**Performance Work Statement**

**Language Support Training**

**28 May 2020**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

**1. Scope**

This requirement is in support of efforts to individually train personnel in various foreign languages as determined by the personnel and their respective requirements. Experts in the field of foreign language instruction are required to provide the adequate level of training required for National Air and Space Intelligence Center (NASIC) personnel, with an emphasis on scientific and technical terms and phrases in the foreign language. The contractor shall provide all personnel and materials to create online training for Government personnel located at Wright- Patterson Air Force Base (WPAFB), OH throughout a one-year base period and four (4) one- year option periods.

**2. Minimum Requirements**

• The Contractor shall train 30 Government personnel for 58 hours per person using one- on-one virtual training with a live instructor. The training shall be tailored to the language level of the individual student. Training shall be provided for any of the following languages: Russian, Chinese, Persian-Farsi, Arabic, Korean, and/or French. Each student shall be trained in a single language of his/her choosing for the full 58 hours of training. Full support for the requirements of individual students shall be provided per discussion with each student and depending upon the student’s current International Language Roundtable (ILR) score or according to the latest Defense Language Proficiency Test (DLPT) score. The end goal is to maintain or increase each student’s DLPT score in either the reading or listening modality.

• The average schedule for training shall be two (2) hour sessions, twice per week. The contractor shall allow this schedule to be altered given agreement from both the personnel and instructor.

• The Contractor shall perform an individual needs analysis for each student before the start of instruction to assess current level of proficiency and determine areas of focus and schedule for instruction.

• The Contractor shall ensure all participants understand all material provided and have accomplished the learning objectives through discussion and practical application. Participants’ comprehension shall be evaluated through the use of oral quizzes given regularly. The results of these quizzes shall be summarized and submitted to the Government Point of Contact (POC) monthly.

• The Contractor shall provide a monthly report on the number of personnel being trained, which personnel were trained, their training hours, and the hours remaining on contract. This monthly report shall also indicate any instances of personnel cancelling or failing to show up to scheduled training throughout the month. This monthly report shall be submitted to the Government POC no later than ten (10) calendar days after the end of the month. A form for this report will be provided by the Government.

• Contractor employees shall submit proof of permanent resident status upon submission of signed Non-Disclosure Agreement (NDA).

• Printed materials shall be mailed to the address provided by employee, to include home address or the following NASIC squadron mailing address:

ATTN: David A. Riley NASIC/GKX 4180 Watson Way Wright-Patterson AFB OH 45433

• Materials shall be received by the student within five (5) business days of providing the address.

**3. Base Support**

The Government will ensure that each student has sufficient Information Technology to access the Contractor’s virtual learning platform.

**4. Point of Contact (POC)**

The Contractor shall provide a POC at the time of contract award.

**5. Reschedule/Cancellation**

The Cntractor shall allow students to reschedule their training up to two (2) hours prior to when the training was set to occur. Additionally, the Government shall not be charged for training that is cancelled within 24 hours of when it was scheduled to occur.

**6. Security Requirements**

The Contractor shall submit signed Non-Disclosure Agreements (Attachment 1) for all instructors/employees to the Contracting Officer within thirty (30) calendar days of contract award.