



**ROCKFORD BOARD OF EDUCATION
INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES
FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

IFB No. **22-02 CNA/DSP/BT/RN Staffing Coverage**

DATE: **July 8, 2021**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your IFB submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes requests for information (RFI) to date, corresponding answers, the bid tab from IFB 18-16 Certified Nursing Assistants, and job descriptions for self-contained paraprofessionals and registered nurses (1:1).

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding answers.

1. Can you confirm the method of submission? Is this to be submitted via Bonfire or a hard-copy sent via courier?
 - a. Bids can be submitted electronically through Bonfire or submitted as a hard copy. Hard copies may be dropped off in person or mailed to the address in the bid packet. All bids must be sealed and turned in prior to 2:00 PM on Tuesday, July 20, 2021.
2. Are you currently working with any agencies providing CNA/DSP/BT/RN services to you district and if so, who are they?
 - a. Yes, Maxim Healthcare.
3. What are the current hourly rates for CNA/DSP/BT/RN?
 - a. We are currently paying \$21.00 per hour for CNA and DSP services only.
4. Do you require resumes of potential CNA/DSP/BT/RN to be included in our IFB?
 - a. No.
5. To confirm, the only documents necessary for our proposal submission are listed on the "Required Bid Forms Check List"?
 - a. Correct.
6. Do you require any additional information or narrative about our organization when submitting our proposal?
 - a. No.
7. Can you clarify what is needed for the "Performance Bond (100% of Contract)" prior to starting work? What is the amount and instructions for securing this performance bond?
 - a. Performance bonds should be obtained from your insurance carrier in the amount of your total bid.
8. How many workdays are in a typical school year?
 - a. There are typically 174 days of attendance.
9. How many hours are in a typical school day?
 - a. There are approximately 6.5 to 7.0 hours in a typical school day.
10. Do you anticipate awarding to one or multiple vendors?
 - a. The District may award the bid to one or multiple vendors.
11. How will vendors be notified of award?
 - a. Awarded vendor(s) will be notified by email the day after Board approval.
12. What is the duration of the contract and how many renewals are there?
 - a. The contract will have an initial three-year term with two, on-year optional renewals.

13. Are we required to provide any technology to contracted staff (i.e. laptops, printers, access to tele services)?
 - a. No.
14. Is there a penalty for not providing substitute coverage?
 - a. An awarded vendor may be found in breach of contract for not providing the necessary substitute coverage.
15. What are the expectations for substitute coverage when a CNA/DSP/BT/RN calls out for the day?
 - a. Daily absence coverage is not covered under this contract.
16. Will there be a pre-proposal conference for this IFB?
 - a. No.
17. What specific employees are you wanting listed on your clearance form?
 - a. Any employee who will be entering school buildings or interacting with children should be listed on the Certified Cleared Employee form. If you do not yet know who those employees may be, please note that and otherwise complete the form.
18. Is the school contracting with tele-speech therapy providers?
 - a. Yes, we have current contracts with teletherapy companies.
19. What is the estimated budget for this contract? If unknown, please specify previous spending.
 - a. Current rates are \$21.00 per hour as mentioned in question #3.
20. Please provide name of the current vendor providing the services with a copy of their proposal including cost sheet.
 - a. Our current vendor is Maxim Healthcare. A bid tab from IFB 18-16 Certified Nursing Assistants is included in this addendum.
21. How many tentative awards does RPS plan to make?
 - a. The District may award the bid to one or multiple vendors.
22. Is it mandatory to utilize a sub-contractor?
 - a. No.
23. Kindly provide total number of temporary staffs on current assignment.
 - a. We ended the 2020-2021 school year with 17.
24. What are the most frequently used job categories in the subject matter IFB?
 - a. CNA, as a direct service provider.
25. What is the average length of the assignment?
 - a. More than six months.
26. Is there any preference for local vendor?
 - a. No, the lowest qualifying bid(s) will be awarded the contract.

27. Can you please change the IFB submission to email or portal only?
- a. Bids can be submitted electronically through Bonfire or submitted as a hard copy. Hard copies may be dropped off in person or mailed to the address in the bid packet. All bids must be sealed and turned in prior to 2:00 PM on Tuesday, July 20, 2021.
28. Please provide specific format, list of forms/attachments required to be submitted and sections to be answered with the proposal.
- a. This information is included in the bid packet.
29. Do we need to submit 1 hard copy original and 1 USB of the Proposal?
- a. Electronically submitted bids do not require a hard copy. All other bids should include one hardcopy and one electronic copy on a flash drive/USB.
30. Please provide proposal checklist so to avoid compliance issues.
- a. Checklist is included in the bid packet.
31. Is there any preference to Minority / Women Owned Business in evaluation of the proposal?
- a. No, the lowest qualifying bid(s) will be awarded the contract.
32. Is it mandatory to utilize Minority / Women Owned Business as a sub-contractor? If yes, please define subcontracting goals.
- a. No.
33. If we are not minority, women and disabled-owned business, can we write Not Applicable and submit the *MINORITY, WOMEN and DISABLED-OWNED BUSINESS CONCERN REPRESENTATION form*?
- a. The form allows you to check that each designation does or does not apply to you. Please complete the form as instructed in the bid packet.
34. As per the *Certified Cleared Employee List form*, can we just sign and notarize this as by now we are uncertain of which employees will be working on the project. Can we fill that information after award and just provide signed and notarized form for now so to avoid compliance?
- a. Yes, please see response to question #17.
35. Will you be accepting redlines?
- a. Redlining terms of the bid in your submission does not necessarily disqualify the bid, but the District requests that any requested changes be done so before bids are due so they can be addressed in an addendum for all bidders.
36. Is this a re-compete IFB?
- a. No, this IFB has a wider scope than previous bids.
37. Would you be accepting references from public as well as commercial entities.
- a. References are acceptable from both, but we would prefer references from organizations similar to RPS 205.
38. What would be the shift timings for the given positions?
- a. 7:30 AM to 2:00 PM, 9:00 AM to 4:00 PM, and 8:30 AM to 3:30 PM.

39. Can you please provide job descriptions for each position listed in this IFB?
- a. Job descriptions for self-contained paraprofessionals and registered nurses (1:1) are included in this addendum.
40. What are the minimum hours guaranteed per week for these positions?
- a. 32.5 hours.
41. Will it be a 13-week assignment or longer?
- a. Longer, as much as the entire school year and possibly summer school.
42. Do we need to provide a crisis rate besides the regular rate?
- a. No.
43. Please confirm if we need to submit fully burdened hourly rate which includes markup and all other administrative taxes?
- a. Yes, pricing should be all inclusive and be the hourly amount we would be invoiced for these services.
44. Please confirm if it is mandatory to submit a performance bond for execution of this contract.
- a. Yes.

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|---|------------------------|---------------------------|-------------------------------|
| ROCKFORD PUBLIC SCHOOLS | | | |
| Bid 18-16 Certified Nursing Assistants | | | |
| Due: Thursday, March 29, 2018 | | | |
| Time: 2:00 pm (6th FL Conference Rm) | | | |
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| Vendor Name | Base Bid | Addendums Received | Required Documentation |
| Maxim Healthcare Services | \$21.95 | Y | Y |
| Worldwide Travel Staffing | \$34.00 | Y | Y |
| EDU Healthcare | \$23.05 | Y | Y |
| RCM Healthcare Sertvices | \$23.90 | Y | Y |
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| Bid Opening Official: | Dane Youngblood | | |
| Bid Recording Official: | Casey Ramas | | |
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ROCKFORD BOARD OF EDUCATION
Job Description

JOB TITLE: Paraprofessional – Special Education

Job Code: 2478

Department: Special Education

Supervisor: Building Administrator, Special Education Administrator

Date: June 15, 2000

FLSA Status: Non-Exempt

SUMMARY: Working under supervision of the classroom teacher and other special education professionals. Carries out the educational programs developed by the special education teacher. Assists with special education students as requested by the building administrator.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives, and parameters found in the Board's strategic plan.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
4. Assist with classroom management and instruction, such as ...
 - A. Providing attention, direction and assistance to students when appropriate.
 - B. Communicating regularly with the teacher regarding daily plans and any observations.
 - C. Tutoring individuals.
 - D. Working in small groups with students.
 - E. Implementing teacher-planned activities for individuals and small groups of students.
 - F. Encouraging appropriate behavior.
 - G. Assisting in the implementation of the students' behavior management program.
 - H. Observing, recording and charting academic and behavioral progress.
 - I. Accompanying and/or assisting mainstreamed students in regular classrooms.
 - J. Serving as resource person for the substitute upon teacher absence.
 - K. Working with general education students and other special education students in the building when requested. However, arbitrary movement of personnel outside their assignments should be avoided.
 - L. Supervising your students first at free time, in corridors, lavatories, lunchroom, playground, etc. and then the general population.
 - M. Helping with field trips, school parties and club activities.
 - N. Escorting students to various locations in building.
 - O. Meeting, loading and unloading buses.
 - P. Helping evacuate students during fire drills.
5. Assist in classroom housekeeping, such as:

- A. Collecting money and keeping records.
 - B. Setting up room for conferences.
 - C. Passing out paper and supplies.
 - D. Assisting in set up, operation, and maintenance of equipment.
 - E. Caring for lights, window shades, room temperature.
 - F. Assist in maintaining an orderly and neat classroom environment.
6. Assist with physical needs of students, such as:
- A. Toileting and diapering students between the ages of 3 and 21.
 - B. Helping student undress for swimming, participating in the pool and helping him/her get dressed afterward.
 - C. Assisting with lifting and positioning of students.
 - D. Feeding students at lunch time, carrying out prescriptive feeding programs which have been outlined by the occupational therapist for specific students after appropriate training and periodic monitoring has been implemented.
7. Participates in signing programs and other specialized programming when those methods are required to be utilized with students. i.e.
- A. Communication systems i.e. signing, PEC's
 - B. Sensory motor
 - C. Work related activities

QUALIFICATIONS: Minimum High School Diploma/GED and Paraprofessional License issued by ISBE.

KNOWLEDGE, SKILLS AND ABILITIES:

- 1. Ability to demonstrate qualities aligned to our core values of Character, Communication, Collaboration and Continuous Improvement.
- 2. Ability to lift up to 50 pounds.
- 3. Must possess good oral, written and communication skills.

WORK CALENDAR: 9 Months

WORKING CONDITIONS: Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work.

OTHER: This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Physical Aspects of the Position (Select all that apply)

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| 1. | Climbing – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. |
| 2. | Balancing – Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. |
| 3. | Stooping – Bending body downward and forward by bending spine at the waist. |
| 4. | Kneeling – Bending legs at knee to come to a rest on knee or knees. |
| 5. | Crouching – Bending the body downward and forward by bending leg and spine. |
| 6. | Crawling – Moving about on hands and knees or hands and feet. |
| 7. | Reaching – Extending hand(s) and arm(s) in any direction. |
| 8. | Standing – Particularly for sustained periods of time. |
| 9. | Walking – Moving about on foot to accomplish tasks, particularly for long distances. |
| 10. | Pushing – using upper extremities to press against something with steady force order to thrust forward, downward or outward. |
| 11. | Pulling – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| 12. | Lifting – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles. |
| 13. | Finger use – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling. |
| 14. | Grasping – Applying pressure to an object with the fingers or palm. |
| 15. | Talking - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly. |
| 16. | Hearing – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery. |
| 17. | Repetitive Motions – Substantial movements (motions) of the wrist, hands, and/or fingers. |

The Physical Requirements of the Position (Select one)

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| 1. | Sedentary Work – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| 2. | Light Work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light Work. |
| 3. | Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 |

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| | | pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| 4. | | Heavy Work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| 5. | | Very Heavy Work – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

**The visual acuity requirements including color, depth perception and field of vision
(Select all that apply)**

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| 1. | | Machine Operations – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection. |
| 2. | | Mechanics – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes, and drills. |
| 3. | | Mobile Equipment – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment. |
| 4. | | Other – This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc. |

The Conditions the Worker will be subject to in this position (Select all that apply)

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| 1. | | The worker is subject to inside environment conditions. |
| 2. | | The worker is subject to outside environment conditions. |
| 3. | | The worker is subject to extreme heat or cold for periods of greater than one hour. |
| 4. | | The worker is subject to noise which would cause them to have to shout. |
| 5. | | The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc. |

ROCKFORD PUBLIC SCHOOL DISTRICT #205
Job Description

Job Title: Registered Nurse (1 on 1)

Job Code: 9685

Department: Special Education Department – Health Services

Supervisor: Health Services Supervisor

Date: 04/30/2017

FLSA Status: Non-Exempt

PURPOSE OF THE POSITION: The primary function of this registered nurse is to work 1 on 1 with a medically fragile student, so the child can attend school and to provide for the student's health needs at the school site. In addition, participate in instructional program activities as a member of the instructional team under the guidance and direction of the teacher

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition to the requirements listed below, regular attendance is an essential function of this position.*

1. Ensures that all actions are in concert with the Board policies as well as the mission statement, beliefs, objectives, and parameters found in the Board's strategic plan.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.
4. Planning and Preparation
 - a. Ensures that written physician's order is on record prior to intervention.
 - b. Start the work day at the child's home; receive a verbal and/or written condition report from the parent, or health care provider who is in the home. At the end of the school day, provide a verbal and written report of the child's health to the caregiver that is in the home and 'report off' of work for the day.
 - c. Complete an equipment check before leaving the child's home. All equipment must be in good working order before leaving the home. Set up, operate and maintain child's specific equipment in the classroom and during transport to and from school.
5. Professional Responsibilities and Development
 - a. Complete and carry out an Individualized Health Care Plan based on the child's medical needs.
 - b. Work with the child's case manager or building administrator to complete an evacuation and an emergency plan for the school site. Assist with evacuating student during drills or emergency situation.

- c. Conduct a health assessment upon arrival to the student's home to determine readiness for in-school participation.
 - d. Responsible for carrying out student's individualized health care plan and delivery of first aid in accordance with established policy and procedures.
 - e. Compiles monthly and annual records, reports, and statistical information and submits to immediate supervisor, as required by position.
 - f. Maintains a daily log of student health condition and makes appropriate documentation on individual health card.
 - g. Responsible for accurate entry of computerized data with regard to immunization dates, health examination, and medical condition codes.
 - h. Ensure completion of accident reports for the student, if appropriate, in compliance with board policy.
 - i. Utilizes Health Services provided to a student as a means of direct and indirect teaching to students in regards to first aide, health concerns, and health awareness.
 - j. Administers medication, if prescribed, in compliance with state and board policies.
 - k. Performs special procedures to the student, if ordered, by physician in accordance with standard medical practice.
 - l. Maintains confidentiality regarding all school and health related issues.
 - m. Assess and makes appropriate suspected child abuse/neglect referrals.
 - n. Observes, evaluates, and reports to School Nurse, child's guardian, and child's physician the student's health status; reaction to drugs and treatment.
 - o. Encourages attitude and actions that promote optimum growth and development for the student.
 - p. Encourages appropriate behavior, implements student behavior management plan, if applicable.
 - q. Utilizes appropriate communication with student such as: signing, PEC, sensory motor, and other such related communication tools.
 - r. Follows District 205 Health Service Manual in regards to Policies and Procedures.
 - s. Assumes other duties as delegated by Health Services Supervisor, who may make adjustments in the above-outlined scope of responsibilities.
 - t. Carries out such additional duties as required or as conditions necessitate.
6. Assessment/Evaluation
- a. Assessment, observation, and implementation of health needs and safety procedures during transportation to and from school, at community training sites, and while on Field Trips. Use medical interventions as needed.
7. Consultation
- a. Maintains regular communication with teachers and other school personnel in order that cooperative action will meet the needs of the student.
 - b. Assist with classroom management and instruction, such as:
 - i. Providing attention, direction, and assistance to student when appropriate.
 - ii. Communicate regularly with teacher regarding daily plans and observations.
 - iii. Implement teacher-planned activities for the student.
 - iv. Observes, records, and charts academic and behavioral progress.
 - v. Assist student outside the classroom, such as: escort student to various locations in building.

- c. Acts as liaison to community agencies and in discussion about future planning for student.
 - d. Consults with caregivers in the home or at the school regarding the health of the student.
 - e. Helps the family accept responsibility for providing care, evaluating the urgency and complexity of needs as a basis for action or referral.
 - f. Helps the student accept and adjust positively to their physical, emotional and social limitations; help parents and school personnel understand and accept children with limitations.
8. Administration/Management
- a. Communicates with the supervising therapist in a timely manner when concerns arise.
 - b. Observes the school environment for safety hazards and sanitary conditions and reports deficiencies to building principal.
 - c. Maintains an orderly and neat classroom environment. Consideration for adequate lighting, room temperature.
 - d. Interprets to the School Nurse, child's guardian, and physician factors in the school environment that might negatively affect the child's health.
 - e. Provides avenues of communication for student and family with regard to school policies and medical condition.
9. Physical care needs
- a. Assist with physical needs of students, such as:
 - b. Toileting and diapering students between the ages of 3-21 years.
 - c. Helping student undress for swimming, participating in the pool and helping him/her get dressed afterward.

QUALIFICATIONS:

Must be a professional registered nurse licensed within the State of Illinois. Pediatric experience preferred. Must be trained in CPR and airway management with a willingness to become CPR Instructor for the American Heart Association.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to demonstrate qualities aligned to our core values of Character, Communication, Collaboration and Continuous Improvement.
2. Must be a professional registered nurse licensed within the State of Illinois.
3. Trained in CPR and airway management with a willingness to become CPR Instructor for the American Heart Association.
4. Pediatric experience preferred.
5. Nurses should demonstrate an excellent knowledge of nursing assessment, communication, and mediation skills.
6. Some specialized training may be required to assist in meeting the academic needs of the student. Should additional training be required to assist special education students, it will be at no cost to the employee.

WORKING CONDITIONS:

Moderate in-district travel as well as intermittent in-state and out-of-state travel. Intermittent prolonged and irregular hours of work. Ability to lift up to 50 pounds.

PERFORMANCE STANDARDS:

- Maintain license and professional standards of practice.
- A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process.
- The practice as a registered professional nurse means the full scope of nursing, with or without compensation, that incorporates caring for all patients in all settings, through nursing standards recognized by the Department, and includes, but is not limited to, all of the following:
 - The comprehensive nursing assessment of the health status of patients that addresses changes to patient conditions
 - The development of a plan of nursing care to be integrated within the patient-centered health care plan that establishes nursing diagnoses and setting goals to meet identified health care needs, determining nursing interventions, and implementation of nursing care through the execution of nursing strategies and regimens ordered or prescribed by authorized healthcare professionals.
 - The administration of medication and provision of nursing interventions to implement the plan of care.
 - The provision for the maintenance of safe and effective nursing care rendered directly or through delegation.
 - Advocating for patients. The evaluation of responses to interventions and the effectiveness of the plan of care.
 - Communicating and collaborating with other health care professionals.
 - The procurement and application of new knowledge and technologies.
 - The provision of health education and counseling.
 - Participating in development of policies, procedures, and system to support patient safety. (225 ILCS 65/60-35) (Source: P.A. 95-639, eff. 10-5-07.)

OTHER:

This job description describes duties and responsibilities which are representative of the nature and level of work assigned to the position. The identified duties and responsibilities are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

The job description does not constitute an employment agreement between the school district and employee and is subject to change by the school district as the needs of the school district and requirements of the job change.

Physical Aspects of the Position (Select all that apply)

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|----|---|--|
| 1. | - | Climbing – Ascending or descending ladders, stairs, scaffolding ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. |
| 2. | X | Balancing – Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. |
| 3. | X | Stooping – Bending body downward and forward by bending spine at the waist. |

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| 4. | X | <i>Kneeling</i> – Bending legs at knee to come to a rest on knee or knees. |
| 5. | X | <i>Crouching</i> – Bending the body downward and forward by bending leg and spine. |
| 6. | - | <i>Crawling</i> – Moving about on hands and knees or hands and feet. |
| 7. | X | <i>Reaching</i> – Extending hand(s) and arm(s) in any direction. |
| 8. | X | <i>Standing</i> – Particularly for sustained periods of time. |
| 9. | X | <i>Walking</i> – Moving about on foot to accomplish tasks, particularly for long distances. |
| 10. | X | <i>Pushing</i> – using upper extremities to press against something with steady force order to thrust forward, downward or outward. |
| 11. | X | <i>Pulling</i> – Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. |
| 12. | X | <i>Lifting</i> – Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and required the substantial use of upper extremities and back muscles. |
| 13. | X | <i>Finger use</i> – Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling. |
| 14. | X | <i>Grasping</i> – Applying pressure to an object with the fingers or palm. |
| 15. | X | <i>Talking</i> - Expressing or exchanging ideas by means of spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly. |
| 16. | X | <i>Hearing</i> – Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery. |
| 17. | X | <i>Repetitive Motions</i> – Substantial movements (motions) of the wrist, hands, and/or finders. |

The Physical Requirements of the Position (Select one)

| | | |
|----|---|---|
| 1. | - | <i>Sedentary Work</i> – Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. |
| 2. | - | <i>Light Work</i> – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rate for Light Work. |
| 3. | X | <i>Medium Work</i> – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |
| 4. | - | <i>Heavy Work</i> - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |
| 5. | - | <i>Very Heavy Work</i> – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. |

**The visual acuity requirements including color, depth perception and field of vision
(Select one)**

| | | |
|----|---|--|
| 1. | X | Machine Operations – inspection, close assembly, clerical, administration. This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection. |
| 2. | - | Mechanics – Skilled tradespeople – This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills. |
| 3. | - | Mobile Equipment – This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment. |
| 4. | - | Other – This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc. |

The Conditions the Worker will be subject to in this position (Check all that apply)

| | | |
|----|--|--|
| 1. | | The worker is subject to inside environment conditions. |
| 2. | | The worker is subject to outside environment conditions. |
| 3. | | The worker is subject to extreme heat or cold for periods of greater than one hour. |
| 4. | | The worker is subject to noise which would cause them to have to shout. |
| 5. | | The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc. |