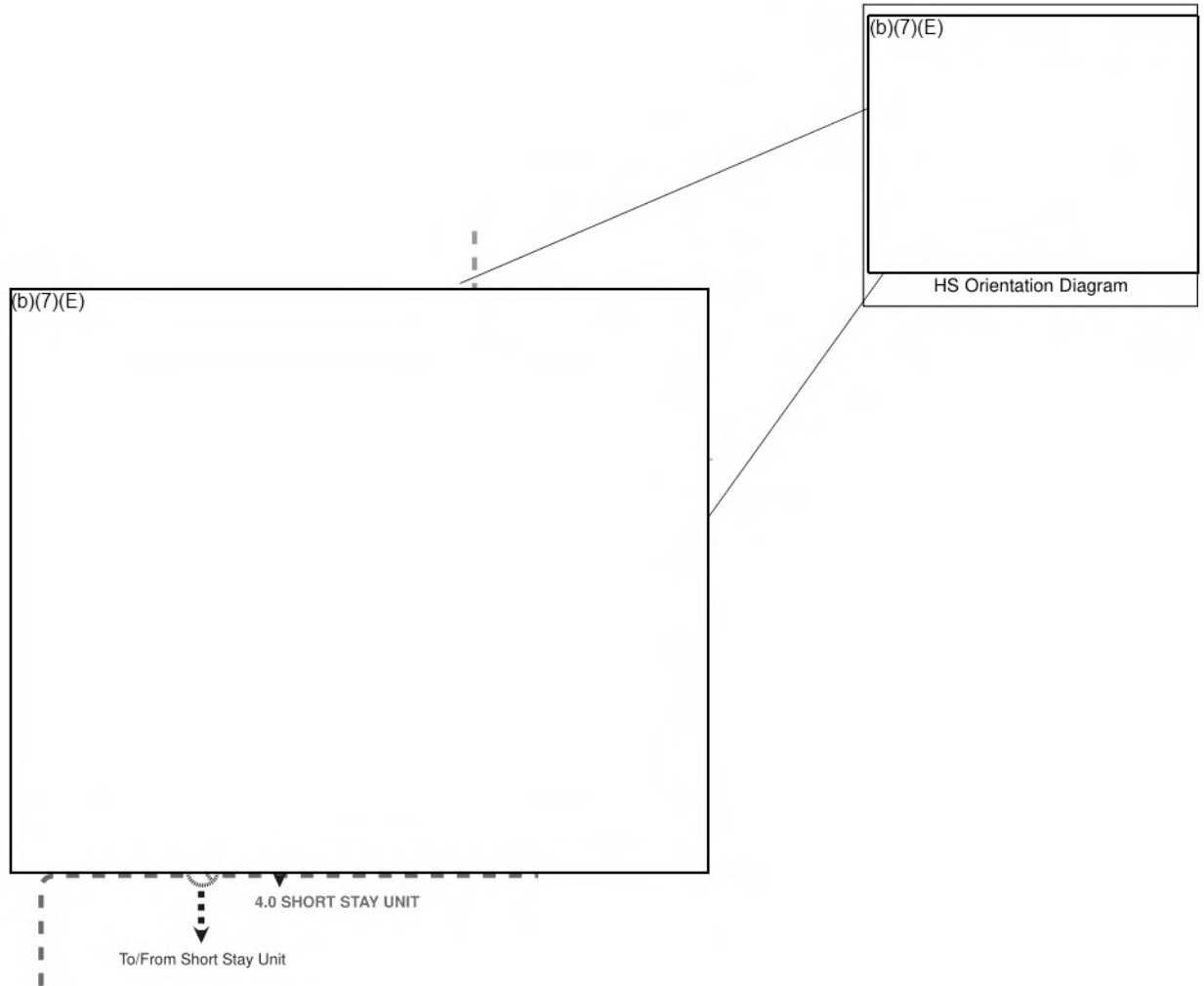
1.0 ADMINISTRATIVE UNIT

- 1.1 Medical Records Administrator Office
- 1.2 Health Services Administrator (HSA) Office
- 1.3 Clinical Director (CD) Office
- 1.4 Assistant HSA Office
- 1.5 Administrative Assistant Workstation
- 1.6 Work Area
- 1.7 Multi Purpose Room

Common Support Area

- 1.8 Medical Records Technician (MRT) Workstation
- 1.9 Medical Records Room
- 1.10 LAN Room
- 1.11 Pharmacy
- 1.12 Pharmacy Supply Room
- 1.13 Ambulatory Medical Supply Room
- 1.14 Medical Laboratory
- 1.15 Janitor Closet
- 1.16 Staff Toilet/Locker Room
- 1.17 Biohazard Waste/Storage Room

2.0 ADMINISTRATIVE AND COMMON SUPPORT UNIT ORGANIZATIONAL MODEL





Administrative and Common Support Unit - Concepts

INTRODUCTION

In order to delineate Administrative Common Support Unit operational imperatives, the following diagrams describe and diagram the relationships between HS staff, detainees and specific processes.

1. Centralized Secure Functions

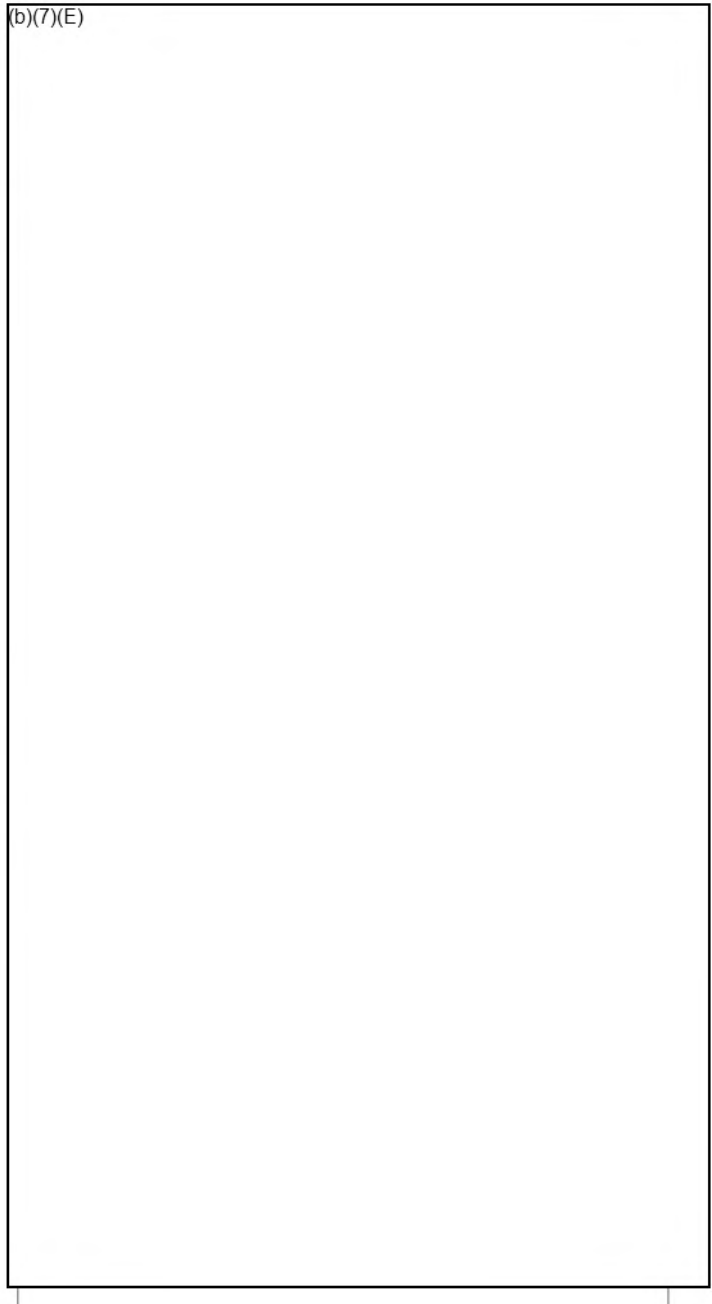
Three functional areas have been identified as needing special secure construction. These are the Pharmacy and Pharmacy Storage, Medical Supply Storage, and the Administration area. Since all three of these areas serve both Ambulatory Care and the Short Stay Infirmary, they should be located central to these functions. (b)(7)(E)

(b)(7)(E) The diagram illustrates how these functions may be collocated.

2. Segregated/Isolated Flow between Detainee and Staff

The concept of isolation and segregation of flow illustrates how detainee and staff circulation patterns may be organized. (b)(7)(E)

(b)(7)(E)





Administrative and Common Support Unit - Space Materials and Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Administrative and Common Support Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix



Power (4-plex outlet)



Dedicated Power



Data



Oxygen, Suction, Compressed Air
Emergency Power, Power



Data (T-1)

SYMBOL LEGEND

BI - Built-in

F - Furniture

ME - Medical Equipment



Administrative and Common Support Unit - Room Data Sheet

1.1 MEDICAL RECORDS ADMINISTRATIVE OFFICE

The Medical Records Administrative Office is a private office for the Medical Records Administrator. The function of the Medical Records Administrator is to manage the recording and storage of detainee medical records. It is important for this space to be near the Medical Records Room. This office should have visual access to the medical technician workstations.



Photo

(b)(7)(E)

Floor Plan (100 nsf)

FUTURE

Isometric



Administrative and Common Support Unit - Room Data Sheet

1.2 HEALTH SERVICES ADMINISTRATOR (HSA) OFFICE

The office of Health Services Administrator (HSA) is a private office located within the Administrative Unit. The office should provide seating for meeting with one to three visitors.

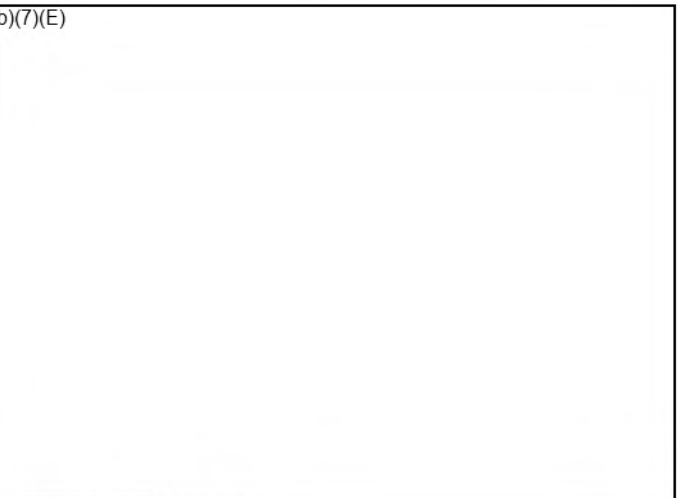
Administrative activities include :

- ✓ Planning, budget management, travel
- ✓ Answer correspondence: written, electronic, phone and fax
- ✓ Employee counseling
- ✓ Storage of files: projects, employees' health and leave records, etc...
- ✓ Assists in the maintenance of facility accreditation (ACA, NCCHC, JCAHO)
- ✓ Coordinates implementation of policy and procedures.
- ✓ Mentors junior officers

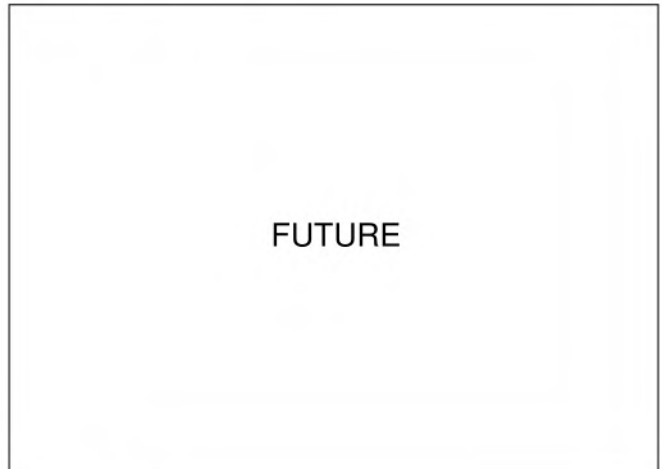


Photo

(b)(7)(E)



Floor Plan (120 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.3 CLINICAL DIRECTOR (CD) OFFICE

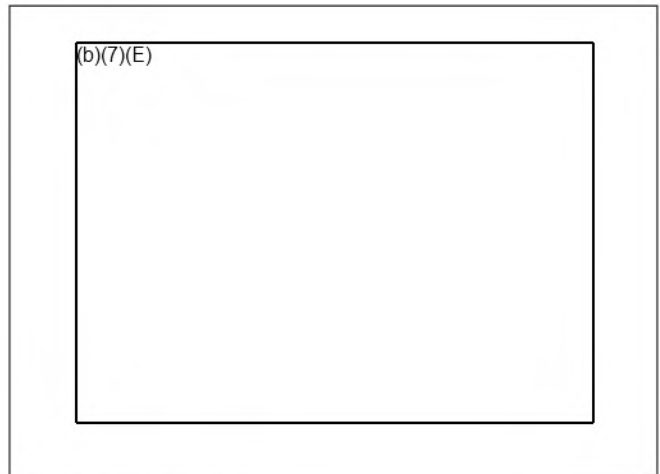
The office of the Clinical Director is similar to the HSA office. The responsibility of the Clinical Director is oversight of Medical, Dental and Mental Health services. In some cases this office is located in Ambulatory Care Unit to be close to these clinical functions.

Clinical Director functions include the following:

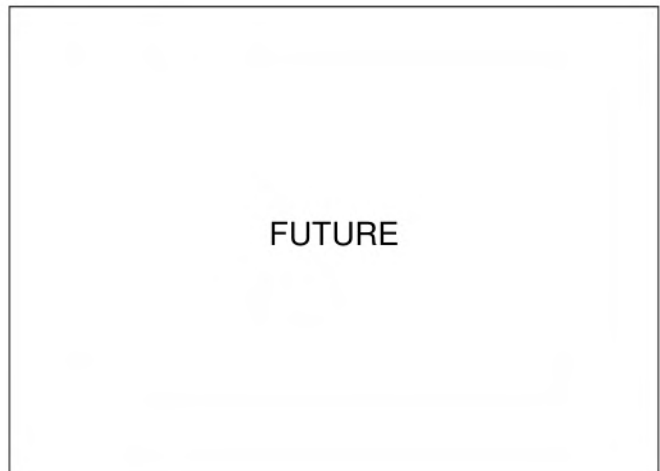
- ✓ Administrative activities like planning.
- ✓ Answer correspondence: written, electronic, phone and fax.
- ✓ Coordinates daily clinical operations, consults\ and mentor clinical staff.
- ✓ Peer review on charts daily
- ✓ Directs patient care.
- ✓ Evaluate of charts for compliance with local operational policies/procedures.
- ✓ Assists in the maintenance of facility accreditation.
- ✓ Reviews medical competency of staff and provide in-services.
- ✓ Assumes medical care of difficult medical cases.
- ✓ Mentors junior officers.
- ✓ Assumes medical care of difficult medical cases.
- ✓ Mentors junior officers.



Photo



Floor Plan (120 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.4 ASSISTANT HSA OFFICE

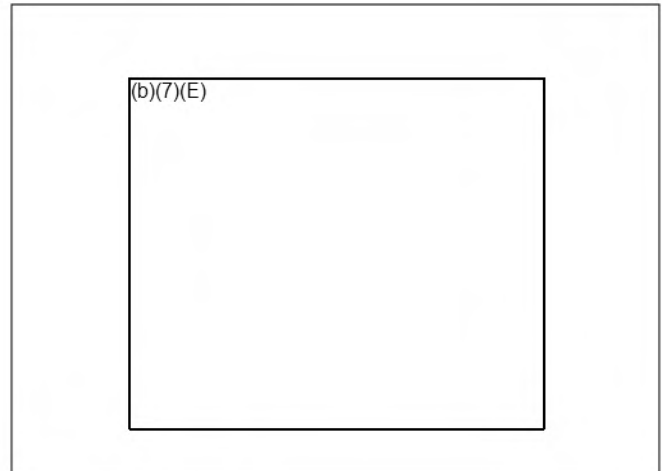
The Assistant HSA position is the primary support of the HSA and should be located in a private office near HSA office.

Assistant HSA functions include the following:

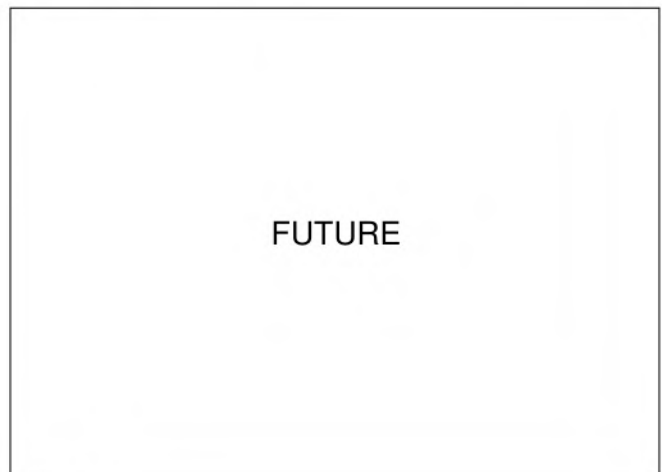
- ✓ Performs administrative activities
- ✓ Answers correspondence: written, electronic, phone and fax
- ✓ File maintenance and retrieval, archiving documents, records and correspondence. Maintenance of credential files
- ✓ Assists with staffing issues and or day to day operation of the clinic.
- ✓ Assists in the management of the operating budget
- ✓ Assists in the maintenance of facility accreditation



Photo



Floor Plan (100 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.5 ADMINISTRATIVE ASSISTANT WORKSTATION

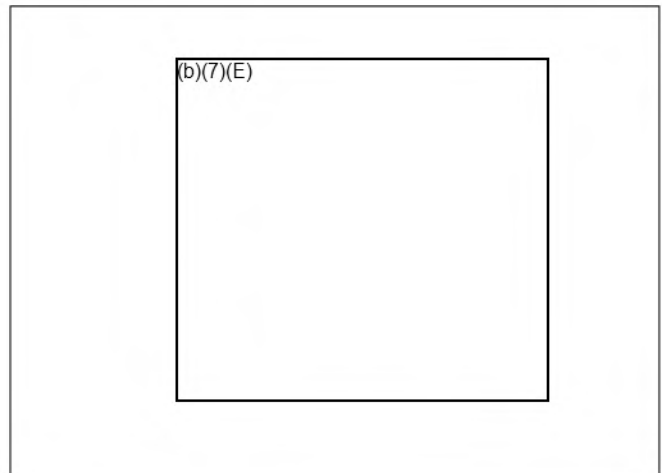
The Administrative Assistant provides direct support for HSA and Clinical Director. This workstation should be located with direct access to both the HSA and Assistant HSA offices.

Administrative activities include :

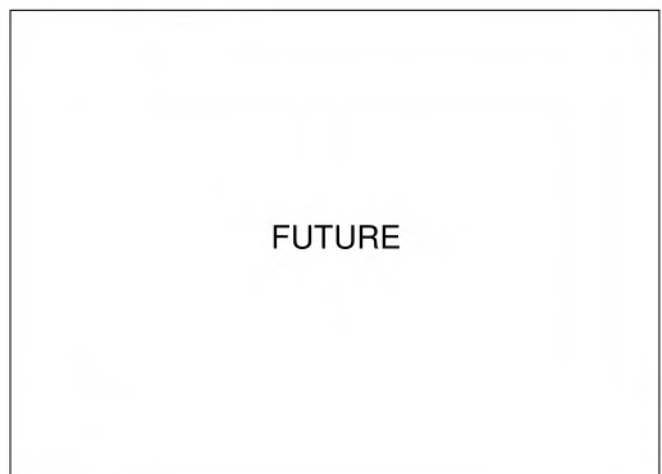
- ✓ Provides clerical support to HSA and CD
- ✓ Answer correspondence: written, electronic, phone and fax
- ✓ Completes filing and storage



Photo



Floor Plan (64 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.6 WORK AREA

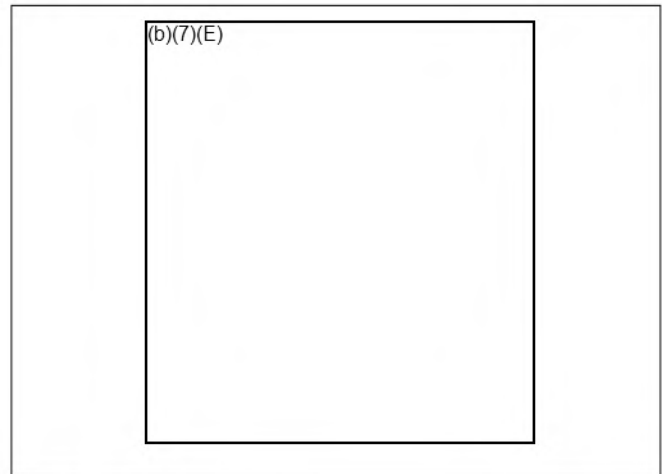
The Work Area is essentially an open work station with document scanner, workstation and cabinets for use by administrative staff. It should be located close to Medical Records and Medical Records Technicians.

The Work Area includes the following functions:

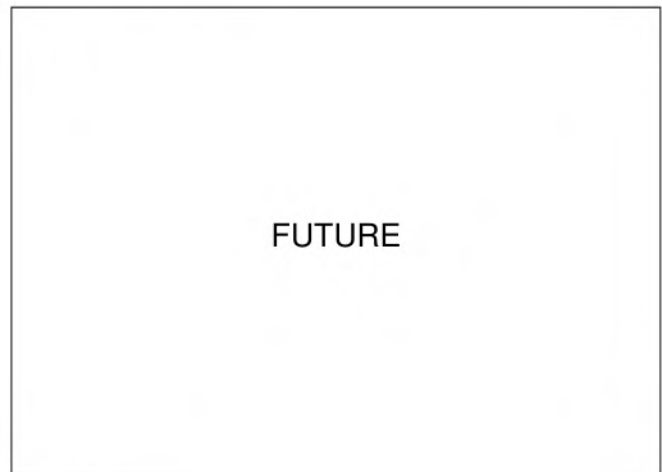
- ✓ Location of fax, shredder, cabinets.
- ✓ Storage of stationary supplies.



Photo



Floor Plan (120 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.7 MULTI PURPOSE ROOM

The Multi-Purpose Room is a conference and training space located in the Administrative Unit. It contains a kitchenette with sink, reference materials and bookshelves. This room may be used as a break/lunch room.

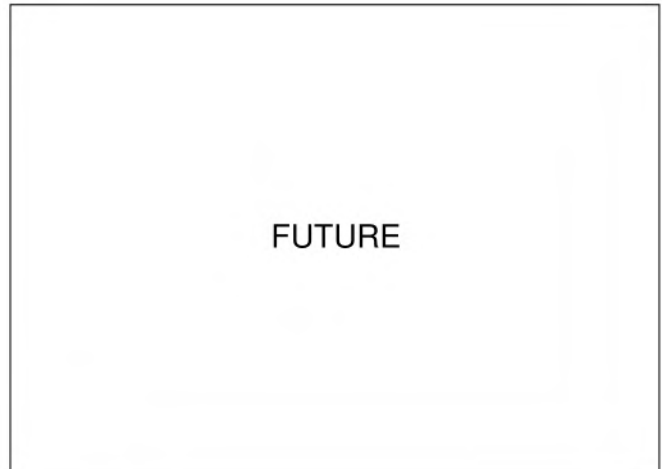
The Multi-Purpose Room includes the following functions:

- ✓ General staff meeting
- ✓ Staff Training
- ✓ Food preparation
- ✓ Break/Lunch



Photo

(b)(7)(E)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.8 MEDICAL RECORDS TECHNICIAN (MRT) WORKSTATION

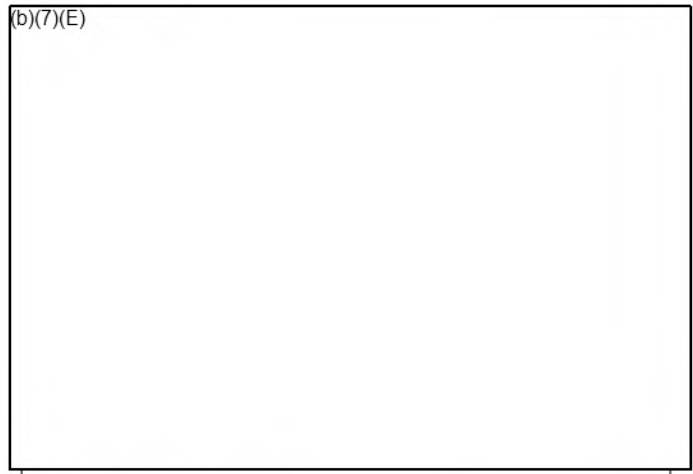
The Medical Records Technicians occupy workstations located within the Medical Records Room or directly outside the door.

MRT include the following functions:

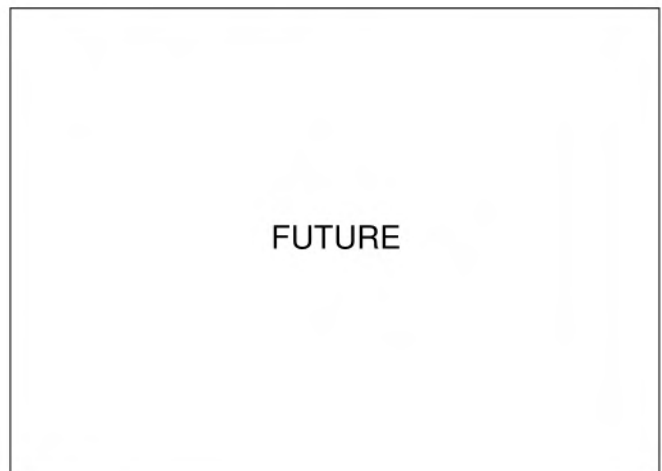
- ✓ Clerical work: print labels, make copies, answer the phone
- ✓ Enters all new arrivals into the system
- ✓ Schedules appointments
- ✓ Compiles charts
- ✓ Reviews charts as they come back to medical records for signatures, completed notes and labels placed on all forms
- ✓ Files completed charts
- ✓ Pulls charts for Sick Call and Physical exams
- ✓ Pulls charts upon request for peer review or studies
- ✓ Compiles charts for transfer
- ✓ Collects and file routing slips
- ✓ Conducts quarterly chart audits for completeness of medical records
- ✓ Pulls inactive charts and file
- ✓ Faxes Medical Hold list to detention and deportation staff daily
- ✓ Conducts other clinics to request information, reports, release of information for continuation of care
- ✓ Conducts other clinics to request information, reports, release of information for continuation of care



Photo



Floor Plan (64 - 256 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.9 MEDICAL RECORDS ROOM

The Medical Records Room is a secure and fire rated room with direct access to MRT workstations. One consideration in the planning of this room is the need for technology in the development of electronic documentation. In the new model technology may reduce the need for a Medical Records Room.

Medical Records includes the following functions:

- ✓ Enters all new arrivals into the system.
- ✓ Makes copies of forms needed for the charts.
- ✓ Storage of patient's charts, inactive and active charts.
- ✓ Storage all routing slips.
- ✓ Schedules outside referrals, release of information, PI reports
- ✓ Refers medical holds, supply orders, schedule sick-call appointments.
- ✓ Conducts medical record review, filing and data entry.
- ✓ Archiving records, medical record storage.
- ✓ In some locations is used for: Nursing stations, lunch room, Clinical Directors work station.



Photo

(b)(7)(E)

Floor Plan (100 nsf)

FUTURE

Isometric



Administrative and Common Support Unit - Room Data Sheet

1.10 LAN ROOM

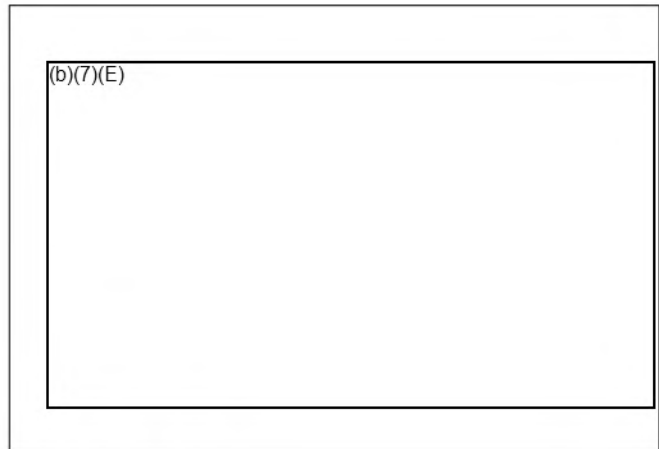
(b)(7)(E) (b)(7)(E)
is located within the acceptable range for length of runs of fiber-optic cabling.

The LAN Room includes the following functions:

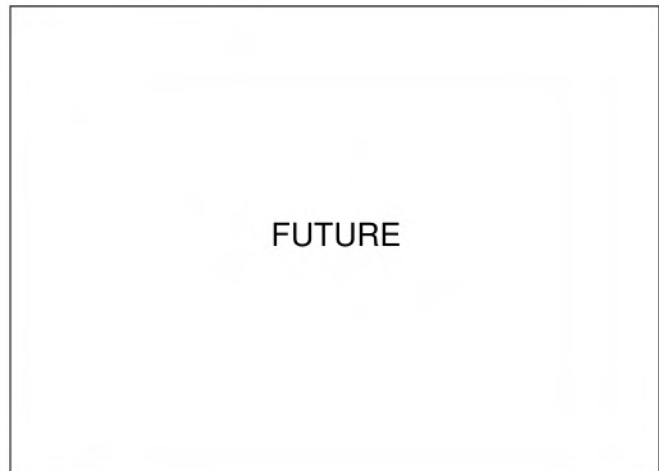
- ✓ Contains the server for DIHS network systems
- ✓ Used to store server supplies and electronic supplies



Photo



Floor Plan (48 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.11 PHARMACY

The Pharmacy (b)(7)(E) centrally located to Ambulatory Care and Short Stay Units within the Common Support area. The primary purpose of the Pharmacy is for the control and dispensing of medications to HS staff. (b)(7)(E)
(b)(7)(E) for dispensing pharmaceuticals.

The following are functional uses of the Pharmacy:

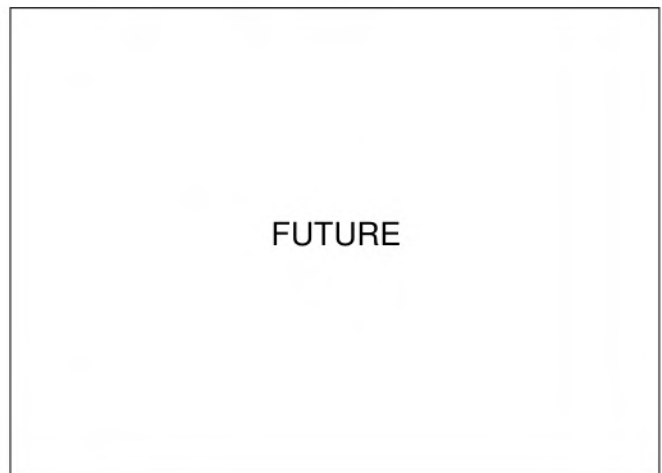
- ✓ Performs administrative duties
- ✓ Order, fill store pharmaceutical supplies
- ✓ Maintains pharmacy inventory
- ✓ Storage of controlled medications and maintain control logs
- ✓ Storage of pharmaceutical supplies in refrigerator
- ✓ Refills night cart for expired drugs
- ✓ Maintains sharps inventory. Maintain control logs
- ✓ Prints and distributes medication renewal list.
- ✓ Files Rx for inpatient/ambulatory care
- ✓ In some facilities with limited office space is used as the pharmacist's office
- ✓ Should have a private area for patient counseling
- ✓ Handsink with hot and cold water
- ✓ Pass through window for dispensing medicines



Photo

(b)(7)(E)

Floor Plan (150 - 250 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.12 PHARMACY SUPPLY ROOM

The Pharmacy Supply Room (b)(7)(E)
(b)(7)(E)

The following are functional uses of the Pharmacy Supply Area:

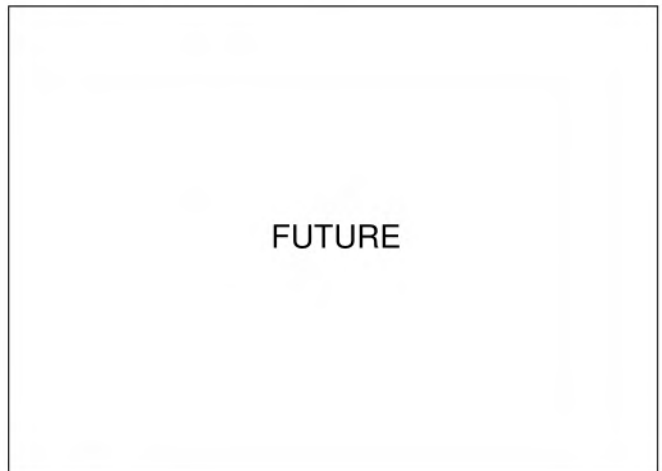
- ✓ Storage of bulk pharmacy items like: cases of Ensure, Maalox, various OTCs, prescriptions vials, bottles, lids, etc.
- ✓ Storage of non-formulary medications and medications rarely used.
- ✓ Has a cart for restocking the night cabinet and another cart for use when delivering supplies to the various clinic areas.
- ✓ This room contains all the medication supplies, syringes, vials, etc.
- ✓ Storage of controlled medications.



Photo



Floor Plan (100 - 200 nsf)



Isometric



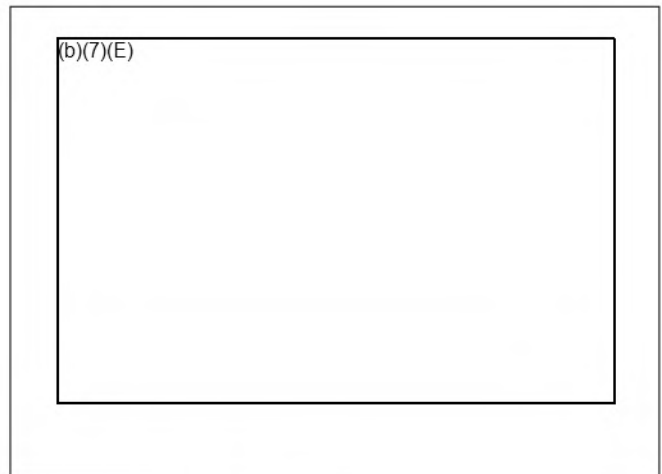
Administrative and Common Support Unit - Room Data Sheet

1.13 AMBULATORY MEDICAL SUPPLY ROOM

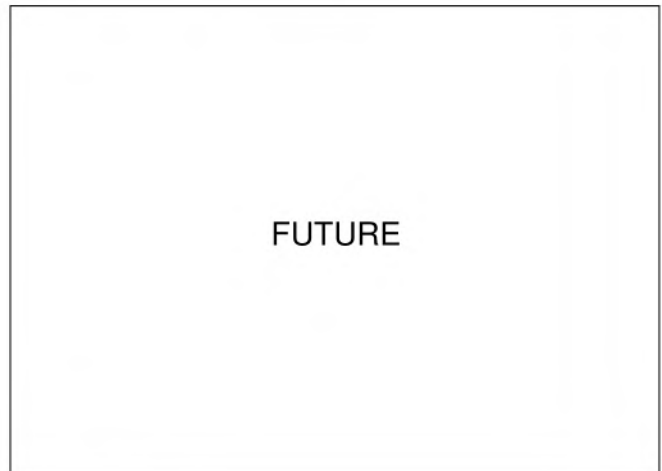
The Ambulatory Medical Supply Room is for storage of medical equipment necessary for the treatment of detainees. Examples of items to be stored in this room are - crutches, splints and wheelchairs.



Photo



Floor Plan (100 - 120 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

1.14 MEDICAL LABORATORY

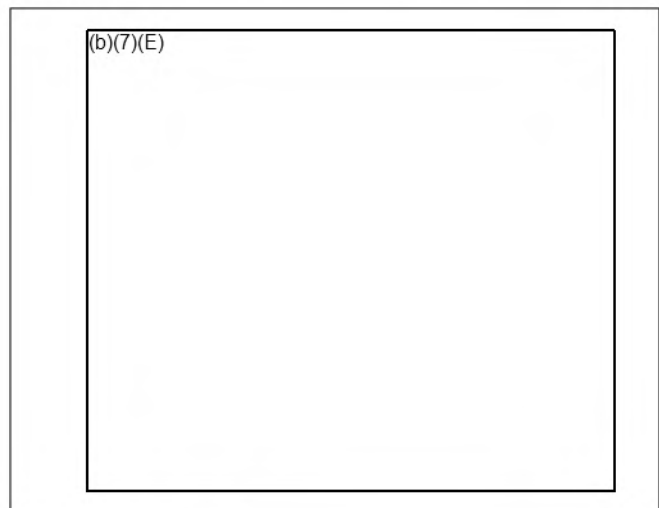
The Medical laboratory is used for testing and analysis of bodily fluids and cultures in health diagnosis. It contains freezer storage and technical equipment necessary for the completion of these analyzes. The Medical laboratory contains upper and lower storage cabinets with laboratory stone counters and sinks.

Following are functional uses of the Medical Laboratory:

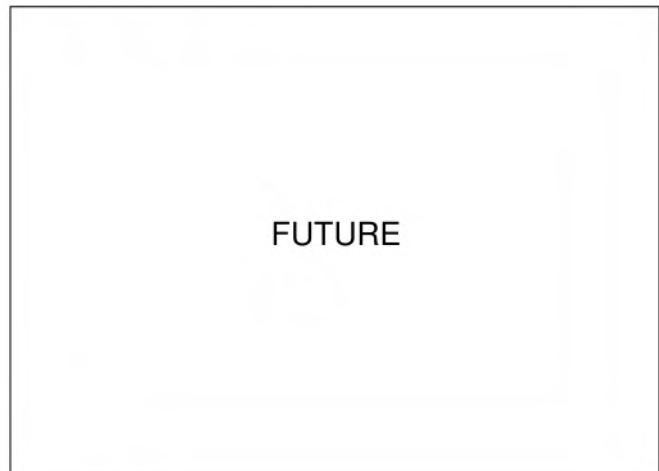
- ✓ Collection of laboratory specimens: blood, stool, urine
- ✓ Storage of laboratory supplies
- ✓ Hand washing and eye washing stations
- ✓ Refrigeration equipment for specimen preservation - monitors temperatures twice a day
- ✓ Sharp containers and store Bio-hazardous supplies
- ✓ Provides storage space for sharps inventory
- ✓ Used for teaching detainees to perform self-care (blood sugar checks, administering insulin, and drawing up medications)



Photo



Floor Plan (100 nsf)



Isometric

1.14 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Sink	Vent Hood		Per Equip. Manuf.	Intrusion Detection, PA	Telephone, LAN

1.14 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework, locking, with small sink, under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
BI	Water Purifier System	Government Scientific Source		1
ME	Chair, Phlebotomy, UMF 8672	Moore Medical	70618	1
ME	Centrifuge, tabletop (for blood)	Moore Medical	72071	1
ME	Stool, provider, rolling	Midmark	195	1
ME	Glucometer	Moore Medical	97100	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Printer for lab labels			1
ME	Refrigerator-Freezer, undercounter, locking	Jewett		1
ME	Thermometer, refrig, digital	Tech Instrumentation	A150Q	1
ME	Storage Cabinet, Metal, 2 door, Locking	Staples	796615	1



Administrative and Common Support Unit - Room Data Sheet

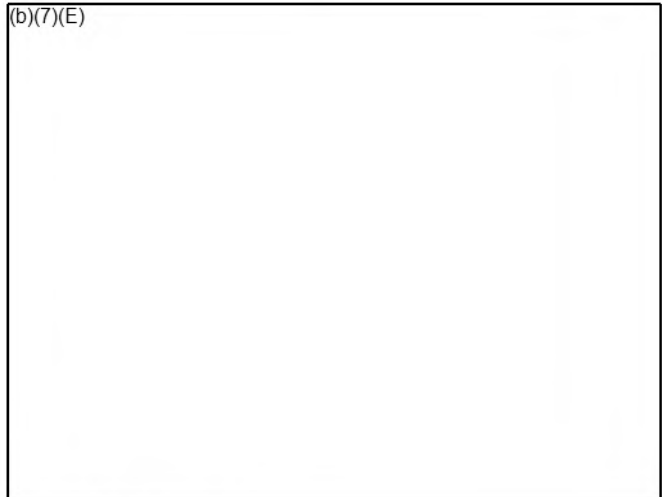
1.15 JANITOR'S CLOSET

The Janitor's Closet should be adequately sized for a mop sink and potentially a hot water heater. Space should also be provided for storage of soap, detergents and other cleaning products. Included in the Janitor's Closet will be mop hangers, floor sink, germicidal soap and paper towel dispenser.

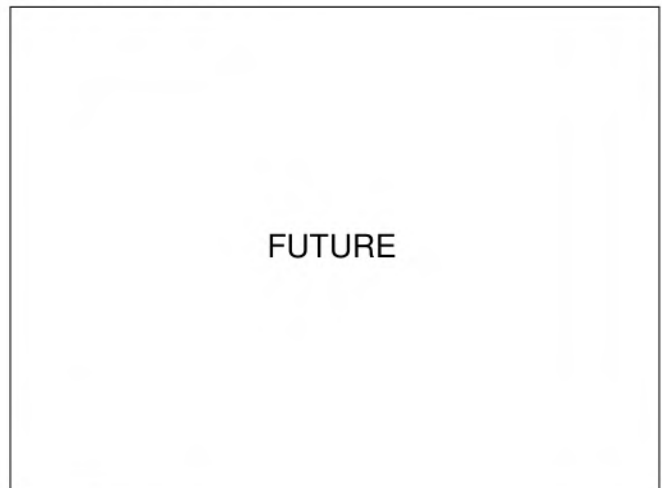


Photo

(b)(7)(E)



Floor Plan (100 nsf)



Isometric



Administrative and Common Support Unit - Room Data Sheet

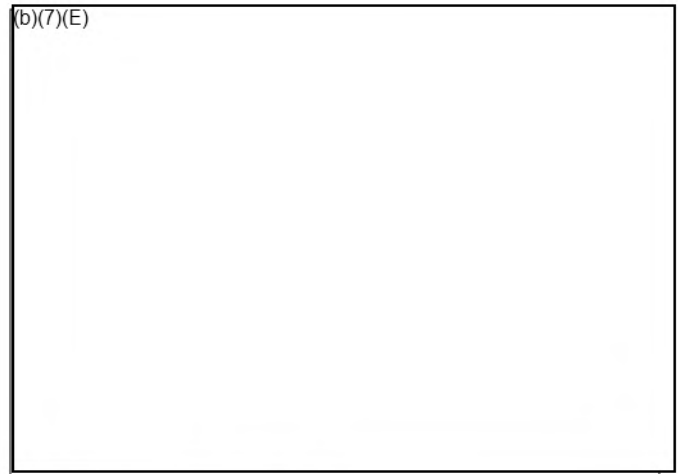
1.16 STAFF TOILET/LOCKER ROOM

The Staff Locker Rooms provide space for staff to store personal property. One each Toilet/Locker Room combination should be provided for men and women. Housed with the lockers should be staff toilets and showers. (b)(7)(E)

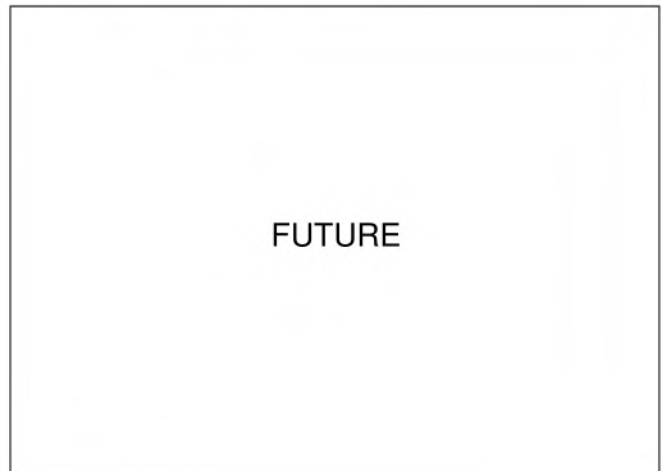
(b)(7)(E)



Photo



Floor Plan (120 - 160 nsf)



Isometric



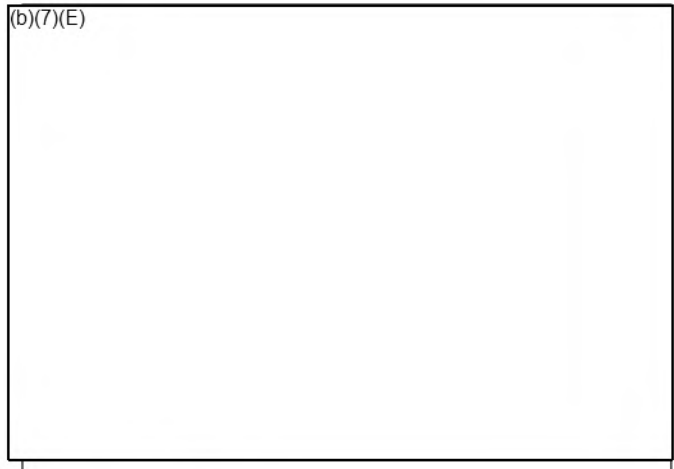
Administrative and Common Support Unit - Room Data Sheet

1.17. BIOHAZARD WASTE (CLOSET)/STORAGE ROOM

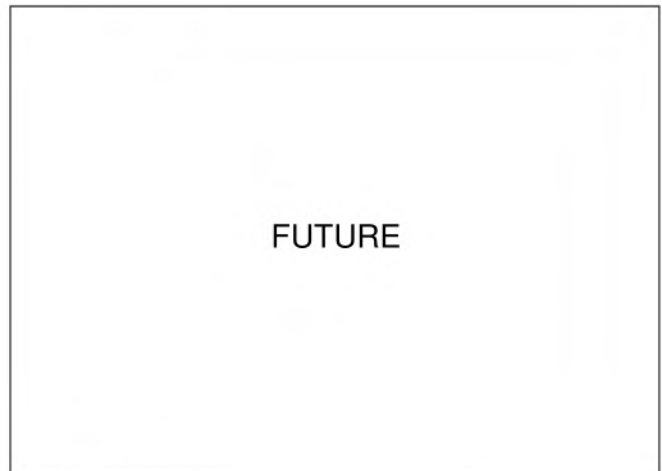
The Bio-hazardous Waste Storage Room (b)(7)(E)
(b)(7)(E) This room should
have a separate ventilation system



Photo



Floor Plan (25 nsf)



Isometric



2.0 MEDICAL INTAKE/PROCESSING UNIT



Medical Intake/ Processing Unit - Function

2.0 MEDICAL INTAKE/PROCESSING UNIT

The Medical Intake/Processing Unit for Health Services includes detainee health screening for general health and communicable diseases. This includes Tuberculosis screening by chest x-ray. Of primary importance in HS screening is the segregation of detainees being x-rayed from those in Ambulatory Care. A segregation vestibule is provided to separate the two functions. Off of this vestibule are holding cells and the Teleradiology (x-ray) Room. Refer to the diagram on page 5.35.

ACCESS TO CARE

Detainee access to care may occur at different times during the duration of their stay at a Service Processing Center. This may occur during detainee processing, sick call or if an incident occurs requiring immediate medical attention (urgent care). Refer to page 5.35 for workflow diagrams.

DETAINEE PROCESSING

Detainees begin their health screening at the time of initial Intake and Processing for admission into the SPC/CDF. They arrive at a Vehicle Sally Port and are escorted into the processing area. During processing the detainee is given a brief physical exam to check height, weight, blood pressure, heart and lungs (vitals). They are brought into the HS secure vestibule where they are placed in a holding cell while awaiting x-ray. Detainees are x-rayed to determine if they have lung disease (tuberculosis). While x-rays are processed and evaluated, detainees are held in waiting/holding rooms in the SPC/CDF Intake and Processing area. If tests are negative and there are no other health concerns the detainee is released to complete intake.

If the detainee tests positive to a serious disease or displays other conditions requiring emergency medical attention, he/she is escorted back to the vehicle Sally Port for ambulance transport to a hospital.

If the detainee has a medical condition that is not an emergency, he/she is admitted to the HS Ambulatory care Unit for further examination and treatment.

If the detainee is suspected of a communicable illness, he/she is immediately admitted to a room with appropriate isolation capabilities in either the Short Stay Unit (Infirmary) or the Special Housing Unit. The Special Housing Unit is used for detainees that are incarcerated for capital offenses or are a threat to staff or other inmates.

Medical Intake/Processing Unit

Critical Issues

- ✓ (b)(7)(E)
- ✓ (b)(7)(E)
- ✓ HS screening should be located in the general SPC/CDF Intake and Processing Area
- ✓ (b)(7)(E)

Special Requirements

The Medical Intake Unit houses two health Screening Rooms and a Teleradiology Room. The Teleradiology Room shall contain an observation window and be built using lead-shielded construction. The Teleradiology Room is

(b)(7)(E)

Processing. Detainees being admitted to the detention facility are x-rayed as part of the general health screening process to detect potential respiratory diseases. Once x-ray procedure is completed, the detainee is held in secure holding rooms inside of general Intake and Processing until they are assigned to a Housing Unit. The Teleradiology Room is also used for inpatient and outpatient diagnostics. There should be direct access to Medical Intake from the central vestibule.

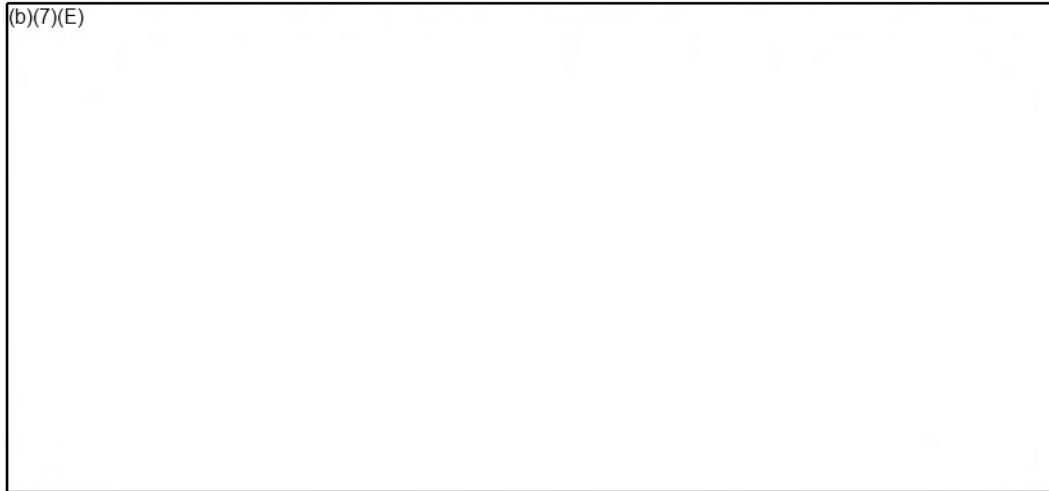
Space Requirements

2.0 MEDICAL INTAKE UNIT

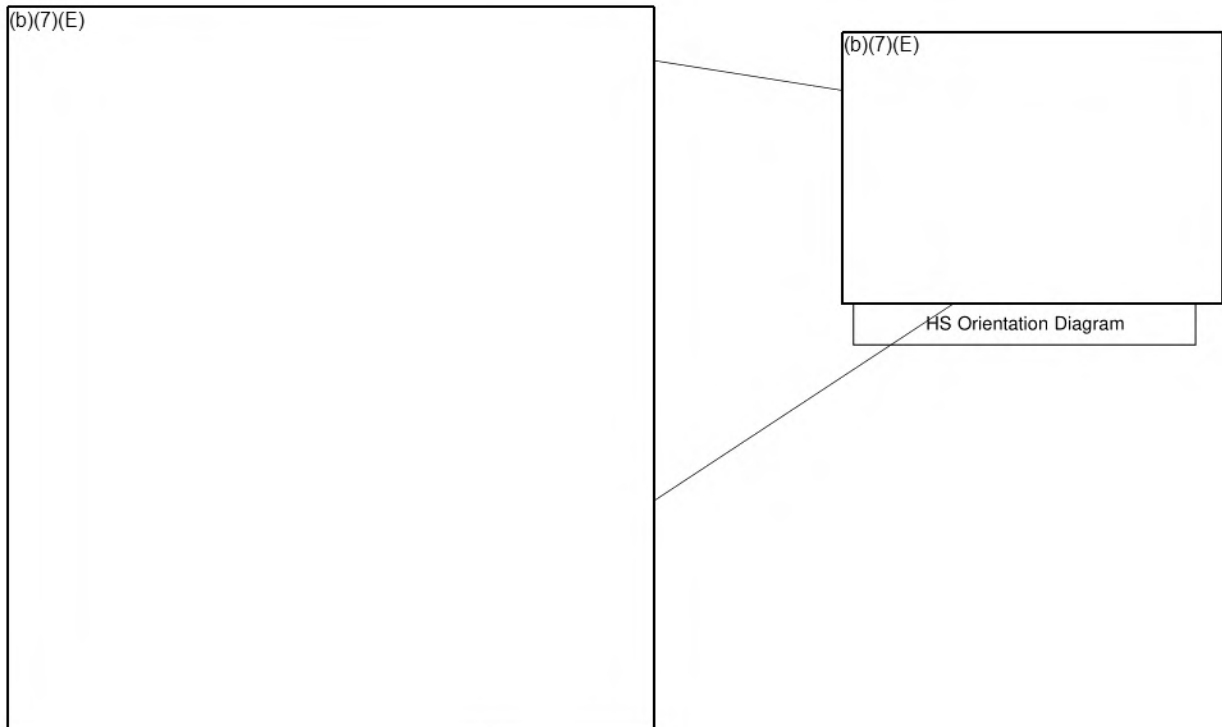
- 2.1 Screening Room
- 2.2 Teleradiology Room (X-ray)

2.0 MEDICAL INTAKE/PROCESSING UNIT WORKFLOW PATTERN

Intake Screening Workflow Pattern (a new detainee arrives at the facility)



2.0 MEDICAL INTAKE/PROCESSING UNIT ORGANIZATIONAL MODEL





Medical Intake/ Processing Unit - Concepts

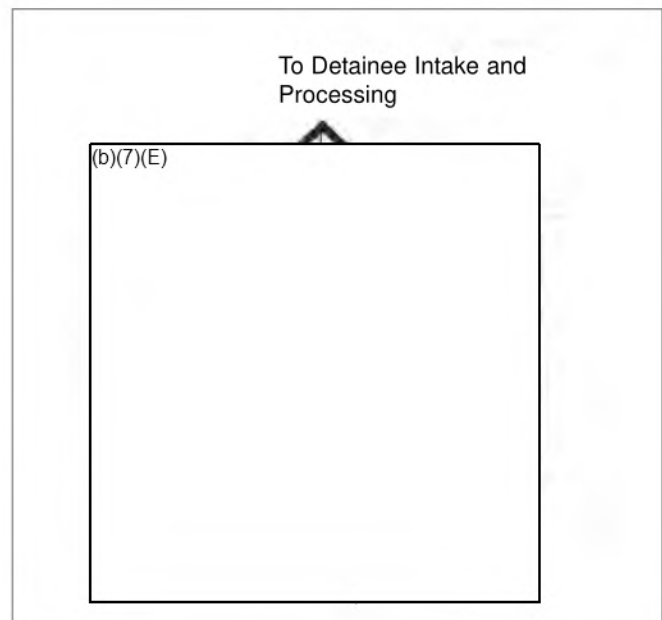
INTRODUCTION

In order to delineate Medical Intake and Processing operational imperatives, the following workflow diagram illustrates the relationships between HS staff, detainees and specific processes.

1. Medical Intake

The intake process for health services begins when a detainee is in the general processing for admittance to the detention facility. Detainees are screened for contagious respiratory diseases through x-ray testing. When detainees are brought into the intake area, they are placed in holding cells. Each detainee is escorted from the general holding cell into the medical screening room where they are interviewed, vital signs are checked and a general health screening is completed. Detainees are taken to Teleradiology where they are x-rayed. While awaiting medical evaluation of x-rays, the detainee is sent back to general holding. It may take up to four hours until the patient is medically cleared and sent to a housing unit or referred to respiratory isolation.

The concept is to provide a secure vestibule that acts as an air lock between Detention Intake and Ambulatory Care. Two screening rooms are located off this vestibule with teleradiology located directly across this vestibule.





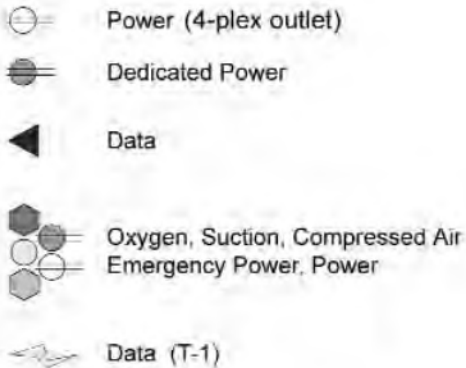
Medical Intake/ Processing Unit - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Medical Intake/Processing Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in
F - Furniture
ME - Medical Equipment



5. DEPARTMENTAL REQUIREMENTS



Medical Intake/ Processing Unit - Room Data Sheet

2.1 INTAKE SCREENING ROOM

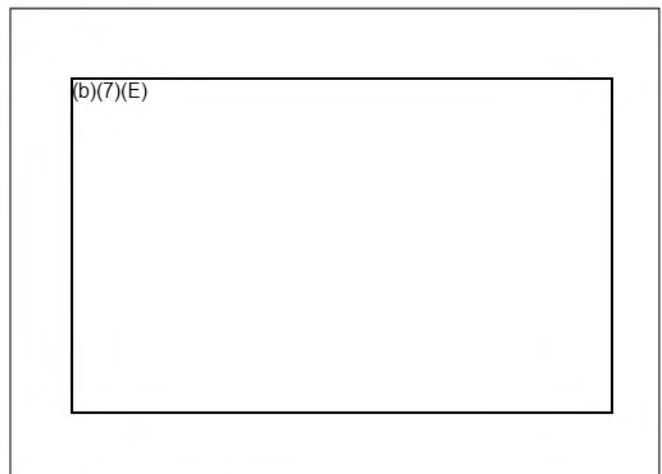
The Intake Screening Rooms are where detainees are initially screened for potential health issues during detainee processing at the Service Processing Center. The rooms are used by health practitioners to record and analyze basic health (weight, height, heart, blood pressure). It is important to note that screening rooms should be located off of the entry Vestibule and across from the Teleradiology Room.

Intake Screening includes the following functions:

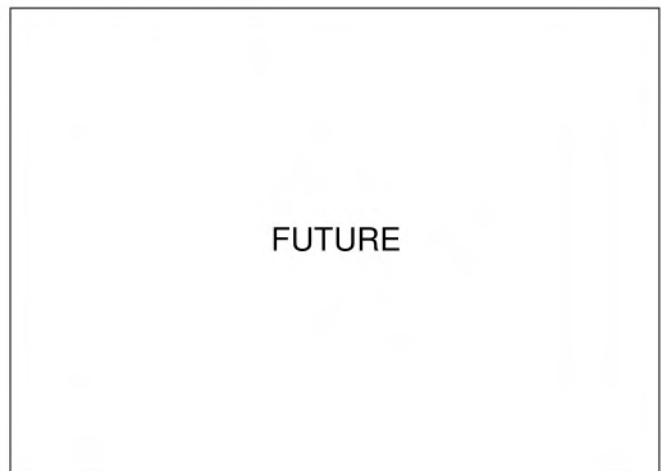
- ✓ Part of the health evaluation involves completion and analysis of a chest x-ray
- ✓ Hand washing station
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Also may be used by nursing to perform work on collateral duties.



Photo



Floor Plan (100 nsf)



Isometric

2.1 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					Glass Clad Polycarbonate - Level 2
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory					Telephone, Speaker, LAN

2.1 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Paper Towel Dispenser, wall mount, roll			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
BI	HEPA air filtration or UV light for room			1
BI	Air exhaust fan to exterior			1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
F	Chair, rolling	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
F	Stool, provider, rolling	Midmark	195	1
F	File cabinet, 4 drawer, locking			1
F	Storage Cabinet, Metal, 2 door, Locking	Staples	796615	1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile castor base	1
ME	Sundry Jars, plastic	Moore Medical	65227	1
ME	BP Cuff Manual	Moore Medical	66306	1
ME	Glucometer	Moore Medical	97100	1
ME	Oto-Ophthalmoscope, Welch-Allyn, wall mount,		AD451	1
ME	Scale, Patient w height	Health o meter	32150	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Vital Sign monitor w/pulse ox	Welch Allyn	52NTP-E1	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Hammer, reflex (non metallic handle)			
ME	Privacy Screen, 3 panel, rolling	United Metal Fabricator	8425 with 860 curtain	1
ME	Thermometer, refrig. Monitor, digital	Tech Instrumentation	A150Q	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			1
ME	Computer			1
ME	Printer			1
ME	Refrigerator-Freezer, undercounter, locking	Jewett		1



Medical Intake/ Processing Unit - Room Data Sheet

2.2 TELERADIOLOGY ROOM (X-ray)

The Teleradiology Room is located within the Health Services area (b)(7)(E)

(b)(7)(E)

Processing Area. The primary function of the Teleradiology Room is for taking digital x-rays and storing the x-ray equipment.

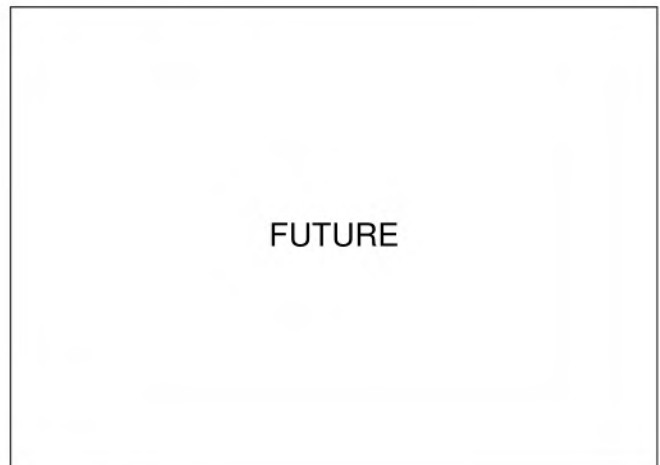


Photo

(b)(7)(E)



Floor Plan (150 nsf)



Isometric



2.2 SPACE MATERIAL MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
(b)(7)(E)		12 Ft. High	Small glass window		
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Lavatory	Negative Pressure	Exam Light	Per Equip. Manuf. Incl. 480 v 3 Ph Power	PA, Duress Alarm	Telephone/LAN

2.2 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Dehumidifier, Room			1
BI	Air Conditioning, Extra Duty			1
BI	Control booth, x ray technician, built in with casework and leaded glass window			1
BI	Leaded glass window, large, in wall to hallway			1
BI	Rack, wall, for leaded Shields	Carr	AGR-20	1
BI	X-ray in use lighted sign, controlled			1
BI	Forced air exhaust to exterior above Swissway unit			1
BI	(b)(7)(E)			1
ME	SwissRay ddr X Ray System- Contractor supplied			1
ME	Lead Shield, female, full-length	Bar-Ray		1
ME	Lead Shield, Male	Bar-Ray		1
ME	Thyroid Shield, leaded	Bar-Ray		1
ME	Computer			1
ME	Printer			1
ME	Telephone with Speakerphone			1



3.0 AMBULATORY CARE UNIT



Ambulatory Care Unit - Functional Adjacencies

3.0 AMBULATORY CARE UNIT

The Ambulatory Care Unit is the primary "outpatient clinic" for the SPC/CDF. It includes Medical Exam Rooms, Dental Exam (Operatory), Laboratories, and Trauma Room. It is here where detainees are brought from sick call and when a health incident requiring medical treatment occurs. Indirect access to the Ambulatory Care Unit from housing includes detainee holding and access to the Sally Port for transfer out should a major emergency require outside medical attention. Direct access is provided from SPC/CDF Intake and Processing through the health screening vestibule. Refer to the diagram on page 5.47.

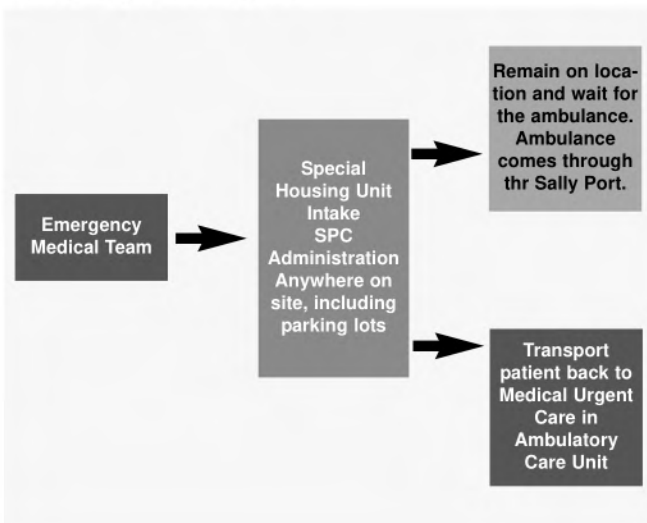
AMBULATORY CARE PROCESSING

Detainees entering the Ambulatory Care Unit have access from Housing area and are first place into a secure holding(waiting) area. They are then seen by a nurse who takes vital signs. The patient is then examined by a physician or mid-level provider as appropriate.

EMERGENCY CARE

In the case of a medical emergency, a medical response team goes to the location of the incident and either waits for the ambulance or transports the patient to medical. Refer to diagram below.

Emergency Care Diagram



Ambulatory Care Unit

Critical Issues

✓ (b)(7)(E)

✓

Special Requirements

The Ambulatory Care Unit must be organized for ease of flow and surveillance. The Nurse Coordinator, acting as "gatekeeper" for detainee flow is the front line staff member who conducts initial triage and assigns detainees to their respective exam rooms. Wait/Hold rooms, located across from the Nurse Coordinator are where detainees awaiting medical examination and outpatient treatment are held.

(b)(7)(E)

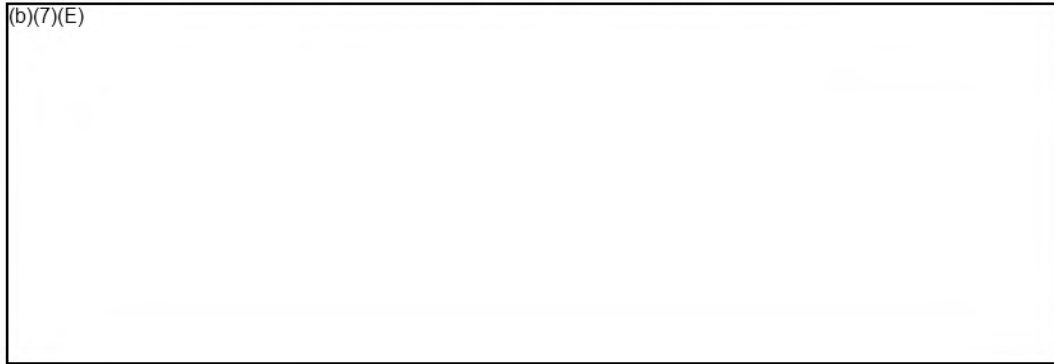
Space Requirements

3.0 AMBULATORY CARE UNIT

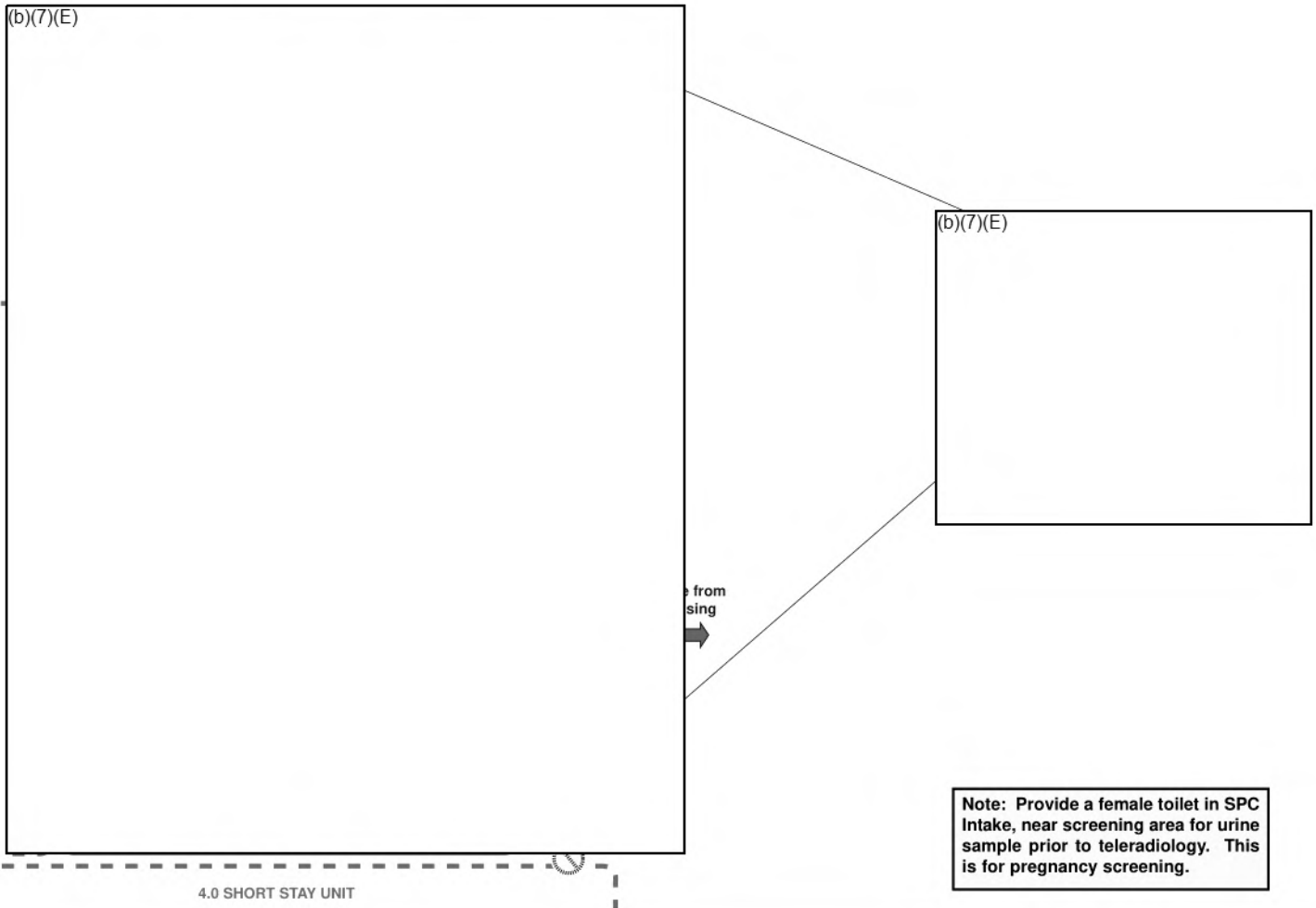
- 3.1 Exam Room
- 3.2 Detainee Waiting Area (Holding)
- 3.3 Detainee Toilet
- 3.4 Dental Office
- 3.5 Dental Exam Room (Operatory)
- 3.6 Dental Lab
- 3.7 Dental Mechanical Room
- 3.8 Mental Health Room
- 3.9 Nurses Coordinator Room
- 3.10 Urgent Care Room
- 3.11 Telemedicine Machine Room
- 3.12 Guard Station

3.0 AMBULATORY CARE UNIT WORKFLOW PATTERN

Ambulatory Care Services Diagram (a resident detainee requires care)



3.0 AMBULATORY CARE UNIT ORGANIZATIONAL MODEL





Ambulatory Care Unit - Concepts

INTRODUCTION

In order to delineate operational imperatives for Ambulatory Care Unit functions, the following workflow diagrams describe and diagram the relationships between HS staff, detainees and specific processes.

1. Waiting/Holding Areas

When a resident detainee is admitted to health services from the Housing Pod, they are brought into a sally port and immediately escorted to a Waiting/Holding Room. The Waiting/Holding Room is sized based on the number of detainees that can be examined in a one hour period. The Waiting/Holding Rooms are on one side of the Sally Port so that there is no visual access between the rooms.

2. Satellite Nurse Triage

In order to improve detainee health services by limiting the handling/movement of detainees from housing into the health services facility the following has been suggested:

Create a small Nurse Triage Room within the Housing pods.

This localized health services will provide for initial sick call screening, medications/pill line and for setting up appointments for doctor visit at a future date.

3. Visual Access

A security guard station should be positioned near the entrance from the Sally Port into Ambulatory Care such that there are clear lines of site to all Medical Exam Rooms. The security guard is responsible for monitoring all detainee movement within Ambulatory Care.

(b)(7)(E)

4. Security Surveillance

The nurse coordinator is the gate-keeper for detainees awaiting examination. The Nurse/Coordinator is responsible for initial preliminary examination of resident detainees.

(b)(7)(E)

(b)(7)(E)

5. Dental Suite

The Dental suite includes a Dental Office, Exam Room and Laboratory. Entrance to the suite is off of a corridor into the Exam Room. The Dental Office and Laboratory flank the Exam Room.

(b)(7)(E)

6. Dental Laboratory

The Dental Laboratory is used for specific functions. These include dental model-making and equipment sterilization. Sterilization is a clean function and Modeling/casting is a "dirty" function. These functions are located at either end of a laboratory counter.



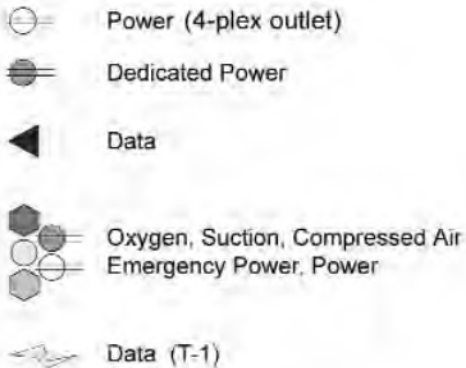
Ambulatory Care Unit - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Ambulatory Care Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in
F - Furniture
ME - Medical Equipment



Ambulatory Care Unit - Room Data Sheet

3.1 EXAM ROOM

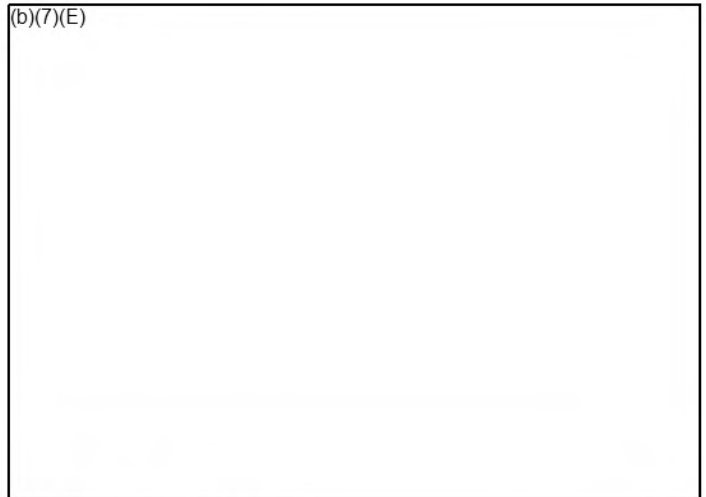
The Examination Rooms are used by physicians and health care practitioners to complete general physical/medical examinations and health treatment. The Exam Rooms contain the same type of equipment found in a general medical clinic for out-patient exam and treatment. Each room contains a small sink with cabinetry and treatment table.

Exam Room functions are as follows:

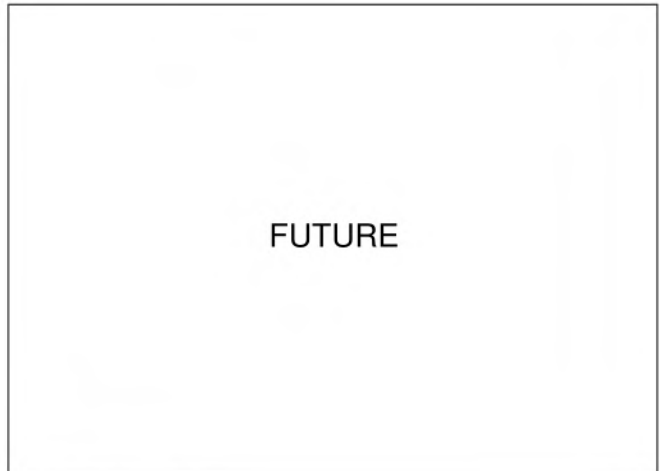
- ✓ Hand washing station
- ✓ Conducts a physical exam or obtain a medical history from a detainee in privacy
- ✓ Used by PA and RN for examination/treatment, triage, wound care, sick call evaluations
- ✓ Staff Consultations, Physical Exams and evaluations
- ✓ Procedures, IV fluids/ Monitoring, MD consultation
- ✓ Computer work, chronic and acute care clinics
- ✓ Splinting/ace wraps. Minor injury treatment
- ✓ Assessing and treating scheduled patients
- ✓ Administration of medications and patient education provided related to medications administration
- ✓ Follow-up Chronic (hypertension, diabetes) and sick care referrals
- ✓ Phone call coordination with local and outside sources.
- ✓ Provides counseling and patient education
- ✓ Reviews daily charts, lab results and medication refills
- ✓ In small facilities this room is also used by the Social Worker and the Psychiatrist



Photo



Floor Plan (100 nsf)



Isometric Plan

3.1 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light	GFI Outlets		Telephone, LAN

3.1 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework with small sink, under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
ME	Examination Table with storage, roll paper, left & right hand	Midmark	304	1
ME	Chair, rolling, provider	Unicor	Bravo	1
ME	Chair, patient	Unicor	Bravo	1
ME	Hammer, reflex, plastic, Taylor or Queen Square	US Neurologicals		1
ME	Oto-Ophthalmoscope, wall mount,	Welch Allyn	767 System (79510)	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Sphygmomanometer, Manual, hand held	Moore Medical	66306	1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Sphygmomanometer, MERCURY			
ME	Glucometer	Moore Medical	97100	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1
ME	Stool, provider, rolling	Midmark	195	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with 860 curtain	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Sundry Jars, plastic	Moore Medical	65227	1



Ambulatory Care Unit - Room Data Sheet

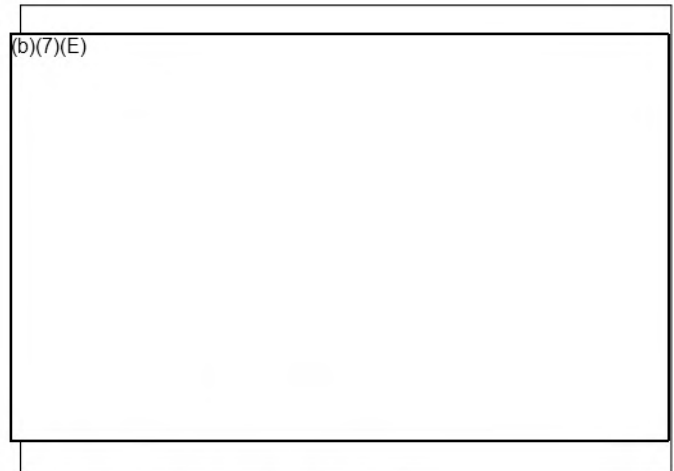
3.2 DETAINEE HOLDING AREA (WAITING)

The Detainee Holding/Waiting Area is a secure multi-person room for temporary holding of detainees that are awaiting medical treatment. There is a waiting area for male and female detainees. Each holding/Waiting area includes a combo toilet/lavatory unit with partial height privacy wall.

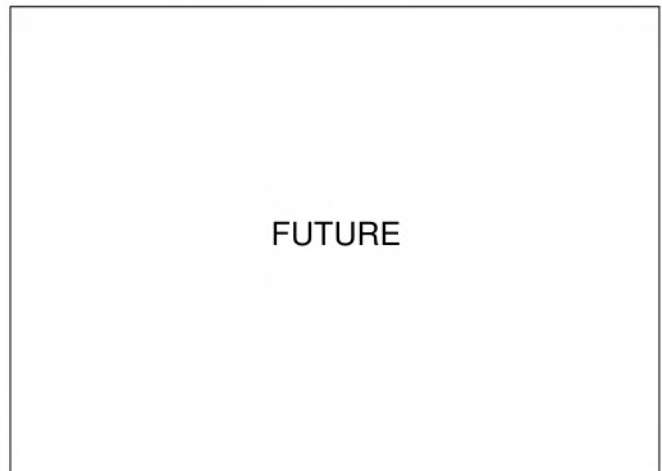
- ✓ Initial contact area
- ✓ Used for detainees awaiting appointments
- ✓ Hold detainees who are waiting to be seen by a provider
- ✓ Provides detainees access to educational materials for multiple conditions
- ✓ Contains a water fountain, a hand-sink and a toilet
- ✓ Provides a Security Officer Desk (log book and phone available)



Photo



Floor Plan (250 nsf - capacity 10)



Isometric



3.2 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Toilet,Lav,Drinking	Secure	Maximum	No Outlets	Door Control, Intercom	
Fountain, Flr. Drain	Diffuser	Security Fixture		Audio Monitoring, PA, CCTV	

3.2 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Benches, sitting, permanent mount			1
BI	Toilet,sink, drinking fountain combo, metal, security			1
BI	Partial privacy wall screening toilet, 4 ft high			1
BI	Hand dryer, Electric, wall mount, high security			1
BI	Negative Pressure airflow			1
BI	Floor drain			1
BI	TV/VCR (behind security glazing), speaker projecting sound into room			1
BI	Window, security, large, looking into room			1



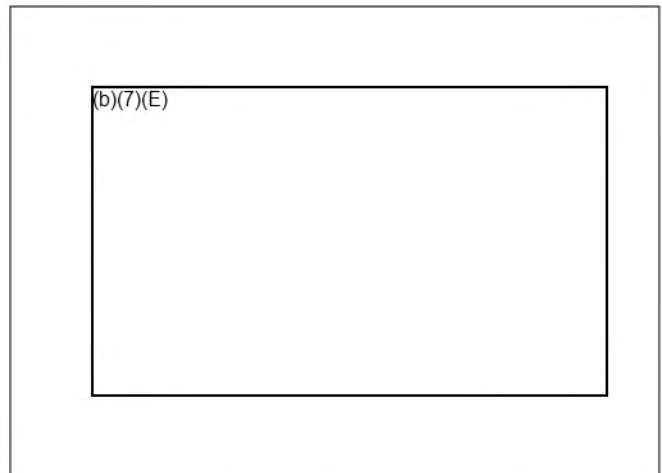
Ambulatory Care Unit - Room Data Sheet

3.3 DETAINEE TOILET (SPECIMEN COLLECTION)

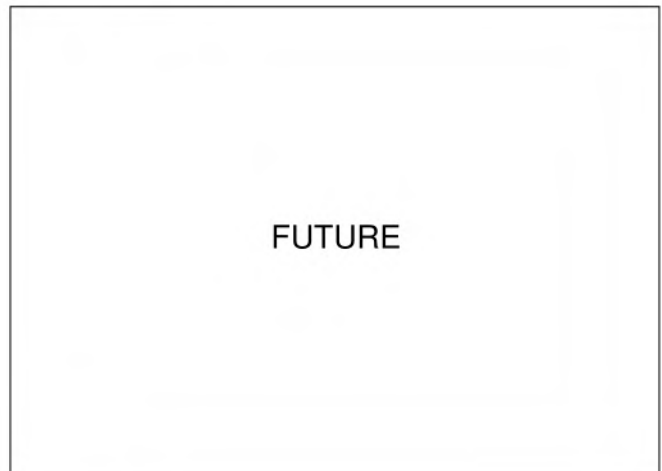
A single use detainee toilet is located near entrance to the Ambulatory Care Unit. It is used for collection of urine samples for urinalysis testing. The Detainee Toilet should be located adjacent to the Medical Laboratory with a secure “lazy susan” type through-wall sample transfer for ease of handling specimens.



Photo



Floor Plan (49 nsf)



Isometric



Ambulatory Care Unit - Room Data Sheet

3.4 DENTAL OFFICE

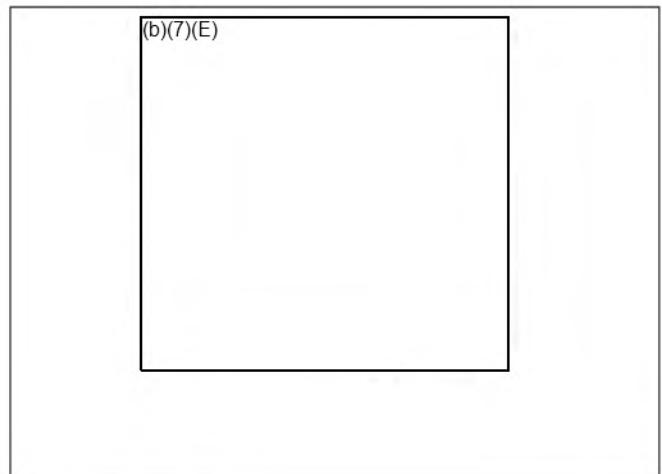
The Dental Office should be located (in the dental suite) near the Dental Exam Room(s) and Dental Laboratory for efficiency of the dental operations. The Dental Office is a private office with room for one visitor.

Following are functional uses of the Dental Office:

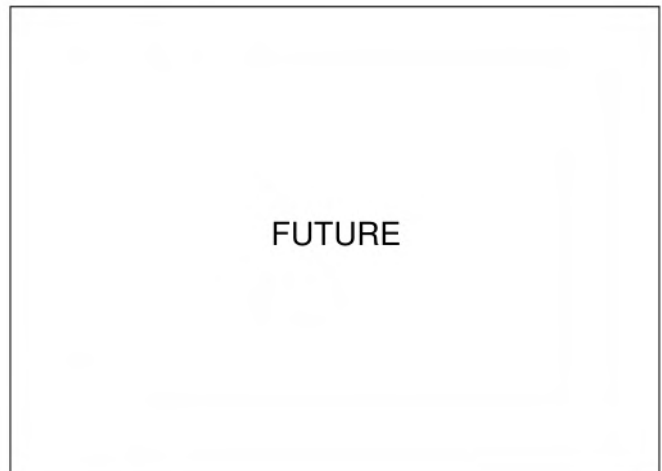
- ✓ Answers correspondence: written, electronic, phone and fax
- ✓ Coordinates daily clinical operations, consults and mentor clinical staff
- ✓ Peer review on charts daily
- ✓ Used for administrative purposes
- ✓ Evaluation of charts for compliance with local operational policies/procedures
- ✓ Assists in the maintenance of facility accreditation
- ✓ Storage of clean dental scrubs and lab coats
- ✓ Dental library



Photo



Floor Plan (100 nsf)



Isometric



Ambulatory Care Unit - Room Data Sheet

3.5 DENTAL EXAM ROOM (OPERATORY)

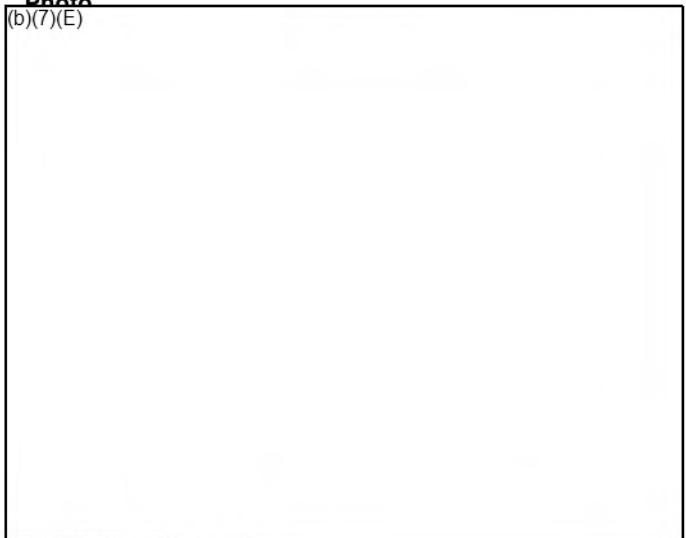
The Dental Exam Room or Dental Operatory contains all the equipment for dental examination and treatment including dental chair, dental vacuum, water and air. The Dental Exam Room may hold one or more dental chairs depending on detainee population and staffing. The Dental Exam Room is the central functional area within the dental suite.

Following are function uses and characteristics of the Dental Exam Room:

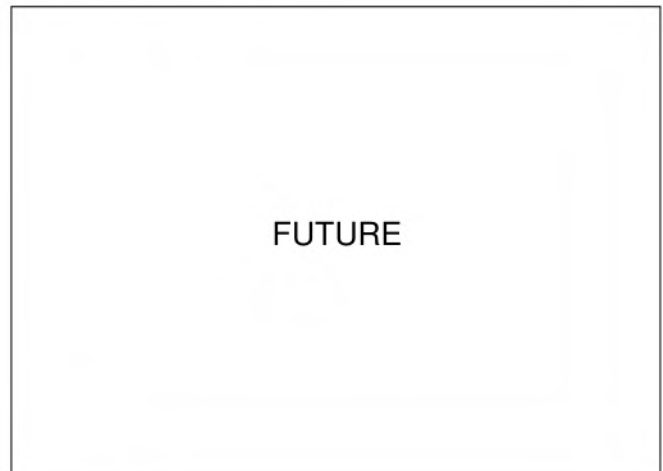
- ✓ Dental Sick call/Dental Triage
- ✓ Dental exams/treatment.
- ✓ Routine and surgical extractions
- ✓ Biopsies, cleaning
- ✓ Maintains dental instrument count, needle count, X-rays, storage for dental supplies
- ✓ Computer work
- ✓ Open wound repair and Staff dental training



Photo
(b)(7)(E)



Floor Plan (140 nsf)



Isometric

3.5 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Sink			Per Equip. Manuf	Intrusion Detection	Telephone(Speaker) LAN

3.5 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Operatory Chair	ADEC	Cascade 1040	2
ME 12 O'clock Treatment Console	ADEC	Preference 5580	2
ME Delivery Unit	ADEC	Cascade 3181	2
ME Accessory Console	ADEC	Preference 5631.44	1
ME Center Console	ADEC	Preference 5543.SB	1
ME Track-Mount Single Light	ADEC	Preference Mounted Light 28-1461	2
ME Doctor's Stool	ADEC	Cascade 1601	2
ME Assistant's Stool	ADEC	Cascade 1626	2
ME Intraoral x-ray	GENDEX	GX-770	1
ME Digital Radiography System	Schick Technologies		1
ME Dental Dell mini tower			1
ME CDR DICOM Software			1
ME Sensor size 2			1
ME Universal Holder Set-size2			1
ME USB remote			1
ME USB Remote Cable (5 meter)			1
ME USB CAM Kit			1
ME USB Cam Cable (5 m)			1
ME Universal Viewer, Slim Line, Des /Wall	HS	313-2507	1
ME Curing Light, Optilux	HS	549-7284	1
ME Apron, Adult	HS	100-4339	1
ME Apron Hanger	HS	100-3530	1
ME Steel Step-On Can, 32 qt	HS	545-5228	1
ME Safety Glasses	HS	100-7382	5
ME Glove Dispenser		100-6182	1
ME Cavitron SPS, Dentsply	HS	167-3341	1
ME In-Room Sharps Disposal System	HS	666-3672	1
ME XCP Instrument it	HS	189-4148	1
ME Disposable XCP Bite Bloc s, 100/box	HS	189-1585	1
ME Maxiclens Soap, Qt	HS	431-0032	2
ME Hand Pump for Maxiclens Soap	HS	431-1478	2
ME Light Handle Covers, "T"	HS	100-9864	2
ME Pro-Barrier Tube Sox	HS	991-5498	2



Ambulatory Care Unit - Room Data Sheet

3.5 DENTAL EXAM ROOM

ITEM	VENDOR	MODEL	QUANTITY
ME X-Ray Covers	HS	101-6507	2
ME Push Button Low Speed Angles		772-6728	2
ME Hurricaine Gel Topical Anesthetic	HS	916-6726	2
ME Lidicaine HCL 2%, w/ Epi 1:100	HS	856-8483	15
ME Carbocaine HCL 3%, Plain	HS	856-0233	4
ME Marcaine HCL .5%, w/ Epi 1:200	HS	856-7407	2
ME Aspirating Syringe, CW type	HS	100-9808	10
ME On-Gard Recapper	HS	658-7851	2
ME College Pliers #317	HS	600-8348	10
ME Explorer/Probe #23/CP-12	HS	600-7165	15
ME Mirror #5 Front Surface/Cone Soc et	HS	600-0452	15
ME Mirror, Handle Cone Soc et	HS	600-0781	15
ME Tofflemire Retainer, Universal,Getz	HS	112-5550	5
ME Tofflemire Bands #1, .002,(36/),Getz	HS	112-3267	25
ME Amalgam Well	HS	100-1803	2
ME Amalgamator,ProMix,Dentsply/Caul	HS	222-4105	1
ME Wizard Wedges, Assorted	HS	112-4713	2
ME Articulating Paper, Thin	HS	100-2876	10
ME Endo-Ray II, 2/pk		733-0816	1
ME Absorbent Points, Assorted, 15-40		101-2534	10
ME Absorbent Points, Assorted, 45-80		101-5685	5
ME Bibs, DriGuard, 500/case	HS	100-9276	2
ME Bib Holder	HS	100-8229	2
ME 2" x 2" Gauze, non- sterile, 5000/case	HS	100-8608	1
ME Tray Covers, 1000/box	HS	101-1309	1
ME Evacuator Tips, High Volume, 50/bag	HS	100-4568	10
ME Saliva Ejectors, 100/bag	HS	100-5205	10
ME Surg-O-Vac Tips, .25", 25/pk	HS	889-0061	4
ME Cotton Pellet Dispenser	HS	754-7183	1
ME Cotton Roll Dispenser	HS	754-8598	1
ME Sundry Jars, Glass, 5/set	HS	100-4641	1
ME High Speed Handpiece, Midwest Tradition, Push Button, Non-fiber optic	HS	772-4247	6
ME Slow Speed Handpiece Motor, Midwest, Rhino XP Single Speed		772-3510	2
ME Slow Speed Handpiece Straight Attachment		772-5813	2

5. DEPARTMENTAL REQUIREMENTS

ITEM	VENDOR	MODEL	QUANTITY
ME Slow Speed Handpiece Ball Bearing Contra Angle Attachment, Latch Type		772-2941	2
ME Slow Speed Handpiece Contra Angle Sheath		772-1553	2
ME Midwest Plus Handpiece Maintenance System		772-4268	1
ME High Speed Handpiece, Midwest Tradition, Push Button, Fiberoptic		772-7345	6
ME Slow Speed Handpiece, Midwest Shorty Two Speed w/ Straight Attachment		772-7194	2
ME Slow Speed Handpiece Contra Angle Sheath		772-1553	2
ME Midwest Plus Handpiece Maintenance System		772-4268	1
ME Cavitron Inserts, 30K TFI-10 Straight	HS	167-4055	3
ME Floss Dispenser, Steel	HS	555-0406	1
ME Floss J & J (110 yds)	HS	555-9882	3



Ambulatory Care Unit - Room Data Sheet

3.6 DENTAL LAB

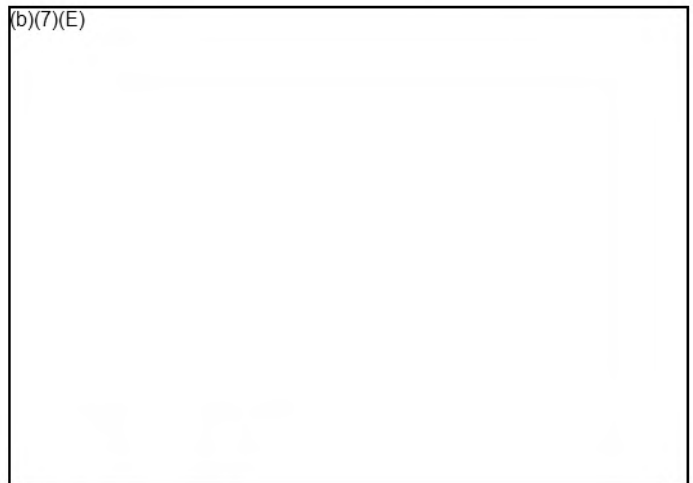
The Dental Laboratory is used for preparation of materials needed for dental operations and periodontal appliances and devices. The Lab should be adjacent to the Dental Exam Rooms (in the dental suite) for efficiency of operations.

The following are Dental Lab functions:

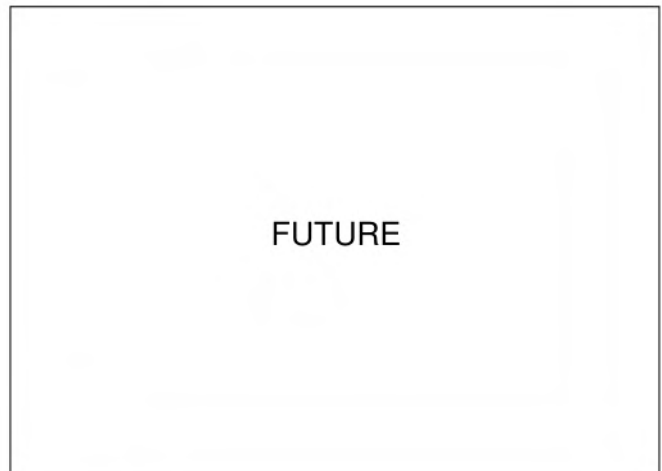
- ✓ Utilized for sanitation of dental supplies and storage of dental supplies.
- ✓ Sterilization of dental equipment (Autoclave).
- ✓ Fabrication of lab models, denture repairs.
- ✓ Storage of chemicals and flammable cabinet.
- ✓ Performs machinery and equipment maintenance.



Photo



Floor Plan (80 nsf)



Isometric

3.6 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Sink			Per Medical Equip. Manufacturer	Intrusion Detection, PA Duress Alarm	Telephone, LAN

3.6 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Refrigerator, under counter			1
ME Flammable Storage Cabinet	Justrite	4 gallon	1
ME M9 Ultraclave Sterilizer	Sullivan-schein	386-1150	1
ME Perio-Pro III Air Techniques Developer with Daylight Loader	HS	698-6096	1
ME SciCan Statim 2000 Autoclave		138-8030	1
ME Ultrasonic Cleaner	HS	100-6879	1
ME Ultrasonic Cleaner Accessory Kit	HS	100-7900	1
ME Daylight Loader	HS	698-7485	1
ME Ezee leen 2.5 Water Distiller	HS	551-9685	1
ME Ezee leen Cartridge Refill	HS	551-6714	2
ME Model Trimmer	Buffalo	1 1/2 HQ, 10"	1
ME Digipex III Apex Locator, Pulp Tester		923-2193	1
ME Model Trimmer, Buffalo, 1/3 HP		365-6944	1
ME Plaster Trap - Disposable	Buffalo	TRAP-EZE 5 Ga	1
ME Rapid Access Developer & Fixer, Set	HS	111-0626	3
ME D-Speed Film, Periapical Sz #2, 150/box	HS	100-7066	2
ME D-Speed Film, Bitewing Sz #3, 100/box	HS	100-6107	2
ME J & J Microtouch Gloves, Med, Box	HS	555-5324	10
ME J & J Microtouch Gloves, Lg, Box	HS	555-5326	10
ME J & J Barrier Mas , Tie-on, Box of 4	HS	555-6051	4
ME C-Cl r Disposable Lens Cl ning Station	HS	101-1617	2
ME Maxicide Plus, Qt	HS	101-5796	8
ME All Rap 4" x 6", Cl r	HS	127-3240	2
ME Dispenser for All Rap	HS	127-5189	1
ME Tytin Amalgam, Double Spill, 600 mg Reg Set		123-3531	3
ME Tytin Amalgam, Single Spill, 400 mg Reg Set		123-1421	3
ME Monoject Needles, long 1 1/4", Yellow	HS	194-9460	5
ME Monoject Needles, short 3/4", Blue	HS	194-5141	5
ME Point 4 Optimized Particle Composite System	HS	123-7115	1
ME Excavator #17	HS	600-3748	10
ME Excavator #23	HS	600-6209	10
ME Amalgam Carrier, Med/Large	HS	600-3316	5
ME Amalgam Plugger # 1/2	HS	600-9295	10
ME Amalgam Plugger # 0/1	HS	600-9517	10



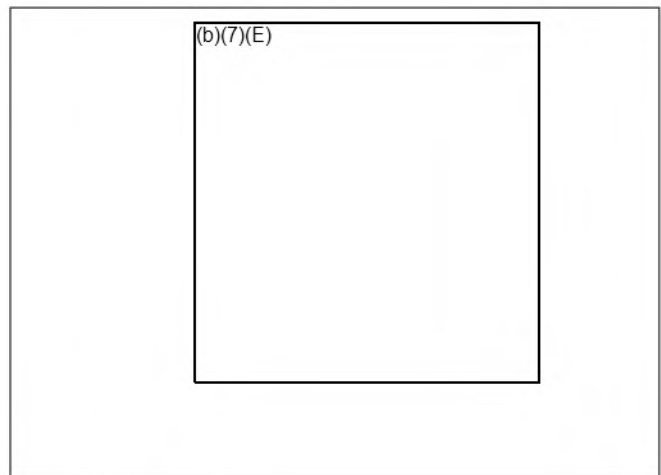
Ambulatory Care Unit - Room Data Sheet

3.7 DENTAL MECHANICAL ROOM

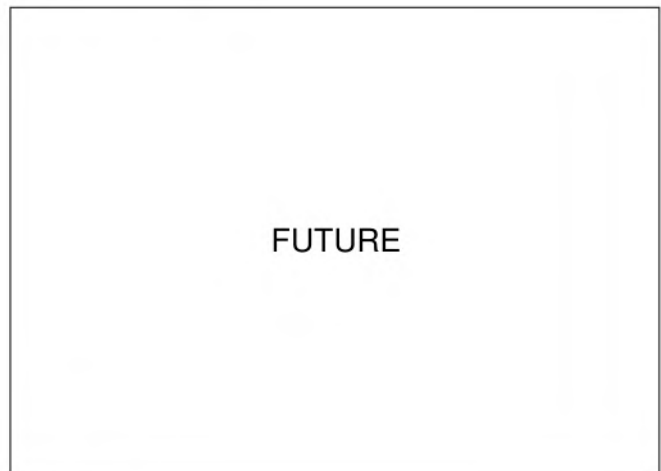
The Dental Mechanical Room contains the mechanical systems for generating dental air (compressor) vacuum, storage and chemical cabinet. This room should be located near the Dental Exam area for ease of access.



Photo



Floor Plan (25 nsf)



Isometric



Ambulatory Care Unit - Room Data Sheet

3.8 MENTAL HEALTH ROOM

The Mental Health Room is a clinical exam room for Mental Health practitioner use in meeting with detainees requiring mental health treatment.

Following are functional uses of the Mental Health Room:

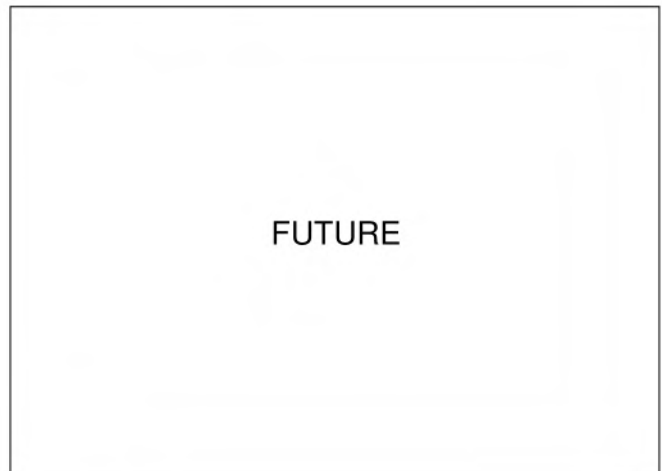
- ✓ Mental Health Screening, Diagnostic
- ✓ Interviews, Psychological Testing (if applicable), Psychotherapy, and Psychological services
- ✓ Consults psychiatrists and other mental health professionals
- ✓ Observation point for non-violent, non-aggressive detainee awaiting mental health services
- ✓ Daily living of mentally detainee, i.e., detainees unable to attend to activities of daily living or adequately care for themselves in population
- ✓ Provides educational activities, recreational therapy, and occupational therapy



Photo



Floor Plan (100 nsf)



Isometric



Ambulatory Care Unit - Room Data Sheet

3.9 NURSE COORDINATOR ROOM

The Nurse Coordinator Room is an open workstation area for management of detainees that are seeking admission into the Ambulatory Care Unit, or need OTC medication. In this space the Nurse Coordinator completes initial screening of patients being admitted for medical treatment. The Nurse Coordinator assigns patients to specific Exam Rooms and is the “gatekeeper” for Ambulatory Care.

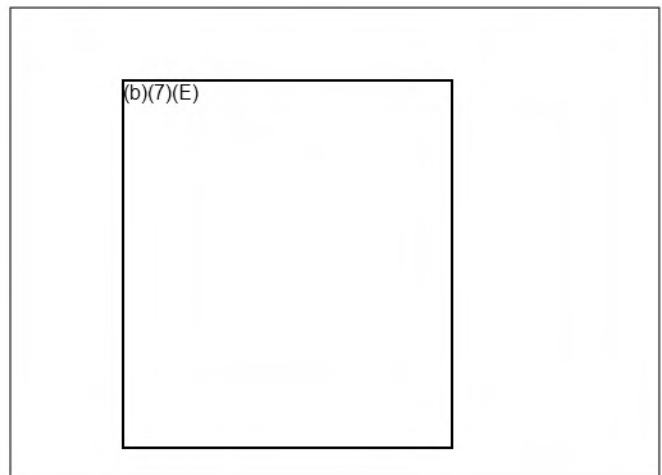
In the past, this space was commonly used as a nurse triage area. In the new model, nurse triage is to be set up in the Housing Unit so that detainees do not have to be escorted to the Ambulatory Care Unit unless necessary.

Following are functional uses of the Medical Triage Area:

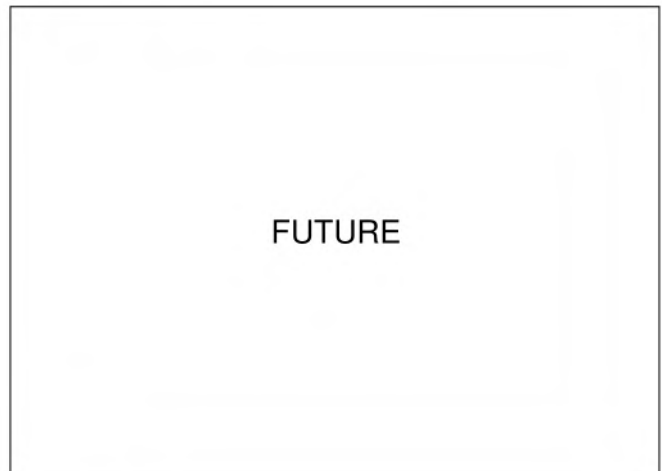
- ✓ Used to route all patients that are scheduled to be seen in the clinic
- ✓ Charts for clinic appointments are housed in this area.
- ✓ Triage of walk-in appointments
- ✓ Vital signs are performed on scheduled appointments and patient is routed to providers
- ✓ Communication center for all ambulatory clinic activities



Photo



Floor Plan (100 nsf)



Isometric

3.9 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory			GFI Outlets	PA, Duress Alarm	Telephone, LAN

3.9 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Sink, handwashing			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Desk/Workstation/Counter	Unicor	Bravo	2
F	Chair, rolling	Unicor	Bravo	2
F	Chair, patient	Unicor	Bravo	2
F	File cabinet, 4 drawer, locking			1
F	Storage Cabinet, Metal, 2 door, Locking	Staples	796615	1
ME	Vital Sign monitor w/pulse ox	Welch Allyn	52NTP-E1	1
ME	Oto-Ophthalmoscope, desktop hand held, with charger	Welch Allyn		1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	Scale, Patient w height	Health o meter	32150	2
ME	Hammer, reflex, plastic, Taylor or Queen Square	US Neurologicals		1
ME	Stool, provider, rolling	Ritter	195-001	1
ME	BP Cuff Manual	Moore Medical	66306	1
ME	Glucometer	Moore Medical	97100	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM31000	1
ME	Stethoscope	Moore Medical	66256	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLR	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLR	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with	1
ME	Eye Test Chart, Illiterate	Moore Medical	8503	2
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Refrigerator, under counter, locking			
ME	Thermometer, refig, digital	Tech Instrumentati	A150Q	1



Ambulatory Care Unit - Room Data Sheet

3.10 URGENT CARE ROOM

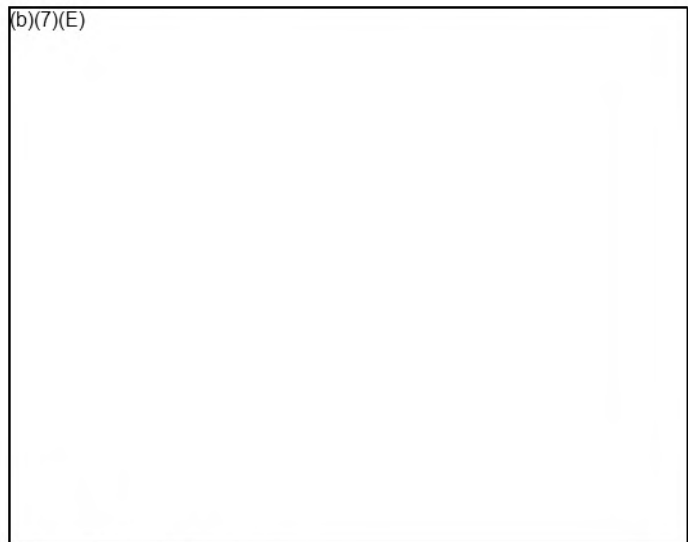
The Urgent Care Room is an emergency treatment room for detainees with urgent/trauma related issues. This room should be located near to the entrance from Housing and have easy access to the vehicle sally port for ambulance transfer to outside emergency care providers.

Following are functional uses of Urgent Care Room:

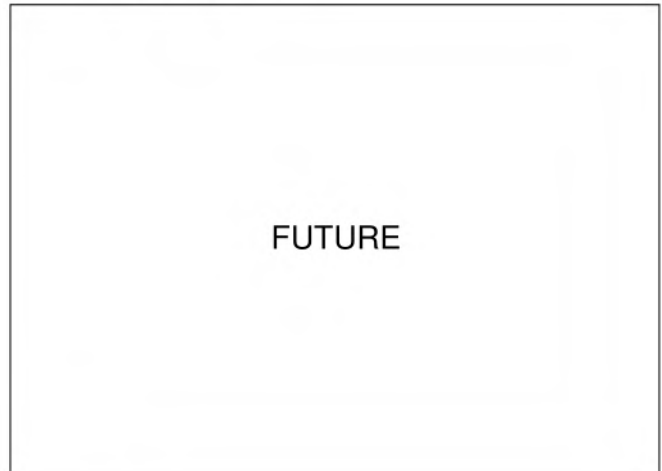
- ✓ Used for treatment of trauma, minor surgery and casting
- ✓ Houses emergency equipment: crash cart, oxygen, nebulizer, defibrillator, AED, medical supplies, medical instruments, EKG
- ✓ Used for treatment of urgent medical needs, stabilization, and minor invasive procedures
- ✓ Also used for procedures requiring privacy like pelvic exams, and dressing changes
- ✓ Could be used for stabilization of patients after anxiety attacks or suffering emotional distress
- ✓ Overhead lighting and gurney essential equipment



Photo



Floor Plan (250 nsf)



Isometric

3.10 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
Oversized for gurney					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light,Ceiling Hung by ICE	GFI Outlets		Telephone, LAN

3.10

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework (like El Centro) with small sink, locking under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
BI	Emergency Shower, ceiling mount with drain			1
BI	Headwall Chase w/ oxygen, Suction			1
F	Chair, rolling	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
ME	Carts, rolling, equipment			
ME	Vital Sign monitor w/pulse ox (with cart)	Welch Allyn	52NTP-E1	1
ME	Oto-Ophthalmoscope, Welch-Allyn, wall mnt,	Welch Allyn	767 System (79510)	1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 678	1
ME	AED Machine, "Quick grab unit" for emergency response	Cardiac Science	G-3 Series	1
ME	Zoll Defibrillator/Monitor	Zoll	M Series	1
ME	Zoll Battery Charger W extra battery	Zoll	for M Series	1
ME	EKG Machine, 12 lead on 1 sheet paper with rolling cart			1
ME	EKG Battery charger with Batteries			1
ME	Pump, IV Infusion, 1-Line with Stand	Baxter	Flo-Gard 6201: Cat. #2M8063	1
ME	Fetal Doppler FD1	Moore Medical	44677	1
ME	Backboard	Moore Medical	62918	2
ME	Transporter, mobile, model 35-A	Goldenhour Medical	FM35A	1
ME	Gurney, triage, positions changes/movements*	Alliance Medical	Ferno Model 35-A	1
ME	"Code clock"			1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Light, Exam, Ceiling,	Burton	124522	1
ME	Light, Exam, rolling, Halogen	Welch Allyn	LS-150 with mobile castor base	1
ME	Stretcher, Treatment, Emergency	Stryker	Renaissance 1231	1
ME	Nebulizer, electric	Moore Medical	45873	1
ME	Aspirator	Gomco	405 with 01-10-0814 cart	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1



Ambulatory Care - Room Data Sheet

3.10 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
ME Crash Cart	Health Care Logistic	5391	1
ME Hammer, reflex, plastic, Taylor or Queen Sq.	US Neurologicals		1
ME Large "Go Bag"			1
ME AED Starter Kit	Cardiac Science	for G-3 Series	1
ME Light, UV (Woods) with Magnifier, UV & white light		316030	
ME Stool, provider, rolling	Midmark	195	1
ME BP Cuff Manual	Moore Medical	66306	1
ME Welch Allyn Direct Plug in Handle	Welch Allyn	71000-A	2
ME Glucometer	Moore Medical	97100	1
ME Scale, Patient w height	Health o meter	32150	1
ME Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME Stethoscope	Welch Allyn	5079-135	1
ME Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME Blanket, Gurney			2
ME Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with 860 curtain	1
ME Drill, Fingernail (two speed cordless multipro 770)	Moore Medical	73283	1
ME Irrigator, Ear	Moore Medical	69253	1
ME Saw, cast	American Orthopaedic		1
ME Cast Spreader, Moore German	Moore Medical	14653	1
ME Clock, Wall	GSA	SET1164	1
ME Telephone with Speakerphone			
ME Computer			1
ME Illuminator, Film, 2-Bank Surface	Carr Corp	2WS	1
ME IV Stand	Moore Medical	41113	1
ME Hamper, Linen, Foot Pedal Operation			1
ME Backboard Straps	Moore Medical	48333	4
ME Backboard head blocks	Moore Medical	66049	1
ME Kickbucket, Removeable Pail w/frame	Pedigo Products	P-1020-SS	1
ME Oxygen tank, D, Aluminum	Armstrong Medical	DV-91T	1
ME Oxygen tank cart, 2 wheel	Armstrong Medical	DV-99H	1
ME Oxygen Regulator, 0-25 lpm	Armstrong Medical	DV-330	1
ME Sundry Jars, plastic	Moore Medical	65227	1



Ambulatory Care Unit - Room Data Sheet

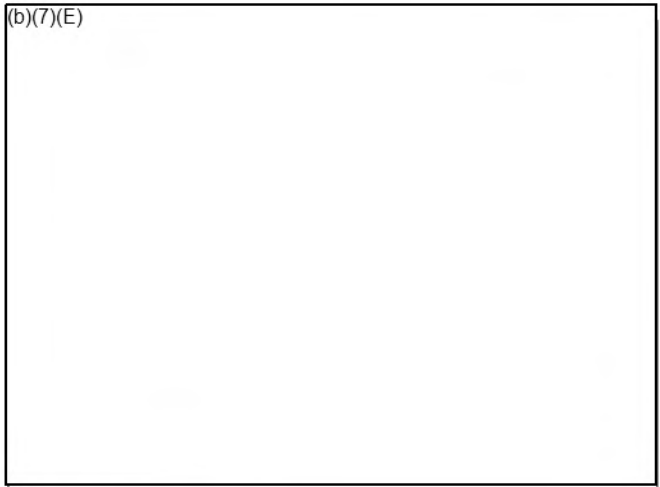
3.11 TELEMEDICINE MACHINE ROOM

The Telemedicine Machine Room is an examination and treatment room that has video teleconferencing capabilities for remote access to specialist physicians in the diagnosis and treatment of detainees.

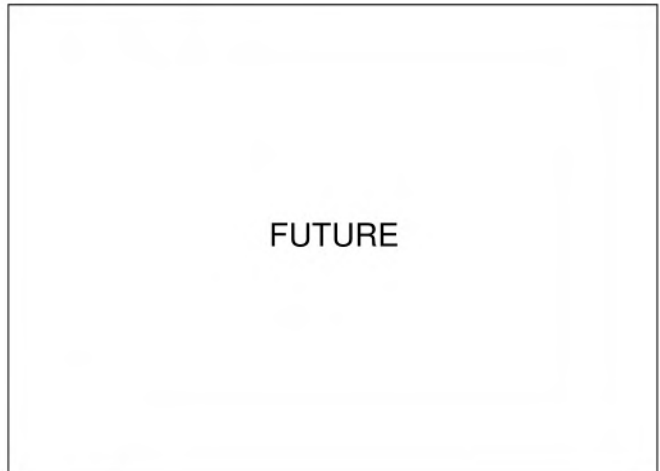


Photo

(b)(7)(E)



Floor Plan (100 nsf)



Isometric

3.11 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Lavatory		Exam Light	GFI Outlets		Telephone, LAN

3.11 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Lighting, color corrected for medical videoconferencing			
BI	Walls painted "Telemedicine Blue"			
BI	Casework with small sink, under counter drawers and overhead storage			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Eyewash station, Faucet Mount	GSA	6523161	1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
F	Chair, rolling, provider	Unicor	Bravo	1
F	Chair, patient	Unicor	Bravo	1
F	File cabinet, 4 drawer, locking	Unicor	Bravo	1
ME	Medical Videoconferencing System	DIANAassociates		1
ME	Exam Light, Halogen, rolling	Welch Allyn	LS-150 with mobile castor base	1
ME	Examination Table with storage	Midmark	304	1
ME	Stool, provider, rolling	Midmark	195	1
ME	Sphygmomanometer, Manual, hand held	Moore Medical	66306	1
ME	Sphygmomanometer, Wall mount	Welch Allyn	767 (7670-01CB)	1
ME	Oto-Ophthalmoscope, Welch-Allyn, wall mount,		AD451	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Hammer, reflex	Taylor	1115	1
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with	1
ME	Mayo Instrument Stand, foot pedal adjust, 16x21 tray	UMF	SS8311	1
ME	Clock, Wall	GSA	SET1164	1
ME	Telephone with Speakerphone			
ME	Computer			1
ME	Sundry Jars, plastic	Moore Medical	65227	1
ME	Illuminator, Film, 2-Bank Surface	Carr Corp	2WS	1



4.0 SHORT STAY UNIT



Short Stay Unit (Infirmary) - Functional Adjacencies

4.0 SHORT STAY UNIT (INFIRMARY)

The Short Stay Unit is a treatment area for detainees requiring nurse supervised overnight care. It houses treatment rooms with showers and toilets as well as several isolation rooms for detainees with communicable illnesses. The Short Stay Unit has direct access to and from the Ambulatory Care unit.

SICK CALL PROCESSING

Sick call occurs when a housed detainee requests medical service. A staff nurse conducts periodic sick call visits to the housing unit for detainees in the nurse triage area of the housing pod. It is here that initial requests are reviewed and acted upon. Medications may also be administered in this area. Detainees needing to be seen in the clinic are taken there or scheduled for an appointment where a determination of need for additional medical service is made. This process involves the three basic medical responses listed below.

Non-Medical Concern

If there appears to be no health issue the detainee is reverted to the appropriate section of the housing unit.

Medical Concern - OTC Medication

The condition of the detainee is assessed and over the counter medications may be distributed. The detainee is released back to housing.

Referral

If the initial evaluation indicated that the detainee is ill, or needs to see a provider, he/she is sent to either the Ambulatory Care Unit, Short Stay Unit (SSU), Special Housing Unit (SHU), or escorted to the hospital by ambulance from the vehicle Sally Port.

Short Stay Unit (Infirmary)

Critical Issues

- ✓ Provide two access points from Ambulatory Care for (b)(7)(E)
- ✓
- ✓ Locate Respiratory Isolation Rooms closest to the intake areas in Ambulatory Care.

Special Requirements

(b)(7)(E)

Rooms. It is desirable for each ward room to contain a shower and combo unit. Soiled and Clean Utility Rooms should be easily accessed for Ward Room maintenance. A Day Room with secured exterior recreation yard should be provided.

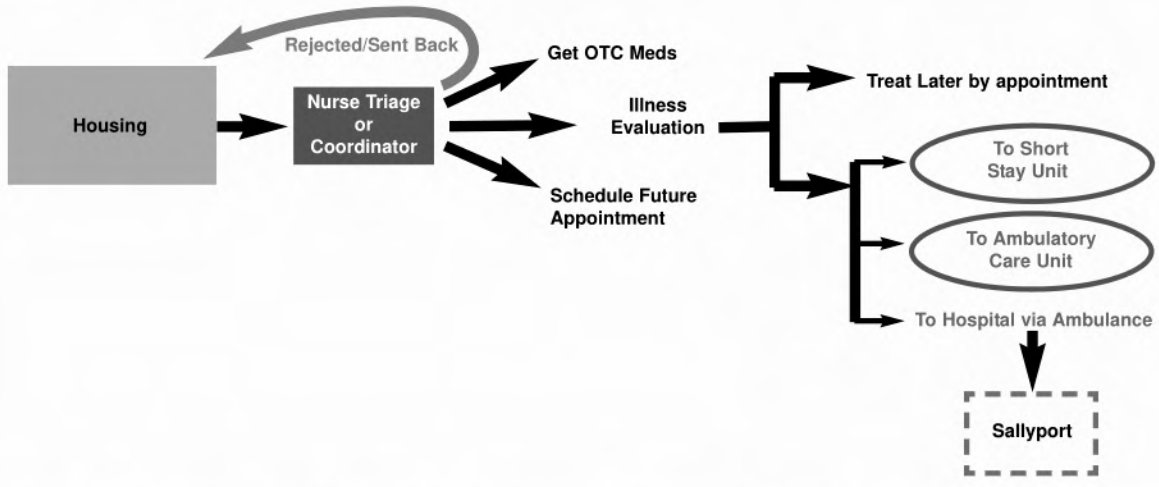
Space Requirements

4.0 SHORT STAY UNIT (INFIRMARY)

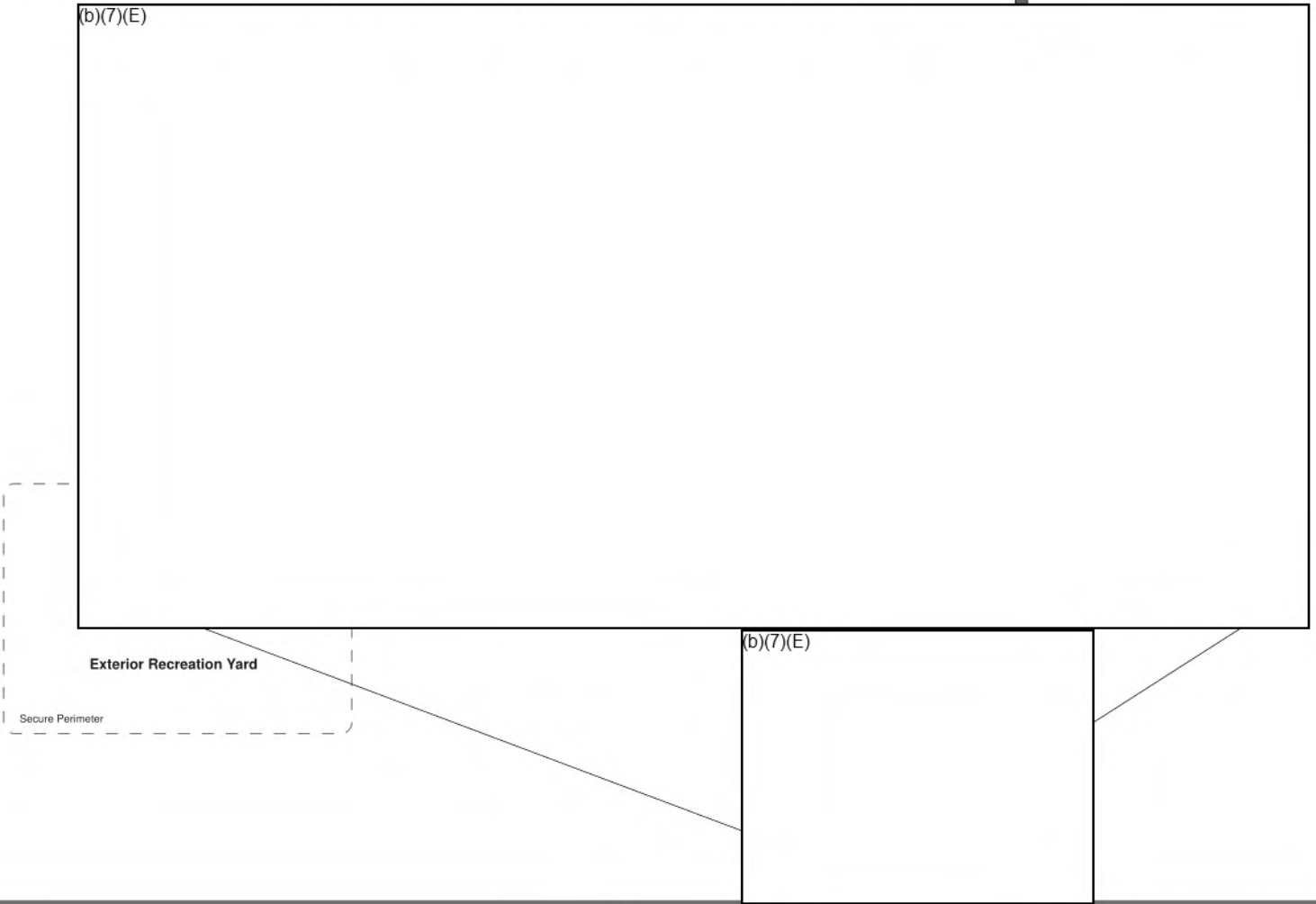
- 4.1 4-Bed Ward (in medical/mental referral centers)
- 4.2 2-Bed Ward (in medical/mental referral centers)
- 4.3 Single Bed Room (in medical/mental referral centers)
- 4.4 Mental Health Ward
- 4.5 Suicide Observation Room
- 4.6 Safety Cell
- 4.7 Respiratory Isolation Room w/Vestibule (universal)
- 4.8 Nurse Manager's Office
- 4.9 Nurses Station (w/Security Officer)
- 4.10 Detainee Shower/Tub Room
- 4.11 Medication Preparation Room
- 4.12 Kitchenette
- 4.13 Physical Therapy Room
- 4.14 Infirmary Supply Room
- 4.15 Soiled (Utility) Linen Room
- 4.16 Clean (Utility) Linen Room
- 4.17 Janitor's Closet
- 4.18 Staff Toilet
- 4.19 Day Room

4.0 SHORT STAY UNIT (INFIRMARY) WORKFLOW PATTERN

Sick Call Triage Diagram



4.0 SHORT STAY UNIT (INFIRMARY) ORGANIZATIONAL MODEL





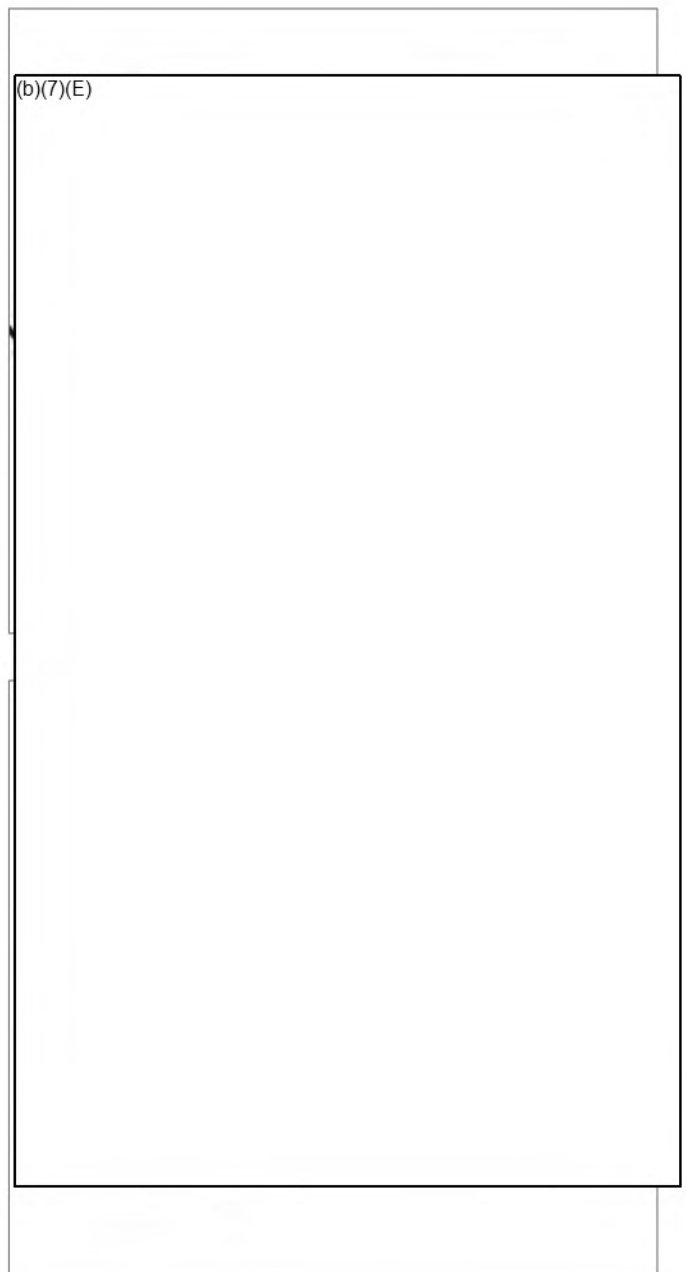
Short Stay Unit (Infirmery) - Concepts

INTRODUCTION

In order to delineate operational imperatives for Short Stay functions, the following workflow diagrams describe and diagram the relationships between HS staff, Detainees and specific processes.

1. Indirect Visual Access

(b)(7)(E)

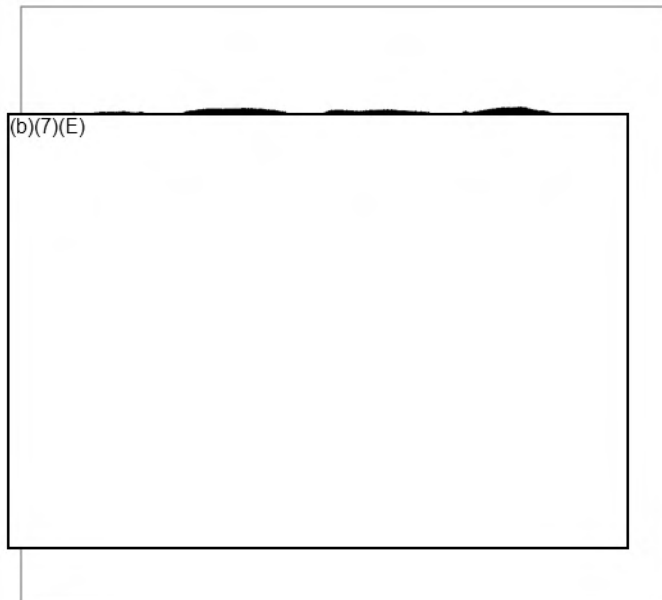


2. Respiratory isolation Vestibule

(b)(7)(E)

3. Unobtrusive Shared Maintenance Closets

Plumbing chases should be planned for ease of access by Maintenance personnel from outside of the detainee area.





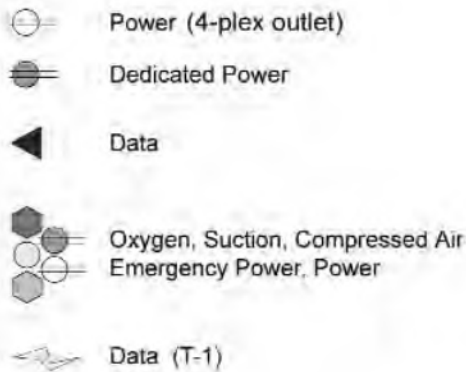
D. Short Stay Unit (Infirmary) - Room Data Sheets

ROOM DATA SHEETS

The following provides specific data regarding the rooms located within the Short Stay Unit of Health Services. Each room data sheet includes the following information:

- ✓ Functional Description
- ✓ Representative Photograph
- ✓ Room Floor Plan
- ✓ Isometric
- ✓ Space Materials Matrix
- ✓ Room Equipment Matrix

SYMBOL LEGEND



BI - Built-in

F - Furniture

ME - Medical Equipment



Short Stay Unit (Infirmary) - Room Data Sheet

4.1 4-BED WARD

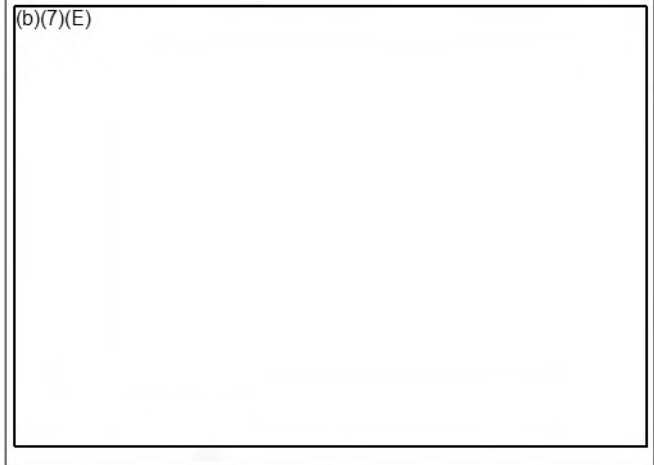
The 4-Bed Ward is used for medical and mental referral center detainees requiring overnight stays for illness and supervised observation. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

Following are functional uses of the 4-Bed Ward:

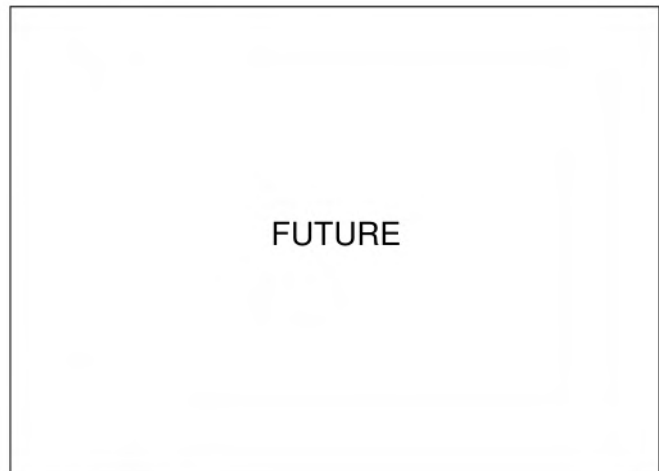
- ✓ Utilized by short stay unit patients
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage



Photo



Floor Plan (320 nsf)



Isometric Plan



Short Stay Unit (Infirmary) - Room Data Sheet

4.2 2-BED WARD

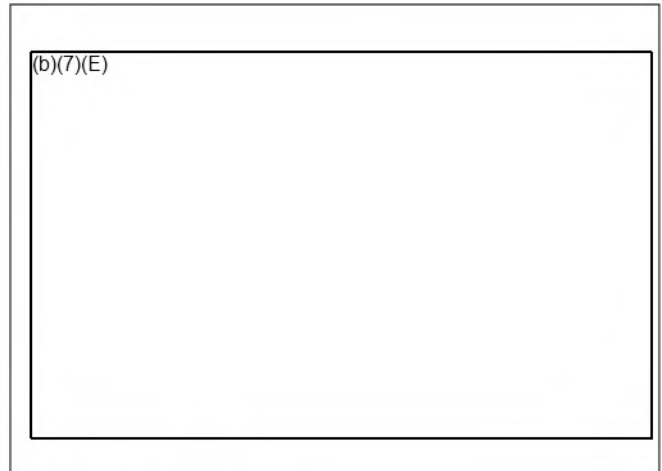
The 2-Bed Ward is used for medical and mental referral center for Short Stay patients requiring supervised overnight treatment. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

Following are functional uses of the 2-Bed Ward:

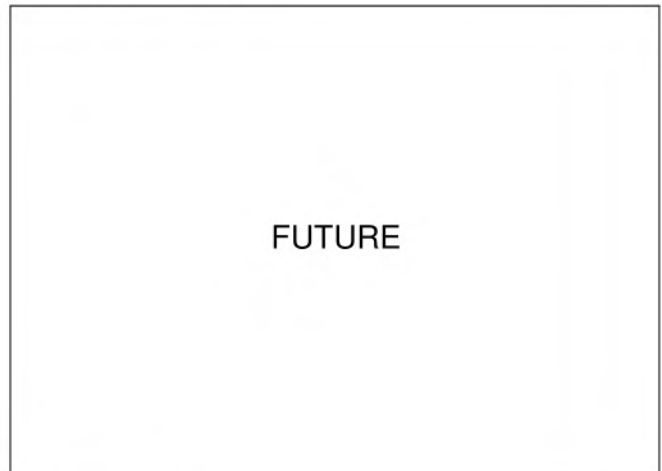
- ✓ Utilized by short stay unit patients as housing area for bath, eat, sleep etc
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Pill line
- ✓ Medication and OTC cart storage
- ✓ Handwashing, toilet and bathroom facilities



Photo



Floor Plan (180 nsf)



Isometric Plan

4.2 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
Toilet Lav. Drinking Fountain	(b)(7)(E)		GFI Outlets	Door Control, Intercom,	Telephone (Speaker), LAN
Shower, Floor Drain	Diffuser	Fixture		Audio Monitoring, PA	Television

4.2 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Headwall Chase with Med Gases, Security	Hospital Systems Corp	Axiom Double	1
BI	Toilet/Shower			1
ME	Bed, Patient with Mattress	Hill-Rom	Century	2
ME	Cabinet, Bedside, Detention	Hill-Rom	CB05	2
ME	Privacy Screen, 3 panel, rolling	United Metal Fab.	8425 with	1
			860 curtain	
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLR	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLR	1
ME	Table, Overbed	Hill-Rom	630	2
ME	TV with Swivel/Tilt & High Security Cabinet			1



Short Stay Unit (Infirmary) - Room Data Sheet

4.3 SINGLE BED ROOM

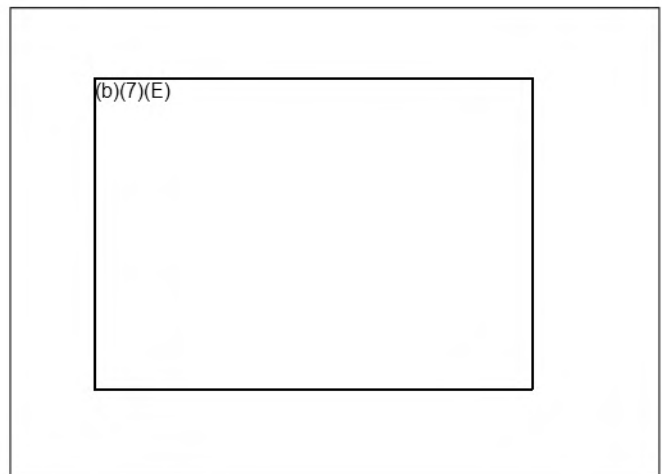
The Single Bed Room is used for medical and mental referral centers patients for single patient supervised overnight medical treatment. In the new HS model Short Stay Unit, universal respiratory isolation rooms will be developed as the standard room creating more flexibility in detainee care.

The Single Bed Room includes the following functions:

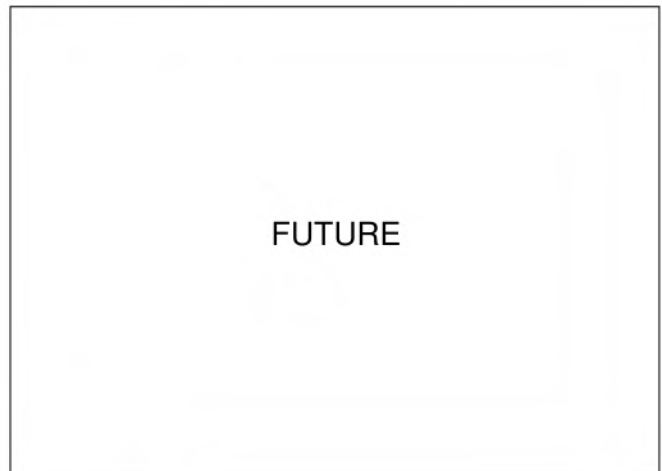
- ✓ Screening for physical examinations
- ✓ Recording vital signs, weight, and visual acuity
- ✓ Sick call and sick call triage
- ✓ Medication administration, patient and staff education
- ✓ Pill line
- ✓ Medication and OTC cart storage.
- ✓ Handwashing, toilet and bathroom facilities



Photo



Floor Plan (80 nsf)



Isometric Plan



Short Stay Unit (Infirmary) - Room Data Sheet

4.4 MENTAL HEALTH WARD

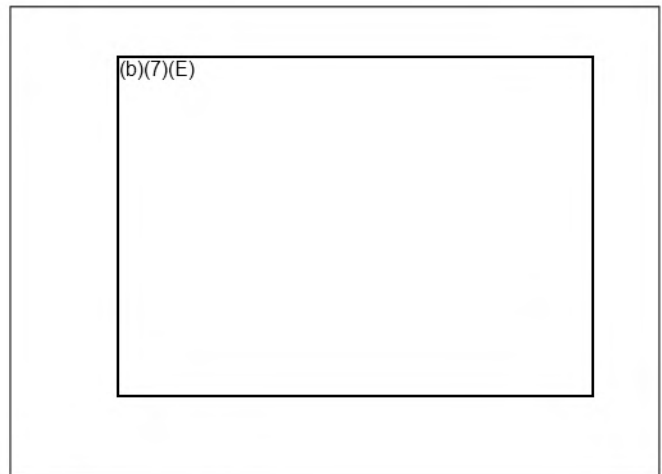
The Mental Health Ward is a set of treatment rooms in the Short Stay Unit that is used for Mental Health services.

Following are the functional uses of the Mental Health Ward:

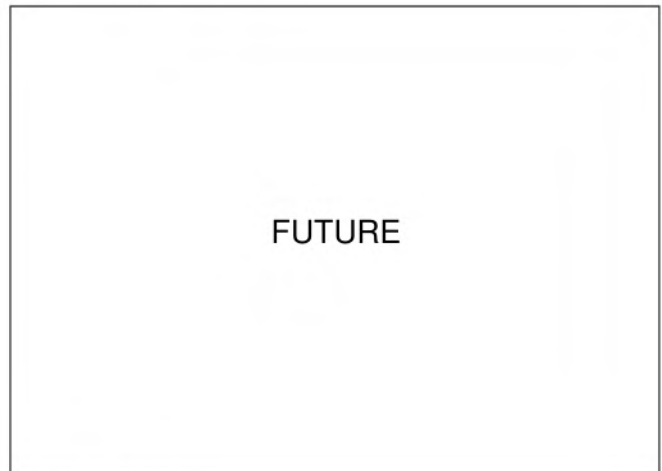
- ✓ Performs mental health exam and on-going therapy.
- ✓ See mental health appointments.
- ✓ Performs mental health evaluations of patients-private and confidential interviews.
- ✓ Follow-up sessions with patient-private and confidential psychotherapy and psycho-educational sessions.
- ✓ Performance Improvement coordinator duties gathering, processing and storage of PI documents, various required documents.
- ✓ Conducts staff training development.
- ✓ Storage of mental health training materials, patient education material, psychology reference books and materials.



Photo



Floor Plan (100 nsf)



Isometric



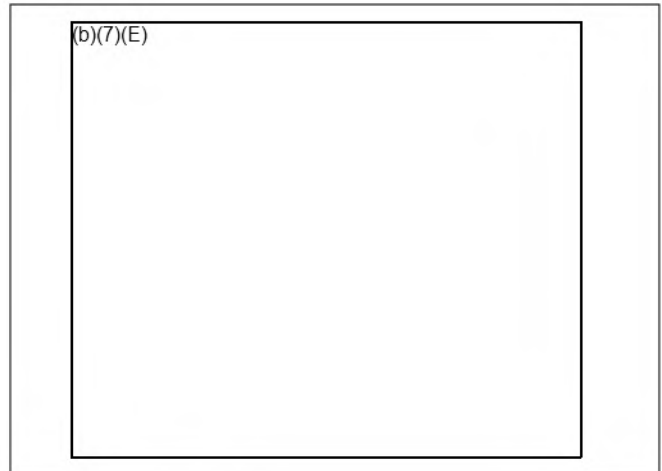
Short Stay Unit (Infirmery) - Room Data Sheet

4.5 SUICIDE OBSERVATION ROOM

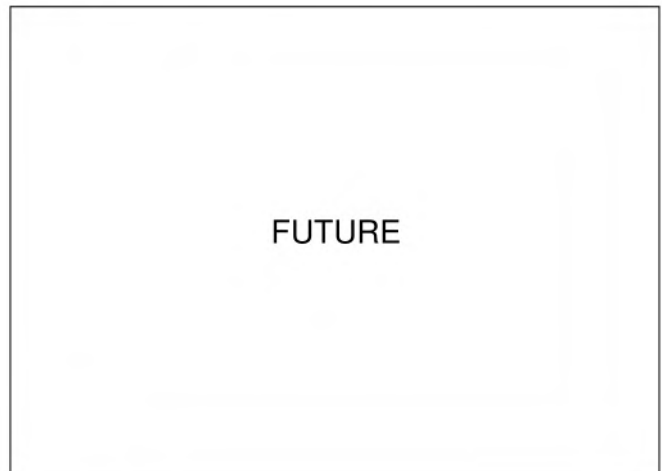
The Suicide Observation Room is part of the Mental Health Ward. It contains windows for observation by Mental Health practitioners. The Observation Room provides safe, suicide proof environment without protrusions of any kind. This room may double as a Time-Out Room.



Photo



Floor Plan (80 nsf)



Isometric



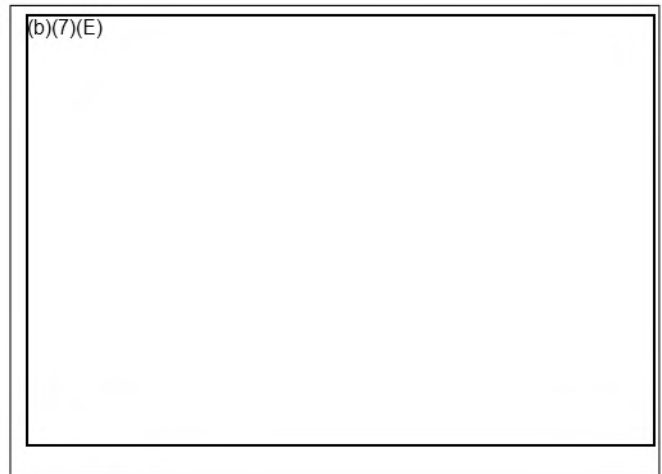
Short Stay Unit (Infirmery) - Room Data Sheet

4.6 SAFETY CELL

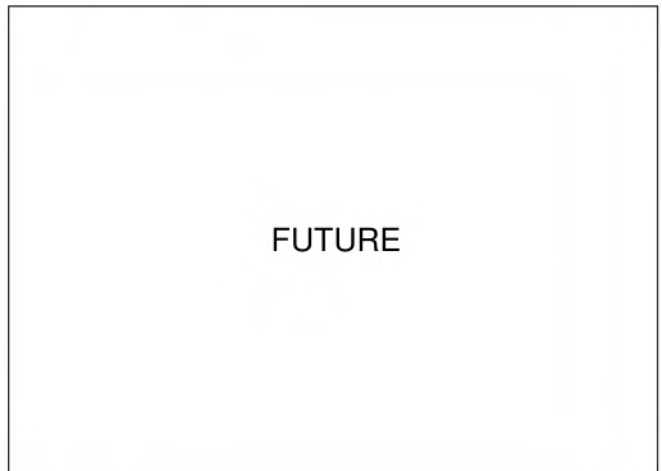
The Safety Cell is for detainees that require isolation for safety and observation or who exhibit behavior that may be harmful to themselves or others. This Room may also be used as treatment area for mentally ill detainees. This room requires special finishes that can be washed down and must be constructed without protrusions of any kind.



Photo



Floor Plan (64 nsf)



Isometric



Short Stay Unit (Infirmary) - Room Data Sheet

4.7 RESPIRATORY ISOLATION ROOM w/VESTIBULE

The Respiratory Isolation Rooms are single occupant rooms with shared vestibule to physically isolate detainees with communicable respiratory illnesses. In the new Short Stay Unit model, these rooms will become the standard universal patient room (replacing 4, 2 and standard single-bed ward rooms) providing HS with a high degree in flexibility of detainee care.

Following are the functional characteristics of Respiratory Isolation Rooms:

- ✓ Provides a respiratory isolation environment for patients suspected to have active TB
- ✓ Contains toilet, sink and paper towel dispenser
- ✓ Contains a vestibule with sink and paper towel dispenser
- ✓ Floor bolted beds
- ✓ Safe environment



Photo

(b)(7)(E)

Floor Plan (180 nsf)

FUTURE

Isometric

4.7 SPACE MATERIAL MATRIX

<i>Walls</i>		<i>Floors</i>		<i>Ceiling</i>		<i>Doors</i>		<i>Hardware</i>		<i>Glazing</i>	
(b)(7)(E)											
<i>Plumbing</i>				<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>		<i>Communications</i>		
Toilet Lav, Drinking Fountain Shower, Floor Drain				Secure Diffuser	Maximum Security Fixture	GFI Outlets	Door Control, Intercom, Audio Monitoring, PA		Telephone (Speaker), LAN		

4.7 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework with sink in ante room			1
BI	Paper Towel Dispenser, roll, wall mount			1
BI	Liquid Soap Dispenser, wall mount			1
BI	Toilet/sink/waterfountain combo			1
BI	In room shower stall			
ME	Bed, Patient with Mattress	Hill-Rom	Century	1
ME	Cabinet, Bedside, Detention	Hill-Rom	CB05	1
ME	Privacy Screen, 3 panel, rolling	UMF	8425 with 860 curtain	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPLRD	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPLRD	1
ME	Table, Overbed	Hill-Rom	630	1
ME	TV with Swivel/Tilt & High Security Cabinet			1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM310001H	1



Short Stay Unit (Infirmery) - Room Data Sheet

4.8 NURSE MANAGER'S OFFICE

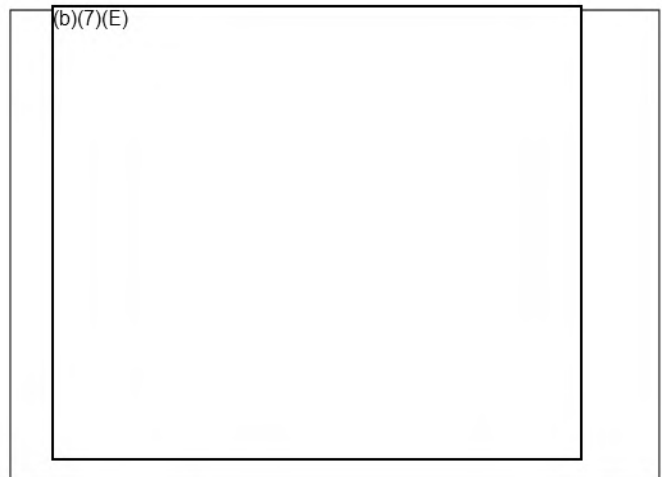
The Nurse Manager's Office is located adjacent to the nurse station in the Short Stay Unit. It functions as the administrative center for the nursing staff assigned to both Ambulatory Care, Medical Intake and Processing and Short Stay Units.

Following are the functional uses and characteristics of the Nurse Manager's Office:

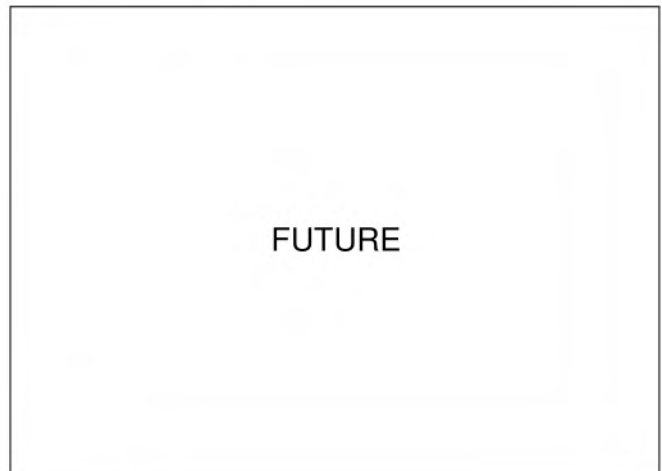
- ✓ Used for completion of additional duties (HSO, IC, Education Coordinator, Project Coordinator, Medical Escort, JCAHO)
- ✓ Used for staff counseling, interviewing, training.
- ✓ Maintenance of completed logs and documentation (shift reports, sharps counts, lab log, tool control, urgent care log, nursing staff meeting minutes).
- ✓ For orientation of New Nursing Staff.



Photo



Floor Plan (80 nsf)



Isometric

4.8 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
			GFI Outlets		Telephone, LAN

4.8 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Bulletin Board			1
F	Workstation, with lower drawers and upper storage, locking	Unicor	Bravo	1
F	Chair, Rolling	Unicor	Bravo	1
F	Waste can	Unicor	Bravo	1
F	Book case	Unicor	Bravo	1
F	Chair, Visitor	Unicor	Bravo	2
F	File Cabinet, Locking, 4 drawer.		Bravo	1
ME	Clock, Wall	GSA	SET1164	1
ME	Wall Calendar Holder			1
ME	In-Out Basket			1
ME	Telephone with Speakerphone			1
ME	Computer workstation			1



Short Stay Unit (Infirmary) - Room Data Sheet

4.9 NURSES STATION (w/SECURITY OFFICER)

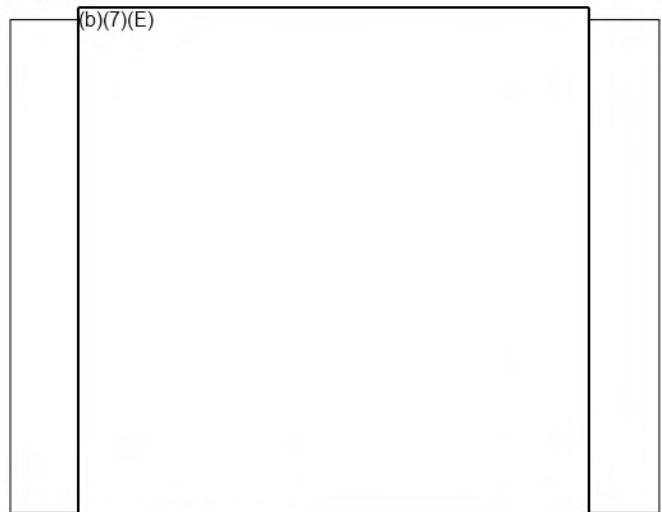
The Nurses Station in Short Stay Unit is centrally located (b)(7)(E) the station.

Following are the functions and characteristics of the Nurse Station:

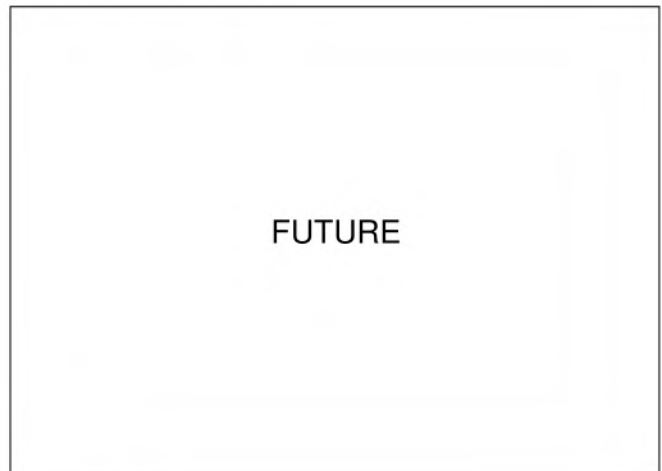
- ✓ Conducts sick call triage
- ✓ Medication and OTC cart storage
- ✓ Patient and staff education
- ✓ Pill Line and narcotics count
- ✓ Storage of files and patient charts
- ✓ Houses necessary logs, reference materials, post orders and patient charts
- ✓ Provides a central place for nurses to chart and organize patient care
- ✓ Nurses conduct collateral duties



Photo



Floor Plan (128-192 nsf)



Isometric

4.9 SPACE MATERIAL MATRIX

<i>Walls</i>	<i>Floors</i>	<i>Ceiling</i>	<i>Doors</i>	<i>Hardware</i>	<i>Glazing</i>
(b)(7)(E)					
<i>Plumbing</i>	<i>HVAC</i>	<i>Lighting</i>	<i>Power</i>	<i>Elec./Security</i>	<i>Communications</i>
			GFI Outlets	PA, Duress Alarm	Telephone, LAN

4.9 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Casework with sink			1
ME	Scale, patient, wheelchair	Scaletonix	6702	1
ME	Cart, exchange	Intermetro	Metromax	1
ME	Oto-Ophthalmoscope, desktop hand held, with charger	Welch Allyn		1
ME	Thermometer, electronic	Welch Allyn	Sure-Temp 67	1
ME	Scale, Patient w height	Health o meter	32150	1
ME	Sharps container with glove dispenser, wall mount	GSA	UMISWM3100	1
ME	Stethoscope	Welch Allyn	5079-135	1
ME	Wastebasket, biohazard, Step on, metal, red	GSA	URI-ST12EPL	1
ME	Wastebasket, step-on, metal, White	GSA	URI-ST12EPL	1
ME	BP Cuff Manual	Moore Medical	66306	1
ME	Computer			1
				1



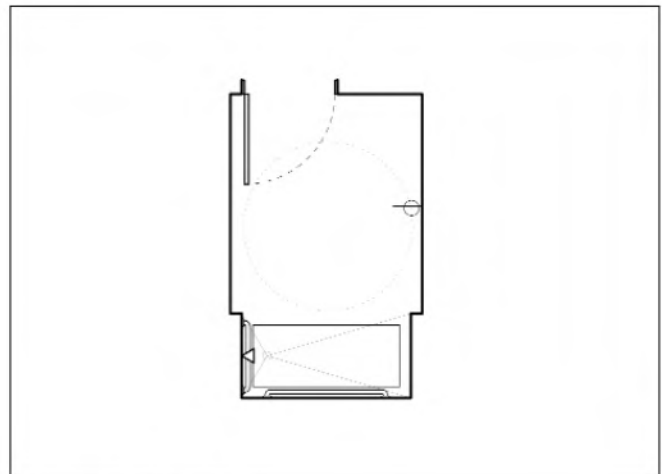
Short Stay Unit (Infirmery) - Room Data Sheet

4.10 DETAINEE SHOWER/TUB ROOM

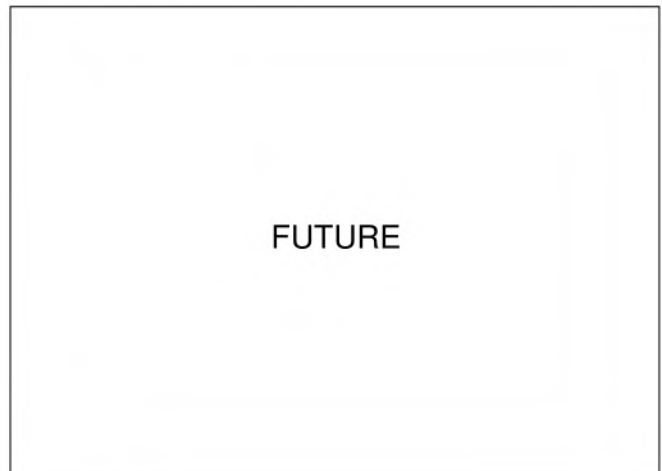
Near Short Stay Wards and near the nurses station, the Shower/Tub Room is for supervised detainee bathing and shaving. Each room contains a shower for use by the patient. The Shower/Tub Room is for supervised use by patients needing assistance due to mental or physical disability.



Photo



Floor Plan (50 nsf)



Isometric

4.10 SPACE MATERIAL MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
(b)(7)(E)					
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Security Fixtures	Dedicated Exhaust				

4.10 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
ME	Bath Lift, Portable, Hydraulic	T.H.E. Medical	TR9751 with Chair & Stretcher	1
ME	Bath System w/Hygiene/Whirlpool	T.H.E. Medical	TR991 w/DW Option	1



Short Stay Unit (Infirmary) - Room Data Sheet

4.11 MEDICATION PREPARATION ROOM

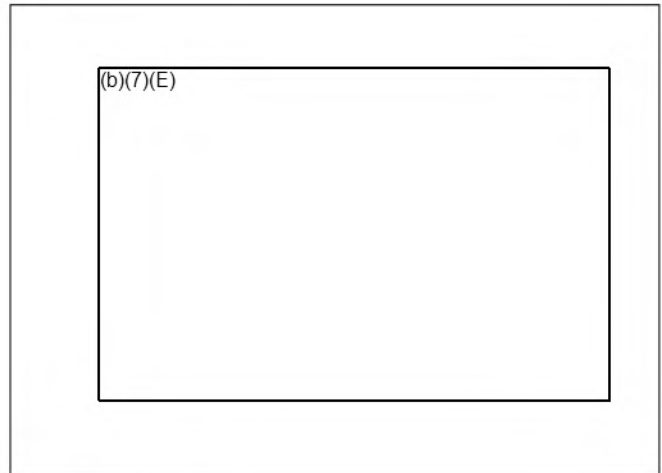
The Medication Preparation Room is a secure room located for easy access to Short Stay Unit nursing staff. It is used for the preparation of medications to be administered/dispensed to patients in the Short Stay Unit. Dispersion is accomplished with the use of a cart that is wheeled to the patient room where medication is administered.

Following is the functional use and characteristics of the Medication Preparation Room:

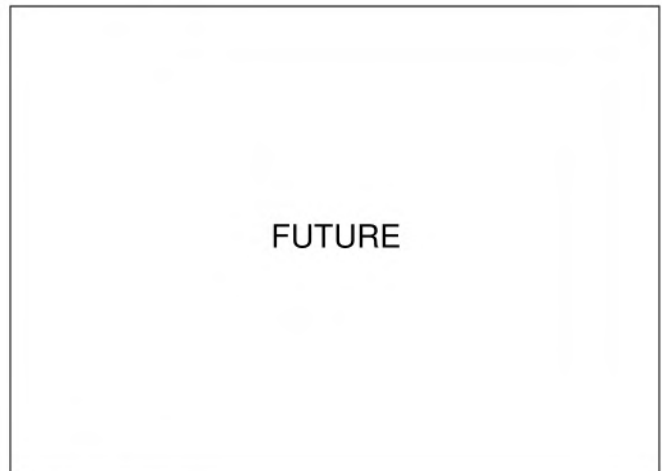
- ✓ Preparation of medication to give to detainees
- ✓ Storage of medicine carts
- ✓ Storage of appropriate medicine supplies
- ✓ Sink and paper towel dispenser



Photo



Floor Plan (25 nsf)



Isometric



Short Stay Unit (Infirmary) - Room Data Sheet

4.12 KITCHENETTE

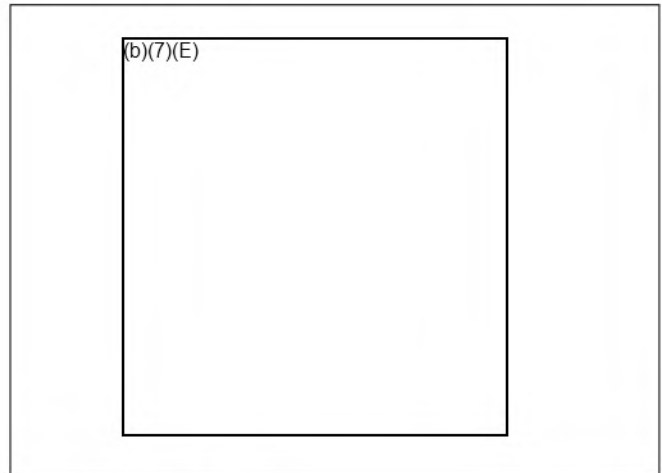
Within the Short Stay Unit, the Kitchenette is for staff use only. The kitchenette is used for staff lunch and snack storage and preparation.

Following are characteristics of the Kitchenette:

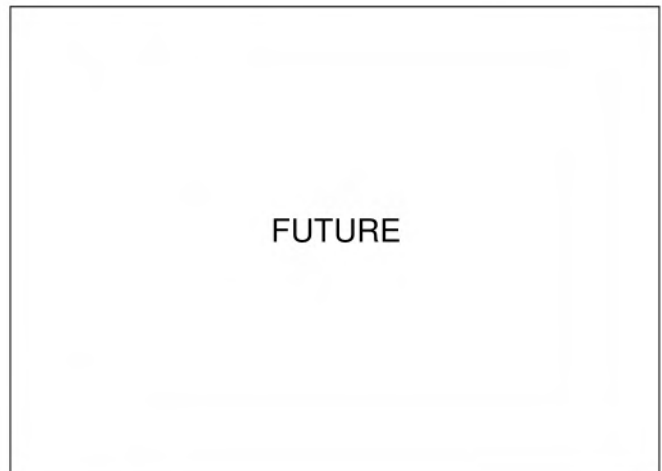
- ✓ Sink, paper towel dispenser, refrigerator and microwave oven
- ✓ Storage of snacks
- ✓ Used for staff lunches and breaks



Photo



Floor Plan (125 nsf)



Isometric



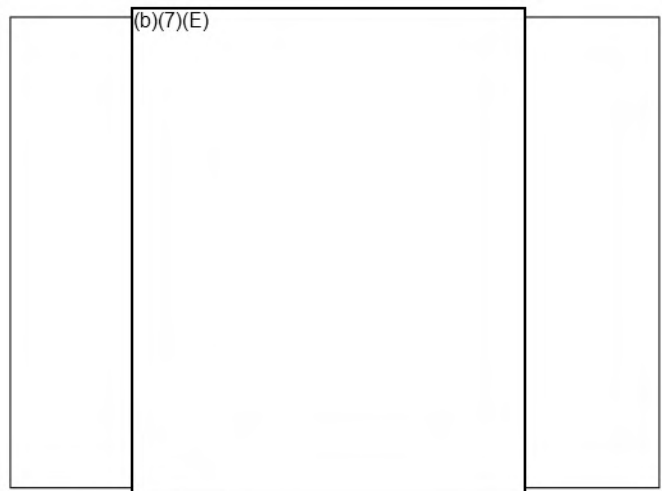
Short Stay Unit (Infirmery) - Room Data Sheet

4.14 INFIRMARY SUPPLY ROOM

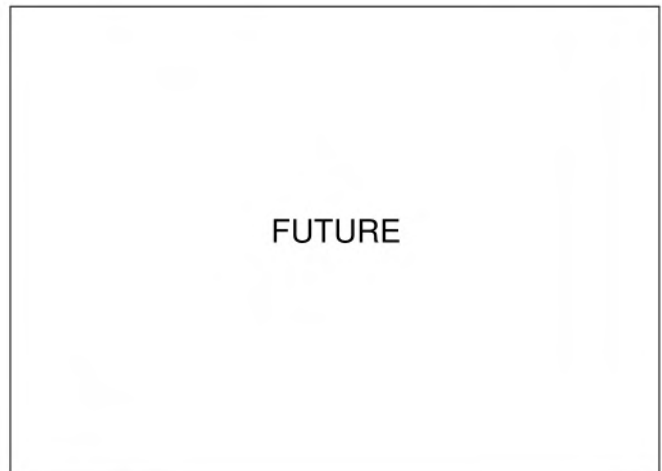
The Infirmery Supply Room is for the storage of medical supplies necessary for treating patients in the Short Stay Unit. This room should be located central to the nursing operation.



Photo



Floor Plan (100 nsf)



Isometric



5. DEPARTMENTAL REQUIREMENTS

4.14 SPACE MATERIAL MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
(b)(7)(E)					
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
			GFI Outlets	Telephone, LAN	

4.14 SPACE EQUIPMENT MATRIX

	ITEM	VENDOR	MODEL	QUANTITY
BI	Shelving, adjustable, heavy duty			1
ME	Step Stool	Moore Medical	43641	1
ME	Utility Cart, Stainless Steel, rolling	Moore Medical	70754	1
ME	Transfer Device, Patient Roller	Ohio Medical	13030	1
ME	Wheelchair, Adult, Folding	Gendron	Tracker DX Manual 5810Q	2
ME	Wheelchair, Adult, Extra Wide	Gendron	Travel About 2811Q	1
ME	Pump, IV Infusion, 1-Line with Stand	Baxter	Flo-Gard 6201: Cat. #2M806	1
ME	Pump, IV Infusion, 3-Line with Stand	Baxter	Flo-Gard 6203	1
ME	IV Stand	Moore Medical	41113	1
ME	Scale, in Bed	Scaletonix	2001	1



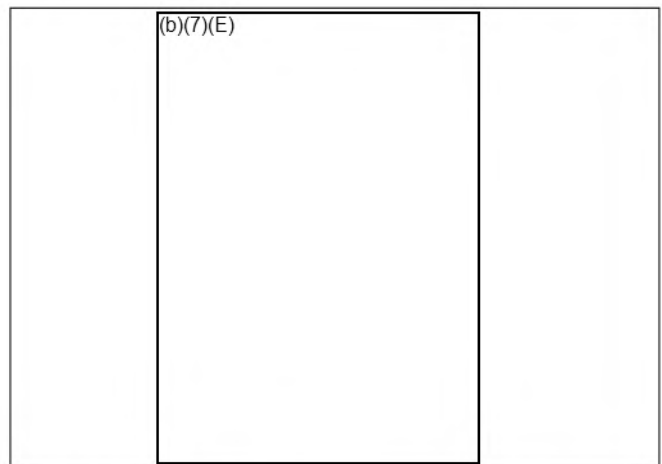
Short Stay Unit (Infirmery) - Room Data Sheet

4.15 SOILED (UTILITY) LINEN ROOM

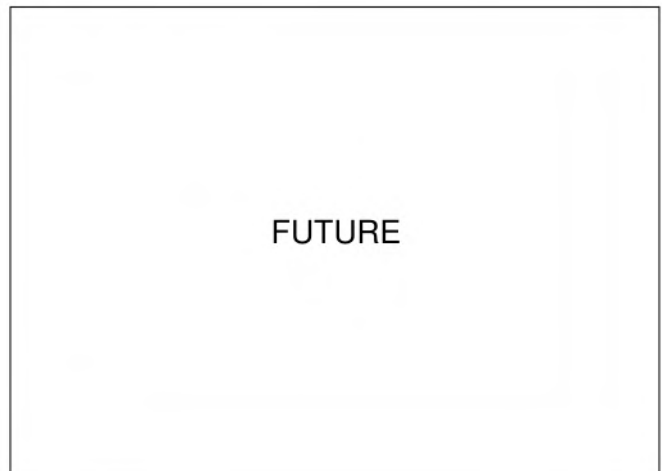
The Soiled Utility Room is used for the storage of soiled waste and soiled linen. It should be centrally located in the Short Stay Unit and should contain sink, paper towel dispenser and floor drain. This room should have an adequately sized independent exhaust system.



Photo



Floor Plan (40 - 50 nsf)



Isometric

4.15 SPACE MATERIAL MATRIX

Walls	Floors	Ceiling	Doors	Hardware	Glazing
(b)(7)(E)					
Plumbing	HVAC	Lighting	Power	Elec./Security	Communications
Lavatory	Direct Exhaust		GFI Outlets		

4.15 SPACE EQUIPMENT MATRIX

ITEM	VENDOR	MODEL	QUANTITY
BI Forced Air exhaust to exterior			1
BI Shelving, adjustable			1
ME Hamper, square, tilt lid, pedal activated	Moore Medical	70735	3



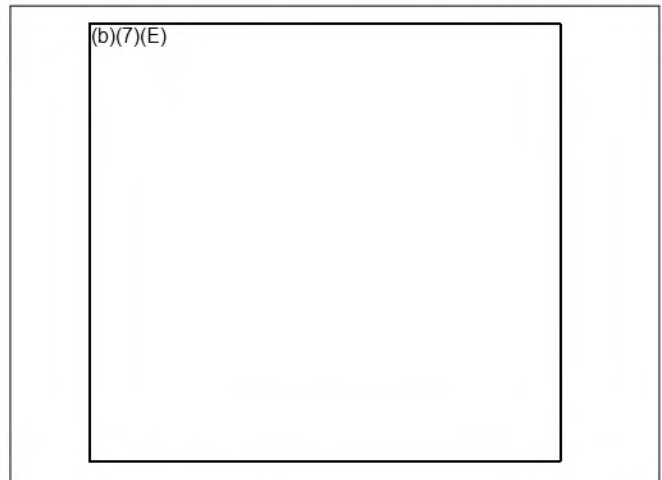
Short Stay Unit (Infirmery) - Room Data Sheet

4.16 CLEAN (UTILITY) LINEN ROOM

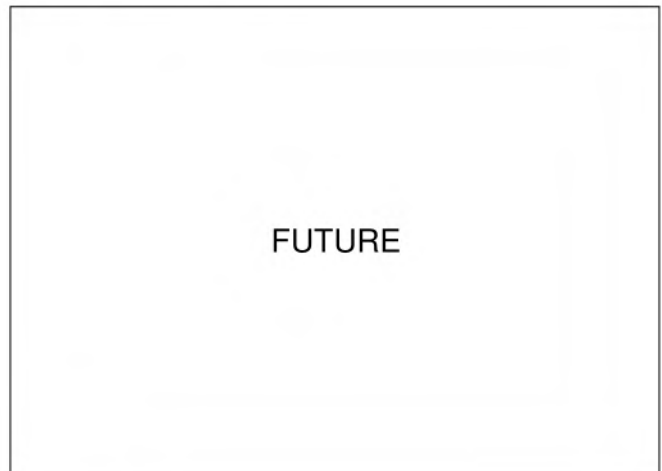
The Clean Utility Room is used for storage of clean linen. It should be in a central location within the Short Stay Unit. In some facilities it is also used for Ambulatory Medical Supply storage (for crutches, canes and wheelchairs).



Photo



Floor Plan (40 - 50 nsf)



Isometric



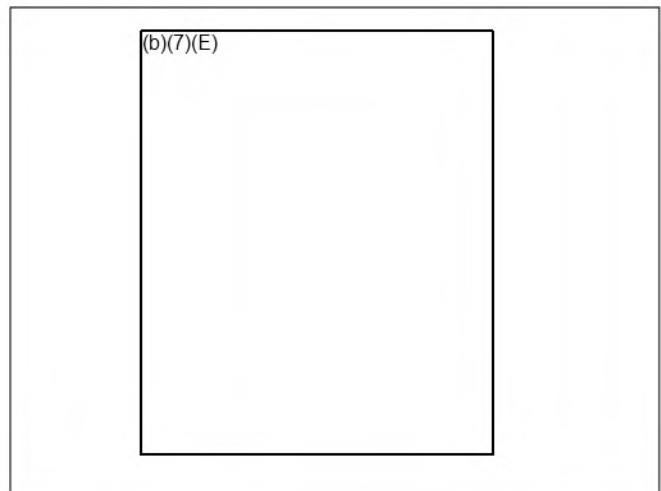
Short Stay Unit (Infirmery) - Room Data Sheet

4.17 JANITOR'S CLOSET

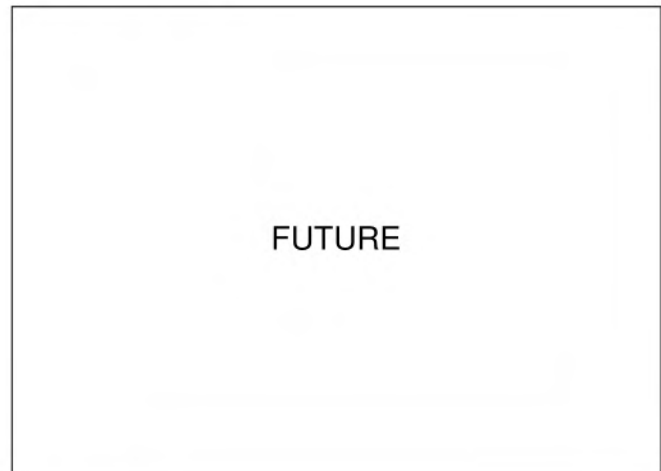
The Janitor's Closet should be adequately sized for a mop sink and potentially a hot water heater. Space should also be provided for storage of soap, detergents and other cleaning products. Included in the Janitor's Closet will be mop hangers, floor sink, germicidal soap and paper towel dispenser. It is important that there be a Janitor Closet located in Short Stay for easy access to the patient rooms.



Photo



Floor Plan (35 nsf)



Isometric



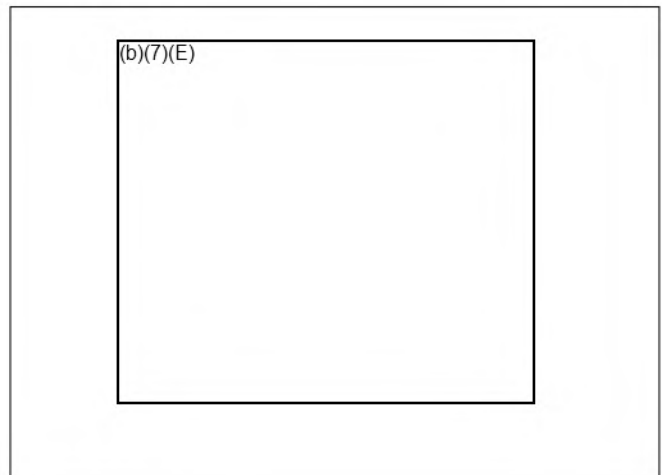
Administrative and Common Support Unit - Room Data Sheet

4.18 STAFF TOILET

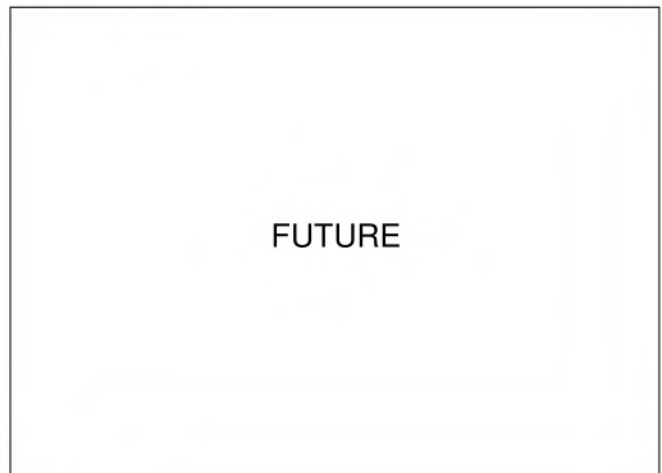
The Staff Toilets should be provided for both male and female employees within the Short Stay Unit. The size and number of fixtures is dependent on current applicable plumbing codes. In most cases a single use restroom is sufficient. A separate toilet for staff is necessary to eliminate the need for staff to enter the Administrative and Common Support Unit to access restroom spaces.



Photo



Floor Plan (49 nsf)



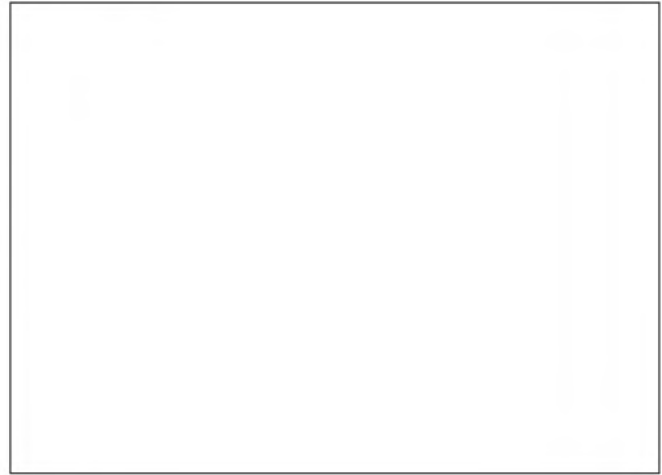
Isometric



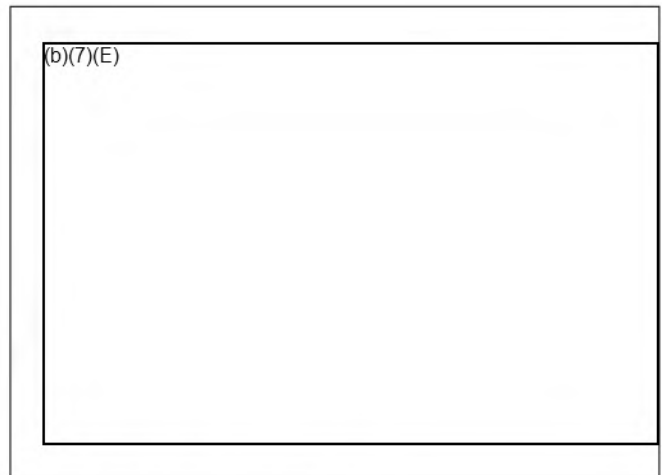
Short Stay Unit (Infirmery) - Room Data Sheet

4.18 DAY ROOM

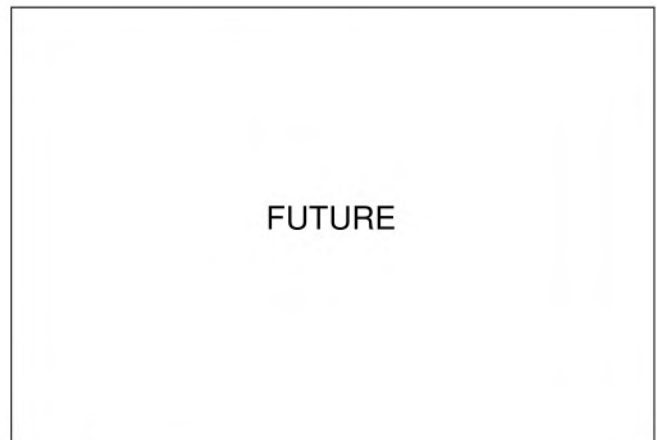
The Day Room is used as an activity area within the Short Stay Unit for ward patients. It is a common area that allows unobstructed visual observation from the Nurse Station. The Day Room contains fixed tables and chairs and direct exterior access. A secure fenced exterior recreation yard should be located directly adjacent to the Day Room for patient use.



Photo



Floor Plan (180 nsf - capacity 6-8)



Isometric



6. APPENDIX

Reference Publications

Acronyms and Abbreviations

Health Services (HS)
- *Case Studies*



Reference Publications

REFERENCE DOCUMENTS

The Offeror (Contractor) will conform their facility design to the following standards, at a minimum, plus any additional applicable standards that may be pertinent to the location where the facility is intended to be built. The Offeror will be solely responsible for complying with these standards and code requirements. Failure of ICE to identify particular construction code standards that are pertinent to a particular site will not relieve the Offeror of the responsibility of meeting those criteria.

- American Correctional Association (ACA)
Standards for Adult Local Detention Facilities
3rd Addition
- American Correctional Association (2002
Standards Supplement)
- International Building Code, 2003
- National Fire Protection Association
Life Safety Code 101, current edition
- U.S. Department of Justice
Immigration and Naturalization Service (Legacy)
Service Processing Center Design Guide
- Joint Commission on Accreditation of Healthcare
Organizations (JCAHO)
- National Commission on Correctional Healthcare
(NCCHC)
- Occupation, Safety and Health Association
(OSHA)
- ICE Detention Standards

RELATED DOCUMENTS

- Uniform Federal Accessibility Standards, 1988
- Americans with Disabilities Act (ADA), Title III
- American Society for Testing and Materials,
current standards
- Underwriters Laboratories, Inc.
- American National Standards Institute, Inc.
- National Association of Architectural Metal
Manufacturers
- Hollow Metal Manufacturers Association,
Standard 863-96
- H.P. White Laboratory, Inc. HPW-TP-0500.02
- WMFL Physical Attack Test

ACRONYMS AND ABBREVIATIONS

ACA	American Correctional Association	manuf.	manufacturer
ADA	Americans with Disabilities Act	ME	medical Equipment
AHSA	Assistant Health Services Administrator	MRT	Medical Records Technician
BOP	Bureau of Prisons	NCCHC	National Commission on Correctional Health Care
BP	blood pressure	NFPA	National Fire Protection Association
BI	built-in	NP/PA	Nurse Practitioner/Physicians Assistant
CCTV	closed circuit television	NSF	Net Square Feet
CD	Clinical Director	OSHA	Occupation, Safety and Health Association
CDF	Contract Detention Facility	OTC	over-the-counter medications
IBC	International Building Code	P	primary
CBP	Customs and Border Protection	PA	public address system
DHS	U.S. Department of Homeland Security	PDT	Project Development Team
DRO	Detention and Removal Office	PI	performance improvement
EOIR	Executive Office of Immigration Review	pk	package
F	furniture	S	secondary
Fab.	Fabricators	SHU	Secured Housing Unit
FDA	U.S. Food and Drug Administration	SPC	Service Processing Center
Flr.	floor	SSU	Short Stay Unit
GFI	ground fault interupter	TB	tuberculosis
GSF	Gross Square Feet	RHIA	Registered Health Information Administrator
HCP	Health Carre Program	RN	Registered Nurse
H.M.	hollow metal	TBD	to be determined
HS	Health Services	USF	Usable Square Feet
HSA	Health Services Administrator	USPHS	United States Public Health Service
Ht.	height	VCT	vinyl composition tile
HVAC	heating, ventilating and air conditioning	w/	with
ICE	Bureau of Immigration and Customs Enforcement	Wt.	weight
IGSA	Inter-governmental service agreements		
INS	(Legacy) Bureau of Immigration and Naturalization Services		
DIHS	Division of Immigration Health Services		
DHHS	U.S. Department of Health and Human Services		
HRSA	Health Resources Services Administration		
JCAHO	Joint Commission on Accreditation of Healthcare Orgainzations		
LAN	local area network		
Lav.	lavatory		
LVN	Licensed Vocational Nurse		
qt.	quart		



HS Floor Plan, Port Isabel SPC- Los Fresnos, TX



FACILITY FACTS

Facility:	Port Isabel SPC, Los Fresnos, TX		
Number of SPC Beds:	900		
Total H.S. GSF:	Administration	=	2,252 gsf
	Medical Intake	=	600 gsf
	Ambulatory Care	=	10,048 gsf
	Short Stay	=	11,717 gsf
	Total Facility	=	24,617 gsf
H.S. Staff:	27		

FACILITY ANALYSIS

Pros

- ✓ Core support functions (Pharmacy, Medical Records) are located central to Ambulatory Care and Short Stay Units.
- ✓ General circulation pattern is around core functions, good use of space.
- ✓ Plumbing maintenance closets are accessible from outside building.

Cons

- ✓ Administrative Unit is not separated from Ambulatory Care.
- ✓ Treatment Rooms 192, 203 and 204 should be closer to triage workstation
- ✓ Teleradiology should have large leaded window to allow observation into the room from the corridor
- ✓ Floor plan does not show x-ray machine (IM90) to proper scale (Unit is bigger than indicated)
- ✓ Guard Station lacks visual access to some of the exam rooms
- ✓ Ward rooms lack showers
- ✓ Doors in outpatient area should swing out
- ✓ Need handwashing sinks for staff



Health Services Case Studies

PEARSALL CDF - PEARSALL, TX

Following is the floor plan for Health Services at the Pearsall, Texas Contract Detention Facility. This facility plan is provided to give designers insight into the functional relationship between the spaces within a representative Health Services facility. It is not intended for this plan to dictate the layout of future facilities, but merely illustrates how one CDF developed their facility. The Pros and Cons describe the strengths and weaknesses of the layout and the affect the facility has on Health Services operations at Pearsall, Texas.



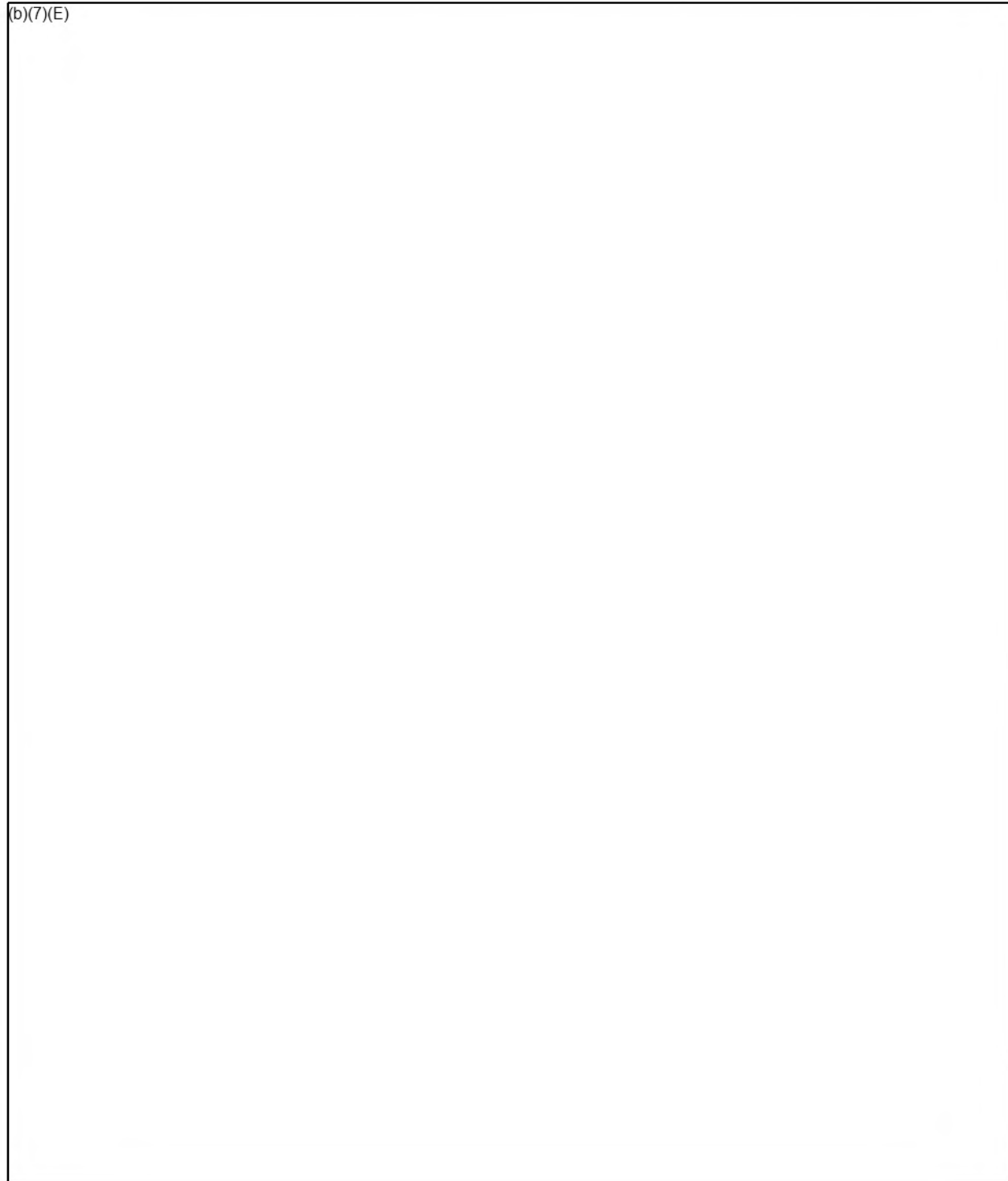
Health Services Case Studies

PORT ISABEL SPC - LOS FRESNOS, TX

Following is the floor plan for Health Services at the Port Isabel Service Processing Center in Los Fresnos, Texas. It is one of the newer facilities developed for Immigration and Customs Enforcement. This facility plan is provided to give designers insight into the functional relationship between the spaces within a representative Health Services facility. It is not intended for this plan to dictate the layout of future facilities but merely illustrates how one SPC developed their facility. The Pros and Cons describe the strengths and weaknesses of the layout and the affect the facility has on Health Services operations at Los Fresnos, Texas.



HS Floor Plan, Pearsall CDF- Pearsall, TX



- ADMINISTRATION and COMMON SUPPORT UNIT
- MEDICAL INTAKE/PROCESSING UNIT
- AMBULATORY CARE UNIT
- SHORT STAY UNIT

FACILITY FACTS

Facility:	Pearsall CDF, Pearsall, TX		
Number of CDF Beds:	1,200		
Total H.S. GSF:	Administration	=	1,692 gsf
	Medical Intake	=	600 gsf
	Ambulatory Care	=	3,447 gsf
	Short Stay	=	5,475 gsf
	Total Facility	=	11,214 gsf
H.S. Staff:	26		

FACILITY ANALYSIS

Pros

- ✓ Administrative Unit is separated from general detainee treatment areas and flow
- ✓ Common support functions are located central to Ambulatory Care and Short Stay Unit
- ✓ General circulation pattern is efficient
- ✓ Showers in patient rooms

Cons

- ✓ In Pharmacy the sink should be smaller and located on back wall
- ✓ Pharmacy door should open outward
- ✓ Holding/waiting rooms
 - Too small for facility and should have short partial privacy wall in front of the toilets
 - Too close to Administrative Offices
- ✓ All doors need to swing out
- ✓ Teleradiology room lacks large leaded glass window so that detention officer can see what goes on inside the room while they stand outside
- ✓ Need a Biohazardous Waste Storage Room

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF
LABOR

THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms Division of
Director Wage Determinations

Wage Determination No.: 2015-5635
Revision No.: 10
Date Of Last Revision: 12/26/2018

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2019. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: California

Area: California County of San Diego

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE RATE	FOOTNOTE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	
16.84	
01012 - Accounting Clerk II	
18.91	
01013 - Accounting Clerk III	
21.16	
01020 - Administrative Assistant	
29.71	
01035 - Court Reporter	
25.51	

01041 - Customer Service Representative I	
14.32	
01042 - Customer Service Representative II	
16.10	
01043 - Customer Service Representative III	
17.57	
01051 - Data Entry Operator I	
15.00	
01052 - Data Entry Operator II	
16.37	
01060 - Dispatcher Motor Vehicle	21.04
01070 - Document Preparation Clerk	
17.13	
01090 - Duplicating Machine Operator	
17.13	
01111 - General Clerk I	
13.72	
01112 - General Clerk II	
15.34	
01113 - General Clerk III	
17.22	
01120 - Housing Referral Assistant	
21.40	
01141 - Messenger Courier	
15.89	
01191 - Order Clerk I	
17.11	
01192 - Order Clerk II	
18.67	
01261 - Personnel Assistant (Employment) I	
18.29	
01262 - Personnel Assistant (Employment) II	
20.67	
01263 - Personnel Assistant (Employment) III	
23.10	
01270 - Production Control Clerk	
24.21	
01290 - Rental Clerk	
16.09	
01300 - Scheduler Maintenance	17.28
01311 - Secretary I	
17.28	
01312 - Secretary II	
19.20	
01313 - Secretary III	
21.40	
01320 - Service Order Dispatcher	
18.80	
01410 - Supply Technician	
29.71	

01420 - Survey Worker	
19.16	
01460 - Switchboard Operator/Receptionist	
15.33	
01531 - Travel Clerk I	
14.86	
01532 - Travel Clerk II	
16.24	
01533 - Travel Clerk III	
17.83	
01611 - Word Processor I	
16.07	
01612 - Word Processor II	
18.04	
01613 - Word Processor III	
20.18	
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	22.28
05010 - Automotive Electrician	
22.37	
05040 - Automotive Glass Installer	
21.55	
05070 - Automotive Worker	
21.55	
05110 - Mobile Equipment Servicer	
19.83	
05130 - Motor Equipment Metal Mechanic	
23.16	
05160 - Motor Equipment Metal Worker	
21.55	
05190 - Motor Vehicle Mechanic	
22.75	
05220 - Motor Vehicle Mechanic Helper	
18.60	
05250 - Motor Vehicle Upholstery Worker	
20.75	
05280 - Motor Vehicle Wrecker	
21.55	
05310 - Painter Automotive	22.79
05340 - Radiator Repair Specialist	
21.55	
05370 - Tire Repairer	
15.52	
05400 - Transmission Repair Specialist	
23.16	
07000 - Food Preparation And Service Occupations	
07010 - Baker	
12.40	
07041 - Cook I	
14.42	

07042 - Cook II	
16.40	
07070 - Dishwasher	
10.92	
07130 - Food Service Worker	
11.62	
07210 - Meat Cutter	
15.71	
07260 - Waiter/Waitress	
11.75	
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	
19.94	
09040 - Furniture Handler	
15.11	
09080 - Furniture Refinisher	
21.93	
09090 - Furniture Refinisher Helper	
17.69	
09110 - Furniture Repairer Minor	20.29
09130 - Upholsterer	
19.94	
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	12.96
11060 - Elevator Operator	
13.91	
11090 - Gardener	
17.52	
11122 - Housekeeping Aide	
13.91	
11150 - Janitor	
13.91	
11210 - Laborer Grounds Maintenance	13.93
11240 - Maid or Houseman	
12.56	
11260 - Pruner	
13.45	
11270 - Tractor Operator	
16.31	
11330 - Trail Maintenance Worker	
13.93	
11360 - Window Cleaner	
15.25	
12000 - Health Occupations	
12010 - Ambulance Driver	
18.34	
12011 - Breath Alcohol Technician	
23.34	
12012 - Certified Occupational Therapist Assistant	
31.23	

12015 - Certified Physical Therapist Assistant
32.56
12020 - Dental Assistant
19.60
12025 - Dental Hygienist
44.71
12030 - EKG Technician
31.67
12035 - Electroneurodiagnostic Technologist
31.67
12040 - Emergency Medical Technician
18.34
12071 - Licensed Practical Nurse I
20.96
12072 - Licensed Practical Nurse II
23.46
12073 - Licensed Practical Nurse III
26.15
12100 - Medical Assistant
17.39
12130 - Medical Laboratory Technician
23.36
12160 - Medical Record Clerk
19.30
12190 - Medical Record Technician
21.60
12195 - Medical Transcriptionist
22.72
12210 - Nuclear Medicine Technologist
45.12
12221 - Nursing Assistant I
12.00
12222 - Nursing Assistant II
13.49
12223 - Nursing Assistant III
14.72
12224 - Nursing Assistant IV
16.52
12235 - Optical Dispenser
21.24
12236 - Optical Technician
19.36
12250 - Pharmacy Technician
17.71
12280 - Phlebotomist
19.09
12305 - Radiologic Technologist
37.15
12311 - Registered Nurse I
29.75

12312 - Registered Nurse II	
35.92	
12313 - Registered Nurse II Specialist	35.92
12314 - Registered Nurse III	
42.67	
12315 - Registered Nurse III Anesthetist	42.67
12316 - Registered Nurse IV	
51.14	
12317 - Scheduler (Drug and Alcohol Testing)	
28.90	
12320 - Substance Abuse Treatment Counselor	
18.90	
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	
20.91	
13012 - Exhibits Specialist II	
25.91	
13013 - Exhibits Specialist III	
31.68	
13041 - Illustrator I	
23.23	
13042 - Illustrator II	
28.78	
13043 - Illustrator III	
35.20	
13047 - Librarian	
32.83	
13050 - Library Aide/Clerk	
14.91	
13054 - Library Information Technology Systems	
29.65	
Administrator	
13058 - Library Technician	
20.85	
13061 - Media Specialist I	
21.39	
13062 - Media Specialist II	
23.94	
13063 - Media Specialist III	
26.68	
13071 - Photographer I	
16.33	
13072 - Photographer II	
18.44	
13073 - Photographer III	
22.63	
13074 - Photographer IV	
27.68	
13075 - Photographer V	
33.49	

13090 - Technical Order Library Clerk
 18.73
 13110 - Video Teleconference Technician
 19.48
 14000 - Information Technology Occupations
 14041 - Computer Operator I
 17.02
 14042 - Computer Operator II
 19.04
 14043 - Computer Operator III
 21.22
 14044 - Computer Operator IV
 23.58
 14045 - Computer Operator V
 26.11
 14071 - Computer Programmer I (see 1)
 14072 - Computer Programmer II (see 1)
 14073 - Computer Programmer III (see 1)
 14074 - Computer Programmer IV (see 1)
 14101 - Computer Systems Analyst I (see 1)
 14102 - Computer Systems Analyst II (see 1)
 14103 - Computer Systems Analyst III (see 1)
 14150 - Peripheral Equipment Operator
 17.02
 14160 - Personal Computer Support Technician
 23.58
 14170 - System Support Specialist
 33.91
 15000 - Instructional Occupations
 15010 - Aircrew Training Devices Instructor (Non-Rated)
 31.62
 15020 - Aircrew Training Devices Instructor (Rated)
 38.26
 15030 - Air Crew Training Devices Instructor (Pilot)
 45.86
 15050 - Computer Based Training Specialist / Instructor
 31.62
 15060 - Educational Technologist
 36.14
 15070 - Flight Instructor (Pilot)
 45.86
 15080 - Graphic Artist
 23.93

15085 - Maintenance Test Pilot Fixed Jet/Prop	45.86
15086 - Maintenance Test Pilot Rotary Wing	45.86
15088 - Non-Maintenance Test/Co-Pilot	
45.86	
15090 - Technical Instructor	
27.52	
15095 - Technical Instructor/Course Developer	
33.68	
15110 - Test Proctor	
22.23	
15120 - Tutor	
22.23	
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	
12.09	
16030 - Counter Attendant	
12.09	
16040 - Dry Cleaner	
14.69	
16070 - Finisher Flatwork Machine	12.09
16090 - Presser Hand	12.09
16110 - Presser Machine Drycleaning	12.09
16130 - Presser Machine Shirts	12.09
16160 - Presser Machine Wearing Apparel Laundry	12.09
16190 - Sewing Machine Operator	
15.30	
16220 - Tailor	
15.92	
16250 - Washer Machine	12.96
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	
21.93	
19040 - Tool And Die Maker	
25.80	
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	
19.50	
21030 - Material Coordinator	
24.21	
21040 - Material Expediter	
24.21	
21050 - Material Handling Laborer	
13.23	
21071 - Order Filler	
15.33	
21080 - Production Line Worker (Food Processing)	
19.50	
21110 - Shipping Packer	
15.91	
21130 - Shipping/Receiving Clerk	

15.91	21140 - Store Worker I	
13.59	21150 - Stock Clerk	
17.85	21210 - Tools And Parts Attendant	
19.50	21410 - Warehouse Specialist	
19.50	23000 - Mechanics And Maintenance And Repair Occupations	
	23010 - Aerospace Structural Welder	
31.08	23019 - Aircraft Logs and Records Technician	
25.05	23021 - Aircraft Mechanic I	
29.93	23022 - Aircraft Mechanic II	
31.08	23023 - Aircraft Mechanic III	
32.18	23040 - Aircraft Mechanic Helper	
21.85	23050 - Aircraft Painter	28.05
	23060 - Aircraft Servicer	
25.05	23070 - Aircraft Survival Flight Equipment Technician	
28.05	23080 - Aircraft Worker	
26.48	23091 - Aircrew Life Support Equipment (ALSE) Mechanic	
26.48	I	
	23092 - Aircrew Life Support Equipment (ALSE) Mechanic	
29.93	II	
	23110 - Appliance Mechanic	
23.50	23120 - Bicycle Repairer	
17.07	23125 - Cable Splicer	
34.74	23130 - Carpenter Maintenance	24.62
	23140 - Carpet Layer	
19.97	23160 - Electrician Maintenance	28.97
	23181 - Electronics Technician Maintenance I	
26.81	23182 - Electronics Technician Maintenance II	
28.45	23183 - Electronics Technician Maintenance III	

30.07		
	23260 - Fabric Worker	
24.32		
	23290 - Fire Alarm System Mechanic	
23.50		
	23310 - Fire Extinguisher Repairer	
22.78		
	23311 - Fuel Distribution System Mechanic	
36.65		
	23312 - Fuel Distribution System Operator	
28.42		
	23370 - General Maintenance Worker	
19.20		
	23380 - Ground Support Equipment Mechanic	
29.93		
	23381 - Ground Support Equipment Servicer	
25.05		
	23382 - Ground Support Equipment Worker	
26.48		
	23391 - Gunsmith I	
22.78		
	23392 - Gunsmith II	
25.90		
	23393 - Gunsmith III	
29.05		
	23410 - Heating Ventilation And Air-Conditioning Mechanic	27.57
	23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	28.63
	23430 - Heavy Equipment Mechanic	
28.70		
	23440 - Heavy Equipment Operator	
30.28		
	23460 - Instrument Mechanic	
28.24		
	23465 - Laboratory/Shelter Mechanic	
27.49		
	23470 - Laborer	
13.23		
	23510 - Locksmith	
23.41		
	23530 - Machinery Maintenance Mechanic	
27.16		
	23550 - Machinist Maintenance	22.95
	23580 - Maintenance Trades Helper	
16.57		
	23591 - Metrology Technician I	
28.24		
	23592 - Metrology Technician II	
29.32		

23593 - Metrology Technician III	
30.36	
23640 - Millwright	
30.05	
23710 - Office Appliance Repairer	
21.74	
23760 - Painter Maintenance	21.93
23790 - Pipefitter Maintenance	26.37
23810 - Plumber Maintenance	24.95
23820 - Pneudraulic Systems Mechanic	
29.05	
23850 - Rigger	
25.93	
23870 - Scale Mechanic	
25.44	
23890 - Sheet-Metal Worker Maintenance	28.02
23910 - Small Engine Mechanic	
21.12	
23931 - Telecommunications Mechanic I	
28.77	
23932 - Telecommunications Mechanic II	
29.86	
23950 - Telephone Lineman	
34.41	
23960 - Welder Combination Maintenance	23.95
23965 - Well Driller	
28.10	
23970 - Woodcraft Worker	
29.05	
23980 - Woodworker	
22.51	
24000 - Personal Needs Occupations	
24550 - Case Manager	
17.79	
24570 - Child Care Attendant	
12.40	
24580 - Child Care Center Clerk	
19.94	
24610 - Chore Aide	
11.41	
24620 - Family Readiness And Support Services	
17.79	
Coordinator	
24630 - Homemaker	
20.77	
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	
34.63	
25040 - Sewage Plant Operator	
32.38	

25070 - Stationary Engineer
34.63
25190 - Ventilation Equipment Tender
25.27
25210 - Water Treatment Plant Operator
32.38
27000 - Protective Service Occupations
27004 - Alarm Monitor
28.02
27007 - Baggage Inspector
13.86
27008 - Corrections Officer
33.83
27010 - Court Security Officer
31.56
27030 - Detection Dog Handler
23.51
27040 - Detention Officer
33.83
27070 - Firefighter
30.09
27101 - Guard I
13.86
27102 - Guard II
23.51
27131 - Police Officer I
36.97
27132 - Police Officer II
41.08
28000 - Recreation Occupations
28041 - Carnival Equipment Operator
15.20
28042 - Carnival Equipment Repairer
16.19
28043 - Carnival Worker
11.25
28210 - Gate Attendant/Gate Tender
15.62
28310 - Lifeguard
16.03
28350 - Park Attendant (Aide)
17.38
28510 - Recreation Aide/Health Facility Attendant
12.67
28515 - Recreation Specialist
21.52
28630 - Sports Official
13.84
28690 - Swimming Pool Operator
17.65

29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	
28.99	
29020 - Hatch Tender	
28.99	
29030 - Line Handler	
28.99	
29041 - Stevedore I	
27.21	
29042 - Stevedore II	
30.76	
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	42.28
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	29.16
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	32.11
30021 - Archeological Technician I	
20.59	
30022 - Archeological Technician II	
22.84	
30023 - Archeological Technician III	
28.30	
30030 - Cartographic Technician	
28.30	
30040 - Civil Engineering Technician	
28.48	
30051 - Cryogenic Technician I	
28.91	
30052 - Cryogenic Technician II	
31.93	
30061 - Drafter/CAD Operator I	
20.42	
30062 - Drafter/CAD Operator II	
22.84	
30063 - Drafter/CAD Operator III	
25.47	
30064 - Drafter/CAD Operator IV	
31.34	
30081 - Engineering Technician I	
18.88	
30082 - Engineering Technician II	
21.19	
30083 - Engineering Technician III	
23.70	
30084 - Engineering Technician IV	
29.36	
30085 - Engineering Technician V	
35.91	
30086 - Engineering Technician VI	
43.45	
30090 - Environmental Technician	

23.31
 30095 - Evidence Control Specialist
 26.11
 30210 - Laboratory Technician
 23.32
 30221 - Latent Fingerprint Technician I
 31.38
 30222 - Latent Fingerprint Technician II
 34.67
 30240 - Mathematical Technician
 27.79
 30361 - Paralegal/Legal Assistant I
 21.71
 30362 - Paralegal/Legal Assistant II
 26.91
 30363 - Paralegal/Legal Assistant III
 32.91
 30364 - Paralegal/Legal Assistant IV
 39.82
 30375 - Petroleum Supply Specialist
 31.93
 30390 - Photo-Optics Technician
 28.30
 30395 - Radiation Control Technician
 31.93
 30461 - Technical Writer I
 26.28
 30462 - Technical Writer II
 32.16
 30463 - Technical Writer III
 38.90
 30491 - Unexploded Ordnance (UXO) Technician I
 26.87
 30492 - Unexploded Ordnance (UXO) Technician II
 32.51
 30493 - Unexploded Ordnance (UXO) Technician III
 38.97
 30494 - Unexploded (UXO) Safety Escort
 26.87
 30495 - Unexploded (UXO) Sweep Personnel
 26.87
 30501 - Weather Forecaster I
 28.91
 30502 - Weather Forecaster II
 35.16
 30620 - Weather Observer Combined Upper Air Or (see 2) 25.47
 Surface Programs
 30621 - Weather Observer Senior (see 2) 28.30
 31000 - Transportation/Mobile Equipment Operation Occupations
 31010 - Airplane Pilot

32.51		
	31020 - Bus Aide	
14.37		
	31030 - Bus Driver	
17.56		
	31043 - Driver Courier	
14.21		
	31260 - Parking and Lot Attendant	
11.44		
	31290 - Shuttle Bus Driver	
15.26		
	31310 - Taxi Driver	
12.33		
	31361 - Truckdriver Light	15.26
	31362 - Truckdriver Medium	18.11
	31363 - Truckdriver Heavy	20.85
	31364 - Truckdriver Tractor-Trailer	20.85
99000 - Miscellaneous Occupations		
	99020 - Cabin Safety Specialist	
15.85		
	99030 - Cashier	
12.02		
	99050 - Desk Clerk	
13.47		
	99095 - Embalmer	
24.43		
	99130 - Flight Follower	
26.87		
	99251 - Laboratory Animal Caretaker I	
15.26		
	99252 - Laboratory Animal Caretaker II	
16.01		
	99260 - Marketing Analyst	
30.03		
	99310 - Mortician	
24.43		
	99410 - Pest Controller	
15.69		
	99510 - Photofinishing Worker	
19.41		
	99710 - Recycling Laborer	
24.00		
	99711 - Recycling Specialist	
29.16		
	99730 - Refuse Collector	
22.78		
	99810 - Sales Clerk	
13.18		
	99820 - School Crossing Guard	
15.24		

99830 - Survey Party Chief
30.78
99831 - Surveying Aide
20.11
99832 - Surveying Technician
27.99
99840 - Vending Machine Attendant
14.19
99841 - Vending Machine Repairer
16.89
99842 - Vending Machine Repairer Helper
14.09

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.48 per hour or \$179.20 per week or \$776.53 per month

HEALTH & WELFARE EO 13706: \$4.18 per hour or \$167.20 per week or \$724.53 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds

\$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime

(i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

** HAZARDOUS PAY DIFFERENTIAL **

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to

this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) **

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the

Act

and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)
 P00002 See Block 16C

6. ISSUED BY CODE ICE/DCR 7. ADMINISTERED BY (If other than Item 6) CODE ICE/DM/DC-LAGUNA
 ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, (b)(6); (b)(7)(C) WASHINGTON DC 20536
 ICE/Detent Mngt/Detent Contract-LAG Immigration and Customs Enforcement Office of Acquisition Management 24000 Avila Road (b)(6); (b)(7)(C) Attn: (b)(6); (b)(7)(C) Laguna Niguel CA 92677

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 9A. AMENDMENT OF SOLICITATION NO. (x)
 CORECIVIC INC ATTN: (b)(6); (b)(7)(C) 5501 VIRGINIA WAY (b)(6); (b)(7)(C) BRENTWOOD TN 37027
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. x 70CDCR20D00000007
 10B. DATED (SEE ITEM 13) 12/19/2019
 CODE 1597341510000 FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS
 The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE
 A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
 X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 159734151
 Contracting Officer's Representative (COR): (b)(6); (b)(7)(C) @ice.dhs.gov, 619-436-(b)(6); (b)(7)(C)
 Alternate Contracting Officer's Representative (ACOR): (b)(6); (b)(7)(C) @ice.dhs.gov, 619-661-(b)(6); (b)(7)(C)
 Contracting Officer's Technical Point of Contact: (b)(6); (b)(7)(C) @ice.dhs.gov, 619-661-(b)(6); (b)(7)(C)

The purpose of this modification is to replace attachment 17, from Wage Determination No. 2015-5635, Revision No. 10, Date of Revision 12/26/2018, to Wage Determination No.: 2015-5635, Revision No.: 11, and Date of Last Revision: 08/02/2019 under San Diego County, Continued ...
 Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 (b)(6); (b)(7)(C)
 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. Digitally signed by (b)(6); (b)(7)(C) Date: 2020.03.31 10:07:00
 (Signature of person authorized to sign)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR20D00000007/P00002

PAGE OF
2 2

NAME OF OFFEROR OR CONTRACTOR
CORECIVIC INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	CA and shall be effective on 12/20/2019. Period of Performance: 12/20/2019 to 12/19/2024 All other terms and conditions remain the same.				

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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Daniel W. Simms Director	Division of Wage Determinations	Wage Determination No.: 2015-5635 Revision No.: 11 Date Of Last Revision: 08/02/2019
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Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2019. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: California

Area: California County of San Diego

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.17
01012 - Accounting Clerk II		19.27
01013 - Accounting Clerk III		21.56
01020 - Administrative Assistant		31.30
01035 - Court Reporter		28.06
01041 - Customer Service Representative I		14.32
01042 - Customer Service Representative II		16.10
01043 - Customer Service Representative III		17.57
01051 - Data Entry Operator I		15.00
01052 - Data Entry Operator II		16.37
01060 - Dispatcher Motor Vehicle		21.88
01070 - Document Preparation Clerk		17.13
01090 - Duplicating Machine Operator		17.13
01111 - General Clerk I		14.38
01112 - General Clerk II		15.69
01113 - General Clerk III		17.62
01120 - Housing Referral Assistant		21.96
01141 - Messenger Courier		15.89
01191 - Order Clerk I		17.13
01192 - Order Clerk II		18.68
01261 - Personnel Assistant (Employment) I		18.29
01262 - Personnel Assistant (Employment) II		20.67
01263 - Personnel Assistant (Employment) III		23.10
01270 - Production Control Clerk		24.21
01290 - Rental Clerk		16.09
01300 - Scheduler Maintenance		17.61
01311 - Secretary I		17.61
01312 - Secretary II		19.70
01313 - Secretary III		21.96

01320 - Service Order Dispatcher	19.56
01410 - Supply Technician	31.30
01420 - Survey Worker	19.16
01460 - Switchboard Operator/Receptionist	15.81
01531 - Travel Clerk I	16.35
01532 - Travel Clerk II	17.86
01533 - Travel Clerk III	19.61
01611 - Word Processor I	16.12
01612 - Word Processor II	18.09
01613 - Word Processor III	20.24
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	22.28
05010 - Automotive Electrician	22.37
05040 - Automotive Glass Installer	21.55
05070 - Automotive Worker	21.55
05110 - Mobile Equipment Servicer	19.83
05130 - Motor Equipment Metal Mechanic	23.16
05160 - Motor Equipment Metal Worker	21.55
05190 - Motor Vehicle Mechanic	22.75
05220 - Motor Vehicle Mechanic Helper	18.60
05250 - Motor Vehicle Upholstery Worker	20.75
05280 - Motor Vehicle Wrecker	21.55
05310 - Painter Automotive	22.79
05340 - Radiator Repair Specialist	21.55
05370 - Tire Repairer	15.52
05400 - Transmission Repair Specialist	23.16
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.36
07041 - Cook I	15.02
07042 - Cook II	17.08
07070 - Dishwasher	11.47
07130 - Food Service Worker	12.39
07210 - Meat Cutter	15.71
07260 - Waiter/Waitress	12.14
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.94
09040 - Furniture Handler	15.11
09080 - Furniture Refinisher	21.93
09090 - Furniture Refinisher Helper	17.69
09110 - Furniture Repairer Minor	20.29
09130 - Upholsterer	21.93
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	12.96
11060 - Elevator Operator	14.41
11090 - Gardener	17.83
11122 - Housekeeping Aide	14.41
11150 - Janitor	14.41
11210 - Laborer Grounds Maintenance	14.18
11240 - Maid or Houseman	13.20
11260 - Pruner	13.45
11270 - Tractor Operator	16.60
11330 - Trail Maintenance Worker	14.18
11360 - Window Cleaner	15.81
12000 - Health Occupations	
12010 - Ambulance Driver	18.34
12011 - Breath Alcohol Technician	24.48
12012 - Certified Occupational Therapist Assistant	31.44
12015 - Certified Physical Therapist Assistant	32.56
12020 - Dental Assistant	19.60
12025 - Dental Hygienist	46.86
12030 - EKG Technician	31.67
12035 - Electroneurodiagnostic Technologist	31.67
12040 - Emergency Medical Technician	18.34
12071 - Licensed Practical Nurse I	21.88
12072 - Licensed Practical Nurse II	24.48

12073 - Licensed Practical Nurse III	27.29
12100 - Medical Assistant	17.88
12130 - Medical Laboratory Technician	25.70
12160 - Medical Record Clerk	20.11
12190 - Medical Record Technician	22.50
12195 - Medical Transcriptionist	23.70
12210 - Nuclear Medicine Technologist	49.63
12221 - Nursing Assistant I	12.76
12222 - Nursing Assistant II	14.35
12223 - Nursing Assistant III	15.65
12224 - Nursing Assistant IV	17.57
12235 - Optical Dispenser	21.24
12236 - Optical Technician	19.36
12250 - Pharmacy Technician	18.03
12280 - Phlebotomist	21.00
12305 - Radiologic Technologist	40.87
12311 - Registered Nurse I	29.75
12312 - Registered Nurse II	35.92
12313 - Registered Nurse II Specialist	35.92
12314 - Registered Nurse III	42.67
12315 - Registered Nurse III Anesthetist	42.67
12316 - Registered Nurse IV	51.14
12317 - Scheduler (Drug and Alcohol Testing)	30.33
12320 - Substance Abuse Treatment Counselor	20.61
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.86
13012 - Exhibits Specialist II	27.09
13013 - Exhibits Specialist III	33.14
13041 - Illustrator I	23.23
13042 - Illustrator II	28.78
13043 - Illustrator III	35.20
13047 - Librarian	33.96
13050 - Library Aide/Clerk	16.07
13054 - Library Information Technology Systems Administrator	30.67
13058 - Library Technician	20.85
13061 - Media Specialist I	22.13
13062 - Media Specialist II	24.75
13063 - Media Specialist III	27.59
13071 - Photographer I	16.99
13072 - Photographer II	19.00
13073 - Photographer III	23.54
13074 - Photographer IV	28.80
13075 - Photographer V	34.84
13090 - Technical Order Library Clerk	20.18
13110 - Video Teleconference Technician	20.28
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.02
14042 - Computer Operator II	19.04
14043 - Computer Operator III	21.22
14044 - Computer Operator IV	23.58
14045 - Computer Operator V	26.11
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17.02
14160 - Personal Computer Support Technician	23.58
14170 - System Support Specialist	33.91
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	31.62
15020 - Aircrew Training Devices Instructor (Rated)	38.26

15030 - Air Crew Training Devices Instructor (Pilot)	45.86
15050 - Computer Based Training Specialist / Instructor	31.62
15060 - Educational Technologist	36.14
15070 - Flight Instructor (Pilot)	45.86
15080 - Graphic Artist	26.04
15085 - Maintenance Test Pilot Fixed Jet/Prop	45.86
15086 - Maintenance Test Pilot Rotary Wing	45.86
15088 - Non-Maintenance Test/Co-Pilot	45.86
15090 - Technical Instructor	27.52
15095 - Technical Instructor/Course Developer	33.68
15110 - Test Proctor	22.23
15120 - Tutor	22.23
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	13.13
16030 - Counter Attendant	13.13
16040 - Dry Cleaner	15.01
16070 - Finisher Flatwork Machine	13.13
16090 - Presser Hand	13.13
16110 - Presser Machine Drycleaning	13.13
16130 - Presser Machine Shirts	13.13
16160 - Presser Machine Wearing Apparel Laundry	13.13
16190 - Sewing Machine Operator	15.63
16220 - Tailor	16.26
16250 - Washer Machine	13.75
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.76
19040 - Tool And Die Maker	27.83
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.91
21030 - Material Coordinator	24.21
21040 - Material Expediter	24.21
21050 - Material Handling Laborer	13.59
21071 - Order Filler	15.33
21080 - Production Line Worker (Food Processing)	19.91
21110 - Shipping Packer	16.05
21130 - Shipping/Receiving Clerk	16.05
21140 - Store Worker I	13.88
21150 - Stock Clerk	18.24
21210 - Tools And Parts Attendant	19.91
21410 - Warehouse Specialist	19.91
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	32.35
23019 - Aircraft Logs and Records Technician	26.09
23021 - Aircraft Mechanic I	31.16
23022 - Aircraft Mechanic II	32.35
23023 - Aircraft Mechanic III	33.49
23040 - Aircraft Mechanic Helper	22.75
23050 - Aircraft Painter	29.48
23060 - Aircraft Servicer	26.09
23070 - Aircraft Survival Flight Equipment Technician	29.48
23080 - Aircraft Worker	27.79
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	27.79
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	31.16
23110 - Appliance Mechanic	23.50
23120 - Bicycle Repairer	17.07
23125 - Cable Splicer	38.21
23130 - Carpenter Maintenance	25.40
23140 - Carpet Layer	21.97
23160 - Electrician Maintenance	28.97
23181 - Electronics Technician Maintenance I	27.55
23182 - Electronics Technician Maintenance II	29.24
23183 - Electronics Technician Maintenance III	30.90
23260 - Fabric Worker	24.32

23290 - Fire Alarm System Mechanic	25.31
23310 - Fire Extinguisher Repairer	22.78
23311 - Fuel Distribution System Mechanic	37.96
23312 - Fuel Distribution System Operator	29.77
23370 - General Maintenance Worker	19.80
23380 - Ground Support Equipment Mechanic	31.16
23381 - Ground Support Equipment Servicer	26.09
23382 - Ground Support Equipment Worker	27.79
23391 - Gunsmith I	22.78
23392 - Gunsmith II	25.90
23393 - Gunsmith III	29.05
23410 - Heating Ventilation And Air-Conditioning Mechanic	28.11
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	29.18
23430 - Heavy Equipment Mechanic	28.70
23440 - Heavy Equipment Operator	30.28
23460 - Instrument Mechanic	28.24
23465 - Laboratory/Shelter Mechanic	27.49
23470 - Laborer	13.59
23510 - Locksmith	23.41
23530 - Machinery Maintenance Mechanic	27.92
23550 - Machinist Maintenance	22.95
23580 - Maintenance Trades Helper	16.57
23591 - Metrology Technician I	28.24
23592 - Metrology Technician II	29.32
23593 - Metrology Technician III	30.36
23640 - Millwright	30.05
23710 - Office Appliance Repairer	21.74
23760 - Painter Maintenance	21.93
23790 - Pipefitter Maintenance	26.37
23810 - Plumber Maintenance	24.95
23820 - Pneudraulic Systems Mechanic	29.05
23850 - Rigger	27.04
23870 - Scale Mechanic	25.67
23890 - Sheet-Metal Worker Maintenance	30.04
23910 - Small Engine Mechanic	21.12
23931 - Telecommunications Mechanic I	28.77
23932 - Telecommunications Mechanic II	29.86
23950 - Telephone Lineman	34.41
23960 - Welder Combination Maintenance	23.95
23965 - Well Driller	28.10
23970 - Woodcraft Worker	29.05
23980 - Woodworker	22.57
24000 - Personal Needs Occupations	
24550 - Case Manager	18.47
24570 - Child Care Attendant	12.64
24580 - Child Care Center Clerk	19.94
24610 - Chore Aide	11.75
24620 - Family Readiness And Support Services Coordinator	18.47
24630 - Homemaker	20.77
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	34.98
25040 - Sewage Plant Operator	32.68
25070 - Stationary Engineer	34.98
25190 - Ventilation Equipment Tender	25.53
25210 - Water Treatment Plant Operator	32.68
27000 - Protective Service Occupations	
27004 - Alarm Monitor	28.65
27007 - Baggage Inspector	13.98
27008 - Corrections Officer	34.46
27010 - Court Security Officer	33.41
27030 - Detection Dog Handler	23.51
27040 - Detention Officer	34.46

27070 - Firefighter	32.36
27101 - Guard I	13.98
27102 - Guard II	23.51
27131 - Police Officer I	39.72
27132 - Police Officer II	44.15
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.45
28042 - Carnival Equipment Repairer	16.60
28043 - Carnival Worker	12.03
28210 - Gate Attendant/Gate Tender	15.81
28310 - Lifeguard	16.03
28350 - Park Attendant (Aide)	17.69
28510 - Recreation Aide/Health Facility Attendant	12.91
28515 - Recreation Specialist	21.91
28630 - Sports Official	14.08
28690 - Swimming Pool Operator	18.88
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.02
29020 - Hatch Tender	29.02
29030 - Line Handler	29.02
29041 - Stevedore I	27.24
29042 - Stevedore II	30.79
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	43.19
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	29.78
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	32.79
30021 - Archeological Technician I	20.59
30022 - Archeological Technician II	22.84
30023 - Archeological Technician III	28.30
30030 - Cartographic Technician	28.30
30040 - Civil Engineering Technician	28.48
30051 - Cryogenic Technician I	29.62
30052 - Cryogenic Technician II	32.72
30061 - Drafter/CAD Operator I	20.42
30062 - Drafter/CAD Operator II	22.84
30063 - Drafter/CAD Operator III	25.47
30064 - Drafter/CAD Operator IV	31.34
30081 - Engineering Technician I	18.88
30082 - Engineering Technician II	21.19
30083 - Engineering Technician III	23.70
30084 - Engineering Technician IV	29.36
30085 - Engineering Technician V	35.91
30086 - Engineering Technician VI	43.45
30090 - Environmental Technician	25.64
30095 - Evidence Control Specialist	26.75
30210 - Laboratory Technician	23.32
30221 - Latent Fingerprint Technician I	31.77
30222 - Latent Fingerprint Technician II	35.09
30240 - Mathematical Technician	27.79
30361 - Paralegal/Legal Assistant I	21.71
30362 - Paralegal/Legal Assistant II	26.91
30363 - Paralegal/Legal Assistant III	32.91
30364 - Paralegal/Legal Assistant IV	39.82
30375 - Petroleum Supply Specialist	32.72
30390 - Photo-Optics Technician	28.30
30395 - Radiation Control Technician	32.72
30461 - Technical Writer I	26.82
30462 - Technical Writer II	32.81
30463 - Technical Writer III	39.69
30491 - Unexploded Ordnance (UXO) Technician I	27.45
30492 - Unexploded Ordnance (UXO) Technician II	33.21
30493 - Unexploded Ordnance (UXO) Technician III	39.80
30494 - Unexploded (UXO) Safety Escort	27.45
30495 - Unexploded (UXO) Sweep Personnel	27.45
30501 - Weather Forecaster I	29.62

30502 - Weather Forecaster II	36.02
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 25.47
30621 - Weather Observer Senior	(see 2) 28.30
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	33.21
31020 - Bus Aide	14.37
31030 - Bus Driver	18.35
31043 - Driver Courier	15.03
31260 - Parking and Lot Attendant	11.71
31290 - Shuttle Bus Driver	16.14
31310 - Taxi Driver	13.18
31361 - Truckdriver Light	16.14
31362 - Truckdriver Medium	18.11
31363 - Truckdriver Heavy	21.40
31364 - Truckdriver Tractor-Trailer	21.40
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.19
99030 - Cashier	12.02
99050 - Desk Clerk	13.47
99095 - Embalmer	24.43
99130 - Flight Follower	27.45
99251 - Laboratory Animal Caretaker I	15.26
99252 - Laboratory Animal Caretaker II	16.01
99260 - Marketing Analyst	30.03
99310 - Mortician	24.43
99410 - Pest Controller	15.69
99510 - Photofinishing Worker	19.41
99710 - Recycling Laborer	24.00
99711 - Recycling Specialist	29.16
99730 - Refuse Collector	22.78
99810 - Sales Clerk	13.18
99820 - School Crossing Guard	16.76
99830 - Survey Party Chief	32.22
99831 - Surveying Aide	21.05
99832 - Surveying Technician	29.30
99840 - Vending Machine Attendant	14.19
99841 - Vending Machine Repairer	16.90
99842 - Vending Machine Repairer Helper	14.09

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage

determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. P00003	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW (b)(6); (b)(7)(C) WASHINGTON DC 20536	CODE ICE/DCR	7. ADMINISTERED BY (If other than Item 6) ICE/Detent Mngt/Detent Contract-LAG Immigration and Customs Enforcement Office of Acquisition Management 24000 Avila Road, (b)(6); (b)(7)(C) Attn: (b)(6); (b)(7)(C) Laguna Niguel CA 92677	CODE ICE/DM/DC-LAGUNA
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CORECIVIC INC ATTN (b)(6); (b)(7)(C) 5501 VIRGINIA WAY (b)(6); (b)(7)(C) BRENTWOOD TN 37027		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 1597341510000	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. 70CDCR20D00000007	10B. DATED (SEE ITEM 13) 12/19/2019

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Bilateral Modification / FAR 43.103(a)

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 159734151

Contracting Officer's Representative (COR): (b)(6); (b)(7)(C) @ice.dhs.gov,
619-436-(b)(6);

Alternate Contracting Officer's Representative (ACOR): (b)(6); (b)(7)(C)

(b)(6); (b)(7)(C) @ice.dhs.gov, 619-661-(b)(6);

Contracting Officer's Technical Point of Contact: (b)(6); (b)(7)(C) @ice.dhs.gov,
619-661-(b)(6);

The purpose of this modification is to add the upgraded items into CLIN 0006 and the negotiated proposal was accepted. Funds will be provided via Task Order Number: 70CDCR20FR0000012 Modification Number: P00003.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) (b)(6); (b)(7)(C) Partnership Contracts Counsel	15C. DATE SIGNED 5/26/2020	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6); (b)(7)(C) TEL: 949-360-(b)(6); EMAIL: (b)(6); (b)(7)(C) @ice.dhs.gov	16B. DATE AND TIME SIGNED Digitally signed by (b)(6); Date: 2020.06.03 07:00' SIGNED
15B. CONTRACTOR/OFFEROR (b)(6); (b)(7)(C)		(Signature of Contracting Officer)	

NAME OF OFFEROR OR CONTRACTOR
CORECIVIC INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0006	<p>Period of Performance: 12/20/2019 to 12/19/2024</p> <p>Change Item 0006 to read as follows (amount shown is the obligated amount):</p> <p>Surge/Facility Upgrades*</p> <p>The total amount of the upgraded items is (b)(4)</p> <p>Not to Exceed (b)(4)</p> <p>*No facility modifications or other work planned under this CLIN may be initiated without a negotiated proposal and with approval by the Contracting Officer via a contract modification and funding obligated via task order.</p> <ul style="list-style-type: none"> VIRTUAL ATTORNEY VISITATION CAPABILITY (b)(4) (5 VTCs Booth) (Completion Time: (b)(4)) <p>Virtual attorney visitation is an established facility protocol that allows attorneys (or legal representatives) to contact the facility and schedule video teleconference conferences (VTC) visitation with their detainee client(s) at least 24-hours in advance of the desired teleconference. The facility plant layout and design shall accommodate this virtual attorney visitation requirement. The utilized space/room must be private, allowing for confidential attorney-client conversations, and must be equipped with video teleconference equipment and/or tablet(s) permitting both visual and audio communications. The room must also have a windowed door or other mechanism that allows detainee observation for safety. While the designated space and equipment can be utilized for other purposes, it is expected that virtual attorney visitation will be made available for at least six (6) hours each day.</p> <ul style="list-style-type: none"> SCREENING AT POINT OF ENTRY (b)(4) (Completion Time: 12 Months) <p>(b)(7)(E)</p> <ul style="list-style-type: none"> SECURE ICE EMPLOYEE ENTRANCE AT SALLYPORT <p>Continued ...</p>				(b)(4)

NAME OF OFFEROR OR CONTRACTOR
CORECIVIC INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(b)(4)</p> <p>Adding a 10'x10' guard shack, ICE gun lockers and cleaning barrel and EM release on the added gate in the vehicle sallyport.</p> <ul style="list-style-type: none">NEW WEAPONS AND TRAINING COSTS (b)(4) (Completion Time: 18 Months) <p>Replacing the weapons, magazines, and holsters/accessories as well as complete the required training/recertification of the staff. Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD</p> <p>All other terms and conditions remain the same.</p>				