

Headquarters U. S. Air Force

Integrity - Service - Excellence

Air Force Medical Service Commodity Council

Clinical Support Agreement Service
Headquarters Activity for AFMS



Third Generation (T-3) CSA Coordination Requirements

Lt Col Winston Massey, POC

Jan 2012

U.S. AIR FORCE



Acronyms

CSA – Clinical Support Agreement

TMA – Tricare Management Agency

PD – Position Description

PWS – Performance Work Statement

CSTR – Clinical Support Technical Representative

SCM – Service Contract Manager

QAP – Quality Assurance Personnel

COR – Contracting Officer Representative

MCSC – Managed Care Support Contractor

IGCE – Independent Government Cost Estimate



Agenda

- **CSA Background**
- **MTF Process to use CSAs**
- **Commodity Council CSA Process**
- **Post Award/Modification Process**



Background: T-3 CSAs

- Each Managed Care Support Contractor has a contract vehicle available to provide **clinical support** personnel to the MTF

- **T-3 Changes**: Uses TMA Contracting Office, **not** local CONS. Processed as a modification to contract, not an individual order

- Supplements other contracting vehicles, Commodity Council, CONS

- **Not** for Admin or medical Equipment

- Status as of Jan 2012
 - TriWest (West) – **Not available**
 - Health Net (North) – Available
 - Humana (South) – Available (earliest physical start date 1 Apr 12)



Background: T-3 CSAs

- AF/SG2 policy letter, 4 Oct 10, identifies Commodity Council as the AFMS POC responsible for coordinating MTF CSA requirements to TMA contracting
- CSAs will use Commodity Council standards (PD/PWS) with additional requirements outlined in the T-3 Tricare Managed Care Support Contracts Requirements Guide. **Key funding point**: The funding process will be through AFMOA/SGAR and SG8Y based on Attachment 3 (discussed below).
- Once the CSA is executed, the MTF POC (CSTR, SCM, QAP) will coordinate with the TMA COR and contracting officer to track hours & performance
- CSA Modifications/Terminations channel thru Commodity Council



MTF CSA Process

- When an MTF has a requirement for clinical support, the MTF will decide whether to use the Commodity Council contracts, other contract vehicles (GSA), or T-3 CSAs

 - **CSA Process**: Use the T-3 Tricare Managed Care Support Contracts Requirements Guide for MTFs (see Commodity Council KX website, MCSC CSAs, TMA T-3 CSA Guide)
1. Select a standard CLASS position description from <https://kx.afms.mil/commoditycouncil> (Go to Spiral 1-1 Clinical Acquisition Support Services, Approved Position Descriptions).



MTF CSA Process

AFMS Knowledge Exchange - Medical Acquisition - Internet Explorer provided by USAF

https://kx.afms.mil/kxweb/dotmil/kjPage.do?cid=ctb_147259&functionalArea=MedicalAcquisition

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LOGGED IN AS: Winston.L.Massey

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Clinical Acquisition for Support Services (CLASS)

POC: Darrell Hanf, DSN 674-5029

A 4-year, \$992M Multiple Award Indefinite Delivery/Indefinite Quantity Contract designed to supplement the permanent clinical staff at Air Force MTFs within the 50 United States and Guam with qualified health care workers providing direct health care services to eligible beneficiaries. Contracted health care workers performing under these contracts render personal services as described in Defense Federal Acquisition Regulation Supplement (DFARS) 237.104 and shall be subject to day-to-day supervision and control by Government personnel. Direct health care services include a wide range of activities such as treatment, movement of patients, advice, clinical evaluations, recommendations, area and equipment preparation, and other clinical services to supplement the MTF's clinical staff.

- CLASS Ordering Guide (as of Dec 11)
- **Approved Position Descriptions (as of Apr 11)**
- Performance Plan (as of Dec 11)
- CORT Tool Summary
- Frequently Asked Questions
- Contracting Officer's Representative (COR) Training (Dec 11/Jan 12)
- Contracting Squadron (CONS) Training (Dec 11/Jan 12)

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- CLASS has 156 Standard Position Descriptions
- ***NOTE: HAWC Fitness Specialist and the Medical Physicist cannot be used on the T-3 CSAs
- Approved by SG Consultant
- Cannot be Changed



MTF CSA Process

2. The PWS will be the CLASS PWS as approved by TMA. The Commodity Council (Lt Col Massey) will complete this step.

3. Add any additional requirements in an Addendum to the standard position description
 - Cannot lessen the requirement
 - Used to add further restrictions (i.e., increase number of years experience)
 - Chiropractor: independent practitioner for at least 24 mos w/in last 36 mos





MTF CSA Process

4. Refer to the T-3 Tricare Managed Care Support Contracts Requirements Guide for the remaining documents listed below. Each of these documents can be found on the Commodity Council KX website, MCSC CSAs, listed as Attachment 1, 2, etc.
 - a) Complete Attachment 1, Requirements Worksheet
 - Determine Schedule - 0730-1630, M-F; 12-hour shifts
 - Determine Billable Hours: (Government only pays for hours worked).
 - 1880 (CLE) or 1920 (No CLE)
 - 52 weeks x 40 hours = 2080
 - Minus 2 weeks vacation (80 Hours), 10 Fed Holidays (80 Hours) = 1920
 - Minus 5 days CLE (40 hours) = 1880



MTF CSA Process

b) Complete Attachment 2, IGCE

- NOTE: Because CSAs are modifications to the MCSC and require negotiations, the IGCE is very detailed and will require extensive research to defend the government's cost position
- For a spreadsheet version of Attachment 2, email Lt Col Winston Massey

c) Complete top portion of Attachment 3, Clinical Support Services Funding Identification. **Note:** The Estimated Dollar Amount should match the IGCE (Atch 2)

d) Complete Attachment 4, Personal or Non-Personal Services

- **Note:** For non-personal services you will have to write your own SOW. Commodity Council PDs are personal services



MTF CSA Process

e) Complete Attachment 5, CSTR (QAP/SCM) Designation. The CSTR will be a key POC thru the requirements process & the administration process

5. Submit the following documents to Lt Col Winston Massey, AFMSSC

- PD(s) with any addendums
- Attachments 1 thru 5 of the T-3 Guide
 - **NOTE**: Attachments 2 thru 5 must be signed by the MTF/CC or his/her designated representative



Commodity Council CSA Process

- Commodity Council will coordinate the procurement package with AFMSA/SG3SA, AFMOA/SGAT, and AFMOA/SGAR prior to submitting to TMA
- TMA has 45 days from receipt of a complete procurement package to complete the modification. This 45 day limit is not to be confused with when the health care personnel will start providing services.
- The CSTR will be the key POC throughout this process



Post Modification Process

- Once TMA modifies the MCSC contract to add the MTF CSA request, the CSTR (QAP/SCM) will coordinate with the TMA COR and the MCSC (or subcontractor, if applicable) for the credential/security packages, start dates, etc.
- The CSTR coordinates with the TMA COR to rate performance and track hours for the monthly invoices.
- Attachment 3A of the T-3 Guide outlines the invoice process. Note: the MTF POC verifies hours and will not be required to be in WAWF for CSAs
- CSA Modifications, Terminations, and “exercise” of Options (if any) channel thru the Commodity Council



Reports

- TMA will provide Commodity Council monthly status reports as to the progress of MTF requested CSAs
- The Tricare Regional Office (TRO) will report on a periodic basis to the applicable MTFs the progress & performance of CSA modifications, changes, and terminations



Further Guidance

- Points of contact:
 - Lt Col Winston Massey, winston.massey@wpafb.af.mil;
DSN 674-5028
- AFMSCC website: <https://kx.afms.mil/commoditycouncil>