

STATEMENT OF WORK
NASA COMPREHENSIVE SMALL BUSINESS TRAINING
PROGRAM (CSBTP)

September 3, 2010

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NASA COMPREHENSIVE SMALL BUSINESS TRAINING PROGRAM (CSBTP)

1. INTRODUCTION

The Contractor shall provide in-classroom instructional materials for the NASA Office of Small Business Programs (NASA OSBP). The requirement is to design, develop, and deliver instructor-led training addressing the following subject: NASA Small Business Program for Acquisition Personnel (SBTAP), NASA Small Business Training for Technical Personnel (SBTTP), Market Research Workshop (Computer Aided), NASA Source Selection Training for Small Business and ad hoc training. The instructor-led training shall be designed following the industry standards and current government regulations. Each in-classroom instructor-led training shall total approximately 4 – 16 hours of instruction. The course content shall be revised and updated to include the latest NASA material and finalized upon completion of the in-classroom training.

2. TECHNICAL REQUIREMENTS

Development of Instructional Content and Materials

2.1.1 Analysis

The Contractor shall develop instructor-led training with a detail methodology described in their proposal. Information utilized may include, but not be limited to, the Government Furnished Information in Section 7.

2.1.2 Instructor Lead Courses

The instructor must possess significant experience in government contracting and small business methods and techniques. He/she should be a leader in the field, as top officials in the NASA Office of Small Business Programs (OSBP) and Acquisition Office sponsor the training program. Additional qualification in the field of Contracting Management, such as warranted federal contracting officer experience, is desired and Defense Acquisition Workforce Improvement Act (DAWIA) or Federal Acquisition Certification (FAC) in contracting certification at Level III is required. Contractor must have a subject matter expertise to support all phases of this training program. This includes content assessment, advice regarding development and delivery of the training, systems design, selection design, development, integration, and support.

Contractor is responsible for all aspects of course preparation and instruction, must be current in the course material, and provide updates to all course material throughout the contract performance period. Contractor shall develop a consistent method for measuring student feedback. The NASA POC must approve this method.

NASA OSBP in coordination with each NASA Center will designate course offerings to be supported with at least 45 days notice and based on mutually agreeable course offerings and/or substitutions. NASA OSBP will designate a Center point of contact to interface with the

contractor. The course will be listed in the NASA on-line training program (SATERN – System for Administration, Training, and Education Resources for NASA) 30 days before the course is held.

2.1.3 *Class Design & Development*

The Contractor shall design and present four instructor-led classroom pilot training classes with an option to develop additional ad hoc classes as the need arises. Government reserves the right to waive the pilot training and approve the training based on course material. Contractor shall revise course, as necessary, upon completion of pilot training prior to each course task. Contractor shall present instructor-led classroom sessions to NASA Acquisition Personnel as follows:

A. Course Title & Description: NASA Small Business Training for the Acquisition Professional

This two-day (16 class hours) instructor-led course provides an in-depth basic review of the NASA Small Business Program. It is designed to assist NASA acquisition professionals with their responsibilities in implementing the small business programs in accordance with the Federal Acquisition Regulations as supplemented by NASA. Key topics include:

- Small business definition, NAICS Codes, SBA size standards, non-manufacturer rule, certificate of competency
- Definitions, certifications, authorities, and procedures for each small business category
- Special small business contract considerations (e.g., bundling, limitations in subcontracting, re-representation, etc.)
- Market research & finding small business sources
- Subcontracting basic overview
- Roles, responsibilities, & coordination

This basic course is designed for all NASA acquisition professionals involved in the pre-award or post-award phase of contracting or simplified acquisition procurement. The NASA POC will provide course content. Contractor is expected to develop course materials with a NASA focus. Contractor is to ensure these course materials are current throughout the contract performance period. Classroom size is anticipated to be a minimum of 5 students up to a maximum of 20.

B. Course Title & Description: NASA Small Business Training for Technical Personnel

This instructor-led course must be developed to provide basic elements of the NASA Small Business Program for technical personnel. Contractor is expected to develop course materials with a NASA focus. It is anticipated that this course will be approximately 4 classroom hours. Course should be prepared to address issues that

may be encountered by technical personnel who are involved in the pre-award phase as well as those technical personnel who are involved in the post-award phase of the acquisition process. The NASA POC prior to the first offering must approve a final draft of course materials. Classroom size is anticipated to be a minimum of 5 students up to a maximum of 20.

C. Course Title & Description: NASA Small Business Market Research Workshop

This computer-assisted instruction course must be developed to include hands-on market research exercises for NASA acquisition professionals. It is anticipated that this course will be approximately 8 classroom hours. Contractor is expected to develop course materials with a NASA focus. Students should be provided with material that may be used as an on-the-job reference tool. The NASA POC prior to the first offering must approve a final draft of course materials. Classroom size is anticipated to be a minimum of 3 students up to a maximum of 12.

D. Course Title & Description: NASA Small Business Utilization & Subcontracting Plan Evaluation

This instructor-led course must be developed to provide an overview of the process NASA utilizes to evaluation small business utilization proposals and small business subcontracting plans. Students should be provided with material that may be used as an on-the-job reference tool. It is anticipated that this course will be approximately 8 classroom hours. The NASA POC prior to the first offering must approve a final draft of course materials. Classroom size is anticipated to be a minimum of 5 students up to a maximum of 20.

E. Ad hoc Training: Develop 4, 8, 12 or 16-hour course offerings as required during contract performance period. Once requested the Contractor shall price a pilot course developed for each Ad hoc Training topic based on number of courses requested and classroom hours. Contractor is expected to develop course materials with a NASA focus.

Students should be provided with material that may be used as an on-the-job reference tool. The NASA POC prior to the first offering must approve a final draft of course materials.

The courses will be requested on an individual course basis although multiple courses could be combined to reduce travel costs to each center. The following is the minimum and maximum number of classes for each course.

- Minimum five sessions with a maximum of 20 sessions of NASA Small Business Program for Acquisition Personnel, course is estimated at 16 instructional hours.

- Minimum 20 sessions with a maximum of 60 sessions of NASA Small Business Training for Technical Personnel, course is designed for both pre-award and post-award focus within 4 instructional hours.
- Minimum 10 sessions with a maximum of 20 sessions of NASA Market Research Training (Computer aided workshop based on scenario with hands on computer research), course is 8 instructional hours.
- Minimum three sessions with a maximum of 10 sessions of NASA Source Selection Training for Small Business, course is 8 instructional hours.
- Ad hoc training will be priced on an as need basis based on 4, 8, 12, or 16 hour module.

All training will be held at either NASA HQ, Washington, DC; Goddard Space Flight Center, Greenbelt, MD; Wallops Flight Facility, Wallops Island VA; Johnson Space Center, Houston, TX; Kennedy Space Center, Cape Canaveral, FL; Marshall Space Flight Center, Huntsville, AL, Ames Research Center, Moffett Field, CA; Dryden Flight Research Center, Edwards, CA; Glenn Research Center, Cleveland, OH; Langley Research Center, Hampton, VA; NSSC/Stennis Space Center, Stennis, Mississippi

Classroom time shall total 4 – 16 hours and class size will be limited to 20 per offering with a minimum of five students. The computer class will be limited to 12 per offering with a minimum of three students. Contractor should propose student materials that not only support classroom work but could be used as a reference tool after the course is completed. PowerPoint slides are required as a minimum.

The contractor should propose courses that emphasis the NASA acquisition environment and include NASA unique tools, such as, the NASA Vendor Data Base for market research. The contractor shall prepare a report summarizing the results of the evaluations, best practices, etc. along with recommendations for future actions to be taken.

The Government will provide classrooms for instructor-led training, student registration, attendee list, equipment for presentation (laptop computer, projector, screen). The Government will hold the computer training in computer training rooms.

2.1.4 Minimum Instructor Requirements:

Experience: Five or more years of federal contracting experience, including a demonstrated knowledge of NASA acquisition and small business policies and procedures. The instructor must be a subject matter expert with experience in delivering small business training to acquisition professionals.

Education: Bachelor's Degree.

Certification: Either DAWIA Level III or Federal Acquisition Certification (FAC) Level III in contracting.

Teaching Experience: Two years or more of small business teaching experience with specialized experience in facilitation and various training methodologies.

Teaching Ratings: Ability to achieve and maintain at least an average “acceptable” student feedback rating.

2.1.5 *Support of Conferences and Meetings*

The Contractor shall support the NASA OSBP at conferences and symposia. The Contractor shall also capture and document user impressions and comments for corrective, adaptive perfective updates at a later time. The Contractor shall also be prepared to support other meetings that may arise during the period of performance.

3. TASKS

Tasks: Tasks include teaching, facilitating, customer support, and course update as required:

3.1 Conduct all necessary course preparation in order to be fully prepared to satisfactorily facilitate each course offering.

3.2 Initiate contact with the NASA point of contact (POC) at least two weeks before each offering is scheduled for coordination.

3.3 Prepare all personal teaching materials, unless provided by the NASA POC. Contractor must submit within 10 days of the first course offering a final draft teaching materials for approval.

3.4 Plan any required travel in order to optimize cost effectiveness for both travel and per diem in accordance with the Federal Travel Regulations.

3.5 Comply with instructions provided by the NASA POC.

4. PROJECT MANAGEMENT AND ADMINISTRATION

Monthly Status Reports

The Contractor shall prepare monthly status reports that summarize the month’s activities and activities for the next month, document risks, mitigating strategies and issues, and include funding status of the project.

5. DELIVERABLES

The Contractor shall provide all deliverables in the format prescribed in the task order on the due dates defined in the following table. All due dates are calendar days after receipt of order or notification of award.

| CDRL | Deliverable | Frequency | Distribution | Description |
|------|--|-----------|--------------|---|
| A001 | Student material & Instructor PowerPoint slides for Pilot Training | 1 | NASA OSBP | The Contractor shall deliver reports in Microsoft Office 2007 format. Use of electronic mail for delivery and confirmation is permitted. The Contractor shall document and deliver in a draft format. |
| A002 | Draft course materials & Instructor PowerPoint slides | 1 | NASA OSBP | The Contractor shall deliver reports in Microsoft Office 2007 format. Use of electronic mail for delivery and confirmation is permitted. The Contractor shall document and deliver in a draft format. |
| A003 | Final Student material & Instructor PowerPoint slides | 1 | NASA OSBP | The Contractor shall deliver reports in Microsoft Office 2007 format. Use of electronic mail for delivery and confirmation is permitted. The Contractor shall document and deliver in a draft format. |
| A004 | Student Evaluation Analysis & Contractor Recommendations | 1 | NASA OSBP | The Contractor shall deliver reports in Microsoft Office 2007 format. Use of electronic mail for delivery and confirmation is permitted. |
| A005 | Final Student Guide & Instructor PowerPoint slides | 1 | NASA OSBP | The Contractor shall deliver reports in Microsoft Office 2007 format. Use of electronic mail for delivery and confirmation is permitted. |
| A006 | Status Reports | Monthly | NASA COR | The Contractor shall deliver all reports Microsoft Office 2000 format. Use of electronic mail for delivery and confirmation is permitted. Status Report: Due 5 th working day of month |