STATEMENT OF WORK

FOR

COMMANDER NAVAL AIR FORCES (N75) SUPPORT
CV SHARP FLEET TRAINING PROGRAM

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(850) 452-1001 Ext. 1566
RFQ#: 2404

RFQ Due Date: 30 June 2010

Evaluation Criteria
The level of effort for the performance of this order during the period from date of award through one year, as specified in the SOW.

Evaluation Criteria
This order shall be issued on a competitive basis to responsible quoter whose quotation conforming to the RFQ will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate quotes:

- Personnel
- Cost

The technical factor of Personnel is most important. The technical evaluation will consider the quoter's technical quotation more important than the quoter's price quotation.

1. **Personnel** – The offeror shall submit resumes for the personnel who will be utilized on this effort. The offeror should provide sufficient information with the resume to detail the personnel qualification required by the SOW paragraph 5.0. and the task requirements in paragraph 2.0. Prior experience with products/program similar to CV SHARP is desired.

2. **Cost**

**NOTE:** This Order shall be placed against CLIN 0006, Technical Services, and CLIN 0008, Travel, utilizing the Cost plus Fixed Fee provisions of the Contract.

Fixed fee will be at the contract period rate for which the order is issued.

Electronic transmission of proposals is encouraged.

*If the contractor does not wish to bid on the subject RFQ, the negotiator respectfully requests a response stating the decision to not bid by the RFQ close date.*
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1.0 INTRODUCTION

1.1. Purpose.

The purpose of this Statement of Work is to provide contractor personnel to work with Commander Naval Air Forces to support the aircraft carrier training and readiness management program, CV SHARP.

1.2. Background, Scope and Objectives.

Commander, Naval Air Forces (CNAF) N7, is responsible for development, deployment and support of the aircraft carrier training and readiness management program, CV SHARP. While there are several readiness reporting programs being used throughout the Fleet, (i.e. TORIS in SRFOR), CV SHARP is unique because it ties individual sailor training accomplishments to a unit’s overall readiness. The result is a very powerful, but complex program that can provide a ship’s leadership with valuable information on the actual breadth and depth of the crew’s abilities. Managing CV SHARP on board ship requires a significant amount of training at several levels: the program manager (normally a Lieutenant in the Operations Department or the ship’s Training Officer), departmental users (leadership, event loggers, and program users), and IT support (system maintenance support). The use of CV SHARP by the Fleet is a cultural change and must be sufficiently supported by a formal training program.

1.2.1. Scope.

This delivery order will provide a qualified individual to the Commander Naval Air Forces (N75) to Support CV SHARP Fleet Training Program.

Contractor personnel will be located at:

CNAF
Code (N 75) Building 91
Naval Air Station North Island
San Diego Ca. 92135-7123

This delivery order will be one (1) base year from delivery order award and one (1) option year:

The level of effort above includes subcontracting hours, but excludes holidays, sick leave, vacation days, and other absences. In addition, no overtime is authorized.

The Contractor shall employ only personnel who are fully qualified and competent to perform the statement of work and shall ensure that such personnel are utilized in a manner that shall maximize productivity and efficiency. The Contractor shall utilize the category listed herein. The Government requires the contractor to submit resumes for all personnel to the COR. Personnel shall meet the minimum qualification as listed in

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paragraph 6.0 and shall be reviewed and approved/disapproved by the COR with input from the Client Representative.

2.0 TASKS REQUIREMENTS

2.1. Develop training curriculum to support the CV SHARP program.

The CV SHARP program requires training curriculum to include courseware to support fleet introduction and sustainment. Training will include elements: an introduction to readiness reporting (why it’s done), introduction to the CV SHARP program, a user’s course, a manager’s course, an IT support course and any other material deemed necessary to ensure Fleet training is adequate to establish and maintain a readiness reporting culture on the Navy’s aircraft carriers. The training material should be designed for delivery via formal classroom instructor lead or an Integrated learning environment (ILE). Contractor will work directly with CNAF staff and CV SHARP contractor SMEs to ensure accuracy, applicability and functionality of all products.

**Deliverable:** Develop instructional curriculum to include courseware material for CV-SHARP. Delivery method of training will be either classroom instruction or Integrated Learning Environment used on Navy Knowledge On Line (NKO). Deliverables will also include development and publishing of a student handbook (can be CD) that will serve as a student take-away for future reference.

2.2. Obtain a Navy Course Identification Number (CIN) for each course developed and place requirements in FLTMAPS.

Each course shall be a recognized Navy course, developed and managed within Navy training specifications, and shall have a CIN. Each course will be registered in the FLTMAPS database, together with unit course completion requirements.

**Deliverable:** Coordinate Training Project Plan for approval and acceptance to Navy Education and Training Board.

2.3. Function as Course Curriculum Model Manager for CV SHARP Training

- Coordinate with staff Subject Matter Experts for the development and delivery of training curriculum to the Fleet. This includes determining requirements and re-aligning training to meet Fleet requirements. Further requirements will include regular meetings and delivery of progress reports to the CV SHARP Program Manager, N75, and the Force Training Officer, N7 or N7A, as required.

Create classroom instruction training material for Mobile Training Team and Interactive Courseware (MTT) and (ICW) as required to meet the needs of the Fleet Response Training Plan (FRTPP).

- Assist in overall training and readiness assessments of units utilizing NMETL and provide qualitative and quantitative analysis of training effectiveness.

- Manage the overall CV-SHARP training curriculum from an official Navy Course perspective. Functions will include establishment of Course Identification Number (CIN), Manage student Quota control throughput via Corporate enterprise Training Activity

“Capitalizing On The Latest Technology To Improve Employee Performance”

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Resource System (CETARS) and revise curriculum as required to meet clients training objectives.

**Deliverable:** Program oversight and management, to include regular progress updates, a Plan of Action and Milestones (POAM), Work Breakdown Structure (WBS) and other management products as deemed necessary to ensure proper oversight.

### 2.4 Conduct instruction in classroom or ship environment

The contractor will be responsible for teaching the courses developed under this contract, either in a classroom or ship environment, depending on the requirements and course content. Although the primary teaching responsibilities will be fulfilled by the Fleet Support Personnel, the contractor will be available to teach courseware, as needed. In-class training is currently believed to be in frequent (monthly to quarterly); specific requirements will be determined as the project progresses.

The Contractor shall provide technical support as needed to meet the requirements of this delivery order. There is currently no requirement for hardware.

### 3.0 SECURITY REQUIREMENTS

This SOW is unclassified, however a **SECRET** level classification is required for all contract support under this statement of work. NMCI access is required for all contractors that either work on-site or require access on a routine basis to conduct support via this contract. The government will provide a DD-254 to cover the classified requirements under this contract.

### 4.0 PERSONAL IDENTIFICATION

Contractor personnel will be required to wear a Contractor provided identification badge and a "Navy Contractor Badge" (Common Access Card) while performing work for CNAF. Contractor personnel will be required to identify themselves as a contractor in all verbal and written communication means while performing work for CNAF. When attending meetings in support of CNAF, contractor personnel will introduce themselves as a contract employee working for CNAF. Contractor personnel will be required to sign a non-disclosure statement relative to CNAF business sensitive information.

### 5.0 MINIMUM PERSONAL QUALIFICATIONS

The Contractor shall employ only personnel who are fully qualified and competent to perform the statement of work and shall ensure that such personnel are utilized in a manner that shall maximize productivity and efficiency. The Government requires the Contractor to submit resumes for the subject individual and shall be reviewed and approved/disapproved by the COR. The person shall meet the following Qualifications:

**Education Experience Qualifications:**

Required: A Bachelor/Master degree coupled with a minimum of (4) years instructional experience or prior experience as a Master Training Specialist coupled with a minimum of (8) years instructional experience in developing instructional material for instructor-lead, e-
learning, virtual/distance delivery methods.

Must have strong written and verbal communication skills.

Desired: The following prior experience is highly desired to enhance the overall effectiveness of the CV SHARP Training program. No minimum amount of time/experience is required within these groups however experience with Carrier Integrated Training Team is extremely beneficial.

- Prior Carrier training experience (e.g. Integrated Training Team.)
- Prior experience as a Navy Master Training Specialist or commercial equivalent.
- Prior experience as Course Curriculum Model Manager.

6.0 TRAVEL
This contract will require some travel (estimated 10%) to Norfolk, Yokosuka, and Bremerton/Everett to support development and implementation of the CV SHARP Fleet Training Program. Other less routine travel may be required as dictated by the CNAF staff. Contractor shall propose $10K in the travel CLIN for bidding purposes.

7.0 SECURITY REQUIREMENTS
SECRET Clearance is required.

8.0 PLACE OF PERFORMANCE
Support may be required both on and off-site to support the CNAF staff NAS North Island, San Diego. The government will provide office space and admin support, to include NMCI access, as well as supporting documentation, briefing materials, and information access as required to meet the objectives and required deliverables.

9.0 POINTS OF CONTACT

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<thead>
<tr>
<th>Contractor Office Representative</th>
<th>Technical Manager</th>
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<tbody>
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