



ENHANCED ENTRY SCREENING SERVICES



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Best Practices Ordering Guide for Enhanced Entry Screening Services
Under the Federal Supply Schedules in response to COVID19

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1. BACKGROUND

- a. 41 C.F.R. § 102-74.375 authorizes the Government to close or restrict access to Federal property when situations require this action to provide for the orderly conduct of Government business. Due to current events, many Agencies are required to find ways to ensure that Government sponsored locations reduce the risk of spreading the virus during required operations and therefore are safe for the public.
- b. Furthermore, Office of Management and Budget (OMB) Memorandum [M-20-16, Federal Agency Operational Alignment to Slow the Spread of Coronavirus](#) states that agency plans and operations shall "...ensure agency policies and procedures restrict individuals infected with, or at higher risk for serious illness from, COVID-19 from accessing Federal facilities, in accordance with Centers for Disease Control and Prevention (CDC) guidelines, as well as the Privacy Act of 1974, and other legal requirements. These agency policies must specifically include considerations not only for Federal employees, but also for contractors and visitors while balancing the needs to perform mission critical functions."

2. SCOPE

The scope of this guide is to provide acquisition professionals guidance when seeking Enhanced Entry Screening Services for Government facilities and/or controlled locations during the pandemic. Enhanced Entry Screening Services may include providing temporary signage, requesting all entrants to provide information about symptoms they may have that could indicate COVID-19 illness, and taking the temperature of individuals (with a calibrated remote temperature sensing device) requesting access to the facility. These services will augment existing security screening at Government buildings or locations used by Government agencies.

3. MARKET RESEARCH

The Office of Professional Services and Human Capital (PSHC) Category within General Services Administration (GSA) performed initial market research across Federal Supply Schedule (FSS) holders in the functional areas aligning with these requirements. A sample market research report is included in this ordering guide as Attachment A: EESS Market Research Report, and a detailed listing of capable FSS holders is included in Attachment B: EESS Interested Vendor Lists. Initial market research provided the following insights:

- a. More than 60 industry partners, consisting of both large and small businesses, responded with the capability to perform the requirement of providing Enhanced Entry Screening Services, both within Continental United States (CONUS) and Outside the Continental United States (OCONUS).
- b. Most respondents are capable of performing regionally and most are able to support multiple buildings simultaneously. Many respondents are also able to support all CONUS and/or OCONUS locations.
- c. More than 50% of the responses stated the average speed to fill the requirement was less than one week, however an HSPD-12 requirement would extend that timeline.
- d. The Request for Information (RFI) published emphasized that the screener did not need to have medical experience and/or be a medical professional. Because of this, there is not

an exact labor category that aligns exactly to this requirement; “Medical Assistant” is one recommended labor category found on more than 70 FSS contracts but not the only appropriate option.

- e. Agencies that require more unique capabilities, may consider other labor categories to include medical professionals and/or security guards.

4. GSA GENERAL RECOMMENDATIONS

- a. Soliciting through FSS using FAR 8.405 ordering procedures is the most flexible and capable strategy to fulfill these requirements. **Benefits include:**
 - i. **Streamlined ordering procedures** - For the most part, FAR Parts 13, 14, 15, and 19 do not apply to orders placed against FSS, and ordering activities only have to follow the simplified ordering procedures prescribed in FAR Subpart 8.4. No requirement to synopsise.
 - ii. **Small business** and targeted socio-economic set asides are allowable at the order level. Attachment B includes filters for size and small business type.
 - iii. **Subcontracting plans** and responsibility determinations are executed and managed at the master contract level, and are not necessary at the order level.
- b. GSA has determined that the requirement for Enhanced Entry Screening Services could fall under any of the following Special Item Numbers(SINs) below found in [eLibrary](#). *NOTE: GSA is currently consolidating 24 Multiple Award Schedules (MAS) into one single Schedule for products and services, and using new SIN nomenclatures. [The crosswalk from Legacy Schedule SINs to Consolidated SINs](#) is provided below.

SCHEDULE	SIN	DESCRIPTION
621 I VA Schedules	SIN 621-001	Physician - General and Family
621 I VA Schedules	SIN 621-002	Physician - Emergency Medicine
621 I VA Schedules	SIN 621-003	Physician - Internal Medicine
621 I VA Schedules	SIN 621-025	Registered Nurses
621 I VA Schedules	SIN 621-030	Physician Assistants
621 I VA Schedules	SIN 621-038	Licensed Practical/Vocational Nurse
621 I VA Schedules	SIN 621-039	Medical Assistant
621 I VA Schedules	SIN 621-040	Nurse Assistant
621 I VA Schedules	SIN 621-046	Clinical Laboratory Science / Medical Technology
621 I VA Schedules	SIN 621-056	General Clinical Technologists/Technicians

736 TAPS	SIN 1	Temporary Administrative, Management & Clerical Occupations
736 TAPS	SIN 3	Temporary General, Trade, Facility Services and Support
736 TAPS	SIN 5	Temporary Technical, Scientific, Legal, Medical, Protective and Professional Occupations
84 - Protective Services	SIN 246 54	Protective Service Occupations
84 - Protective Services,	SIN 246 52	Professional Security/Facility Management Services
MAS SCHEDULE	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services *Legacy SINs: 595-11, 520-13,520-21, 520-22, 520-3, 874-1, 874-6, 874-7
MAS SCHEDULE	561210FS	Facilities Support Services *Legacy SINs:874-507
MAS SCHEDULE	561320SBSA	Temporary Staffing (SBSA) *Legacy SINs:736-1, 736-2, 736-3, 736-4, 736-5, 736-99
MAS SCHEDULE	561612	Protective Service Occupations *Legacy SINs246-54

- c. To ensure maximum competition, Ordering Contracting Officers should solicit vendors from both the Legacy Schedule and the Consolidated MAS (where applicable). Utilizing GSA's eBuy (<https://www.ebuy.gsa.gov/>) will ensure both Legacy Schedule holders and MAS Schedule holders are reached.
- d. GSA maintains E-buy as a Government Point of Entry (GPE) for solicitation, however other methods are allowed to include direct emails to contract holders. Agencies are encouraged to consider all flexibilities allowed under FAR 8.405-2(c)(3)(iii)(B) which requires the Contracting Officer (CO) to "Provide the RFQ to as many schedule contractors as practicable, consistent with market research appropriate to the circumstances, to reasonably ensure that quotes will be received from at least three contractors that can fulfill the requirements." Attachment B, Sheet: "VendorRecords" column E, includes the email point of contact information for the vendors identified in GSA's market research. COs can

sort/filter by company size, location, schedule, and other factors, then copy the selected vendors into a BCC field to quickly email the intended recipients.

- e. During declared disasters, State and local Governments, as well as Tribal governments and educational institutions, as defined by 40 U.S.C. § 502(c) , can use GSA Schedules pursuant to 40 U.S.C. § 502(d) . Additional information can be found on GSA's [Disaster Purchasing webpage](#) and [handout](#).

5. **SAMPLE PROCUREMENT PACKAGE:** GSA has prepared a sample procurement package (found on the [Acquisition Gateway COVID 19 Acquisition Hub](#)) to facilitate ordering activities' development and solicitation of these requirements. These samples are provided for informational purposes only and are not required. Ordering activities are encouraged to tailor these samples as appropriate for the specific requirements. The sample procurement package contains:

- a. Attachment A: ESS Market Research Report
- b. Attachment B: EESS RFI Vendor Data
- c. Attachment C: Performance Work Statement
- d. Attachment D: Request for Quote
- e. Attachment E: Independent Government Cost Estimate template
- f. Attachment F: Determination and Findings for Time and Materials (T&M) Orders

6. **REQUIREMENT DEVELOPMENT CONSIDERATIONS:**

GSA's requirements analysis and market research resulted in the following recommendations for Agencies to consider when drafting their requirements documents and acquisition strategies.

a. **Minimize Personnel Clearances, if possible**

- i. Background investigations and badging requirements of contracted personnel will generally add at least two weeks to any start availability. Consider allowing performance to commence with temporary credential procedures while personnel are cleared.

b. **Minimize Records, if possible**

- i. Set up screening procedures to avoid collection or creation of any personally identifiable information(PII) and avoid triggering the Health Insurance Portability and Accountability Act (HIPAA); e.g., cleared individuals are given standardized passes/handouts which are required for building entry but not personalized.

c. **Personal Protective Equipment (PPE)**

- i. Industry feedback on requiring contractor-provided PPE includes concern of potential start delays due to shortage of equipment availability.
- ii. It is **strongly recommended** that any PPE and materials necessary for performance be provided by the Government due to industry's inability to reliably secure these items at this time. Note that this guidance may change as supply chain shortages are resolved. Providing these materials as Government Furnished Equipment (GFE) should be considered in part or in whole in order to reduce performance delays.
- iii. The following items are recommended PPE for all screeners

- Use of no touch thermometers to minimize risk of exposure
 - Surgical masks
 - Gloves
 - Disposable protective gowns
 - Eye protection
- iv. Examples of PPE found on [GSA Advantage](#) can be found in the Attachment C: Sample EESS Performance Work Statement.
- v. Guidance from Center of Disease Control (CDC) on how to optimize the supply of PPE can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>
- d. Consider flexibility in contract structure**
- Because the public health conditions are rapidly changing as more information is learned about COVID-19 and its outbreak areas, GSA recommends structuring orders to maximize flexibility. Specifically:
- i. Period of Performance: Breaking up periods of performance into shorter base/optional periods so the Government can reevaluate its needs on an ongoing basis and adjust accordingly.
 - ii. Contract Type: FSS allow various contract types to provide greater flexibility, including:
 - Time & Materials (T&M) orders/CLINs, as appropriate, for requirements anticipated to fluctuate considerably
 - Blanket Purchase Agreements for repetitive needs (see [FAR 8.405-3](#))
 - iii. While local hiring should be emphasized within the requirement, consider whether travel will be authorized for areas where staffing may be an issue. Example language included in Attachment C: Sample EESS Performance Work Statement if including travel in the requirement.
 - iv. Include the [Order Level Material](#) CLIN on a T&M basis or Ancillary Supplies as a separate CLIN for PPE or unidentified needs.
 - v. Allow multiple Schedule labor categories to fulfill requirements. Since these services do not align perfectly with any specific labor category, it is entirely possible that contractors can meet this requirement with a variety of SINs and labor categories. Allow alternate/substitute labor categories to be proposed whenever reasonable.
- e. Facility-Specific Requirements**
- Provide contractors with as detailed information as possible about the place(s) of performance, such as: physical addresses of locations, number of locations, number of entry per location, hours of operation, visitors per hour, and uniform requirements (if any). When developing the facility requirements, GSA recommends considering:
- i. Are all entrances required for access? Reducing the number of facility entry points will reduce costs and provide greater oversight of entry screening procedures, but may also create bottlenecks depending on visitor/entry volume.

- ii. Does the location have unique procedures? Are visitors screened at external or internal gates, and is space available for screeners to be incorporated into the existing spaces and processes?
- iii. Who will the screener coordinate with at each location?
- iv. What are the anticipated volumes of visitors? Are there anticipated changes to building status (e.g., open to the public, open to employees only, open only to essential personnel, etc.) that would impact the appropriate staffing levels?

7. ADDITIONAL RESOURCES

a. Customers Assistance:

- i. National Customer Service Center is able to assist in answering questions or directing customers to the correct office within GSA. They can be reached at 800-488-3111 or NCSCcustomer.service@gsa.gov
- ii. GSA [Customer Service Directors \(CSDs\)](#) are local representatives who are knowledgeable on all GSA products and services and can provide

b. Customer Tools

- i. [eBuy Aid](#) This job aid is designed to: provide additional information about topics and fields found in eBuy; explain processes and functionality in greater detail; and offer navigation and tips to improve your user experience.

c. Industry Assistance:

- i. Interested and capable current FSS industry partners who wish to be added to Attachment A, should review the [following questions](#) and send their responses along with their capability statements to pshc-dev@gsa.gov.
- ii. For interested industry partners who wish to attain a FSS contract with GSA, please visit the [Vendor Support Center](#); call 877-495-4849, or email vendor.support@gsa.gov.

8. ATTACHMENTS

- a. Attachment A: ESS Market Research Report
- b. Attachment B: ESS RFI Vendor Data
- c. Attachment C: EESS Sample Performance Work Statement
- d. Attachment D: Sample Request for Quote
- e. Attachment E: Independent Government Cost Estimate template
- f. Attachment F: Determination and Findings for T&M Orders