PERFORMANCE WORK STATEMENT (PWS)

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for

HQ AFRC/SG

Advanced Trauma Training and Certification Support

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1.0 General Information

1.1. Background: The Office of the Command Surgeon at Headquarters Air Force Reserve Command (HQ AFRC) supports nearly 70,000 reservists across the globe, including 7,000 reserve medics. To ensure these personnel are prepared for global deployment and domestic emergency response, they must be fully qualified and certified to maintain operational readiness and provide high-quality healthcare services.

1.2. Scope: The Contractor shall provide all personnel, resources, facilities, management, and non-personal services necessary to deliver a comprehensive, turnkey training and program administration solution for approximately 2,500 AFRC students. The scope requires delivery of six (6), nationally recognized, certified medical courses. The objective is to provide AFRC medical personnel with the advanced, non-routine instruction necessary to ensure they are prepared for the unique demands of a deployed environment.

1.3. Objectives: The overarching objective of this contract is to ensure AFRC medical personnel receive the advanced, non-routine instruction necessary to posture effectively for the unique demands of a deployed environment. Specifically, the contractor must successfully deliver standardized, accredited trauma and life-support curriculums while accommodating the complex, fluctuating training schedules ("ebb and flow") inherent to the Reserve Component.

1.4. Period of Performance: The Period of Performance shall be from August 31, 2026, to July 31, 2027.

1.5. Place of Performance & Travel Proximity: All training events, classroom instruction, simulation activities, hands-on skills training and clinical training required under this contract shall be conducted with the Continental United States (CONUS). All training locations utilized in support of this contract must be located within a 150-mile driving distance of an active, FAA-designated Primary Commercial Service Airport categorized as either a Large Hub or Medium Hub (as defined by 49 U.S.C. § 47102). The driving distance shall be calculated using standard, publicly available mapping software (e.g., Google Maps) starting from the airport's primary commercial terminal.

2.0 Contractor Requirements

The Contractor shall perform the specific tasks outlined in the following sections.

2.1. Clinical Training & Curriculum Delivery: The Contractor shall provide all certified instructors, course materials, and classroom facilities to deliver the following six (6) courses:

- Trauma Nursing Core Course (TNCC)
- Pediatric Advanced Life Support (PALS)
- Advanced Trauma Life Support (ATLS)
- Tactical Combat Casualty Care (TCCC) Tier 2 (Combat Lifesaver)

- Advanced Burn Life Support (ABLS)
- Advanced Cardiovascular Life Support (ACLS)

2.2. Course Delivery and Standards: The Contractor shall ensure all courses are taught in strict accordance with the standards established by the governing bodies (e.g., American Heart Association (AHA) for ACLS/PALS, American Burn Association (ABA) for ABLS, Emergency Nurses Association (ENA) for TNCC, American College of Surgeons (ACS) for ATLS, and Defense Health Agency (DHA) for TCCC-CLS).

Accordingly, the Contractor shall ensure all instructors hold current, valid instructor certifications from the respective governing bodies for the courses they are assigned to teach. The Contractor shall maintain a file of all instructor certifications and, upon request from the Contracting Officer's Representative (COR), must provide copies of any instructor's current certifications within two (2) business days.

Course	Target Audience	Governing Body Standard
ACLS (Advanced Cardiovascular Life Support)	Physicians, Nurses, Paramedics, Medics	American Heart Association (AHA)
ABLS (Advanced Burn Life Support)	Physicians, Nurses, Paramedics, Medics	American Burn Association (ABA)
PALS (Pediatric Advanced Life Support)	Pediatricians, ER personnel, Nurses, Medics	American Heart Association (AHA)
TNCC (Trauma Nurse Core Course)	Registered Nurses	Emergency Nurses Association (ENA)
ATLS (Advanced Trauma Life Support)	Physicians, Advanced Practice Providers	American College of Surgeons (ACS)
TCCC-CLS (Tactical Combat Casualty Care – Combat Lifesaver)	Non-clinical reserve medics	Defense Health Agency (DHA)

2.3. Training Environment and Resources: The Contractor shall provide all necessary facilities, equipment, and resources required to successfully deliver the six (6) certified courses outlined in Paragraph 2.1. The training environment must meet or exceed the minimum standards set by the respective national accrediting bodies. At a minimum, the contractor must provide:

A. Classroom Facilities: Dedicated, private classroom space capable of accommodating up to 50 students per cohort, equipped with appropriate audio-visual equipment for didactic instruction.

B. High-Fidelity Medical Simulators: Access to and use of certified, high-fidelity medical simulation mannequins and task trainers required for the psychomotor skills portions of the ACLS, PALS, TNCC, and ATLS curricula. This includes, but is not limited to, advanced cardiac simulators, airway management trainers, and trauma manikins.

C. Tactical & Pre-Hospital Training Areas: For the TCCC Tier 2 portion, the contractor shall provide an environment suitable for simulating tactical or pre-hospital scenarios, with the space and equipment necessary to practice skills such as tourniquet application, wound packing, and casualty movement.

D. Consumable Medical Supplies: The contractor shall provide all necessary consumable medical supplies (e.g., bandages, IV kits, simulation medications) required for the hands-on skills stations for all courses.

E. Training Materials: The Contractor shall provide all required course materials, including current edition textbooks, study guides, algorithms, and pre-course letters, to the Government a minimum of thirty (30) days prior to the start date of each scheduled course.

2.4 Certification & Credentialing: Upon successful completion of the respective courses, the Contractor shall issue official certification cards or e-cards to the students within five (5) business days. The Contractor shall also provide a master roster of course completions to the Contracting Officer's Representative (COR).

2.5. Administrative & Program Management Support: The Contractor shall provide dedicated personnel to perform the following non-personal administrative and logistical support tasks:

2.5.1. Scheduling: Develop and maintain a master training calendar for all courses and clinical rotations. Coordinate with AFRC units to schedule approximately 20-50 students per cohort, ensuring all 1,500 to 2,500 students complete training within the period of performance.

2.5.2. Student Onboarding: Act as the central liaison for incoming students. This includes collecting required pre-arrival documentation, coordinating with the medical facility's security and HR departments for badging and in-processing, and distributing orientation materials.

2.5.3. Records Management: Track and maintain records of student attendance, course completions, and certification statuses. Compile and prepare training data for delivery to the Government COR.

2.5.4. Reporting: The Contractor shall provide a Monthly Training Progress Report to the Government COR, delivered electronically no later than the 5th business day of each month. The report shall detail the status of training activities from the preceding month and include, at a minimum:

- Total number of students trained, broken down by course.
- A summary of any scheduling changes or delays.

- An updated projection of training throughput for the next 60 days.

2.5.5. Logistical Coordination: Coordinate with the facility's support departments, including simulation lab staff, housekeeping (for scrub issuance), and security (for badge control), to ensure seamless training operations.

2.6. Estimated Annual Workload: The Contractor shall be prepared to instruct approximately 2,500 personnel. The projected breakdown of students per course is detailed below (these are estimates for planning purposes and may fluctuate based on operational requirements):

Course	Estimated Annual Students	Maximum Class Size
ACLS	400	30
ABLS	200	30
PALS	400	30
TNCC	200	20
ATLS	300	16
TCCC-CLS	1000	30
TOTAL	**2,500**	**N/A**

3.0 Mandatory Constraints

3.1. Facility and Training Environment Accreditation: The Contractor shall deliver all classroom, simulation, and hands-on skills training at an established civilian trauma center capable of supporting the delivery of the required trauma and emergency medicine curricula identified in paragraph 2.1. The proposed facility shall be designated by the appropriate governing body (e.g., American College of Surgeons, Emergency Nurses Association) as applicable, and shall possess the facilities, clinical resources, and operational environment necessary to support advanced trauma education and skills sustainment.

The Contractor shall ensure the proposed training environment satisfies the facility, equipment, and instructional resources requirements established by the governing organizations for each required course, including, as applicable the American Heart Association (AHA), American Burn Association (ABA), Emergency Nurses Association (ENA), American College of Surgeons (ACS), and Defense Health Agency (DHA). The Contractor shall provide documentation demonstrating ownership of, or a formal partnership, subcontract, or other legally enforceable agreement with the proposed Trauma Center sufficient to ensure uninterrupted access to the training facilities, clinical resources, and required instructional environments throughout the period of performance.

3.2. Curriculum Accreditation: All instructors must be actively certified by their respective governing bodies (e.g., American College of Surgeons for ATLS, American Burn Association for ABLS, American Heart Association for ACLS/PALS, Emergency Nurses Association for TNCC).

3.3. JTS Authorization: The Contractor (or a designated subcontractor) must possess official Joint Trauma System (JTS) authorization to deliver the TCCC curriculum prior to contract award.

3.4. Small Business Teaming: As this is a 100% Small Business Set-Aside, if the Prime Contractor does not independently own the medical facility, they must provide verifiable proof of a subcontract or teaming agreement with a qualifying institution.

4.0 Government Furnished Information/Equipment

The Government will provide the Contractor with a roster of scheduled students no later than fifteen (15) days prior to the course start date.

5.0 Contract Deliverables

PWS Ref	Deliverable	Frequency / Timeline	Format	Recipient(s)
2.5.1.	**Master Training Calendar**	Draft due within 15 business days of contract award. Updates due monthly, no later than 5 business days prior to the start of each month.	Digital (MS Excel / PDF)	COR
2.2.	**Instructor Certifications File**	Upon request by the COR. Due within two (2) business days of the official request.	Digital (PDF Portfolio)	COR / CO
2.4.	**Course Certifications / Cards**	Due within five (5) business days of the successful completion of each course.	Physical or Digital (as required by accrediting body)	Trainee / COR
2.5.4	**Monthly Training Progress Report**	Due monthly, no later than the 5th business day of the following month.	Digital (MS Word / PDF)	COR & CO

6.0 Performance Objectives

6.1. Service Summary (SS): The Contractor services requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service for each requirement. These thresholds are critical to mission success.

6.2. Services Summary:

Performance Objective	PWS Ref	Performance Threshold	Method of Surveillance
Delivery of Certified Training Courses Ensure students receive standardized instruction in TNCC, PALS, ATLS, TCCC Tier 2, ABLS, and ACLS.	2.1.	**100% Compliance.** All courses must be delivered using the exact, current curriculums mandated by the respective accrediting bodies (ACS, AHA, ENA, ABA, JTS).	Periodic physical or virtual observation by the COR; Review of Monthly Training Progress Reports
Instructor Qualifications Ensure all instruction is provided by actively certified personnel.	2.2.	**100% Compliance.** All instructors must hold active, valid credentials from the appropriate governing body. The Contractor must provide proof of certification within two (2) business days of a COR request.	100% Inspection of requested certification files.
Facility Standards Ensure clinical and didactic training environments meet the required accreditation standards.	3.1.	**100% Compliance.** All training locations must maintain their respective facility accreditations for the duration of the period of performance.	Review of facility accreditation certificates at contract start and periodically throughout performance.
Provision of Certifications Ensure trained personnel receive their official credentials in a timely manner.	2.4.	**98% Compliance.** All official certification cards or digital credentials must be delivered to the student/COR within five (5) business days of successful course completion.	100% Inspection of the Monthly Training Progress Report and student feedback.
Program Administration & Reporting Ensure scheduling, onboarding, and monthly reports are accurate and delivered on time.	2.5.	**90% Compliance.** Monthly Training Progress Reports must be submitted on time and accurately reflect actual throughput.	100% Inspection by the COR upon receipt of deliverables.