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SECTION C - STATEMENT OF WORK**C.1 Introduction**

(a) The Department of Justice (DOJ) has a requirement for worldwide support services contract to support the Criminal Division's Investigative Criminal Investigative Training Assistance Program (ICITAP). The Contractor will furnish administrative, logistical, professional, and technical labor, supplies, equipment, facilities, and materials necessary to perform the required functions consistent with applicable policies, regulations, procedures, business practices, and protocols that define the ICITAP operational environment.

(b) As a component organization of the Criminal Division of DOJ, ICITAP is engaged in the work of international criminal justice development and reform. ICITAP maintains headquarters offices in Washington, D.C., but performs the majority of its work in foreign countries. In so doing, ICITAP utilizes a combination of Federal employees and contractor support. In order to effectively perform the work ICITAP undertakes, it requires a wide range of personnel, logistical and other support services.

(c) Currently, contract support for ICITAP is provided via existing Contract DJJ05-C-1161 with MPRI. This indefinite delivery, indefinite quantity (IDIQ) contract was awarded on February 23, 2005. The current contract with MPRI expires on March 31, 2011.

(d) The services provided under the contract with MPRI are generally performed by Technical Advisors with expertise in criminal justice, law enforcement, forensics, and/or corrections. The typical Technical Advisor is an independent consultant with a relevant law enforcement background and expertise. The Technical Advisors provide training and/or technical advice to the host country, in support of ICITAP's program design. Technical Advisors may be stationed abroad for a period of time ranging from a few days to a year, depending on planned program activities and host country needs.

(e) DOJ also has a requirement for worldwide support services contract to support the Criminal Division's Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT). Contractor personnel will furnish administrative, logistical, professional, and technical labor, supplies, equipment, facilities, and materials similar to that being provided for ICITAP. OPDAT's requirement will be procured under a separate contract. However, in extremely critical situations where the OPDAT contractor might not be able to provide necessary supplies and/or services in a specific location and in a timely manner, the ICITAP contractor may be tasked with fulfilling the specific requirement under this contract. If such a situation presents itself (it is not envisioned that this will occur very frequently during the life of this contract), the Government will issue a task order to the ICITAP contractor for the required supplies and/or services.

C.1.1 Background

(a) ICITAP was established by Congress in 1986 to provide training to police forces in Latin America and the Caribbean on how to conduct criminal investigations. Since that time, globalization has generated

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enormous and unforeseen opportunities for the growth of crime, and ICITAP's mission has evolved with this change. Today, ICITAP is a full-service criminal justice development agency—a primary player in the Department of Justice's overseas rule of law development and assistance mission.

(b) Given the globalization of crime, it has become essential for the United States to extend its first line of defense abroad, in order to better protect its citizens. A key strategy is to help build foreign police and prosecutorial agencies that are committed to the rule of law. Where there is rule of law, citizens can have an expectation of safety, fairness, due process, and accountability. Rule of law development also helps foster capable and strong partners in the fight against transnational crime, corruption, and terrorism and, in so doing, helps stem the tide of criminality before it reaches the United States. The safety and future prosperity of the United States, no less than that of foreign countries, depends on the strengthening of the rule of law overseas.

(c) A commitment to rule of law is one of the Department's key responsibilities. The Department is committed to expanding its role in overseas rule of law development and assistance.

(d) The Justice Department believes that to be effective, the approach to rule of law development must be holistic. Thus, DOJ seeks to use the full range of its expertise in developing host nation capacity across the entire criminal justice system: from evidence-based investigations designed to help protect the rights of citizens, to prosecution in a fair and just legal system, to incarceration and rehabilitation that meets international norms.

(e) ICITAP and OPDAT are the two offices in the Justice Department's Criminal Division dedicated solely to overseas rule of law development. ICITAP focuses on police, forensics, corrections, and border security development, and OPDAT focuses on the development of the prosecutorial function. ICITAP and OPDAT also work together to ensure that proper connections are made and assistance is coordinated in the reform of the host country's criminal justice system.

(f) ICITAP's programs are authorized and funded through interagency agreements with the U.S. Department of State, the U.S. Agency for International Development, the Department of Defense, and the Millennium Challenge Corporation. ICITAP works in close partnership with its funders.

(g) Over the last two decades, ICITAP, working with the State Department and other interagency partners, has been the catalyst for some of the most important successes in overseas rule of law development. ICITAP has helped foster capable and strong international partnerships in the fight against transnational crime, corruption, and terrorism. Of equal importance, ICITAP has helped create overseas criminal justice institutions that respect the rights of all people and that follow democratic principles. ICITAP has strengthened mechanisms within host country institutions for upholding professional standards, integrity, ethics, and discipline. At the same time, by developing forensic evidence capabilities, ICITAP has helped countries move away from reliance on a "confession-based" approach to law enforcement; and ICITAP's corrections development programs have helped build prison systems that are both secure and meet minimum standards for the humane custody of prisoners.

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C.1.2 Mission and Scope of Work

(a) ICITAP's mission is to work with foreign governments to develop effective, professional, and transparent law enforcement capacity that protects human rights, combats corruption, and reduces the threat of transnational crime and terrorism, in support of U.S. foreign policy and national security objectives.

(b) ICITAP works in three general types of environments, each requiring a unique approach:

- (1) Emerging democracies and developing countries
- (2) Countries combating terrorism
- (3) Countries undergoing stabilization and reconstruction or international peacekeeping (ICITAP has participated in the majority of U.S. and international peacekeeping operations, including those in Bosnia and Herzegovina, East Timor, El Salvador, Guatemala, Haiti, Iraq, Kosovo, and Panama).

(c) ICITAP works in about forty countries worldwide. ICITAP programs vary in size. Large, full-time programs are managed in the field through about twenty field offices, and smaller programs are managed by regional assistant directors at ICITAP headquarters in Washington, DC. A field office is a location overseas, usually attached to a U.S. embassy, where an ICITAP federal employee is deployed full-time and the position is funded through an interagency agreement.

(d) As an international *law enforcement development* organization, ICITAP's activities go beyond training and equipping foreign police forces. Today, ICITAP works to achieve sustainable, institutional development in its overseas programs, rather than individual skills enhancement. ICITAP fosters sustainable development by designing all training and development programs in cooperation with host country institutions. ICITAP also tailors assistance programs to the unique requirements of the host country, taking into account the country's resources and readiness for reform, and best practices.

(e) ICITAP's development methods encompass the following:

- (1) *Fostering Long-Term Institutional Reform*: Placing senior law enforcement advisors to reside in-country to provide long-term rule of law assistance. That assistance centers on fundamental institutional reform, establishment of training academies, and standing up of anti-corruption, and other vetted investigative and police units.
- (2) *Providing Expert Advice*: Engaging subject matter experts to provide specialized training in the host country.
- (3) *Serving as Mentors*: Working side-by-side to offer expert guidance to host country counterparts. This exposes foreign law enforcement not only to new techniques and

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technologies, but also to international standards for policing, evidence management and analysis, prosecution, and management of prisons and inmates.

(f) The general subject areas in which ICITAP provides training and technical assistance include both institutional development and law enforcement capacity building areas:

Institutional Development

- (1) Organizational Development
- (2) Academy and Instructor Development
- (3) Information Systems

Law Enforcement Capacity Building

- (1) Basic Police Service
- (2) Specialized Law Enforcement and Tactical Skills
- (3) Criminal Investigations
- (4) Marine and Border Security
- (5) Policing in a Democracy
- (6) Terrorism and Transnational Crime
- (7) International Post Conflict Law Enforcement Responders
- (8) Public Integrity and Anticorruption
- (9) Forensics
- (10) Criminal Justice Coordination
- (11) Corrections

(g) In FY 2009, ICITAP facilitated more than 1,000 distinct training events (in the above categories) to nearly 40,000 participants.

(h) ICITAP coordinates with, and draws upon, Department of Justice law enforcement agencies. In the delivery of its training and mentoring programs, ICITAP frequently uses experts from the Federal Bureau of Investigation; the Drug Enforcement Administration; the Bureau of Alcohol, Tobacco, Firearms and Explosives; the U.S. Marshals Service; the Internal Revenue Service; the Department of Homeland Security; and the Bureau of Prisons. By involving federal agents as partners in ICITAP's programs, ICITAP opens up invaluable opportunities for the exchange of information and best practices between U.S. law enforcement and host nation counterparts.

(i) ICITAP also uses federal, state, and local law enforcement experts made available through its prime contractor. In all cases, ICITAP designs and manages its programs.

(j) The long-term overseas deployment of experienced police experts supports ICITAP's goal of sustainability, because by living in country full time, advisors are able to develop in-depth knowledge of the

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law enforcement capabilities of the host country, establish trusting relationships with local law enforcement and government officials, and provide consistent guidance over time on complex development initiatives.

C.2 Scope of Contract

(a) This contract is available for use by the Department of Justice, Criminal Division, on an indefinite delivery/indefinite quantity task order basis to provide/facilitate technical assistance, training, equipment donation, and construction. Performance under this contract may be provided anywhere in the United States, its territories, and foreign countries; however, the majority of work will be performed in foreign countries.

(b) The Contractor will be required to coordinate activities and communicate with a wide variety of organizations. This coordination will be maintained to achieve the dual objectives of specific support requirements and broader program goals. These organizations may include: DOJ components; other Federal agencies; state and local organizations; DOJ management, divisions, employees, consultants, contractors, and grantees performing services for ICITAP; and, International Government Organizations.

C.3 Statement of Work

C.3.1 Program Management Support

C.3.1.1 General

(a) The Contractor's ICITAP program management office shall be located within the Washington, D.C. metropolitan area, including the necessary resources (management, technical and financial) needed to support the ICITAP program. A Contractor representative from each of the following program management functions shall be co-located at ICITAP headquarters in Washington, DC: 1) recruitment; 2) travel; and 3) shipping.

(b) The Contractor's Program Manager shall be responsible for technical and administrative performance of all services required hereunder. The Program Manager shall be the single point of contact through which all Contractor/Government communications, work, and technical direction shall flow. The Program Manager shall receive and execute, on behalf of the Contractor, all orders for work and technical direction as the COTR and authorized ordering officials may issue within the terms and conditions of the contract. All administrative support of Contractor technical personnel required to fulfill the tasks assigned under this contract shall be the responsibility of the Contractor.

(c) The Contractor shall provide all management, administration, staffing, planning, scheduling, procuring, warehousing, etc., for all items and services required by the contract and/or task orders. Program management support to be provided by the Contractor shall include, but not be limited to, the following items:

- (1) Supervision of its contract personnel and consistent and timely management of the support services to be provided under this contract.

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- (2) All activities associated with recruiting and hiring staff, such as screening applicants (to include security clearance requirements), interviewing, reference checking, etc. The Contractor shall develop and maintain a database of former and current law enforcement and corrections trainers and technical advisors with corresponding areas of expertise as directed by the Government. This database shall be made available and easily accessible to the Government.
- (3) Maintaining “in-house” skills, teaming and/or subcontract arrangements to ensure that staff with the requisite experience, skills and knowledge are available on short notice.
- (4) Planning, scheduling and procuring airfare, lodging accommodations, and ground transportation for all approved travel by Contractor personnel. Ensuring that invoiced travel costs are itemized in accordance with the Government travel regulations in effect at the time of travel. Facilitating the acquisition of all necessary travel and residency documents including, but not limited to, the following:
 - (A) Passports
 - (B) Visas from local embassies
 - (C) Residency permits from local authorities
- (5) Planning for and making all necessary arrangements to ensure that Contractor personnel performing field work have all necessary supplies by the time they arrive at the site.
- (6) Providing guidance on all contractor-support functions (e.g. procurement processes, travel guidelines, DBA and EME insurances, etc.) and resources (e.g. corporate credit cards, cash advances, local contacts, etc.) available to travelers. Such guidance shall be provided prior to deployment and as needed, following all travelers’ arrival to destination.
- (7) Providing appropriate pre-deployment briefings covering all relevant issues including, but not limited to, travel, cultural, security and other conditions that will facilitate travel and residency abroad. Providing post-arrival briefings and orientation.

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- (8) Assembling billing data and billing back-up materials, including all time and materials needed for preparing any responses to Government billing rejection letters. Generating, distributing, and tracking invoices, including generating reports and responding to inquiries regarding invoice status, tracking which deliverables and/or units have been invoiced and which have not, etc.
- (9) Tracking and reporting on Government furnished materials. The Contractor is responsible for adequate care and safekeeping of all Government furnished materials, including inventorying, tracking and reporting, etc. The Contractor shall reimburse the Government for any Government furnished materials lost or stolen while in the Contractor's safekeeping.
- (10) All activities associated with managing technical advisors/team members, such as identifying and qualifying them, negotiating subcontracts, reviewing invoices, ensuring compliance with the security and other requirements of this contract, etc.
- (11) Implementing and maintaining quality assurance and quality control systems to ensure that all contract and task order requirements are met throughout the term of the contract.

(e) In addition to the aforementioned program management support requirements, the Contractor shall prepare task order proposals for specific tasks when requested by the Government. In certain circumstances, the Contracting Officer (see Section G.2) may issue a Task Order Proposal Request (TPR) as described below.

- (1) The TPR will generally include the following (as appropriate):
 - (A) A description of the requirement
 - (B) Type of order (FFP or T&M) anticipated
 - (C) The period of performance or required completion date.
 - (D) Proposal instructions
 - (E) The date and time by which the Contractor's response is due.

Note: The TPR does not commit the Government to issue a task order for said services. The Contracting Officer is the only individual who can commit the Government to the expenditure of public funds in connection with this contract.

- (2) The Contractor's written response shall consist of the following:
 - (A) A description of the Contractor's approach to performing the work.

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- (B) Performance standards and incentives
- (C) A staffing plan, to include labor mix, and which individuals will serve as key personnel for the order.
- (D) A detailed work schedule identifying all significant milestones and deliverables.
- (E) A list of equipment, products, and/or miscellaneous material to be delivered.
- (F) A price proposal for the performance of the task on a T&M or FFP basis. The services portion of the price shall be prepared using the appropriate CLIN unit prices from the pricing table to include each category of labor required to perform the work, and the corresponding estimated number of hours for each category. For ODCs, itemize all ODCs and calculate the price using the multiplier included in the pricing table.
- (G) A clear delineation for each order of what support will be provided by the program management office and what support will be charged to field support activities.

C.3.1.2 Personnel**(a) Recruiting and Training of Contractor Staff**

(1) The Contractor shall be responsible for providing trained, experienced staff for performing the work ordered under this contract, and for continuously monitoring, managing and controlling the work. The Contractor shall make its best efforts to retain staff members who have gained experience on this contract, and to minimize staff turnover. In accordance with the Contractor-provided Technical Advisor Repository described in Section C.3.1.1 (c)(2), the Contractor may recommend to and accept requests from the Government for specific technical advisors and trainers.

(2) The Contractor shall train its own staff so as to ensure that all personnel are able to perform their duties under each task/delivery order satisfactorily. Except where specifically approved by the COTR, training of Contractor staff is not separately billable. Specialized training requested by the COTR beyond that which would normally be required to perform under the contract is billable, but shall in all cases be approved by the COTR or CO in advance.

(3) In addition to job-specific or professional training, the Contractor shall ensure its employees on this contract are trained on "contract-specific" issues such as DOJ ethics, standards of conduct, individual conflicts of interest, confidentiality requirements, DOJ security requirements, understanding of the function of reporting, and the importance of quality control and quality assurance. In addition, Contractor managers shall be educated in the terms and conditions of the contract.

(b) Employee Qualifications and Conduct

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(1) The Government reserves the right to require the Contractor to reassign from this contract any Contractor employee(s) who is deemed incompetent, careless, unsuitable or otherwise objectionable, or whose continued use under the contract is deemed contrary to the best interests of the Government.

(2) The Contractor shall remove any employee from performance of contract work within five (5) working days of receiving notice from the Contracting Officer that the employee's performance is unsatisfactory. The Contractor shall immediately remove any Contractor employee found to represent a threat to the safety of Government records, Government employees, or other Contractor employees; if this occurs the Contractor shall reimburse the Government for the cost of any Government-provided or funded training given to the Contractor employee who ceases to perform Contract duties within six (6) months after receiving that training. In instances where the removal of an employee is for substandard performance or behavior negatively impacting delivery of services, the Contractor will be given an opportunity to address the situation prior to removing the employee.

C.3.1.3 Security Clearances

(a) Each employee of the Contractor working under this contract is subject to the security clearance requirements as set forth in Section H.20 or the individual task order. Prior to assigning an employee to the contract, the Contractor must submit for that employee the completed forms as specified in Section H.20 or the task order.

(b) The Contractor is responsible for screening all prospective employees for suitability for work on this contract as delineated in the Contractor's proposal. Guidelines for this screening function are also provided in Section H.20.

C.3.1.4 Quality Control

(a) The Contractor shall be solely responsible for the quality of services provided. The Contractor shall also be liable for Contractor employee negligence, and any fraud, waste or abuse.

(b) The Contractor shall utilize a Quality Control Program (QCP) to ensure that services are completed in accordance with acceptable principles of internal control and that they meet specified, acceptable levels of quality. The operation of the QCP shall be described in a written Plan (QCPP) with a copy provided to the COTR within sixty (60) calendar days after award of contract. The Contractor shall maintain the QCPP, revising as necessary throughout the life of the contract and providing updated copies to the COTR.

C.3.1.5 Performance Evaluation Meetings

(a) Transition: The Contractor's designated key personnel shall participate in weekly performance meetings with the COTR, Contracting Officer, and ICITAP staff during the transition period of this contract. The Contractor shall be prepared to discuss its transition progress and performance at

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DRAFT

these meetings. A mutual effort will be made to resolve any problems which arise during transition performance during this period. The Contractor shall provide written minutes of these meetings to the Government.

(b) Quarterly: After transition, the Contractor's designated Key Personnel shall be made available for performance evaluation meetings with each program area on a quarterly basis. The Contractor shall be prepared to discuss contract performance at these meetings. These meetings will be conducted as specified by the respective program area. Meetings will be held during hours that are mutually agreeable between the program area and the Contractor. At a minimum, attendance at these meetings shall include the Contractor's Program Manager and the ICITAP program area representative; attendance may also include the COTR and/or CO as required. A mutual effort will be made to resolve any problems which arise during the performance of the contract. The Contractor shall provide written minutes of these meetings to MAS and the COTR.

C.3.1.6 Reports

(a) The Contractor shall deliver reports to the Government per the requirements presented in this section. These reports are required to effectively manage this contract and may be modified by the Government for additional information.

(b) The Contractor shall deliver all required reports via email to the identified points of contact below. During initial consultation with each region during contract transition, the contractor shall obtain valid email addresses for submitting these reports. The required reports and their formats are indicated below:

C.3.1.6.1 Progress Report

(a) The Contractor shall submit this report in narrative form to the Government by the 10th of each month following the applicable reporting month, unless specified otherwise by the COTR. The contractor shall be prepared at any time to meet with the Government and discuss data in this report.

(b) The Contractor's report shall include at a minimum the following per task order per reporting period:

:

- (1) Goals
- (2) Objective
- (3) Performance period and significant delivery dates/milestones
- (4) Comparison of ordered delivery dates to actual delivery dates with reasons for schedule slippage, if applicable
- (5) Discussion of accomplishments
- (6) Discussion of problems or unusual issues encountered during reporting

DRAFT

DRAFT

period. Describe the problem, current status of problem, action taken, resolution if any or possible solution.

C.3.1.6.2 Financial Report

(a) The Contractor shall submit this report on a weekly basis. The Contractor shall be prepared at any time to meet with program staff and discuss data in this report.

(b) This report will consist of two parts. Part A of the report will address all open task orders. For each open task order, the Contractor shall include at a minimum:

- (1) The dollar amount funded.
- (2) The cumulative dollar amount expended to date for goods/services.
- (3) The cumulative cost of goods/services invoiced to date.

(c) Part B of the report will address expenditures for all task orders and shall include, at a minimum, the following information:

- (1) Cumulative dollar amount funded, by contract period, for all task orders.
- (2) Cumulative dollar amount funded for all task orders over the life of the contract.
- (3) Cumulative dollar amount ordered and invoiced, by contract period, for all task orders.
- (4) Cumulative dollar amount ordered and invoiced, over the life of the contract, for all task orders.

C.3.1.6.3 Personnel Report

The Contractor shall submit this report on a quarterly basis to the Government. The report shall include, at a minimum:

- (1) Foreign local labor in the field (by country)
- (2) Support personnel in the field (by country)
- (3) U.S. and international non-federal trainers and technical advisors in the field (by country)
- (4) Renewed contracts and new deployments of non-federal trainers and technical advisors (by country)
- (5) Current period of coverage for personnel with EME insurance policies (see Section H.XX)

C.3.1.6.4 Delivered Status Report

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The Contractor shall submit this report on signed company letterhead on a monthly basis. The report shall include:

- (1) Task order number
- (2) Current expiration date of task order
- (3) Task order country and title
- (4) Task order total funding
- (5) Total estimated delivered amount of task order
- (6) Total estimated undelivered amount of task order

C.3.1.6.5 End of Mission Report

The Contractor shall provide this report within thirty (30) calendar days after end of mission to the Government. The report shall be provided in a format mutually agreed to by the Government and the Contractor and shall include the following:

- (1) Goals and objectives during mission
- (2) Significant accomplishments and challenges
- (3) Training courses delivered, if applicable
- (4) Equipment delivered, if applicable

C.3.2 Field Support

Task orders for field support may require any combination of services specified in Section 3.2.1 through Section 3.2.6.

C.3.2.1 Project Coordination

The Contractor shall provide the following on-site services to ICITAP representatives in the administration and management of courses, conferences, association meetings and technical assistance to include internships and establishment of forensic labs:

- (a) Preliminary training site preparation. When training courses and/or technical assistance are planned in a country or city where ICITAP has not been established, the Contractor shall:
 - (1) Make an advance trip in order to evaluate training facilities and assess the need to supplement specific facilities for use as a site for regional conferences and training;
 - (2) Make preliminary contacts and arrangements as necessary (e.g., with country officials, hotel managers), and identify in-country sources to

DRAFT

DRAFT

procure goods and services (e.g., interpreters, photo-copying, vehicle rental, housing (both short and long term)).

- (b) Trip planning and coordination. The Contractor shall arrange the necessary pre-departure logistical details for the successful start of a conference and training project for both domestic and international events. This includes such activities as:
 - (1) Entering into a binding contract with a hotel;
 - (2) Assessing the need for supplemental training facilities with additional equipment or materials; and
 - (3) Arranging for shipment of supplies.
- (c) Logistics. The Contractor shall perform necessary in-country or domestic logistics, such as, making facility arrangements, arranging receipt of shipments of course materials/supplies, and transporting and setting up classrooms.
- (d) Procurement. The Contractor shall provide the following general procurement functions as requested by the Government:
 - (1) Ensure that contractor-furnished personnel performing in-country work have all necessary supplies and equipment by the time they arrive at the designated site.
 - (2) Procure, ship, and deliver instructional materials, equipment, and course supplies for training courses and conferences in accordance with training and/or conference schedules.
 - (3) Procure materials, equipment, supplies, furniture and vehicles for training courses, technical assistance activities, and/or donation that do not fall into the category of course supplies, in accordance with project schedules. Purchases may be for a variety of purposes such as the set-up of a training facility in a country, the purchase of replacements for a training facility, and/or the donation to some country or group. These materials may include, but are not limited to, audio visual equipment, translation equipment, ADP equipment, crime scene supplies and equipment, forensic laboratory equipment, supplies and chemicals, special weapons team equipment, vehicles, and the purchase of reference materials.

DRAFT

DRAFT

- (e) Material Administration, Shipping and Handling. The Contractor shall perform the following material administration, shipping, and handling functions in accordance with Federal Government procurement regulations ensuring compliance with appropriate state, federal, and foreign shipping laws, regulations, and licensing requirements:
- (1) Mark, inventory, and monitor inventory control documents, and maintain all such inventory in a serviceable and secure condition until donated to a foreign government, delivered to a designated individual, or returned to the U.S. as directed by the Government;
 - (2) Maintain inventory list of all materials procured or obtained as donations;
 - (3) Package/repackage material for shipping - including course materials and class room supplies, special equipment, chemicals, arms, and perishable items;
 - (4) Arrange shipping to the appropriate location/recipient. All shipments shall be closely coordinated with ICITAP staff to ensure that arrival times are appropriate in light of project needs. The Contractor shall notify program personnel immediately upon learning a shipment may not arrive as ordered or in the time frame required; and
 - (5) Assemble specialized kits for shipment.

C.3.2.2 Training, Conferences, and Seminars**C.3.2.2.1 General**

The Contractor shall provide supplies and services necessary to plan, develop, implement, document, and present training courses, conferences and technical seminars.

C.3.2.2.2 Conduct of Training Courses/Conferences/Seminars

- (a) The Contractor shall deliver training courses, conferences, and technical seminars in accordance with the requirements of this contract or individual orders.
- (1) With respect to training courses, the order will specify subject matter, class size, length of course, number of hours of class room training, and course unit price. The Contractor shall deliver a course of instruction meeting the order requirements to

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DRAFT

include classroom facility, equipment and course materials in sufficient numbers for class size, instructor(s) and on-site administrative and logistics support for course attendees. The Contractor shall provide written and/or audio-visual materials, as required. The Contractor shall provide translations in English and designated foreign languages.

- (2) With respect to conferences, the order will specify dates, times, subject matter, and instructors or speakers. The Contractor shall deliver a conference meeting the order requirements to include, translators in both English and designated languages, copying of materials, logistics requirements that may be needed such as transportation of participants, facility/site selection, accommodations for participants, working meals coordination if needed, etc.
- (3) With respect to technical seminars, the order will specify dates, times, subject matter, and instructors or speakers. The Contractor shall deliver a technical seminar meeting the order requirements to include, translators in both English and designated languages, copying of materials, logistics requirements that may be needed such as transportation of participants, facility/site selection, accommodations for participants, working meals coordination if needed, etc.

(b) The Contractor shall provide the following project administration assistance during the execution of a training course, conference, or technical seminar:

- (1) Provide sufficient numbers of qualified interpreters and translators as required in individual orders;
- (2) Ensure translation equipment is set-up properly and interpreters are familiar with the operation of equipment;
- (3) Provide assistance to the instructor, such as identifying the location and preparing the site for practical exercise;
- (4) Furnish all required safety and security equipment items including, but not limited to, ballistic body armor, Kevlar™ helmets, cellular telephones, radios, weapons and armored vehicles; provide reliable and effective security guards/drivers when required; provide secure, effective and reliable modes of emergency communication.

DRAFT

DRAFT

- (5) Provide and maintain appropriate vehicles and reliable and skilled drivers or make other suitable arrangements for local travel as required for work-related project activities;
- (6) Procure, ship and install necessary equipment which is specified within the project budget in accordance with Government directions.
- (7) Arrange for land-line and/or cellular telephone connections and Internet connectivity to facilitate field-headquarters communication as directed by the Government.
- (8) Organize class activities such as structuring and assisting in opening and closing ceremonies and placing student names on course certificates;
- (9) Provide course and conference completion certificates to participants;
- (10) Maintain files (hard copy and/or electronic [disk] copy, as appropriate) for each course/seminar/conference including all material, questions, and listing of participants;
- (11) Upon completion of each session, provide one copy of the file to the COTR; and
- (12) Upon completion of a training activity, perform all closing functions (e.g., disassemble equipment, re-pack supplies and pay invoices).

C.3.2.3 Project Participant Support**C.3.2.3.1 General**

The Contractor shall provide supplies and services necessary to provide travel arrangements, lodging, and conference accommodations for participants of ICITAP sponsored training, conferences, and seminars.

C.3.2.3.2 Travel Arrangements

The Contractor shall make travel arrangements for training/conference/seminar participants. The Contractor shall make travel reservations (air, train, bus, etc.) as needed. The contractor shall procure and deliver all tickets in a timely manner. The contractor shall facilitate passage

DRAFT

DRAFT

through local customs and immigration. The Contractor shall facilitate the acquisition of all necessary travel and residency documents including, but not limited to, the following:

- (1) Passports
- (2) Visas from local embassies
- (3) Residency permits from local authorities

C.3.2.3.3 Lodging and Conference Accommodations

The Contractor shall make lodging (e.g., hotel, apartment, housing) reservations and changes for participants as well as secure adequate conference space and obtain appropriate and required insurance coverage. With respect to lodging for instructors, subject matter experts and technical assistants, the Contractor shall arrange for lodging and support in accordance with the established project budget including, but not limited to, the following:

- (1) Secure appropriate housing through lease, room rental, etc.
- (2) Obtain and ensure security for housing
- (3) Procure furnishings and appliances for leased housing
- (4) Arrange for full utility services to leased premises
 - a. Provide a resource for household maintenance and repairs.

C.3.2.3.4 Travel Expense Reports

The Contractor shall process travel expense documents and reconcile expense reports of participants.

C.3.2.4 Ad Hoc Tasks

_____The Contractor shall perform such periodic, ad hoc tasks as required by the Government to further a specific international justice sector development or reform program or enhance the capability of ICITAP, consistent with the mission of the organization.

C.3.2.5 Construction, Rehabilitation and Repair of Facilities

The Contractor shall supply all equipment, materials, supplies, tools, and personnel necessary to successfully complete the minor construction of new facilities, as well as the rehabilitation, and/or repair of existing facilities. The Contractor shall design, build, or both design and build these facilities as required. All specifications and requirements will be provided by the Government. Any task orders for the construction, rehabilitation, and/or repair of facilities will be negotiated on a firm fixed price basis.

C.3.2.6 OPDAT Support

_____When ordered, the Contractor shall provide administrative and logistical services in

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support of the Office of Overseas Prosecutorial Development, Assistance, and Training (OPDAT) of DOJ's Criminal Division. The types of services to be provided by the Contractor includes, but is not limited to, the procurement of housing and utilities, communications, security services, transportation services (including driver support), document translation services, interpretation services, and general office support. These services may be required both in the United States and abroad.

C.3.3 Contract Phase-In

(a) The continuing provision of support services covered under this solicitation is essential to continuity of the program. Therefore, it is critical that the transition from the current operation to a new contract be accomplished in a well planned, orderly and efficient manner. The Contractor shall be responsible for the phase-in of Contractor personnel and the assumption of ongoing tasks in accordance with the Government phase-in schedule (see Section B.1). Phase-in activities will include, but not be limited to, placement of any necessary subcontracts, mobilization of staff and other resources, obtaining of necessary clearances, execution of the Confidentiality Agreement included as Attachment (XX), and any other activities required to put the Contractor in a position to accept and perform task orders for ICITAP services. Certain current staff of the incumbent contractor will be available during this period to provide administrative and technical orientation to new Contractor personnel, familiarize the Contractor with required services, and provide other guidance and assistance as mutually determined by the Government and the Contractor.

(b) The specific phase-in assistance to be provided shall be determined by the Government. After award of the contract, the Government will request a proposal from the Contractor for the cost attributable to the phase-in effort, negotiate a price for said effort, and issue a task order to the Contractor for that effort.

C.3.4 Contract Phase-Out

At the conclusion of the contract, the functions performed under this contract may convert to an in-house Government operation or may be awarded through another contract. In either case, the Contractor may be required to assist in the phase-out of this contract. The price and terms of the assistance required will be negotiated as a separately priced task order.