COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT RENEWAL

Contract Number: 720C-04221-09D00

This contract entered into this 22th day of April 2011, by Bioethical Services of Virginia, Inc. hereinafter called the Contractor and Commonwealth of Virginia, The Department of Behavioral Health and Developmental Services, (DBHDS) called the Purchasing Agency.

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide Biomedical Ethicist Services on an as needed basis for the DBHDS Central Office, DBHDS Facilities, and Community Services Boards.

PERIOD OF PERFORMANCE: From July 1, 2011 through June 30, 2012.

The contract documents shall consist of:

(1) This signed form;

(2) The attached Ethics Programming Package descriptions and associated costs;

(3) The following documents are also part of this agreement:

(a) Bioethical Services of Virginia, Inc. proposal dated March 30, 2009; and
(b) Request for Proposal including scope, description, General and Special Terms and Conditions.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

BIOETHICAL SERVICES OF VIRGINIA, INC.

By: _____

Michael A. Gillette, Ph.D.
President

DBHDS:

By: _____

Joy Lazarus
Administrative Services Director

Ethics Programming Packages

EDUCATIONAL PACKAGE:

Services Provided-

- Attend quarterly ethics committee meetings
- Provide quarterly educational programming for facility staff, scheduled to coincide with committee meeting dates
- Provide remote support in reviewing committee guidelines or procedures
- This package does not involve case consultation or policy services

Annual Cost- $3,389.10 per facility

BASIC PACKAGE:

Services Provided-

- Attend quarterly ethics committee meetings
- Provide ongoing support for the committee including development of procedures, support of quality standards, training and education for committee members
- Act as resource in the field of medical ethics including provision of literature searches and recommendations for library holdings
- Support the development, review and integration of relevant policies in the facility
- Identify policy issues to take to the State level
- Lead all case consultation efforts (even if additional on-site visits are necessary)
- Provide written reports (position papers/consultation reports) to aid in the resolution of cases and policy issues
- Provide up to four educational sessions for staff, outside of ethics committee member education, to be scheduled to coincide with ethics committee meeting dates

Annual Cost- $6,778.20 per facility

FULL PACKAGE:

Services Provided-

- Attend four ethics committee meetings on site and two additional meetings by Polycom
- Provide ongoing support for the committee including development of procedures, support of quality standards, training and education for committee members
- Act as resource in the field of medical ethics including provision of literature searches and recommendations for library holdings
- Support the development, review and integration of relevant policies in the facility
- Identify policy issues to take to the State level
- Lead all case consultation efforts (even if additional on-site visits are necessary)
- Provide written reports (position papers/consultation reports) to aid in the resolution of cases and policy issues
- Provide up to four educational sessions for staff, outside of ethics

committee member education, to be scheduled to coincide with ethics committee meeting dates

Make one additional on-site visit per year for staff training purposes

Support and provide one major educational event to be held in the community per year

Perform Committee Chairpersonship duties including development of monthly agendas and preparation of materials for meetings (photocopying to be provided by the facility)

Assist in the development and collation of documentation necessary to meet Joint Commission/CARF requirements for those facilities under review

Work flexibly to satisfy other ethics programming needs as identified

Annual Cost- $9,653.80 per facility

CONSORTIUM PACKAGE:

Services Provided-

Four educational sessions per year to be hosted by consortium members in rotation and open to all consortium members. These sessions can use up to a half-day either with one three hour session or a 1.5 hour session repeated twice for rotating staff, or a single session of shorter duration. Topics will be identified by the hosting consortium member.

The second half of each day used under item (1) above shall be dedicated to the hosting consortium member for any ethics committee business that it might desire.

Each consortium member will be entitled to one additional day per year, on site, to be used at its discretion. This time could be used for educational sessions that are open to other consortium members, targeted education that is not open to other consortium members, or ethics committee training or operations.

This contract will also include unlimited access to support for case consultations and policy work. If additional site visits are required for these efforts, they will be provided at no extra charge.

Annual Cost- $3,389.10 per facility ($13,556.40 total cost for four facilities)

PER DIEM RATE FOR STATE FACILITIES- $872.95, billed in half-day increments.

In addition to services provided to the individual facilities, BSV will also provide services to Central Office and the Office of Human Rights at the per diem rate. These services could include:

DBHDS CENTRAL OFFICE (services to be provided "as needed")

Services Provided-

Lead in the development and review of policies that touch on ethical issues

Facilitate the replication of relevant policies at the facility level for those facilities which receive support under this program

Provide educational sessions and training to Central Office Staff as the need is identified

Develop State-wide quality standards for ethics programming
Develop recommendations for establishing or improving ethics programs within specific facilities
Make regular reports concerning ethics activities in which BSV is involved State-wide

DBHDS OFFICE OF HUMAN RIGHTS (Services to be provided "as needed")

Services Provided-

Provide educational sessions for each of the five LHRC regions
Provide educational sessions for the State Human Rights Committee
Provide educational sessions for the advocates
Provide ongoing support for policy development and review, with leadership in areas of policy that are identified as being substantially ethical in nature
Be available for case consultation support for LHRC's
Be available for education and training of LHRC members beyond that specified above

SERVICES TO BE REIMBURSED ON A PER-DIEM BASIS:

The Per-Diem rate for Central Office, the Office of Human Rights, and any facility or CSB, whether or not it has purchased a package as listed above, shall be $872.95 per day (eight hour period) and $436.48 per half-day (four hour period). For the purposes of calculating this per-diem rate, travel time will be considered but no additional fee for travel reimbursement will be applied. No additional fee for lodging will be charged, even if it is necessary to remain overnight in order to satisfy scheduling needs. In any case where per-diem services are requested, the fee will be calculated in four-hour increments.

GENERAL RESPONSIABILITIES OF ALL CONTRACTING FACILITIES:

While BSV will cover its own travel expenses, costs associated with any educational materials(e.g. seminar handouts, facility rentals, refreshments) will remain the responsibility of the hosting facility. Each facility will also provide an on-site contact person who will serve as the Ethics Committee chairperson and single point of contact for BSV. This person will also be responsible for scheduling sessions and developing meeting agendas.