Exhibit (a) - Contract Data Requirements

COIL-23-R-0001

CDR #	Contract Data Requirement List	SOW Ref Paragraph	Frequency	Deliver To	Deliver When	Data Description
0001	Preliminary and Final list of Eligible Delegates by country - including Parliamentarian and their staff	Under - Delegate Identification, Recruitment and Processing, Paragraph C-1- 3(a)(3)	Continual Basis	COIL	Upon Receipt	OW Database info and Visa information
0002	Prepare, enter, maintain Profile on all Nominees, Finalists, Delegates and Facilitators	Under - Delegate Identification, Recruitment and Processing, Paragraph C-1- 3(a)(3)	Continual Basis	COIL Database	Upon Receipt	Delegate Profile Form
0003	Prepare and distribute US tax mat'l	Under - Delegate Identification, Recruitment and Processing, C-1 - 3(a)(3)	Continual Basis	Participants	As required	Forms needed for documentation of trip to assert immunity or exemption from taxes
0004	Provide local host orgs with biographical, programmatic and travel data	Under - U.S. Host Site Identification, Orientation and Support, C-1 - 3(a)(4)	For each event	Local Host and COIL	Six (6) weeks prior to event	Biographical data of Delegates and Facilitators, program data (e.g. host guidelines etc) and travel data of Participants
0005	Prepare, enter, maintain Local Hosts and Hosts locations including id of Congressional district for hosting locations or activity locations	Under - U.S. Host Site Identification, Orientation and Support, C-1 - 3(a)(4)	For each event	COIL Database		Congressional District, all contact information for local host, coordinators and host families and particular community information
0006	Notify Local Host of Participants Schedules and profiles prior to Host program (See 4 above)	Under - U.S. Host Site Identification, Orientation and Support, C-1 - 3(a)(4)	For each event	Local Host prior to event	Six (6) weeks prior to event	Biographical data of Delegates and Facilitators, program data (host information) and travel data of Participants
0007	Participant comments on Draft Programs	Under - U.S. Host Site Identification, Orientation and Support, C-1 - 3(a)(4)	For each event	COIL	Upon Receipt	Comments from Participants on draft programs
0008	Orientation Program Agenda - for approval	Under - Pre-Departure and U.S. Orientations, C-1 - 3(a)(6)	For each event	COIL	As required	Stated activity, date, time, location, duration, facilitator's name
0009	Deliver Exit Interviews and appropriate reports (reports approved by COIL) to COIL	Under - Participant Follow-Up and COIL Evaluation, C-1 - 3(a)(7)	For each event	COIL	Upon Receipt	Exit Interview and reports from Participants
0010	Update contact information of former OW Participants	Under - Participant Follow-Up and COIL Evaluation, C-1 - 3(a)(7)	Continual Basis	COIL Database	Upon Receipt	Update any data that is changed
0011	Post Program Results data from former Participants	Under - Participant Follow-Up and COIL Evaluation, C-1 - 3(a)(7)	Continual Basis	COIL	Upon Receipt	Post Program Results data

Exhibit (a) - Contract Data Requirements

Item	Description	Reference	Frequency	Recipient	When	Deliverable
0012	Follow-Up interview information from Former Program Participants	Under - Participant Follow-Up and COIL Evaluation, C-1 - 3(a)(7)	As Requested	COIL	Upon Receipt	Follow-Up information
0013	Weekly Narrative reports and statistics on Open World programs	Under - Administration of Contract, C-1 - 3(a)(8)	Weekly	COIL	Each MONDAY	(What should be included as a minimum)
0014	Relevant information on alumni programs	Under - Administration of Contract, C-1 - 3(a)(8)	Continual Basis	COIL	Upon Receipt	Data relevant to the COIL Program
0015	Develop, produce and distribute correspondence and recruitment materials that describes COIL	Under - Material and Correspondence, C-1 - 4(a)	Continual Basis	COIL	As required	Correspondence and Recruitment Material
0016	Program Information and other material needed for publicity and media activities	Under - Publicity, C-1 - 4(a)(1)	Continual Basis	COIL	As required	Program Information and other related material
0017	Orientation/Briefing Material	Under - Orientations/Briefings, C-1 - 4 (a)(2)	Continual Basis	COIL	As required	Orientation/Briefing Material - (What is needed as a minimum)
0018	Host Materials	Under - U.S. Host Site Identification, Orientation and Support, C-1 - 3(a)(4)	Each event	U.S. Local Host	Six (6) weeks prior to event	Host Guideline packets and COIL Material
0019	Interest Inquiries obtained from potential Participants to identify interest in OW programs	Under - Interest Inquiries, C-1 - 4(a)(4)	Continual Basis	COIL	As required	Response from potential Participants
0020	Candidate List	Under - Candidate List, C-1 - 4(a)(5)	Continual Basis	COIL and Embassy contacts	As required	List of Potential Participants
0021	Invitations to selected Participants	Under - Invitations, C-1 - 4(a)(6)	Continual Basis	Selected Participants	As required	Formal invite to participate in COIL Program, necessary data for US Visa, with request for response regarding whether candate will participate
0022	Preparation and input of all Selected Participants who agree to participate	Under - Profiles, C-1 - 4(a)(7)	Continual Basis	COIL Database	Upon Receipt	Profiles - See Deliverables section
0023	Host Assignment Plan	Under - Host Assignment Plan, C-1 - 4(a)(8)	For each event	COIL	As required	List of Host Assignment

Exhibit (a) - Contract Data Requirements

0024	Provide list with profile information and provide recommendations to Match Participants with Host locations	Under - Matching Participants with Host Sites, C-1 - 4(b)(1)	COIL, nominators and vetting committees	Continual Basis	As required	List of matches - Participant and Host Locations with rationale for suggested selections
0025	Exchange of Information	Under - Exchanging Participation/Host Information, C-1 - 4(b)(2)	Participants	For each event	42 days prior to this event	Relevent information about the local Host location for this event and home stay sponsor for this event
0026	Report on Available and use of transportation benefit programs	Under - Travel, Transportation and Lodging, C-1 - 4(c)(3)	Participants	Bi-Annual	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
0027	Provide Participants and Local Hosts with itineraries for event	Under - Itineraries, C-1 - 4(c)(7)	Participants and Local Hosts	For each event	As required	Itineraries
0028	Final program report	Under - Final Report	COIL	Once for base performance period and once for each exercised option	90 days after contract performance, including options	Final report summarizing the program events and successes
0029	Hourly Expenditure Report	Under - Clause B-1	COIL	Quarterly - March, June, Sept and Dec	10th of April, July, October and January	Report hours expended and billed for each labor category with comparison to proposed hours by month and total for the quarter
0030	Salary Report	Under - Clause 52.215-21	COIL	Yearly	10th of January subsequent to completion of each option	Report shall include labor category, name of employee, annual salary, precent of time charged to this contract and actual salary based on time charged.