

Exhibit (a) - Contract Data Requirements

OWLC-18-R-0002

CDR #	Contract Data Requirement List	SOW Ref Paragraph	Frequency	Deliver To	Deliver When	Data Description
1	Preliminary and Final list of Eligible Delegates by country - including Parliamentarian and their staff	Under - Delegate Identification, Recruitment and Processing	Continual Basis	Relivant US Mission and OWLC	Upon Receipt	OW Database info and Visa information
2	Prepare, enter, maintain Profile on all Nominees, finalists, delegates and facilitators	Under - Delegate Identification, Recruitment and Processing	Continual Basis	OWLC Database	Upon Receipt	Delegate Profile Form
3	Prepare and distribute US tax mat'l	Under - Delegate Identification, Recruitment and Processing	Continual Basis	Participants	As required	Forms needed for documentation of trip to assert immunity or exemption from taxes
4	Provide local host orgs with biographical, programmatic and travel data	Under - Host Site Identification, Orientation and support	For each event	Local Host and OWLC	Six (6) weeks prior to event	Biographical data of Delegates and Facilitators, program data (e.g. host guidelines etc) and travel data of Participants
5	Prepare, enter, maintain Local Hosts and Hosts locations including id of Congressional district for hosting locations or activity locations	Under - Host Site Identification, Orientation and support	For each event	OWLC Database		Congressional District, all contact information for local host, coordinators and host families and particular community information
6	Notify Local Host of Participants Schedules and profiles prior to Host program (See 4 above)	Under - Host Site Identification, Orientation and support	For each event	Local Host and OWLC	Six (6) weeks prior to event	Biographical data of Delegates and Facilitators, program data (host information) and travel data of Participants
7	Participant comments on Draft Programs	Under - Host Site Identification, Orientation and support	For each event	OWLC	Upon Receipt	Comments from Participants on draft programs
8	Orientation Program Agenda - for approval	Under - Pre-Departure and U.S. Orientations	For each event	OWLC	As required	Stated activity, date, time, location, duration, facilitator's name
9	Deliver Exit Interviews and appropriate reports (reports approved by OWLC) to OWLC	Under - Participant Follow-Up and Open World Evaluation	For each event	OWLC	Upon Receipt	Exit Interview and reports from Participants
10	Update contact information of former OW Participants	Under - Participant Follow-Up and Open World Evaluation	Continual Basis	OWLC Database	Upon Receipt	Update any data that is changed
11	Post Program Results data from former Participants	Under - Participant Follow-Up and Open World Evaluation	Continual Basis	OWLC	Upon Receipt	Post Program Results data
12	Follow-Up interview information from Former Program Participants	Under - Participant Follow-Up and Open World Evaluation	As Requested	OWLC	Upon Receipt	Follow-Up information

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13	Weekly Narrative reports and statistics on Open World programs	Under - Administration of Contract	Weekly	OWLC	(List date of week)	(What should be included as a minimum)
14	Relevant information on alumni	Under - Administration of Contract	Continual Basis	OWLC	Upon Receipt	Data relevant to the OWLC Program
15	Develop, produce and distribute correspondence and recruitment materials that describes OWLC programs	Under - Material and Correspondence	Continual Basis	OWLC	As required	Correspondence and Recruitment Material
16	Program Information and other material needed for publicity and media activities	Under - Publicity	Continual Basis	OWLC	As required	Program Information and other related material
17	Orientation/Briefing Material	Under - Orientations/Briefings	Continual Basis	OWLC	As required	Orientation/Briefing Material - (What is needed as a minimum)
18	Host Materials	Under - Host Material	Each event	U.S. Local Host	Six (6) weeks prior to event	Host Guideline packets and OWLC Material
19	Interest Inquiries obtained from potential Participants to identify interest in OW programs	Under - Interest Inquires	Continual Basis	OWLC	As required	Response from potential Participants
20	Candidate List	Under - Candidate List	Continual Basis	OWLC and Embassy contacts	As required	List of Potential Participants
21	Invitations to selected Participants	Under - Invitations	Continual Basis	Selected Participants	As required	Formal invite to participate in OWLC Program, necessary data for US Visa, with request for response regarding whether candate will participate
22	Preparation and input of all Selected Participants who agree to participate	Under - Profiles	Continual Basis	OWLC Database	Upon Receipt	Profiles - See Deliverables section
23	Host Assignment Plan	Under - Host Assignment Plan	For each event	OWLC	As required	List of Host Assignment
24	Provide list with profile information and provide recommendations to Match Participants with Host locations	Under - Matching Participants with Host Sites	Continual Basis	OWLC, nominators and vetting committees	As required	List of matches - Participant and Host Locations with rationale for suggested selections
25	Exchange of Information	Under - Exchanging Participation/Host Information	For each event	Participants	42 days prior to event	Relevant information about the local Host location for this event and home stay sponsor for this event

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26	Report on Available and use of transportation benefit programs	Under - Transportation	Bi-Annual	OWLC	15th of each Month	Transportation Benefits obtained (e.g. frequent flyer miles) with unique identifier to allow for easy identification when used under this program
27	Provide Participants and Local Hosts with itineraries for event	Under - Itineraries	For each event	Participants and Local Hosts	As required	Itineraries
28	Summary of anticipated costs based on the support required	Under Budget	Once Yearly	OWLC	Need Month of year to input here	See Listing of data to be submitted in Paragraph entitled Budget in SOW
29	Final program report	Under - Final Report	Once for base performance period and once for each exercised option	OWLC	90 days after contract performance, including options	Final report summarizing the program events and successes
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31						
32						