



MAY 02 2017

Indian Health Service  
Rockville, MD 20852

Mr. Alejandro Bermudez-del-Villar  
Interim Executive Director  
National Council of Urban Indian Health  
924 Pennsylvania Ave., SE  
Washington, DC 20003

Dear Mr. Bermudez-del-Villar:

This letter is being sent to your organization to inform you that the Office of Urban Indian Health Programs would like to provide an administrative supplement to your program.

The purpose of this supplement is to conduct a national urban Indian specific sustainability systems assessment. The assessment will ultimately provide IHS and Urban Indian Organizations (UIO) with a baseline knowledge of each UIO's sustainability outlook, specifically in the area of third-party billing and other funding sources.

In order for us to do so, we would need the following items from you:

1. A complete SF-424 Application package containing a line item budget justification and narrative in the amount of the supplemental funds requested,
2. A complete Statement of Work (SOW).
3. All items should be submitted in the GrantSolutions System for processing.

This administrative supplement is nonrecurring and, if accepted, will be added to your Cooperative Agreement Grant: H723IHS0003-01-02. The proposed budget for this supplement shall not exceed \$171,175. The project period will begin on the date of award through September 14, 2017.

Please use the enclosed Statement of Work template as a guide to propose your supplement request. Thank you and please feel free to contact Rick Mueller, Public Health Advisor, with any programmatic questions you may have regarding this matter. Mr. Mueller can be reached on (301) 443-3787 or by email at Rick.Mueller@ihs.gov and Mr. Donald Gooding, your assigned Grants Management Specialist on any application submission or financial questions you may have regarding processing this request. Mr. Gooding can be reached on (301) 443-5204 or email him at Donald.Gooding@ihs.gov.

Sincerely,

Raho Ortiz  
Director (Acting)  
Office of Urban Indian Health Programs

Enclosure: IHS Statement of Work template

The SOWs should be written using simple, direct, clear language, with easy to understand sentences.

Avoid vagueness, redundancy, and repetition. Use the same word(s) to identify the same item throughout the document.

To avoid confusion or ambiguity, the SOW should clearly identify the; who, what, where, and when necessary to satisfy the requirement; and, as applicable, the how.

As a format suggestion, when writing a SOW, begin with an outline to include, as appropriate, the following categories:

1. Introduction/Background:  
Describe how the requirement evolved and its relationship to the project it supports. This historical information focuses on the overall project environment and how the required work relates to it.
2. Objective/Purpose:  
Describe the overall project purpose and specific objectives of the requirement so that the relative impact can be assessed. Describe need(s).
3. Definitions and Applicable Documents:  
Define relative industry terms and identify applicable documents that support the work requirement. This information is important in that it highlights legal or authorizing citations that might influence the nature of the work to be performed.
4. Description/Scope of Work:  
Describe the overall requirement in terms of what the Office/Division is trying to accomplish and the timeframe within which it is to be accomplished. Provide a clear description of product(s) or service(s) to be procured.
5. Deliverables and Schedule:  
Define all deliverables, as applicable; i.e., reports, test results, supporting data, models, prototypes, drawings, and other items to be delivered. For each deliverable, identify quantity, form in which each is to be supplied, delivery date, and place of delivery. Define all schedules and milestones. If efforts are phased, tasks are to be clearly identified within the proper phase.
6. Performance Standards and Quality Measurement:  
Performance standards express the level of performance required by the IHS. The Requestor should establish the standard for measuring performance effectiveness and acceptability during the contract period. **Performance type** describes the requirements in terms of “**what**” is required, whereas, the **Process type** describes the “**how**” the work is to be performed.
7. Commission Furnished Property (Facilities, Equipment, or Services):  
If applicable, describe Commission property, facilities, equipment, and/or services to be furnished to the contractor and the timing of when the item(s) will be furnished.
8. Contractor Tasks/Responsibilities/Capabilities:  
Describe specific requirements or tasks the contractor will be expected to provide, perform, or possess (e.g., 24 hour availability, special skills-set, etc.).

9. Deliverable Reporting and Communication:  
Describe expected communications channels and regular reporting requirements. Identify types and frequency of report(s), and to whom, the contractor will be required to provide the information.
10. Security Requirements:  
Describe the security concerns that should be considered both in terms of physical security, as well as security clearances for certain work. If applicable, describe security storage requirements.
11. Location of Work and Travel:  
Identify work location(s), and travel requirements, if any.
12. Special Considerations/Requirements:  
Identify or describe all other items the Procurement office should consider or be aware of regarding the procurement of supplies, services, training, maintenance, software support, etc.