

## **STATEMENT OF WORK FOR Disaster Management / Humanitarian Assistance Course/Program Center of Excellence**

### **1.0 Background**

The Center of Excellence's mission is to promote effective civil-military management in international humanitarian assistance, disaster response and peacekeeping through education, training, research and information programs. COE is a direct report unit to the US Commander-in-Chief Pacific who heads all of the US military forces in the Asia Pacific Region collectively known as US Pacific Command.

### **2.0 Objective**

The objective is to fulfill the Center of Excellence in Disaster Management and Humanitarian Assistance's legislative mandate to partner with a neighboring university that has the competency to teach and do research in the full range of national and international disaster management and humanitarian assistance needs and skills--to include the medical, public health, natural science, and social science aspects of the field. An additional requirement is that the university possess competence in teaching the first responder skills needed by police, fire, and emergency medical personnel.

### **3.0 Scope**

Scope of Services:

Development of a graduate certificate program consisting in Disaster Management and Humanitarian Assistance and related topics to be . In addition, the university would be required, based on available funding, to broaden its reach and extend the DMHA program beyond the island of Oahu to the outer islands of Hawaii by developing an undergraduate program in DMHA to be offered at an outer island campus of the university.

### **4.0 Specific Tasks**

The contractor will be directly responsible for ensuring the accuracy, timeliness and completion of all tasks assigned under this contract. Specifically, the contractor will provide:

**4.1** Development of a graduate certificate program consisting of courses of approximately 45 lecture hours per course in Disaster Management and Humanitarian Assistance and related topics that includes the following components: course prospectus, purpose of class, expected outcomes, textbook listings, outlines and course materials, support video and audio materials (as needed), preparation of examinations (either essay or objective format), development of selected reading lists, on-going development of curricular materials, administrative support, student

and faculty travel, equipment, supplies and outreach activities to include publications, conferences and distance learning.

**4.2** The contractor shall implement the DMHA program on a semester basis utilizing all developed components to conduct the program and assess student and overall program progress. This progress shall be reported monthly as outlined in the schedule of deliverables.

**4.3** The contractor shall provide a final report providing a comprehensive overview of the program to include progress made, milestones achieved, issues encountered and subsequent outcomes as outlined in the schedule of deliverables.

## **5.0 Deliverables/Delivery Schedule**

**5.1 Course/Program Development Plan-** The contractor shall prepare a Course/ Program Development Plan describing the technical approach, organizational resources and management controls to be employed to meet the cost, performance and schedule requirements for this effort. The Course/Program Development Plan shall detail the products, methods for developing the course, allocation of staff and other resources necessary to produce the products and a revised timeline for producing the products, if necessary.

The contractor shall also prepare the following to be included in the Course/Program Development Plan for a graduate certificate program and an undergraduate certificate program (if funding allows) in Disaster Management and Humanitarian Assistance:

- 1.) A course prospectus for each course in the program – initial drafts to be submitted.
  - 2.) Purpose of the course – may be included on the draft prospectus.
  - 3.) Expected outcomes for all courses - may be included on the draft prospectus.
- Monthly progress reports will be measured according to progress made toward expected outcomes.

The COTR shall receive the revised Course/Program Development Plan in both hard copy and electronic form, Microsoft Word. Based on the Course/Program Development Plan, the Contracting Officers Representative (COTR) will provide approval to move forward on activities planned. The contractor shall request prior approval on all activities not included in the plan or any modifications to the plan after approval has been given. **(draft due with proposal / final due 10 days after award)**

**5.2 Monthly Status / Financial Report** - A monthly status report will be provided to the government with the following information:

- Course/Program status monthly reporting requirements will be described during the initial kick-off meeting. It is expected that these requirements will include, but are not confined or constrained to:
- Hours expended during the reporting period by individual
- Cumulative hours expended throughout the reporting period by job category
- Contract funds expended during the reporting period
- The capacity to describe activities of the past month (Summary of work accomplished during the reporting period and percent complete)
- The description of milestones and deliverables
- Any issues or problems impacting project progress along with their ultimate resolution.
- Schedule of activities planned and estimated hours for the next reporting period and number of remaining hours to complete activities.

This report is due NLT the 10<sup>th</sup> day of each month. Additionally, the contractor will be responsible for submitting scheduled periodic reports regarding the status of work initiatives and documentation updates.

**5.3 Final Report** - The contractor shall provide a final report to the COTR at the conclusion of this task. The report will summarize objectives achieved, significant issues, problems and recommendations to improve the process in the future. The final report shall also include:

- A course prospectus for each course in the program – "final" version to be submitted after course is completed.
- Purpose of the course – may be included on the "final" version prospectus' submitted.
- Expected outcomes for all courses - may be included on the "final" version prospectus' submitted to include an assessment of progress made toward expected outcomes.
- Textbook listings for all courses – to be submitted in "final" version package.
- Outlines and course materials for each course - course outline to be submitted in the "final" version package which also must include lecture materials (i.e., slides, handouts, PowerPoint's, etc) for each lecture.
- Video and audio materials - if lectures were taped/recorded; the tapes must be submitted in the "final" version package.
- Preparation of exams (essay and/or objective format) – Copies of exams prepared for each course to be submitted with "final" version package along with objective assessment of students grasp of the material.
- Selected reading list developed for each course or program – to be submitted with "final version" package

\* "Final" version is a packaged hardcopy, not fax. Preferable format may include for example a 3-ring binder course binder with all materials inside.

#### 5.4 Deliverable Table

Item #	Description	WBS #	Prior Approval Required	Draft Due Date	Final Due Date
1	Initial Kick-Off Meeting				5 Days after award
2	Course/Program Development Plan	5.1	Yes	Due with proposal	10 days after award
4	Monthly Financial and Progress Report	5.2	No	N/a	15 <sup>th</sup> day of the month
5	Final Report	5.3		30 days prior to end of contract	End of Contract

#### 5.5 DELIVERABLES/DELIVERY SCHEDULE

Unless otherwise specified, the Government will have a maximum of **ten (10) working days** from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s). The contractor will also have a maximum of **ten (10) working days** from the day comments are received to incorporate all changes and submit the final deliverable to the Government. The contractor may assume a deliverable is acceptable if it receives no feedback within this time. All days identified below are intended to be work days unless otherwise specified.

#### 6.0 INSPECTION AND ACCEPTANCE CRITERIA

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery by the COTR.

##### 6.1 General Acceptance Criteria

General quality measures as set forth below will be applied to each work product received from the contractor under this statement of work.

- **Accuracy** - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- **Clarity** - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- **Consistency to Requirements** - All work products must satisfy the requirements of this statement of work.
- **File Editing** - All text and diagrammatic files shall be editable by the Government.
- **Format** - Work Products shall be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- **Timeliness** - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

## **7.0 TRAVEL & OTHER DIRECT COSTS (ODCS):**

### **7.1 TRAVEL**

Local and long-distance travel may be required. Accordingly, anticipated travel should be included in the contractor's cost proposal. All estimated travel will conform to the current Federal Travel Regulations (FTRs). After award, all travel shall receive government approval by the Contracting Officer's Technical Representative (COTR) prior to funds being expended. Travel expenses invoiced to the Government will be in accordance with FTR; expenditures that exceed the FTR will not be reimbursed by the Government. Currently the Government is estimating that 2-3 people will travel 2-3 times per year most likely to the East Coast for approximately 5-8 days.

- Number of People required to travel: 2-3 per year
- Number of Trips: 2-3 per year
- Destination (from/to)
- Number of Days (must include the following for reasonable bid and good parameters)
  - # Working days: 3-7
  - # Travel days: 2-3
  - # Overnight nights: 2-7

## **8.0 Government Furnished Equipment (GFE) / Government Furnished Information**

**8.1 Government Furnished Equipment (GFE):**

Government Furnished Equipment will not be provided under this contract.

**8.2 Government Furnished Information:**

The contractor shall be furnished current task working papers, project descriptions, program briefing material and other pertinent information, and other documentation or material required to carry out the tasks described hereunder.

**9.0 Place of Performance**

The majority of the work will be performed at the contractor/ university facility.

**10. Period of Performance:** The period of performance for this task is date of award for a period of one (1) year thereafter, hereto referred to as the Base Period. This order includes four (4) option periods, which may be unilaterally exercised by the Government. The government is not obligated to exercise any or all option periods. Each option period shall not exceed one year in duration. All terms and conditions applicable to the base period shall extend to the option unless otherwise agreed upon. This order is subject to the availability of funds.

**11.0 Type of Contract:** Time and Material

**12.0 Security:** A security clearance is not required in performance of this contract. If security clearance is required, indicate specific level.

**13.0 DATA USE, DISCLOSURE OF INFORMATION AND HANDLING OF SENSITIVE INFORMATION**

The Contractor shall maintain, transmit, retain in strictest confidence, and prevent the unauthorized duplication, use, and disclosure of information. The Contractor shall provide information only to employees, Contractors, and subcontractors having a need to know such information in the performance of their duties for this project.

Information made available to the contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written agreement of the Contracting Officer.

If public information is provided to the contractor for use in performance or administration of this effort, the contractor except with the written permission of the Contracting Officer may not use such information for any other purpose. If the contractor is uncertain about the availability or proposed use of information provided for

the performance or administration, the contractor will consult with the COTR regarding use of that information for other purposes.

The contractor agrees to assume responsibility for protecting the confidentiality of Government records which are not public information. Each offeror or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein.

Performance of this effort may require the Contractor to access and use data and information proprietary to a Government agency or Government Contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

Contractor and/or Contractor personnel shall not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorize Government personnel or upon written approval of the CO. The Contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein shall preclude the use of any data independently acquired by the Contractor without such limitations or prohibit an agreement at not cost to the Government between the Contractor and the data owner that provides for greater rights to the Contractor.

All data received, processed, evaluated, loaded, and/or created as a result of this delivery order shall remain the sole property of the Government unless specific exception is granted by the Contracting Officer.

**14.0 Points of Contact:**

All contract questions and concerns will be directed to the Government Contracting Administrator, Shanda Georg, contact information identified below. The contracting officer is the only individual with the authority to amend this contract.

**14.1 Contracting Officer's Technical Representative (COTR)**

**14.1.1 Primary: TBD at Award**

**14.1.2 Alternate: TBD at Award**

**14.2 Contract Administration:**

Department of the Interior/GovWorks  
Procurement Operations Branch  
381 Elden Street, MS2500

Attn: Shanda Georg  
Herndon, Virginia 20170-4817  
(703) 787-1758 – Voice  
(703) 787-1009 or 1387 – Fax  
email – [Shanda.georg@mms.gov](mailto:Shanda.georg@mms.gov)

## 15.0 INVOICING: T&M.

Invoices are to be sent directly to GovWorks for processing (address below). Invoices are forwarded by GovWorks to the Government COTR for acceptance and approval. Invoices will be paid upon approval and acceptance by the Government COTR. Invoices must include, as a minimum, the following information for each individual:

Name  
Time Period Covered  
Productive Direct Labor Hours  
Labor Category  
Hourly Rate

### 15.1 Mail Invoices to the following Address:

Minerals Management Service  
Procurement Operations Branch  
Mail Stop 2510  
381 Elden Street  
Herndon, Virginia 20170-4817

- Direct all Invoice and Invoice Inquires to **Invoice Team** on **703-787-1200** or [invoices@govworks.gov](mailto:invoices@govworks.gov)

## 16.0 Other Administrative Considerations:

### 16.1 HOURS OF WORK –

Hours of work are flexible, but shall adhere to normal university faculty schedules and the university's class schedule. The COTR and the contractor shall mutually agree upon all deviations to this schedule not mentioned herein. Work conducted outside these hours will have to be conducted at the contractor's site or may be negotiated by the Project Task Leader with the Contracting Officer Technical Representative.

### 16.2 Productive Direct Labor Hours

The contractor can only charge the Government for "Productive Direct Labor Hours". "Productive Direct Labor Hours" are defined as those hours expended

by Contractor personnel in performing work under this Task Order. This does not include sick leave, vacation, Government or contractor holidays, jury duty, military leave, or any other kind of administrative leave.

### **16.3 GOVERNMENT HOLIDAYS**

The following Government holidays are normally observed by Government personnel: New Years Day, Martin Luther King's Birthday, Presidential Inauguration Day (metropolitan DC area only), President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any other day designated by Federal Statute, Executive Order, and/or Presidential Proclamation.

### **16.4 CONTRACT MANAGEMENT**

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, as well as subcontractor efforts used in performance of this contract. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed in accordance with the requirements contained in the statement of work. Resumes submitted for employees assigned to perform under this statement of work shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.

#### **16.4.1 PROJECT MANAGER, CO, AND COTR MEETINGS**

The Contractor's Project Manager shall meet with the COTR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting.

**17.0 Data Rights:** Under the provisions of the Rights in Data General Clause (52.227-14), the Government reserves all rights, including copyrights, distribution rights, and other rights for all documents, data or software developed in the performance of this task.