

STATEMENT OF WORK

Purpose

The purpose of this purchase order is to obtain job coaching services for an employee who requested a disability accommodation under the Americans with Disabilities Act (ADA). Temporary job coaching services are needed in order to fulfill the reasonable accommodations request. The job coach service shall be for 12 weeks or 12 sessions.

Scope:

The Contractor shall provide one (1) job coach to the employee who requested the reasonable accommodation for 12 weeks or 12 sessions. Each session shall be for 50 minutes. In addition, there shall be an additional three (3) 30-minute sessions for consultation with the supervisor/Human Resources (HR) or others, as needed, on the reasonable accommodation request.

<u>Deliverables</u>	<u>Planned Completion Date</u>	<u>Frequency</u>
Job Coaching services	12 weeks from date of award	Weekly or as needed within the 12-week timeframe
Consulting/Education/Meeting with supervisor, HR or others as needed	12 weeks from date of award	Monthly within the 12-week timeframe

Period of Performance

The period of performance shall be 12 weeks from the effective date of the award.

Type of Contract

This will be a firm-fixed purchase order.

NOTICE OF SOLE SOURCE INTENT

Requisition No. 1243374

THE HOW SKILLS, LLC
1414 E 64TH AVE
Spokane, Washington
99223-6768, United States

The U.S. Food and Drug Administration (FDA), Office of Acquisitions & Grants Services (OAGS), intends to award a sole source purchase order to THE HOW SKILLS, LLC. THE HOW SKILLS, LLC offers job coaching services from The How Skills for an employee who requested a disability accommodation under the Americans with Disabilities Act (ADA). The accreditation is good for a 12-week period. The Statement of Work is attached.

A determination that the proposed price is fair and reasonable will be made in accordance with FAR 13.106-3. Interested parties may identify in writing their interest and capability to respond. Responses must be received by no later than 2:00 PM, Eastern Time, Friday, June 18, 2021. If the FDA identifies no other capable sources by that day and time, a Firm-Fixed-Price Purchase Order will be issued to THE HOW SKILLS, LLC.

Any inquiries should be directed to Bonnie M. Amond at bonnie.amond@fda.hhs.gov; with a cc: to James G. Whitt at james.whitt@fda.hhs.gov.

Posted June 10, 2021

This notice of intent is not a Request for Quotations (RFQ).